

LIBRARY POLICY STATEMENT

January 1995

Updated January 1997

Updated October 2001

INTRODUCTION AND AIMS

The School Library aims to:

- Provide resources for all curriculum leisure needs of all pupils.
- Engender a love of books and enthusiasm for reading.
- Develop information handling skills
- Undertake and organise independent research.
- Provide an area for individual study or reading.

ORGANISATION AND MANAGEMENT

- The library is organised according to the Dewey Decimal system and fiction material is arranged alphabetically by author.
- There is also a reference section of encyclopaedias, atlases and dictionaries.
- An index of books is available on the computer.

TEACHING AND LEARNING STRATEGIES

- The teaching and learning of information skills will be taught throughout the school and will be developed and reinforced in a structured sequence throughout the primary years.
- Staff will need to identify what children can achieve at specific stages and ensure that the skills are built into everyday classroom experience.
- The children will need time and opportunity to learn how to exploit the library and how to use information books, please refer to the English document on reading

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

- The quality of the stock reflects the requirement of the full ability range of children within the school.
- Staff will direct children to books appropriate to their abilities.

STAFF DEVELOPMENT

- It is the role of the library co-ordinator to keep the other staff aware of new developments and resources within the library and Schools Library Service.
- Please also refer to the main policy statement.

SCHEME OF WORK

Key stage 2

Information Skill

Alphabetical order
Reference Books
Use of Dewey
Use of Encyclopaedias/Thesaurus
Use of Computer Catalogue
Ability to Review books
Skimming/scanning/close reading
Note Taking
Looking at different authors
Reading the same author
Make decisions on selection of books

Key Stage 3

Development of note taking in addition to the above

MONITORING AND EVALUATION

- The Library Co-ordinator will regularly monitor and evaluate the use and effectiveness of the Library.
- An annual review of the books will be undertaken by the Library Co-ordinator prior to the annual budget being spent.
- The School Library Service is invited in to the school to do a more in depth review subject to the availability of their personnel.

ASSESSMENT, RECORDING AND REPORTING

- All staff will monitor and assess informally each child's progress in their use of the Library and the range of material they select.
- The fiction stock is part of the children's on-going reading development and as such staff will guide children to ensure that they select books that match and correspond to their ability and reading age.

RESOURCES

- The stock needs to be carefully selected to reflect the age and ability of all pupils and to take into account their curriculum and leisure needs.
- The majority of the school budget funding is spent on fiction books and the School Library Service generally provides the non-fiction books thus ensuring that replacement of outdated materials is constantly assessed.
- It is school practise to examine materials before purchasing them and hence stock is purchased by the Library co-ordinator at Peters in Birmingham and from appropriate publishers as the opportunity arises.
- In order to ensure that all books look attractive and are in good condition the stock is examined regularly. The Library Co ordinator also reviews stock to determine gaps in subject or ability coverage and balance between subject areas.

- It is recommended by HMI that primary schools have a stock of 10-13 library items per child with 50%-60% of the overall stock being non-fiction. Our current stock is approximately 3500 books.
- Adequate annual funding is essential but all resources are subject to the constraints of the school budget.

HEALTH AND SAFETY

- The Library area will be bright and attractive and organised so that all children are able to use it safely.
- The shelving will be of a satisfactory standard so that all children are able to reach it.
- Tables for study with chairs of an appropriate height will be available.

EQUAL OPPORTUNITIES

The quality of the stock reflects the needs of the individual child giving due regard to gender balance, racial diversity and the needs of a wide ability range.

HOMEWORK

Currently it is school policy to allow school library books to be taken home. However if a book is lost a replacement must be paid for in full.

There may also be times when staff encourage children to pursue research tasks outside school by using the facilities at Central Milton Keynes Library.

USE OF THE LIBRARY

Teachers are required to take their classes to the library weekly. There is a timetable in the staffroom which staff may sign or use the “pin system” to book a period in the library.

Library books should be changed during this time. Only children from years 6 and 7 should be allowed in the library and then only at the teachers careful discretion based on the child’s ability to cope with the system and behave sensibly.

Children borrowing a book from the library must have their book scanned into the computerised system by the class teacher. Returned books must be put on the trolley after being scanned to ensure that the book has been deleted from the pupil record.

The library is manned during lunchtime by teaching assistants who assist pupils with the changing of books.

Staff may borrow books for their own personal use but please return them as soon as you have finished with them. Shared areas may borrow books to form a topic collection and retain them for as long as they wish (but please remove all tickets before allowing children access to them and put all these in a safe place).

