



Library Policy

“If you have faith as small as a mustard seed, nothing will be impossible to you.” (Matthew, 17:20)

GDPR

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Policy to be reviewed every 3 years

Reviewed in School: Sonya Campbell and Alison Cherry – Sept 24

Reviewed by Governors: Claire Plasser – 15th October 2024

Next review date: Autumn 2027

ST BARTHOLOMEW'S PRIMARY SCHOOL

LIBRARY POLICY

This school believes that every pupil has the right of access to a relevant, balanced and stimulating collection of materials to support and extend learning and literacy, promote a love of books, curiosity and the desire for knowledge and for information. All resources will contribute to and enhance the educational, personal, spiritual and moral development of staff and students.

1. The library should be accessible to all pupils and staff.
2. Pupils should be taught how to locate, handle and respect books and should be given the opportunity to put these skills into practise.
3. Pupils in upper KS2 should understand how to use the Reading Cloud Cataloguing system in the main library for issuing and returning books.
4. The library should be perceived as a centre of learning where pupils can practise and develop research skills and critical evaluation of literature. The library provides a wide range of differentiated resources which includes book collections - fiction, non-fiction and dyslexia friendly. Pupils should be introduced to the main library and to other collections of books by their class teachers.
5. The library should encourage thoughtful discussion and enquiry, whilst being a place of calm where pupils may read quietly with concentration and understanding.

Entitlement

The library should offer time, space and opportunities for pupils to learn together and independently, developing and consolidating new skills and concepts. This is achieved through an agreed library timetable and the availability of the teacher or library assistant to give help and advice.

The Curriculum

Our school promotes a positive attitude towards books and reading. The pupils read a mixture of books including formatted texts (reading scheme books) to build essential word decoding skills. The formatted books in the school include fiction, non-fiction and poetry. Younger children have full access to non-formatted books. It is usual for younger pupils to take home a formatted book to build skills, together with picture books with ordinary text which challenge and enrich vocabulary. Library books comprise a range of genres: adventure, mystery, stories set in the past, science-fiction, humour, ghost and horror stories, fairy tales/ traditional stories and stories from other countries and cultures. There is a range of poetry and non-fiction, both for personal interest and to support topics in the school curriculum.

Equal opportunities

Books are chosen to meet the needs of all pupils, in terms of level of difficulty and interest value. Pupils are consulted over reading materials and encouraged to make recommendations.

Library information skills

All pupils are taught a range of library skills from EYFS onwards – these include some of the examples included in Appendix 1. We also encourage pupils to use the local libraries and to join the summer reading challenge.

Location of library and management of library

The main library is located opposite the classrooms 9 and 10. It is purpose built and has shelving for fiction and non-fiction books. Information texts are arranged by 'subject' and fiction books arranged alphabetically, by author.

Books are catalogued using a computerised management system called Reading Cloud. This system helps children to locate books, issue and return books and write reviews. This system has many other uses for the school librarian. These include adding new titles, removing outdated books, monitoring the children's choice of books, monitoring overdue books and issuing reminders.

Other collections of books intended for younger children and less confident readers are kept in the classes.

It is our policy to ensure that wherever possible, all books are jacketed to prolong the life of the book and maintain quality of materials.

Junior Librarians

Each year, 3-4 Year 6 pupils become Junior Librarians. They assist the School Librarian at lunchtime with tasks such as issuing and returning books, tidying shelves, delivering overdue reminders and helping pupils in the library. They may also contribute towards library displays and find raising ideas to promote books and reading for pleasure.

Resources

Resources include books purchased by the school, books donated by FOSBA and individual families and Books on loan from the Schools Library Service for Education.

Staffing

The library is managed by a skilled LSA, (School Librarian) who spends up to 1 hour a day in the library.

Responsibilities: School Librarian – to...

- monitor and evaluate the effectiveness of the school library.
- select, order and process new books when given funding.
- liaise with colleagues at all times and establish a network whereby resources are organised and available through a recorded loan system and to ensure that this system is efficient and effective.
- organise activities for World Book Day.
- co-ordinate interactive book displays in the library.
- co-ordinate and support pupil librarians.
- co-ordinate a lunch time KS2 book club. To encourage reading for pleasure and wider reading of different authors and genres.

Phases Leaders – to:

- liaise with the Leicestershire Library Service (Creative Learning Services, CLS.) to make use effective use of the school's subscription to loan books, artefacts and arrange workshops.

Teaching Staff - to:

- teach and assess library skills.
 - help support reading initiatives and encourage reading for pleasure.
 - monitor children's use of the library.
 - ensuring children return books before borrowing new ones (including books from the banded libraries)
 - encourage children to read a wide variety of books, nurturing the less confident and challenging more-able readers.
 - ensure own class libraries are varied and books rotated so that all children have equal access to all books available.
 - help maintain the quality of books by making minor repairs or where practicable, training the children to do so.
 - liaise with the School Librarian over issues related to the smooth running and continued improvements to the library.
-
- The CLS may audit the books when required to ensure the stock is relevant, stimulating, varied and meets the needs of the various curriculum areas.