

Yenton Primary School

LIBRARY POLICY

1. Introduction

A library is a special area, set apart from the classrooms with a friendly atmosphere, modern furniture and attractive displays of fiction, non-fiction and reference materials.

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

'The library is not aside from, or a buttress to the curriculum, but it's skills are the very foundation of the curriculum.'
HMSO 1984

Our curriculum is designed to cultivate an enjoyment of learning, and a commitment to it, thus creating the right climate in which to encourage and stimulate the highest possible attainment, by all our pupils.

The role of the school library is central in supporting our children's learning, as it plays a key role in helping them develop their communication, information handling and research skills. It also offers them a view of the world that is free from stereotypes, with equality of opportunity for all.

By offering them the opportunity to take responsibility for their own learning, our libraries (KS1 and KS2) help children on their way to becoming independent and lifelong learners. The resources in our library support the aims and objectives of the national curriculum, promoting the ability in children to read fluently a range of literary and non-fiction texts, and to reflect critically on what they read.

'Learning how to use books and resources is essential if young people are to take responsibility for their work and to develop into independent learners.'
Better Libraries, DES, 1989

2 Aims and objectives

2.1 The aims of our libraries (KS1, KS2) are:

- To extend children's learning experiences;
- To develop children's skills as independent learners;
- To support teaching and learning;

- To enrich the curriculum
- To provide opportunities for children to access resources by themselves.

3 Organisation

- 3.1** The library in both KS1 and KS2 is a centre of learning that we make accessible to all the children and staff at our school. The resources within it aim to promote inclusion for all our children.
- 3.2** The physical environment of both libraries is designed to stimulate the exploration of resources, both for pleasure as well as for work that has been set and for personal study. With this in mind, there are rules for the library, which are clearly displayed.
- 3.3** Both libraries have collections of fiction and non-fiction resources and each classroom also has a small fiction section. We classify all non-fiction books according to the Dewey decimal system. We also use coloured labels to identify general themes within the collections. The KS2 library includes a reference section with up to date A-Z street map books of Birmingham, Telephone directories for Birmingham North and several sets of recently published encyclopaedia. There is also an additional collection of audiotapes and books for PSHE lessons, which are for staff only.
- 3.4** The KS2 library also contains around 8 computers with Internet access. The use of the Internet is supervised at all times by a member of staff.
- 3.5** At present, the KS1 library is situated along the infant corridor with direct and easy access from the Y1 and Y2 classrooms, while the reception classes have their own selection of books in their classrooms. KS1 pupils have a fortnightly Library lesson with the library co-ordinator and class teachers keep a written record of books borrowed from the library. The younger children are helped to select books with the help of by teachers, classroom assistants and the library co-ordinator. Two Y6 pupils help return the books to the shelves at lunchtime, as required.. The KS2 library has a fully computerised management system (Junior Librarian 3) and every member of staff and each pupil in KS2 have a personal PIN number to be used when borrowing books. KS2 classes have a fortnightly lesson based on library skills and led by the library co-ordinator.
- 3.6** Our libraries are open during normal school hours. Each class has an allotted time every fortnight in which lessons are planned and led by the

library co-ordinator and supported by the class teacher. The skills covered during the academic year are: Library skills, Reading skills and Research skills. Every class is divided into three mixed ability groups and they work on three related activities. The groups rotate so that they all do each of the activities once. The library can be used for personal study (under adult supervision), when it is not being used by a class.

- 3.7 The KS2 library is also open during the lunch hour for changing books. This is supervised by the library co-ordinator along with twelve trained pupil librarians from Y6.
- 3.8 We use the School Library Service to supplement the range of resources available to our pupils. One box per year group is ordered by the library co-ordinator in consultation with staff and curriculum requirements.
- 3.9 Our children are encouraged to develop their library skills by using the local public library. We have visits from local librarians for KS1 from time to time and in KS2 we endeavour to visit the local public library in Erdington as part of our library and research skills.

4 Resources

- 4.1 The library co-ordinator manages the school libraries and the library resources across the school. The library co-ordinator has 40 minutes per week of non-contact time for managing this resource. We use the Schools Library Service and the 'Junior Librarian' help phone line to provide specialist advice and support where necessary.
- 4.2 Twelve pupils from Y6 assist the library co-ordinator to run the library at lunchtime. The library co-ordinator backs up the current loans records on the computer system onto a floppy disc every week.
- 4.3 All teachers are involved in the purchasing of library resources (see separate sheet for how materials are selected). The children are also involved in this process through discussion and listing favourite authors. We use our library resources to promote the spiritual, moral, social and cultural development of our children, and to reflect the needs of all our pupils. There are posters, books and other resources which challenge stereotypes to do with disability, race and gender, and which offer positive images.
- 4.4 The governors allocate an amount of money per pupil annually. The amount depends on available resources at the time and it is used for developing

library resources. Our aim is to have at least 15 items per pupil in our libraries.

- 4.5** We try to replace about 5% of our stock each year. This ensures that our resources are in good condition, up to date and relevant to our children's needs. Slightly damaged books are repaired whenever possible, but in the case of damaged or lost books a charge of £3.50 is made.

Signed:

Date:

