

## **KNAVESMIRE PRIMARY SCHOOL LIBRARY POLICY - Revised SPRING 2022**

### **Introduction**

“What we learn from good books and other resources becomes part of us.”

The Library Association

The school curriculum develops the enjoyment of and commitment to learning as a means of encouraging and stimulating the best possible progress and the highest possible achievement by all children. The role of our school library is central to supporting our children’s learning, playing a key role in helping our children to develop their communication and information-handling skills. It offers them a view of the world that is free from stereotypes and promotes equality of opportunity for all.

Additionally, our library helps children to become independent and lifelong learners through offering opportunities for the children to take responsibility for their own learning. The resources in our library support the aims and objectives of the Curriculum by promoting the ability for children to enjoy fluently reading a range of both fictional and non-fictional texts, and to be able to reflect critically on what they have read.

### **Aims and Objectives**

The aims of our library are:

- . to adopt an interest in and love of books;
- . to extend children’s learning experiences;
- . to develop children’s skills as independent learners;
- . to create an attractive, fun, enjoyable and user friendly environment for all ages;
- . to support teaching and learning in our school
- . to enrich the curriculum;
- . to introduce and prepare children for the use of public libraries; giving them an insight into how they are organised and function;
- . to provide opportunities for children to access resources for themselves; making choices with increasing independence.

## Organisation

Our library is a centre of learning that is accessible to all children and staff at our school. The resources within it promote equality of opportunity for all children.

A vital component is child involvement in all aspects of our school library, from signing books in and out to reviewing and recommending books and sharing them with other children.

The physical environment is designed to stimulate our children, motivating them to explore resources for their work both at school and for their own personal study and interests at home.

A selection of books for parents and carers are available and may be borrowed on their child's library allowance.

The library has a wide selection of fiction and non-fiction texts, coupled with additional resources which include: audio-books, DVDs, magazines, story sacks, dual-language books and big books. An audio centre, puppet theatre and literacy games are available for use during the library sessions. Each class have a small fiction/non-fiction collection.

All non-fiction books are classified according to the Dewey Decimal Classification System. Coloured labels and respective codes identify general categories and are supported by clear shelf and bay guidance.

Resources are issued using a computerised library management system. Children and adults within school are able to borrow resources by scanning or entering a pin code unique to themselves. Returns are carried out by scanning or entering the bar code number unique to the book/resource. Every class have a timetabled slot each week to give them opportunities to visit the library during the school day.

**Foundation children to Year 4** may borrow **two** books or resources and **Years 5 and 6** may borrow **three** books or resources for a period of up to **two** weeks. Renewals and reservations may be carried out on request.

Children in Year 6 are given the opportunity to voluntarily become School Library Assistants on a rota basis after school.

Our library is open every day - Monday to Friday - from 3:15 to 3:30 for browsing and 3:30 to 4:00 for returns, issues, reading and the sharing of resources. The School Library Lead, and a School Library Assistant are available during these times to support parents/carers, children and staff.

## **Celebration of Reading**

Every term, class borrowing is reviewed and the top borrowers from each class receive a certificate, a bookmark and a treat. A school display in the main school corridor recognises and shares their achievement.

## **Resources**

The School Library Lead manages the school library and advises on library resources across the school.

Teachers and other members of staff, the children, parents and carers are all consulted regarding the purchase of resources. A suggestion book is available in the library at all times.

We use our library resources to positively promote the spiritual, moral, social/emotional and cultural development of our children and to reflect their needs and interests.

The governing body allocate funding each year to support our library. We endeavour to replace at least five per cent of our stock each year and undertake longer term development plans to ensure that our library is appealing, current, that resources are in good condition, up to date and relevant to the children's needs. Old stock withdrawn during weeding is sold to earn extra revenue wherever possible.

Donations of books by parents/carers, children and staff are gratefully received and either introduced into the school library, book corners in classrooms or sold to raise funds to buy resources for the library. The School Library Lead undertakes the repair of books, wherever it is deemed possible and appropriate.

## **Evaluation**

The School Library Lead reviews the effectiveness of the library on an annual basis. Reports on borrowing figures and individual pupil reading reports are available on request. Feedback is sought from the children through Pupil Action Groups (PAGs) every term. The findings are acted upon and influence requirements for the following year.

## **Child Safety**

For safety purposes, during after school library sessions, **all** children must be accompanied by a responsible adult.

Prior to the commencement of the rota, all Year 6 School Library Assistants need to have submitted a signed permission slip from their parents/carers indicating how they will get home at 4p.m., once the library session has ended. Any changes to arrangements regarding the collection of children or absence must be made known to Mrs. Wareham as soon as possible.

In the event of publicity photographs and postings on Twitter, photograph permissions are always checked in accordance with school policy and procedure.

DVDs with a PG or 12 rating will only be loaned to children following the approval of their parent/carer.

### **Further Information on Lending Procedures**

- . Upon admission, every child becomes a member of the school library.
- . Every child and all members of staff are responsible for completing the loans procedure before taking any books/resources from the library.
- . Books/resources should be returned after two school weeks. Renewals can be carried out through rescanning or on request.
- . Returns should be made via the Book Returns Box just inside the main entrance of the Library, or given directly either to Mrs Wareham or a School Library Assistant.
- . Books and resources are expected to be treated with care and respect.

### **Lost/Damaged Books and Resources**

- . If after three reminders, overdue items have not been returned, they will be deemed to be lost.
- . All damaged or lost books/resources can either be replaced on a like for like basis by parents/carers and staff or will have to be paid for at the recommended retail cost. To arrange this a ParentPay item can be raised by the Admin Office, and once cleared, a replacement copy will be purchased on your behalf.

### **For everyone's comfort and safety**

- . Pets, pushchairs, prams, scooters, car seat etc. should not be brought into the library.
- . Please keep noise levels to a minimum and ensure young children are always supervised.
- . To protect the Library floor, we request that appropriate footwear is worn and umbrellas are left in the stand provided. Food and drink are not permitted.