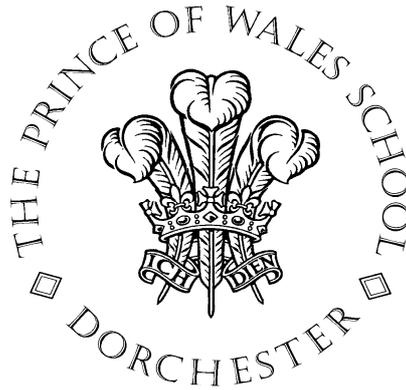


The Prince of Wales School



Library Policy

December 2013

Draft Library Policy

The Library at The Prince of Wales First School aims to promote learning and the enjoyment of reading by providing a wide range of interesting and useful books in an inviting and stimulating environment.

- The library exists for all to use for information and enjoyment. It houses centralized resources to aid study and develop a love of reading.
- The library is for the use of children and staff throughout the school, and the books have been chosen with this in mind.
- The library is to be used by children throughout the school day. It is hoped older children will be able to use it independently after training, while younger children will use it with help from adults.
- Parents will be encouraged to enjoy sharing, browsing and changing books with their children at the beginning of the school day.
- To maintain quality of the stock and to keep the interest of pupils the Library stock needs to be regularly added to by:
 - loans exchanged through SLS at least once a term
 - purchase of new stock via Library round - ups purchased half termly
 - Donations are welcome but should meet stock criteria re quality and interest.
- The library should be seen as an integral part of the school. Resources will be promoted and the library will reflect curriculum areas.
- Children are encouraged to use the library for accessing information, practicing information skills, and also browsing for pleasure. It is important that children feel comfortable with books and gain satisfaction from using them.

Prince of Wales Library Policy

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Aim	Objective	How
The library exists for all to use for information and enjoyment	The library should offer a wide range of material to meet the differing interests of both pupils and their families.	Provide interesting non-fiction as well as fiction for those that prefer it . Offer suggestion box for pupils to ask for subjects they are interested in
	The book stock should meet the different needs of every reader	Buy material suitable to reflect reception through to year 4 plus books suitable for special needs - LP, talking books or Dyslexia friendly material, more able readers.
	The book stock should support curriculum subjects	Find out from staff what subjects studied through the year and arrange stock from SLS or purchased to meet the need. Keep material up to date. Arrange visit to library for curriculum areas.
To develop a love of reading	Parents will be encouraged to enjoy sharing, browsing and changing books with their children at the beginning of the school day.	Promote new book stock, promote books to read out loud, lists of good books to read, provide parent collection of advice on education etc.
	Reading to be fun and relaxing. Pupils able to browse and spend time choosing a book	Book promotions, competitions, comfy areas to read around the school. Children given a regular time to choose and return books.
The library should be accessible to all pupils	To enable pupils and their families to borrow and return material. For the school to be able to monitor use.	Use of It system to enable pupils to self issue. Regularly staffed at lunchtime or set times to change books. Interrogate database to produce overdues and create promotional material ie most borrowed book, most popular titles. Use of year4 library monitors.

<p>To provide a modern and well used library where all pupils are able to find books to reflect their interests and meet their reading needs.</p>	<p>To maintain a popular, high quality, up to date stock .</p>	<p>Regular exchange of stock with SLS Buy top up stock at half term round up. Develop a donations policy. To have a regular book fund to provide new books regularly. To provide quality reads and more popular material. Remove out of date and unused books.</p>
<p>Pupils to be able to know how to find resources.</p>	<p>Children are encouraged to use the library for accessing information, practicing information skills.</p>	<p>Info skills taught, clear guiding, library kept tidy and books returned to their correct places. Library monitors to be set up from year 4 pupils.</p>