

Saint John Fisher Catholic Primary School



Library Policy

“To live, love and learn and learn in our caring community.”

Saint John Fisher Catholic Primary School



Library Policy

1 Aims

The library at St John Fisher School aims to:

- I. Encourage pupils to extend their reading experiences, developing an interest in, and enjoyment of books.
- II. Support pupils in their acquisition of knowledge and skills, generally and through National Curriculum.
- III. Develop pupils' research skills.
- IV. Give children the opportunity to discover and use information purposefully.

2 Objectives

2.1 Accommodation and Access

- i. To maintain both KS1 and KS2 library areas making them accessible for all pupils and including facilities for browsing, informal reading and quiet study.
- ii. To create a welcoming and stimulating atmosphere in the library which encourages children to feel comfortable when choosing, reading or researching.

- iii. To ensure that all resources are arranged in order to facilitate easy use by all pupils.
- iv. To ensure that every pupil has the opportunity to visit the library on a weekly basis.
- v. To provide displays that add to an informative and stimulating environment for children and staff.
- vi. To offer opportunities for children to take part in activities out of school hours, focusing on literature, authors and illustrators.

2.2 Library Resources

The library at St John Fisher is resourced to provide:

- i. A wide range of non-fiction to support the curriculum, investigative research and pupils' interests.
- ii. A well-balanced stock of fiction in order to stimulate pupils' interest and support they're reading development.
- iii. A range of materials that reflect the cultural backgrounds and abilities of all pupils, ensuring that they encourage equal opportunities in terms of race, gender and disability.

2.3 Library Skills Development

- i. The use of the library enables pupils to develop information skills, as an integral part of the school's curriculum.

2.4 Library Promotion

- i. All pupils promote the library through activities such as competitions, book fairs, character days and displays, to increase the enjoyment of books.
- ii. The co-ordinator liaises with outside agencies such as the School Library Service and book fair companies to provide more opportunities for pupils to familiarise themselves with new authors and topics, in addition to revisiting old ones.

3 Overview of Library Provision

This represents a summary of the present practice and provision in the school library.

3.1 Library Usage

St John Fisher School has 417 children on roll.

At KS1, Years 1 and 2 use the library weekly for personal borrowing, with the aid of the infant library assistant/education assistant. Staff can borrow curriculum topic books when necessary from the main KS1 library area.

At KS2 all classes are time tabled for a weekly visit to the library for personal borrowing. Class teachers in Years 3, 4, 5 and 6 are responsible for their children's borrowing.

3.2 Borrowing

To be read in school

Each class has its own selection of fiction books appropriate to the age of the children, for class use only. Relevant science, history and geography books can be collected by classes from the school library at the beginning of each new term.

Weekly borrowing for home use

Pupils from Year 1 upwards are able to borrow one book each week from the school library.

Key Stage 1

Books are selected from the KS1 library and kept on a trolley in the Infant library area. Each child in Years 1 and 2 return and select their book in small groups. The library assistant/education assistant issues books.

Key Stage 2

Each class return and borrow books on the same day with the assistance of the class teacher.

3.3 Accommodation and Access

i Key Stage 1

The library is located inside the main doors of the Infants, in a wide corridor area.

It is a carpeted area with small tables and chairs. Shelving consists of six units, which have both regular shelves and forward facing display areas and suitable big

book storage. The Infant library was fitted and stocked in 1993, with annual stock purchases since. There are plans to move this library to outside the Infant hall in the Autumn term 2012.

ii Key Stage 2

The junior library is located in the junior lower corridor between classes 7 and 8. It is a purpose built library that is also used for Special Needs and Maths teaching (ECC). It is a carpeted room with study tables and chairs. Lighting and ventilation are good. Shelving is a combination of regular shelves and display units. The library was refurbished in 1990.

iii Organisation

Both libraries use the Dewey system for cataloguing. However, there are plans to purchase a new web-based library system next academic year. The Infant library is also colour coded to enable younger children to find books more easily, (Appendix 1). All books in the libraries are labelled with the Dewey numbers, and colour codes where appropriate. All books are catalogued on the Microlibrarian systems in KS1 and KS2. A record of all books is kept by the library co-ordinator. Shelves are also labelled with numbers and categories, e.g.: Technology 600.

3.4 Library Resources

The library as a whole stocks approximately 4551 books for borrowing as well as a wide selection of big books. The general condition of books across the school is good and the school is self sufficient in fiction and non-fiction books.

Stock is selected by the co-ordinator, with the assistance of subject co-ordinator where necessary and includes the stock for classroom libraries. Books are selected from book fairs and purchased using the Library budget. Selection takes into account their

suitability in terms of reading ability, interests of the children, relevance to the curriculum and equal opportunities issues. Stock checking is ongoing throughout the year, any gaps are noted for rectification.

The library funding allocated for 2011/2012 is £800.00. Book Fair commission supplements this, approximately totalling £1,247.24 last year.

4 Library Skills Development

The class teacher introduces pupils to the library in Year R. In Year 3 children are introduced to the computerised lending system by their class teacher. As library and information skills are developed appropriately throughout KS2 children are encouraged to use the library independently and under direction of the class teacher.

5 Library Promotion

The School has two yearly book fairs, a fair in the Autumn term,

(2011 - Scholastic Book Fairs) and a Fair in the Spring term (2012 - Scholastic Book Fairs). Every class has the opportunity to visit both of the fairs during school time and to enter book related competitions and activities. There is a Character Day where the children dress up as a character from a book on the last day of the Spring Book Fair.

6 Staffing and Responsibilities

Overall responsibility of the library lies with the Headteacher. The administration and development of the library is the responsibility of the co-ordinator.

In both KS1 and KS2 library/education assistants who also help with clerical work and general library duties issue children's books. Year 5 children are also trained to use the Dewey system. They help to return and reshelve books during dinner times and keep both libraries tidy.

7 Library Code of Conduct

The Code of Conduct supports the school's Discipline Policy, and is displayed in the Junior Library.

1. Children are expected to treat books carefully.
2. No eating or drinking in the library.
3. Work quietly at all times.
4. Only use the library with permission of the Principal or a member of staff.