

**Library Policy**

Policy Number: B27				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2014	SMT	SMT	Policy Created
2	July 2016	SMT	SMT	Reviewed
3	February 2017	SMT	SMT	Edited to new Library

**Subject Weighting – 1 hour**

**Aims**

This policy will help us to achieve the following school aims:

- Identify and develop a range of life skills and interests.
- Learn using a wide and interesting variety of opportunities, both within and beyond the school.
- Learn in a colourful, creative and fun place.
- Develop creative thinkers and independent learners.

The purpose of the Library:

- To provide children with a stimulating, yet relaxing environment, in which they feel comfortable in selecting texts and learning materials of their choice.
- To celebrate reading.
- For the children to enjoy visiting the library and be confident in their abilities to use the library system independently and efficiently; therefore developing a valuable life skill and a love for reading and learning.
- To ensure that available resources are current and also reflect and respond to the needs of the curriculum and the children.

Accommodation:

- The main library is situated at the center of the school.
- The area is furnished attractively and boasts: beanbags and cushions for the students to use.
- The library is utilised on a daily basis by teachers supporting groups of children in their learning.
- The layout of the library ensures that it is accessible to all children and adults within the school.
- In addition to the main library, all classrooms have space for books and teachers choose books relevant to their current topics and also fiction books relevant to the students within their class.
- Posters and visual cues about book care and guidance are displayed around the library.

Management and Staffing:

- The Library and budget is coordinated and managed by the Managing Partners but all requests for genre and subject matter comes from teachers and students.
- There are library monitors (students) that assist with putting books back where they belong.
- Each day, two children from each class are chosen to use the library during break time and lunch times.

- Children are permitted to borrow one book at a time and return and borrow another when required. Books should be recorded by the class teacher.
- Children are responsible for looking after and returning their library books and the class teacher should act as a monitor of this process.

Teachers are responsible for asking children who may be leaving, to return all of their library books

Book Stock/Resources:

- Books have been purchased through various methods and get donated regularly. It is the aim of the school to buy at least 300 new books every year and the purchases normally coincide with books fairs.
- Many additional books have been donated and added to our library. All donated and purchased books are added to a data base held by Book Collector.
- Children and staff are often consulted in purchasing decisions to ensure that the library reflects the needs of the children and adults within the school.

Community links:

- Regular book fairs within the school.
- Parents Reading Group
- Phonics After School Activity

Next steps:

- To continue to extend our provision of digital books and materials.
- Source volunteer library helpers from our parent group.
- Continue to develop the reading scheme offering further ranges of genre and book style to encourage readers.