

THE RALEIGH SCHOOL LIBRARY POLICY

Reviewed Jan 2018

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Introduction

This document is intended as an outline to the guiding principles by which we will teach library skills, maintain and use the library.

Specific Aims

We aim to:

- provide resources for the curricular needs of staff and pupils to support and enrich the activities in the classroom
- provide resources for the leisure needs of pupils for use both in school and at home
- provide an area with the appropriate atmosphere for individual study, reading or to listen to a story
- maintain and develop a wide selection of material that is easily accessed and clearly organised
- provide a simple procedure for borrowing books
- develop information handling skills through knowledge of how the library works
- provide an environment that is welcoming and accessible to all
- engender a love of books through provision of up to date and exciting material
- involve children in the maintenance and organisation of the library.
- identify and pursue cross-curricular links and make those links explicit in planning

LIBRARY USE

The library is a place where children can:

- feel at ease to enjoy reading, studying and relaxing
- be encouraged to find books for reference, private study and enjoyment
- care for books and value them as an important and enjoyable way of spending leisure time
- foster a love of books
- take responsibility for choosing, borrowing and returning books.

All children at The Raleigh School have access to the library in line with our Equal Opportunity Policy.

PLANNING

In order to achieve the above aims, the library leader, along with staff, parent helpers and children, will organise and maintain the library resources.

▪ **Catalogue System**

The non-fiction books have been coded according to a simplified Dewey system. Each book has been given a number and subject areas are designated by a colour. All fiction titles are in a separate section and are classified in alphabetical order by author's surname. EYFS and KS1 books are in wooden boxes, which are more easily accessible. The KS1 non-fiction books are organised by the same colour system but not by Dewey number.

▪ **Book Borrowing**

The library uses a computerised system called 'Reading Cloud'. This uses individual bar codes for all the children and staff. The bar codes are located in a folder in the library. Children in Years R and 1 may borrow 1 book at a time. Children from Years 2 – 6 may borrow 2 titles. Children are also able to log on to Reading Cloud in classrooms, the computer suite, the library or at home to take out ebooks, read/write reviews and search for specific genres/authors/books.

▪ **Meeting the Needs of the Curriculum**

Planning for book purchasing has been linked to topic areas for each year group. Budgeting for future purchase of books will be linked to topic areas and staff are involved in outlining their specific requirements.

▪ **Book Replacement Policy**

The library leader organises regular 'weeding' sessions where any old, tatty or out of date books are removed from the library. Staff are also encouraged to remove any such books that they may come

across throughout the year. The library leader will annually assess gaps in provision by asking the views of children and class teachers. A budget for new books can then be submitted at the start of the Spring term. Additional funds may be directed towards the library as a direct result of fund raising, book weeks and book clubs.

▪ **Librarians**

Volunteers from Year 6 are enlisted as librarians and a rota system is used to ensure the library is available every lunch hour. The Librarians are supported by a rota of adults (parent and community volunteers). Children may borrow and return books or simply visit the library at lunchtime. The library is open daily from 12.30-12.55. The librarians are encouraged to promote books and to promote the use of the library to all the school.

▪ **Visiting the Library**

Each class has a weekly time slot allocated for them to visit the library. Years 2-6 have been allocated additional sessions for guided reading purposes. A timetable is on the notice board in the staffroom. Any empty sessions are available for year groups to use to support their curriculum.

Sessions are to be used in 2 ways:

1. To borrow books
2. To use the library for reference. Children should be taught how to find information from books but also where to look on the shelf through explicit teaching of our colour coding and Dewey system. Classes are also encouraged to access the Reading Cloud once a term during an ICT lesson.

ROLES AND RESPONSIBILITIES OF SUBJECT LEADER

- to lead policy development
- to write and implement the subject action plan
- to support colleagues
- to monitor the use of the library to ensure that each year group visits it on a weekly basis
- to support staff to develop teaching units which explicitly teach children how to use the library effectively
- to audit, maintain and replace the resources
- to manage and monitor expenditure within the annual budget
- to liaise with the IT manager to ensure Reading Cloud is available and working as intended.

HEALTH AND SAFETY

- children are encouraged to be responsible for the resources in the library and to use them in a safe and sensible way.
- children are reminded to take care when using the fire escape to access the library. Year 6 librarians monitor very young children on stairs.

ROLES AND RESPONSIBILITIES OF LINK GOVERNOR

- to meet the Library leader at least annually to discuss the implementation, monitoring and evaluation of the action plan.

PARENTAL AND COMMUNITY LINKS

- parent helpers are encouraged to help with the general library issues as well as supporting classes using the library
- the use of Horsley and other local libraries is encouraged and promoted through the school library and the Horsley Librarians visit the school, promoting holiday reading ideas and any specific motivations.