



HILL WEST  
*Primary*

FOUR OAKS

# LIBRARY POLICY

Hill West Primary School is a member of the Arthur Terry Learning Partnership

# LIBRARY POLICY

## LIBRARY AIMS

Through world-class library provision, we aim to develop every child's interest in and passion for reading and learning, helping them to build confidence and achieve their potential in many areas of school life. This library provision will also assist pupils as they develop into creative thinkers and independent learners, developing a range of life skills and a lifelong interest in learning.

The United Nations Convention on the rights of the Child, which underpins our work, specifies in Article 17 that every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand.

Hill West Primary School aims to ensure that we offer optimum library provision, along with a stimulating and supportive learning environment. The library is designed:

- To support the effective delivery of the whole curriculum.
- To foster and develop the children's pleasure and interest in books.
- To promote independent learning.
- To encourage children to respect and value books and reading.
- To give children access to a wide range of fiction and non-fiction texts.
- To assist them to acquire and develop information handling skills.
- To provide a resource base for teachers.
- To provide children with good quality books that are, in the case of non-fiction texts, ideally no more than ten years old. Books will be relevant to the curriculum and the reading abilities of all children. They will reflect positive images in terms of race, gender and disability.

## ORGANISATION

At Hill West the Library is situated in a separate building mid-way between KS1 and KS2 making it an ideal location for easy access for all children. Within the Library, there are several computers, which allow children to use it as an information centre allowing access to Reading Eggs and Reading Eggspress. The Library has separate areas for fiction and non-fiction books. Fiction books are separated into two sections. Easier picture books are identifiable in that they are displayed on large open shelving in a clearly designated area; more challenging books are kept alphabetically by author.

The non-fiction materials are classified under the Dewey Decimal System. This is slightly amended, usually to one decimal place, in line with the Library Services Children's Subject Index document and colour coded for easy identification by younger children.

100	-	Ideas and Feelings
200	-	Religion
300	-	Society, Jobs and Relationships
400	-	Different languages
500	-	Science, Maths and Nature
600	-	The Body, Health and Technology
700	-	Arts, Music, Hobbies and Sport
800	-	Poetry and Plays
900	-	History and Geography

## **PROCEDURES FOR BORROWING BOOKS**

Children have access to the Library on a weekly basis. Teachers should ensure that when they visit the Library with their class they understand and abide by the Library rules of conduct, which are on display. Each child should choose one book for the week and then scan the book out using the Junior Librarian computer system. This will then provide us with a comprehensive list of books on loan and losses will be monitored. There will be a standard fine of £5.00 payable to School Fund if a book has been lost permanently. Alternatively, parents may choose to replace the book, which has been lost.

The Junior Librarian Computer system will be switched on each morning by the librarian and switched off by the teacher of the last class to visit on any given day (as stated on Library timetable). A returns box will be located on the librarian's desk for children to put all returned books into. The school librarians will then return these books to the correct shelves. Borrowed and returned books are scanned in and out by the class teacher or school librarian.

If a teacher / teaching assistant wishes to take a selection of school library books to supplement their class libraries, they may do so but these should also be scanned out using their own bar codes. It is suggested that a maximum of forty books per class would be an appropriate number. Teachers should return books borrowed in their name after each topic has been taught so that the library is re-stocked and remains vibrant and current.

Children are permitted to take their weekly library loan book home. Class library books may be taken home at the discretion of the teacher.

## **LIBRARY MANAGEMENT**

The Associate Teacher with responsibility for the Library manages the day to day use of it. A group of children usually from Year 6 are appointed as pupil librarians to assist with the return and repair of books and general tidiness of the Library. Recruitment is made through a written application, which are reviewed by the librarian.

The school librarian will be responsible for the following:

- General management of the library

- Classification and cataloguing of resources, including a termly stocktake
- Issuing books to pupils
- Shelving book returns
- Researching appropriate resource additions
- Sourcing, purchasing and cataloguing library resources
- Providing advice to pupils about how to navigate the library, use the library computer/search system, and make recommendations about reading materials
- Ensuring an appropriate staff member is in attendance at all times when the library is in use
- Producing a half termly 'overdue' book list for each class
- Drafting and sending letters home to parents/carers regarding overdue or lost books
- Promoting the library, for example, through assembly announcements, book fairs, fundraisers, etc.
- Setting-up and managing library borrowing agreements between the library and all pupils and their parents/carers
- Managing the library budget effectively
- Updating and maintaining the library display board which is used to promote reading and other events and information
- Issuing notices to class teachers regarding overdue books and library events

## **PROMOTION OF THE LIBRARY**

All teachers have a responsibility to ensure that the children in their class become familiar with the resources available to them and that they are taught essential library skills. Each class has time allocated to them for work within the library. A timetable is drawn up and sent out for teachers at the beginning of each term. These times are flexible and may be negotiated in agreement with other staff members.

Library time should be used to:

- Help children understand the Dewey system and encourage them to find books for reference and private study.
- Encourage children to care for books and value them as an important and enjoyable way of spending leisure time.
- Foster a love of books by providing an exciting and attractive range of material to suit all ages and abilities.
- Provide a quiet place where children can feel at ease to enjoy reading, studying and relaxing.
- Encourage reference and library skills.
- Ensure that children change their library books on a weekly basis.

## **SPECIAL EDUCATIONAL NEEDS**

The provision of children with SEN will be met in consultation with the SENCO, Phase Leader and staff. Each child will have equal access to the Library regardless of ability.

## **RESOURCES**

The person with overall responsibility for the Library controls the library budget. The librarian purchases the majority of the resources but only after full consultation with curriculum co-ordinators and teaching staff.

All library resources are selected in line with the school's Equal Opportunities Policy.

Resources will include:

- Non-fiction books supporting both the school curriculum and pupil's general interests.
- Fiction books (including picture books).
- A reference collection.
- Computers – one for the librarian / class teachers to catalogue, issue and return items, and others for pupil use.
- Teacher support materials such as audio-visual materials, posters, etc.

## **MONITORING AND EVALUATION**

The Library policy will be reviewed and updated regularly by the School Librarian.