

ST MARGARET'S C.E. PRIMARY SCHOOL

LIBRARY POLICY

The library exists as a place for the children to develop an enjoyment of reading as well as a place to access information and for this reason is an integral element of learning at St. Margaret's School.

AIMS

To provide an attractive learning environment in which children feel comfortable and relaxed, and where pupils have access to a wide range of reading and multi-media material.

To promote reading as an enjoyable activity for children of all ages and abilities.

To provide opportunities for children to develop independent learning skills.

To encourage a responsible attitude towards books and the library environment, and respect for other library users.

OBJECTIVES

Children should:

- read a variety of fiction and non-fiction books, both for pleasure and for information purposes.
- be able to locate and gather together a range of information resources.
- be familiar with the Dewey System and be able to select books with the help of a code breaker.
- show respect for other users and for the librarians on duty.
- be responsible for library books whilst in their care.

THE LIBRARY ENVIRONMENT

The library has an open plan layout and is situated in a central position between the Year 6 and Year 3 classrooms. In addition to the books available to the children, the library houses a Micro Librarian System which enables librarians to organise books efficiently. There are a growing number of multi-media resources. The library is available throughout the day for use by individuals or small groups of children, under teacher or T.A. supervision. The library is also available to junior children during lunch times.

Four children from each junior year group are School Librarians. They take responsibility for issuing and returning books, keeping the library tidy and returning books to the correct sections. They meet with the teacher responsible for the library and the librarian to consider new initiatives and share ideas. On a rota basis they also support other pupils during the lunch time library sessions, where children have the opportunity to select and exchange books and to read quietly.

LIBRARY STOCK

The library has a selection of over 5700 books which are checked periodically for their age and relevance. This figure does fluctuate as out-of-date stock is removed and new stock is purchased. In addition to this, the school exchanges 450 books through the Schools Library Service, 150 each term.

Library development is funded by an annual budget which provides money for books, software, furniture, use of the Micro-Librarian support desk and general library supplies. Books are purchased according to gaps in stock and the need for new and relevant material. Books are purchased by the member/s of staff responsible for the library at the time, through liaison with colleagues and pupils, and recommendations from the Schools Library Service.

Books are selected with the following points in mind:

- quality of presentation
- the personal and social development of pupils
- multicultural diversity
- avoiding stereotypes
- size and style of print
- age range and reading ability of children
- relevant and interesting content
- current topics within school
- stock gaps identified by pupils and staff

Although books are purchased to support topics taught, they are for use by pupils in the library. It is assumed that where a selection of books is required to supplement the Topic for use in the classroom, a project loan will be organised by the class teacher.

ORGANISATION

The non-fiction is organised using the Dewey System. The fiction has been split into six sections linked to ability. Two sections aimed at the most able readers are organised alphabetically by author. The others are grouped according to series. There are two kinder boxes each containing a large range of picture books. A multi-media section contains a range of CDs and tapes books and three audio devices, two with wired and one with wireless headphones. There are two computers, one is for the use of adult and pupil librarians, the other has a wide range of e-books available for use, some of which are available on the Intranet.

MANAGEMENT OF THE LIBRARY

A member of the teaching team has responsibility for overseeing the library. As Library co-ordinator this person works within a budget to purchase new books, furniture and resources in consultation with the librarian. The librarian is currently employed for seven hours each week, with three of those hours coinciding with Reading Teams. There is also one hour of ICT support each week to help with the management of the Micro Librarian System, facilitate and update the use of online books and e-learning and to update the library section of moodle.

AND MOVING ON.....

The Library is moving forward through the DCSF Self Evaluation Process for Primary Schools. Identified areas requiring action will be linked to the School Development Plan.