



## LIBRARY POLICY

Formally adopted by the  
Governing Body of Sheringham Community Primary & Nursery School

On	18 <sup>th</sup> May 2023
Chair of Governors	
Head Teacher	
Last updated	18 <sup>th</sup> May 2023
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*Be all that you can be...*



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## 1. Introduction

***'Pupils need to develop appropriate learning strategies and become independent and lifelong learners. The school library is the cornerstone to this process.'***

***Libraries empower pupils, not only by supporting the teaching and learning in the school, but by giving them the freedom to make their own choices about reading and learning experiences.'***

(The Primary School Library guidelines, 2000)

- 1.1 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.
- 1.2 By offering them the opportunity to take responsibility for their own learning, our library helps 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 nonfiction texts, and to reflect critically on what they read.

## 2. Aims and Objectives

2.1 The aims of our library are:

- To provide a wide range of quality books to support the curriculum needs of all pupils and teachers.
- To foster a love of reading books, which will develop into a habit for life.
- To provide a resource, which enables children to gain the library and research skills they need to become independent learners.
- To maintain and develop a wide selection of reading material that is easily accessed and organised.
- To provide an environment that is welcoming and accessible to all.
- To provide a simple borrowing procedure to enable children to borrow books.
- To familiarise children with library routines which will give them a generic understanding of all libraries.
- To extend children's learning experiences.
- To understand other cultures and history.
- To allow the reader to escape into an imaginary world.
- To understand ourselves.

### 3 Organisation

- 3.1 Our school library is a centre of learning that we make accessible to all the children and staff at our school. The resources within it promote equality of opportunity for all our children.
- 3.2 The library has collections of fiction and non-fiction resources. Other resources include magazines and newspapers. All of these are accessible in the library area. Each classroom also has a small fiction collection and a selection of non-fiction books. We classify all the books according to the Dewey Decimal Classification System.
- 3.3 Classroom libraries will be stocked from the main school library. The collection should be renewed once a term to ensure that they are always inspiring and attractive.
- 3.4 The library has a fully computerised management system (Junior Librarian) and every member of staff and each pupil in the school have a personal barcode to be used when borrowing books to take out and return books. Volunteers oversee the borrowing and returning of books. Pupils are allowed a maximum of 2 books for up to a fortnight.
- 3.5 Our library is open during normal school hours. It is available for classes to use to develop children's information-handling skills. We will ensure that the Library;
  - remains open and readily accessible to staff and pupils,
  - stock is well maintained and updated regularly,
  - new stock is added according to library guidelines to ensure that information is always uniform, enabling reports to be accessed.
  - books are returned promptly,
  - has guidelines about care of books which will be reinforced throughout the school and children will be encouraged to report any damaged books,
  - guidelines about borrowing books will be displayed in the Library and children and staff will be expected to follow them.

### 4 Resources

- 4.1 The English coordinator manages the library volunteers and the library resources across the school.
- 4.2 All teachers are involved in the purchasing of library resources. The children are also involved in this process through discussion and listing favourite authors and titles. 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.

- 4.3 We aim to replace at least 10% of our stock try to replace some 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 it is asked that a donation be made.
- 4.4 The stock both supports the current curriculum and provides resources to meet individual needs inspiring and challenging pupils. The selection and withdrawal of stock takes place annually.
- 4.5 Selection Criteria
- Purpose and relevance
  - Suitability
  - Appropriateness of medium
  - Production
  - Value for money
- 4.10 Removal Criteria
- Equal opportunities issues
  - Physical condition
  - Currency of information
  - Attractiveness to pupils
  - Relevance to curriculum or pupils needs

## **5 Links with the community**

- 5.1 Sheringham Primary school participates in 'World Book Day' and enjoys regular visits from authors, poets and puppet companies as well as outside visits.
- 5.2 Pupils are able to purchase books from the Scholastic book fairs run periodically by the English coordinator in school (commission on sales go to classroom teachers so that they can buy books for their class library and for library resources).
- 5.4 Regular promotions and competitions are held to encourage the use of the library and promote interest in reading.

## 6 Targets

- To purchase and expand the different media collections in the library e.g. story sacks, audio books, magazines and newspapers.
- To update the management system so that quality data can be collected and interrogated to inform future purchases and reading trends across the school.
- Continue to purchase good quality fiction and non-fiction books.

## 7 Evaluation

- 7.1 The English coordinator reviews the effectiveness of our library on an annual basis. We use the findings to inform the next library development plan.
- 7.2 The policy will be reviewed annually.