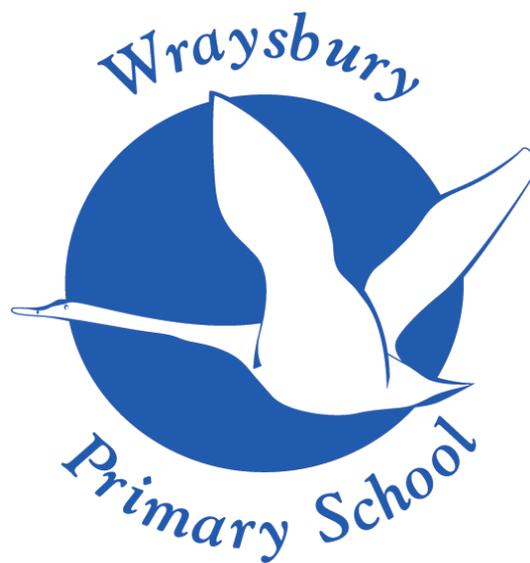


Library Policy and Procedures



Welley Road
Wraysbury, Staines
TW19 5DJ

Headteacher: Mrs A Fox

Produced by **Melody Woodhart**, November 2018

Approved by: **SMT**

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Library Policy

Aims of the Library

- To provide a dynamic learning environment to support the school in raising achievement
- To promote favourable attitudes towards reading, literacy and life-long learning
- To make available a comprehensive range of materials and information to support the curriculum and leisure requirement of pupils and staff
- To organise resources in an accessible way
- To facilitate and encourage independent learning by promoting all aspects of information handling skills
- To make links where possible with external providers such as The Book Trust.

Library Environment

The library has been relocated to the heart of the school. It is a centrally located, large spacious working area that can be accessed by all children, whatever their particular needs.

The library is an attractive, exciting and stimulating environment with easily accessible books and resources. It reflects the children's and staff's passion for reading.

There will be informal carpeted reading areas combined with study space. Comfortable seating and work tables enable whole class activities to be facilitated.

Computer Workstation to operate the Junior Librarian software.

Fixtures and fittings reflect the school's Health and Safety Policy.

Library Resources

The library is self-sufficient in providing relevant, up-to-date and appropriate resources. Pupils, particularly those designated as Librarians, will be involved in book selection for the library.

The library will provide a comprehensive and well-balanced fiction collection with a separate central non-fiction collection. The number of items per child should reflect The Library Association guidelines.

Regular fundraising events such as book fairs, World Book Day, Poetry Day and PTFA initiatives will ensure the continuing provision of an exciting, up-to-date range of media. Resources will reflect the needs of the whole school community.

Monitoring the Library

The monitoring of the library is primarily the responsibility of the English Leader together with the school Librarian.

The school employs the services of a school Librarian with time allocated for library duties.

Duties will include the supervision of a further team of eight pupil librarians who will help to promote the library to other children and carry out routine tasks.

The library team will prepare stock for use, shelve books, keep the library tidy, support pupil use and organise displays of promotions and special events.

Use of the Library

Curriculum planning will promote the development of literacy and reading for information. The library will, not only support the teaching and learning process, but extend the school's curriculum.

Every class will have allocated, time-tabled sessions in the library each week. All pupils will have the opportunity to borrow books of their choosing, which will be monitored by nominated librarians.

The School has invested in Junior Librarian, a computer based program that allows for book borrowing to be monitored using the individual bar codes being scanned by nominated librarians. Every pupil will have their own 'account', detailing when books have been borrowed and returned. Junior Librarian will not only track library books, but allow for further development in cross-curricular studies or analysis in numeracy and literacy, by showing trends, quantities and other data.

Each class will also have time-tabled sessions to explore the library and learn to use research skills. Pupils will learn how to find resources that can be used in the classroom and the library. They will also acquire strategies for searching and evaluating information that will equip them with lifelong learning skills.

The library will encourage opportunities to encourage reading exploration through the use of story time for all ages, private reading time, author /illustrator visits and celebrating reading initiatives.

Library Organisation

The library will be divided up into 'Fiction', 'Non-fiction' and 'Picture Book' sections with bays and shelving clearly labelled.

Fiction books will be arranged according to genre and the authors' last names, alphabetically left to right, within bays.

Non-fiction books will be in other bays, classified using the Dewey system together with coloured labels to indicate broad categories for younger pupils to access.

Picture books are filed A-Z and they are contained separately and displayed in bright kinder boxes. We have an 'Early Readers' section to bridge the gap between Infant picture books to Junior fiction books.