Library Policy

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Linked with other policies:
- Curriculum
- Literacy

Signed:

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	March 2022	P3 Organisation	Intro added: Appointment of Literacy Lead and Library Assistant
		P4 4.2 Resources	Added 'and our Library Google Classroom' 'and Literacy Leads'.
		P4 4.6 added	Use of technology
		P5 5.7 added	Appointment of Literacy Lead and Library assistant
		P5 5.8 added	New student induction to include the library

1. Introduction

What we learn from good books and other resources becomes part of us (Chartered Institute of Library and Information Professionals)
Libraries empower students, not only by supporting the teaching and learning in the school, but by giving them the freedom to make their own choices about reading and learning experiences. (The Primary School Library guidelines, 2000)

1.1 Our curriculum is designed to cultivate and enjoyment of learning and a commitment to it, thus creating the right climate to encourage and stimulate the best possible progress in all our learners. The role of the school library is central in supporting our students' learning as it plays a key role in developing their communication and information-handling skills.
It also offers them a view of the world that is free from stereotypes and gives and equality of opportunity for all.

1.2 By offering students the opportunity to take responsibility for their own learning, our library helps them on their way to becoming independent and lifelong learners. The resources in our library support the aims and objectives of the national curriculum, promoting the ability in children to read fluently a range of literary and nonfiction texts, and to reflect critically on what they read.

2. Aims and Objectives

The aims of our library are:
- To provide a wide range of quality books to support the curriculum needs of all students and teachers.
- To promote a love of reading books, which will develop into a habit for life.
- To develop children's skills as independent learners.
- To maintain and develop a wide selection of reading material that is easily accessed and organised.
- To provide an environment that is welcoming and accessible to all.
- To provide a simple borrowing procedure to enable children to borrow books.
- To familiarise children with library routines which will give them a generic understanding of all libraries.
- To extend children's learning experiences.
- To understand other cultures and history.
- To allow the reader to escape into an imaginary world.

3. Organisation
In January 2022 we appointed members of staff as Literacy Lead with a responsibility for the Library and a Library assistant. They will take responsibility for the smooth running of the library and for implementing systems and monitoring use of the library under the guidance of the Deputy Head.

3.1 Our school library is a centre for learning and is accessible to all our children and staff.

3.2 The physical environment is designed to be welcoming and relaxing whilst accommodating personal study and stimulating exploration of the resources.

3.3 The library has both fiction and non-fiction collections. The senior school English classroom also has a collection of books which are changed every year.

The non-fiction books are classified according to the Dewey Decimal System using numbers and the colour coding recommended by the Norfolk County Libraries (Subject index available in the library)

The fiction section is classified by:
- short fiction denoted by orange author sticker on back spine of book
- longer fiction denoted by white author sticker on back spine of book, and
- longer fiction suitable only for our older readers denoted by white author sticker with asterisk on back spine of book.

3.4 Our library is open during normal school hours. Each class has an allocated time per week.

3.5 Display boards are used to stimulate the students' interest in books and changed regularly.

3.6 Activities to promote reading and the library are planned throughout the year.

3.7 We use Libresoft Librarian to manage our resources and each student and teacher has their own individual identity barcode to facilitate borrowing. This also allows the collection to be regulated for age related issues.

4. Resources

4.1 We aim to have 15 books per child and a minimum stock of 1,200. These books will be kept in the library with a small amount borrowed for each classroom.

4.2 All teachers can suggest titles to be purchased and students will be given the opportunity to make suggestions via members of staff and a library suggestions book kept in the library and our Library Google Classroom. Opinions will also be sought via the school council and Literacy Leads. We will ensure that new material purchased supports and encourages children's own reading and research.

4.3 We use our library resources to promote the spiritual, moral and cultural development of our students.

4.4 We aim to replace at least 10% of our stock each year. This ensures that our resources are in good condition, up to date and relevant to our students' needs. The non-fiction stock should all be published in the last 10 years.

4.5 We aim to record all Literacy resources on the library database.

4.6 We will develop ways of using technology to promote the library and a love of reading.

5. Systems – For detailed information on the system please see the Library Convention Notes

5.1 Students in Key stage 2 will be able to borrow 3 books. Key stage 3 and 4 will be able to borrow 4 books. If research for a class project means that this limit needs to be exceeded, then a member of staff should be consulted. All books borrowed should be renewed each week with a maximum borrowing time of 3 weeks.

5.2 Staff can borrow up to 35 books for up to 90 days.

5.3 For any books not returned, or returned damaged parents will be asked to supply the replacement or school will charge the cost of replacing the item/s.

5.4 In accordance with our aim to promote reading for pleasure students can borrow books to read during the school holidays.

5.5 The database will be used to monitor lending and borrowing patterns.

5.6 Use of the library will be an agenda item for staff meetings at least once per year.

5.7 New students will spend time being introduced to the library by the librarian or Library Assistant as a part of their induction process.

This policy will be reviewed every two years.