

Woodthorpe J.I. School

Library Policy

Statement of intent

This policy sets out the aims, principles and strategies for the use of the library at Woodthorpe JI School.

Through quality library provision, we aim to develop every child's interest in reading and learning, helping them to build confidence and achieve their potential in all areas of school life. This library provision will also assist pupils as they develop into creative thinkers and independent learners, developing a range of life skills and a lifelong interest in learning.

Woodthorpe JI School aims to ensure that we offer optimum library provision, along with a stimulating and supportive learning environment.

1. The role of the library

- 1.1. The library at Woodthorpe JI School will provide an adequate and relevant range of resources for pupils from foundation stage to key stage 2.
- 1.2. The library's resources will support the National Curriculum.
- 1.3. The library will work to ensure that pupils are competent in their use of information technologies.
- 1.4. The librarians will teach pupils about, and encourage pupils to exercise their knowledge of, the Dewey Decimal System.
- 1.5. Woodthorpe JI School's library will provide a supportive and welcoming environment where children can develop a lifelong love of reading.
- 1.6. The library will promote and assist pupils with research and investigation strategies (e.g. through posters and one-on-one assistance) in order to help them become independent learners.
- 1.7. The library will provide a range of fiction and non-fiction resources, catering to children of all ages and abilities and their interests.
- 1.8. Every class will attend timetabled lessons at the library, focussed on learning how to be an independent learner and access reliable information.

2. Library accommodation and organisation

- 2.1. The library will provide a comfortable, well-lit space.
- 2.2. The library fiction display will be changed regularly.
- 2.3. The various sections of the library will be clearly labelled.
- 2.4. Posters outlining how the Dewey Decimal System works should be visible throughout the library.
- 2.5. In addition to Dewey Decimal System classifications, various areas of the non-fiction section will be identifiable by pictures as well as written signs.

3. Library use and access

- 3.1. Classes are to visit the library according to the timetable.
- 3.2. The school library is open daily. The library will be closed during the last week of each half term in order to stock take and ensure all borrowed books are returned and back on the shelves.
- 3.3. Eating and drinking in the library is prohibited.
- 3.4. Pupils are allowed to borrow one fiction or non-fiction book at a time.
- 3.5. Books can be loaned for a maximum of two weeks.
- 3.6. When a book is overdue, the pupil will be informed at the end of each school day that this needs to be returned. If it is not returned after a week, a letter will be sent home informing the pupil's parents/carers.
- 3.7. Staff members can borrow books to support class topic work. These must be returned as soon as possible or for half termly stocktake.

4. The school librarian

- 4.1. The school librarian will be responsible for the following:
 - General management of the library
 - Classification and cataloguing of resources, including a half termly stocktake
 - Shelving book returns
 - Recruiting and managing the school librarians
 - Researching appropriate resource additions
 - Sourcing, purchasing and cataloguing library books
 - Providing advice to staff and pupils about how to navigate the library, use the library computer system (Junior Librarian), and make recommendations about reading materials
 - Ensuring an appropriate staff member or volunteer is in attendance at all times when the library is open or in use
 - Producing a half termly 'overdue' book list for each class
 - Monitoring letters home to parents/carers regarding overdue or lost books
 - Promoting the library, for example, through Reading Assembly, book fairs, fundraisers, etc.
 - Setting-up and managing library borrowing agreements between the library and all pupils and staff
 - Managing the library budget effectively
 - Updating and maintaining the library display board which is used to promote reading and other events and information
 - Teaching pupils how to use the library's computer catalogue to search for and locate books and other items

5. Budget

- 5.1. The school librarian will negotiate an appropriate library budget with the Head Teacher and governing body every year.
- 5.2. The library budget is to be used to purchase and repair library resources such as fiction and non-fiction books, comfort/non-essential items such as cushions, and resources for display, etc.
- 5.3. The library budget will not be used for essential items such as tables, chairs, shelving, computers, cleaning, etc.
- 5.4. Money raised in book fairs will be used to supplement the library budget (including class libraries).

6. Resources

- 6.1. All library resources are selected in line with the school's Equal Opportunities Policy.
- 6.2. Resources will include:
 - Non-fiction books supporting both the school curriculum and pupil's general interests.
 - Fiction books (including picture books).
 - A reference collection.
 - Computer –for the library team to catalogue, issue and return items.

7. Technology

- 7.1. Information communications technology complements the library's role in helping pupils to become independent learners and providing them with information and resources.
- 7.2. The librarian will timetable access to the library (each half term).
- 7.3. Pupils will be taught how to use search engines to locate reliable sources of information, critically assess the information they have accessed, and practice safe-searching techniques (in accordance with our E-Safety policy and Acceptable Use Policy for Children)
- 7.4. Pupils will also be taught how to verify the information they access online, including checking the accuracy of information against alternative sites, as well as print resources.

The Rights of Every Child

Woodthorpe JI School uses the United Nations Convention of the Rights of the Child to ensure that every policy supports the improvement of life chances for children. Related articles: 1, 2, 3, 12, 17, 28, 29.

Signed:

Approved: 26th April 2018

Review: April 2021