



St. Peter's Catholic Primary School

Library Policy

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children Partnership. For more information go to <https://www.gloucestershire.gov.uk/gscp/>

This policy must be read in conjunction with the Safeguarding Incorporating Child Protection Policy and the Equal Opportunities Policy.

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Library Aims And Objectives

With our school mission statement – to live, love and learn in Jesus’ footsteps as our guide, we aim to develop every child’s interest in reading and learning, helping them to build confidence and achieve their potential in many areas of school life. The library provision will also assist pupils as they develop into creative thinkers and independent learners, developing a range of skills and a lifelong interest in learning.

St Peter’s Catholic Primary School aims to ensure that we offer optimum library provision, along with a stimulating and supportive learning environment. The library is designed:

- To support the effective delivery of the whole curriculum.
- To foster and develop the children’s pleasure and interest in books.
- To promote independent learning.
- To encourage children to respect and value books and reading.
- To give children access to a wide range of fiction and non-fiction texts.
- To assist them to acquire and develop information handling skills.
- To provide a resource base for teachers.
- To provide children with good quality books that are ideally no more than ten years old. Books will be relevant to the curriculum and the reading abilities of all children. They will reflect positive images in terms of race, gender and disability.

Organisation

At St Peter’s Catholic Primary School, the Library is situated in the heart of the school midway between KS1 and KS2. This makes it an ideal location for easy access for all children and staff. The Library has separate areas for fiction and non-fiction books. Fiction books are separated into two sections. Easier picture books and early reading books are kept in easily accessible purpose built book boxes in a clearly designated area; more challenging books are kept alphabetically by author on shelves in an equally clearly designated area.

The non-fiction materials are classified under the Dewey Decimal System. This is slightly amended, usually to one decimal place, in line with the Library Services Children’s Subject Index document

- 001 – Encyclopaedias, Dictionaries and Computers
- 100 – Ideas and Feelings
- 200 – Religion
- 300 – Society, Jobs and Relationships
- 400 – Different languages
- 500 – Science, Maths and Nature
- 600 – The Body, Health and Technology
- 700 – Arts, Music, Hobbies and Sport
- 800 – Poetry and Plays
- 900 – History and Geography

Procedures For Borrowing Books

Children from Year 1 to Year 6 have access to the Library during class time on a weekly basis. Each child should choose one book for the week and then scan the book out with the Librarian using the Junior Librarian computer system. This will provide us with a comprehensive list of books on loan and losses will be able to be monitored. If a book is lost or damaged, a letter will be sent home to parents/carers asking for the book to be replaced or payment made so that a replacement may be purchased.

Returned books will be scanned back onto the system on a daily basis by the Librarian. A returns box is located next to the Librarian's desk for children and staff to put all returned books into. The school Librarian/Pupil Librarians will then return these books to the correct shelves.

If a teacher/teaching assistant wishes to take a selection of school library books to supplement their class libraries, they may do so but these should also be scanned out using their bar codes.

Children in Years 3 to 6 are permitted to take their weekly library loan book home. Children in Years 1 and 2 keep their library books in their desk drawers for use in quiet times in the classroom. Class library books may be taken home at the discretion of the teacher.

Library Management

The school Librarian manages the day to day use of the Library. A group of children usually from Year 6 are appointed as Pupil Librarians to assist with the general upkeep of the Library and operating the Junior Librarian computer system when necessary. Pupil Librarians will work with appointed Reading Buddies to provide a stimulating story time for Reception and Year 1 children at lunchtimes. Recruitment of Pupil Librarians and Reading Buddies is made through a written application, which is reviewed by the Librarian.

The School Librarian will be responsible for the following:

- General management of the library
- Classification and cataloguing of resources
- Issuing books to pupils
- Shelving book returns
- Researching appropriate resource additions
- Sourcing, purchasing and cataloguing library resources
- Providing advice to pupils about how to navigate the library and make recommendations about reading materials
- Producing a half termly "overdue" book list for each class
- Drafting and sending letters home to parents/carers regarding overdue, lost or damaged books
- Promoting the library, for example, fundraisers and book fairs etc.

- Managing the library budget effectively, including the appropriate use of funds earned from book fairs
- Updating and maintaining the library display boards
- Teaching pupils how to use the library's Dewey Decimal System
- Issuing notices to class teachers regarding overdue books and library events
- Recruiting and training pupil librarians and reading buddies
- With the Website administrator, maintain and update the library webpage on the school website
- Supervise a lunchtime provision for a selection of children from Reception and Year 1 and provide a lunchtime library club for children from other year groups on a rota basis

Promotion Of The Library

All teachers and the school librarian have a responsibility to ensure that the children become familiar with the resources available to them and that they are taught essential library skills. A timetable for class visits (Years 2 – 6 and story time for Year 1) is drawn up each term and is on display in the Library. These times are flexible and may be negotiated in agreement with other staff members.

Library time should be used to:

- Help children understand the Dewey system and encourage them to find books for reference and private study.
- Encourage children to care for books and value them as an important and enjoyable way of spending leisure time.
- Foster a love of books by providing an exciting and attractive range of material to suit all ages and abilities.
- Provide a quiet place where children can feel at ease to enjoy choosing and reading books.
- Encourage reference and library skills.
- Ensure that children change their library books on a weekly basis.
- Promote and organise the twice yearly book fair ensuring that all promotional material is sent out in a timely fashion and all monies accounted for.
- Promote World Book Day in association with the Reading Co-ordinator.

Special Educational Needs

The provision of children with SEN will be met in consultation with the Inclusion Manager, Pastoral Leader and staff. Each child will have equal access to the Library regardless of ability.

Resources

All library resources are selected in line with the school's Single Equality Policy.

Resources will include:

- Non-fiction books supporting both the school curriculum and pupil's general interests.
- Fiction books (including picture books).
- A reference collection.
- A computer for the library team to catalogue, issue and return items.
- Teacher support materials such as books to support topic work.

Monitoring And Evaluation

The Library Policy will be reviewed and updated regularly by the School Librarian and presented for ratification to the Quality and Standards committee every 3 years.