

Orleans Primary School



Library

This policy was adopted: January 2016
Policy will be reviewed: January 2020

Signed _____ Quality and Standards

Signed _____ Headteacher

ORLEANS PRIMARY SCHOOL

LIBRARY POLICY

"A library is not a luxury but one of the necessities of life."

-Henry Ward Beecher

"A library is a delivery room for the birth of ideas, a place where history comes to life."

- Norman Cousins

'What we learn from good books and other resources becomes part of us.'

- Library Association

Introduction

The school curriculum develops enjoyment of, and commitment to, learning as a means of encouraging and stimulating the best possible progress and the highest possible attainment by all pupils. The role of our school library is central to supporting our children's learning. It plays a key role in helping our children to develop their communication and information-handling skills. It also offers them a view of the world that is free from stereotypes and promotes equality of opportunity for all.

Our library helps our children become independent and lifelong learners through offering the opportunity for the children to take responsibility for their own learning. The resources in our library support the aims and objectives of our outstanding curriculum by promoting the ability in children to have access to a range of literary and non-fiction texts.

Aims and Objectives

The aims of our library are:

- To extend and enrich children's learning experiences.
- To provide a resource, which enables children to gain the library and research skills they need to become independent learners.
- To familiarise children with library routines which will give them a generic understanding of all libraries.
- To support teaching and learning in our school, and to enrich the curriculum.
- To provide opportunities for children to access resources for themselves.
- To encourage children to develop a love of books for life.
- To celebrate reading and writing in school.
- To provide an environment that is welcoming and accessible to all.
- To maintain and develop a wide selection of reading material that is easily accessed, organised and well looked after.

How we organise our Library

- Our school library is a learning centre that is accessible to all the children and staff at our school.
- The physical environment of the library is designed to stimulate our children. This motivates them to explore and use resources for their learning in school and for personal interest.
- Pictures, cushions, rugs and seating are used to make our library and attractive and welcoming environment.
- Pictures of pupils enjoying books should be displayed in the library to promote a positive image of reading.
- Children's own writing should be incorporated into the library, where possible.
- Children must not be sent to the library to borrow or return books unless there is adult supervision. Teachers, teaching assistants, parent helpers or library monitors exchange books within a class allocation time. However, from Year Two onwards, a responsible pupil can be trained to use the library system. This must be overseen by an adult initially.
- Children must, with adult support, return books to the correct place on the shelf.
- The library has collections of fiction and non-fiction resources. Each classroom also has a small fiction and non-fiction collection. We classify fiction books in alphabetical order according to author and non-fiction books in accordance with National Curriculum subjects and dewey library system.
- Any book in the library can be issued to a child, excluding books from the 'Teacher Reference' section. These must stay in school.
- Our library has a computerised library management system through which children can borrow books by a three digit personal identification number. Pupils may be issued one book at a time. They may be issued a second book on a separate occasion. The library system will not allow them to be issued more than two books.
- It is the class teacher's responsibility to remind pupils to return their library books. If they are not returned, the child will receive a reminder letter, if the book is still not returned, the parents are asked to pay for the missing book.

Resources

- The library contains a wide range of fiction, reference and non-fiction books at different levels. The acquisition of research skills begin with our youngest children and be developed in a systematic way throughout the school.
- Authors and illustrators are involved in enriching the English curriculum.
- The library is stocked using money from the school's Library budget. Other methods of stocking the library are from school book fairs (run once a year), where it is school policy to take books rather than money percentage as commission. Books donated by parents are also accepted although they must be in good condition. OPPTA also provide sporadic financial contributions to the library.
- All these books will be stamped with the school stamp, bar-coded and catalogued into the school library system.
- Books are entered onto the system using the Junior Librarian software.
- Maintenance of the library computer and software is the responsibility of the school's ICT technician and Junior Librarian.
- At the end of each academic year, new classes are entered into the library system so they are ready to start using it in the Autumn term.
- Comics and magazines are also donated by parents and are available as reference only in the library.

Lost Books

At the end of each academic year, class teachers must send a note home to parents asking for any outstanding library books to be returned. If books are lost, parents will be asked to pay for the cost of a new book, minimum charge being £4.99.

Staffing

The English Leader is responsible for monitoring the Library. This includes organising the weekly timetabled visits for individual classes during lunchtime.

The timetabled class visits are organised and led by class teachers and teaching assistants. Teachers can choose to train a parent helper to issue books for their class. When using the library, it is the class teacher or teaching assistant's responsibility to ensure that the library is left tidy and that books are issued and returned correctly.

Keeping the library tidy, welcoming, attractive and safe is a whole school responsibility.

The day to day running of the library relies on regular parent volunteers. They are responsible for processing stock through the catalogue system, keeping the resources accessible to all library users as directed by the English Leader. They also run the lunchtime visits for individual classes.

The English Leader is responsible for selecting and purchasing stock as well as updating displays.

Library Monitors

"We, as library monitors, keep the library tidy and scan books in and out. Sometimes we think of competitions for the School. Our duty is really fun and we love to do it. To have this role you must fill in an application form".

Policy written January 2016 by B Bennett and the teaching staff

Policy to be reviewed January 2020.

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Scheme of Work for Library and Research Skills

Foundation Stage Pupils:

- Responsible and careful handling of books.
- Become familiar with different kinds of books e.g. pop-ups or books with flaps.
- Choosing favourite stories, authors and illustrators.
- Returning books to their correct places (and putting them the right way up).
- Sorting picture books into subjects (end of Reception).

Key Stage 1 Pupils: - as Nursery and Reception above, plus:

- Understanding alphabetical order by initial letter of surname.
- Knowledge of the fiction classification system.
- Understand that non-fiction books are classified according to their subject.
- Know the difference between a storybook and an information book and where relevant books are located.
- Choose books relevant to their ability.
- Awareness that titles, lists of contents, chapter headings and simple indexes are a means of finding out more precise information.

Key Stage 2 Pupils: -

- Understand and sort in alphabetical order by surname
- Understand the non-fiction classification system and help to return books
- Choose books relevant to their ability
- Support younger children
- Safely use internet for research purposes