

# St. John's C.E. Primary School



**Policy:** School Library Policy

**Reviewed:** February 2017

**Future Review:** February 2018

## **INTRODUCTION**

St. John's School is committed to achieve the highest level of attainment for all our pupils. The role of the library is seen as playing a key role in helping all children, regardless of race, religion, gender or ability, to achieve their fullest potential by supporting their formal learning and offering equality of opportunity to all.

## **AIMS**

- The library is for use by all members of the school community
- The library aims to support teaching and learning within school
- The library aims to support the enjoyment of reading
- The library aims to enable children to find suitable resources by themselves so that they will become independent learners
- The library aims to provide a positive enjoyable experience on each library visit

## **ACCOMMODATION**

- The library is able to accommodate a class of 26 pupils at a time to enable library skills lessons or whole class reading to take place
- The library is designed to accommodate both fiction and non-fiction books as well as magazines and newspapers
- As many books as possible are displayed on appropriate shelving. These displays are changed every month
- Themed displays and displays of pupils' work are a regular feature of the library
- The library will be part of a rolling programme of school restoration

## **STOCK**

- The library aims to have 12 books per child in the library
- The library will replace a minimum of 5% of books per year
- Non book materials are purchased where appropriate
- The librarian orders books from a variety of different companies at least twice a year acting on suggestions from staff, pupils and using her own expertise and current knowledge.
- Materials are chosen to support the curriculum and to encourage reading for pleasure.
- All resources within the school are recorded on the library computer system (Junior Librarian)

## **ORGANISATION**

- The non-fiction stock is arranged in Dewey order with colour coded enhancement
- The fiction is arranged in alphabetical order of authors' surnames
- All guiding contains picture reinforcement
- A computer system is in place to issue and discharge stock

- Pupils may borrow 1 book which they may take home and must be returned after 2 weeks.
- When staff borrow from the library it is essential that they record this on the system

### **STAFFING**

- The literacy Co-ordinator has responsibility for the overall management of the library.
- Day to day running of the library is undertaken by the part-time librarian, who is on the same salary scale as the teaching assistants
- Their duties include putting stock back in the correct place and making sure that the library is tidy

### **ACCESSIBILITY**

- The library is for use and enjoyment of all pupils and staff
- The library is set up for all classes to use on a Friday. These are timetabled sessions of at least one hour long
- Friday is the only day that books can be borrowed or returned to the library
- Throughout the rest of the week the library is available for staff or pupils to borrow books for class use only
- The English co-ordinator offers instruction for classes in library skills, information retrieval and general promotion of reading
- The librarian monitors pupils' use of the stock and this information is disseminated to class teachers on a monthly basis