

BARTON PRIMARY SCHOOL
AND EARLY YEARS
CENTRE.



LIBRARY POLICY

DATE: November 2009

TO BE REVIEWED: November 2011



Policy Document for the School Library

Introduction

This document is a statement of the aims and organisation of the school library at Barton Primary School and Early Years Centre. It has been developed in consultation with all members of staff.

At Barton the library is centrally located and has a pivotal role within the whole school community. We believe that effective learners need well stocked, stimulating libraries - our school library is available to the whole school community. It is valued as a well-equipped resource centre where children and adults are welcome and its organisation ensures that all pupils make effective use of it.

Aims

The main aims of our school library are:

- To provide a well-planned, attractive and stimulating environment.
- To provide a central resource centre of books for the entire school community.
- To provide a well equipped resource centre to support teaching and learning, and to extend the school's curriculum and raise achievement and standards.
- To provide a range of reading material, which reflects all ages, cultures and interest levels, and also supports the National Curriculum.

Through the children's regular use of our library we aim:

- To stimulate a love of books and reading
- To encourage children to develop their own enjoyment, interest, knowledge and opinions about books.
- To develop children's referencing skills.
- To develop children's understanding of how libraries are organised and used and how books are categorised.
- To promote care and respect for books and other resources.

The Role of the Co-ordinator

The Library Co-ordinator has overall responsibility for the management of the library.

This includes: -

- Regular audits of stock, monitoring and updating resources throughout the school.
- Ensuring that the library is attractive and accessible to all children and staff.
- Timetabling the use of the library for individual classes / study sessions promoting the effective and efficient use of the available resources.
- Organising and creating reader development activities, e.g. Book Week; Author/Illustrator visits; Poetry Day; World Book Day.
- Providing links to Family Literacy initiatives.
- Training non-teaching staff in using the library with children (Appendix 1).
- Overseeing the day - to - day running and organisation of the library.

Organisation and Use

At the beginning of each academic year Parents / Carers are required to sign a form accepting responsibility and giving permission for their child to take a library book home (Appendix 2).

On return of the form, Parents / Carers are sent a leaflet to share with their child about the care of books (Appendix 3).

Children have a red waterproof folder in which to keep their current library book.

If books are lost or damaged there is a standard letter, which is sent home requesting payment (Appendix 4).

A library timetable is organised at the start of each year and is reviewed termly. Each class has access to the library for at least one session per week. They may use this for: -

Changing library books

Reading stories, poems, etc.

Developing information and study skills

Quiet study times

Small group 'development' - providing intensive teaching and learning

Linking with whole school events e.g. celebrations of key festivals and events.

General Organisation

There is a computerised library management system and all resources are released on a 'bar-coded' issuing system.

Each child and member of staff has an individual barcode / ticket kept in the library.

Every class has their book loans recorded on the computerised library system.

Parents / Carers are encouraged to help in the daily running of the library.

A Library Code has been developed with all classes offering suggestions and ideas (Appendix 5).

At Barton the library is supported by using the services of: -

- Parents / Carers
- Pupils
- The School Library Service (termly visits of School Library Van, Topic boxes of books)
- The local public library
- LA Advisory Staff
- CPD

Resources

All school library resources are centrally located in the library.

All books are recorded on the computerised library system located in the library.

They include: -

- Fiction Books: Infant / Junior Range, classified alphabetically.
- Non-Fiction Books classified using Dewey.
- Reference Section: Oversize Books
Staff Books

- Poetry Books
- Pop-up Books / Puppet Story Books
- Children's Books made in the classroom.
- Story Tapes (Appendix 7).
- A variety of Author Packs (Appendix 8)

Review

The Library is part of the School Development Plan. This Policy will be reviewed regularly and updated where appropriate.

The Policy will be available to new members of staff.

The effectiveness of our school library should be discussed with all members of staff and pupils on an annual basis through questionnaires and discussion.

Regular contact is kept with the Schools Library Service and LA Advisory Staff.

Appendices

Paper copies available to view in Non-Statutory Policy file.

1. Guide to helping children use the school library effectively
2. Contract Letter to Parents / Carers.
3. Reading Code
4. Letter asking for replacement of lost / damaged book
5. The Library Code
6. -----
7. Story Tapes / Puppet Story Books
8. Author Packs