

“A unique family working together to be the best”

Forest Lodge Community Primary School



Library Policy

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Purpose

- The library at Forest Lodge provides both staff and pupils with a well resourced learning centre.
- We believe that every child has the right to access a relevant, balanced and stimulating range of materials to support and extend learning as well as reading for enjoyment.
- It will provide children with a stimulating, relaxed environment where they can select a range of reading/learning materials of their choice while developing a valuable life skill and a love of reading and learning.
- We will ensure that the resources available are current and reflect on the needs of the curriculum and our children.

Aims

- Our aim in providing a school library is to promote a love of books alongside the curiosity and desire for knowledge and information.
- To provide relevant non-fiction resources which not only interest children but meet the needs of the school curriculum.
- To provide opportunities for children to learn both within and beyond the school.
- To develop creative thinkers as well as independent learners.
- To support the development of children's knowledge, understanding and appreciation of their own and other's beliefs and cultures by providing materials which reflect our community and our multicultural society.

Accommodation

- The library is situated upstairs in the right hand corner of the building and is accessible to all staff and children. A timetable is provided to ensure all children have an opportunity to use it.
- It is furnished with colourful mats, chairs, tables and bean bags to make it attractive to children.
- Displays and posters provide information and support for using the library.
- Shelving provides areas for fiction and non-fiction texts, as well as display shelving promoting new books and themed topics.
- There is a large desk in the corner which houses the computer (Junior Librarian program) where children can check in and out their books.
- The library is used to house the home school reading books however, there are opportunities for children to visit the library throughout the day, including time to carry out research.

Management and Staffing

- The library, its budget and the day to day running is managed by the Library Manager – Sarah Jackson. Her responsibilities include: organising the class timetable, maintaining, tidying and classifying library stock, liaising with the book bus, using and updating the Junior Librarian system with new children and new books, deleting old books and children, ordering new stock and ensuring all staff are aware, at the beginning of the academic year, how the library works.
- Two/three year 6 children are given the responsibility of being school librarians. These children give up their lunchtimes (two or three times a week) to tidy shelves, label, stamp and add barcodes to new titles, under the direction of the library manager.
- Children and staff are able to issue and return books without the library being staffed.
- Each class is given a 20/30 minute slot each week to exchange books and/or develop their library skills.
- Teachers are responsible for children leaving the library tidy, developing their library skills and that they have chosen appropriate, age related books.
- Children are responsible for looking after their library books. A fee of £3 is required for any lost/damaged book (this is used to purchase new books).

Learning Resources and Stock Selection

- Books are organised into three sections: fiction, younger fiction and non-fiction. With the exception of some encyclopaedias all books can be taken home. We have a small selection of audio books.
- We provide a range of books for all age groups and abilities, providing all children the opportunity to read for pleasure and promote learning. We have included a range of books which appeal to boys.
- We subscribe to the 'First News' children's newspaper, copies are kept in the library as well as being distributed across the school.
- We are developing a selection of comics and magazines for children to read while in the library.
- Teaching staff and children are consulted about subject matter for the library; this reflects the needs of the school and the children.
- The library is given its own budget and this is topped up with commission from an annual Scholastic book fair and regular book clubs.
- Books are purchased from: Scholastic, Kent Book Company, Pickwell Books and The Book People. Occasionally, we may purchase from other reputable book sellers.

Organisation

- The Library Services for Education 'Dewey' catalogue system is used for non-fiction books.
- Fiction books are organised in alphabetical order, by author.

- Each child is given an individual barcode which allows them to borrow books; they are allowed to borrow 1 book at a time. Staff are allowed to borrow 10 books. Barcodes are stored in a folder which is kept in the library.
- Teachers and/or teaching assistants are responsible for checking that children return books correctly.
- A library communication book is provided to note class visits, library issues and record new/left students.
- New books are added to the library throughout the school year.
- Story boxes are used to display picture books in the reading area.

Library Use

- The library is used by children in KS1 and 2 for reading for enjoyment, storytelling and research.
- Foundation stage classes use it for storytelling.
- Library skills are taught by class teachers/ TAs.
- Children are encouraged to use the subject index to find specific non-fiction books.
- A timetable is provided at the beginning of the academic year to allow class teachers to plan their timetables.
- Small groups can visit during free slots for research purposes.
- The library can be used for small group work and reading recovery.

Promotion of the Library

- The library and library skills are promoted through the year through book events including World Book Day.
- New books are displayed outside the library on display shelves.
- Links are made with the local library and book bus (which visits every year).

Equal Opportunities

- All children at Forest Lodge have the opportunity to use the library and acquire library skills regardless of gender, race, class or ability.

S.E.N

- Forest Lodge provides a range of reading materials for those children with special needs. These resources are updated every year.

Gifted and Talented

- A wide selection of topic books are provided to interest all children and to develop their knowledge and understanding. These are updated every year.

Monitoring

- The library manager will monitor the use of the library via the communications book and the Junior Librarian system.
- An action plan is written each year with objectives for the coming year. This is monitored by the head and deputy.
- A scheme of work has been developed to help provide staff with a clear list of skills that children need- throughout their time at Forest Lodge.
- The Senior Leadership team and Governors monitor the budget use and the effective development of the library.

Future Plans

- Fund raising events – Book Fair/Book Clubs
- The comic/magazine collection will be expanded.
- New librarians to be trained by the outgoing ones, during the summer term.
- To build the non-fiction collection in line with changes to the Primary Curriculum.
- To develop the opportunities for computer research – in line with the new school build.