

GOOSEWELL PRIMARY SCHOOL

LIBRARY POLICY

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, both within our school and the wider community.
- 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 in the Upper Key Stage 2 area of the school.
- The area is furnished attractively and boasts: cushioned sofa areas, colourful mats, shelves with display potential and circular tables that support collaboration.
- The library is utilised on a daily basis by TAs 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, including wheelchair users.
- The KS2 library provides an authentic 'Library Experience' through the organisation of the fiction books in alphabetical order by author's surname and the use of the Dewey System for the non-fiction books.
- Kinder boxes provide more focused storage for learning materials, such as 'Books for Boys' or 'Poetry'.
- A large ergonomic desk is situated at one end, where the Librarian or pupil librarians use the ALICE computer programme to check in and out books.
- In addition to the main library, there is also Key Stage 1 library that is part of the shared area and uses a simplified Dewey System to organise the non-fiction titles.
- On the Gallery (lower Key Stage 2), there is also a 'Little Library' where the children can select their reading book from a wide range of titles on a daily basis. The reading books for this library are accessible by the children on a daily basis and a record is kept by the class teachers, to monitor which books the children are reading.
- Posters and 'Where's that book?' booklets give children further support in using the library independently.
- Children's learning is also displayed in the library.

Management and Staffing:

- The Library and budget is coordinated and managed by Mrs Thorne.
- Mrs Vaughan (Teaching Assistant) is responsible for the day-to-day running of the library and is allocated 3 hours per week to undertake this role. Her responsibilities include: organising the class visit timetable, maintaining and tidying the library stock and area, using and updating ALICE with new children, amending class lists and deleting children who have left, liaising with the PSLS and preparing lists for each class to indicate those books which are overdue.
- Claire Nethercott (Parent Helper) volunteers to work in the library on a regular basis.
- Two/three Year 6 children are chosen each year to become Pupil Librarians. These children give up their lunchtimes once a week to provide the library service to other children. They liaise with and are supervised by Mrs Vaughan. In recognition of their hard work, the children are rewarded with a book token at the end of the year.
- Each KS2 class has the opportunity to visit the library during class time on a fortnightly basis. The children may visit as a whole class (if library skills are being specifically taught) or in small groups. Children are always able to return their books, even if the library is not staffed, through the use of a 'returns box'.
- Children are permitted to borrow one fiction and one non-fiction book/resource from the library at any one time, thus promoting equal opportunities for all children within our school. Children in Years 5 and 6 may borrow an additional title if desired.
- Children are responsible for looking after and returning their library books. The librarian is efficient at ensuring that these loans are returned.
- Teachers are responsible for asking children who may be leaving, to return all of their library books

Book Stock/Resources:

- Goosewell Primary School subscribes to Plymouth Schools Library Service. As part of this, a 'Book Exchange' of two hundred books, takes place twice a year, which replenishes and updates our library stock.
- Books have also been purchased through PSLS, which come jacketed and can also be exchanged when they become damaged or out of date for example, it is recommended that non-fiction titles are less than ten years old so that the information is current and up-to-date.
- Many additional books have been purchased through the use of commission gained from holding annual Scholastic Book Fairs and the occasional Usborne event.
- The PSLS subscription also offers advisory services, which include a stock audit. This ensures the library has a well-balanced, up-to-date selection of stock which is suited to the needs of the children and school community.
- A computer program called ALICE is used by the librarian to scan the barcode s of books which are borrowed / returned.
- The children are given plenty of notice to return their library books. If they have not been returned for a considerable amount of time, they are fined £3.00 towards the cost of replacing the book.
- We also take advantage of the PSLS Topic Boxes, which support teaching and learning across the curriculum. Each teacher is entitled to two Topic Boxes at one time, with the additional opportunity to request particular Topic Boxes to support particular needs, for example, children with SEN, Primary Modern Languages, EAL, GTMA, Multicultural and service families.
- There is a reference section, which includes atlases, Bibles, Dictionaries and Local History texts that cannot be borrowed by the children, as they are for using in the library, or in classrooms.

- On a weekly basis, we receive a 'First News' newspaper that the school subscribes to. The newspapers are displayed in the library and can be borrowed and returned at any time.
- 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. This has included trips made by small groups of children to PSLS to select books for the library.

Community links:

- Teaching staff and Governors work together to arrange fun after school events to promote a love of reading and its importance in lifelong learning. These events have included 'Dads and Lads' and 'Bedtime Stories' evenings which have been very well attended.
- Links with Plymstock Library are promoted with good success, such as can be seen by the summer reading programme run by Plymouth Libraries.
- One to One Reading Club takes place in the staffroom daily. A growing number of parents listen to our children read to boost confidence, develop expression and diction when reading aloud.

Is this policy working?

- The library today is a dramatically different place to that of eight years ago and it is hoped that we will continue to recognise the importance of the library in children's learning and in nurturing their enjoyment of reading.

Next steps:

- To extend our provision of non-paper based reading materials, such as the use of i-books.
- Open the library after school for parents to help children choose books.
- Develop a reward system for 'Top Users'.
- Display a 'Comments book' - providing an opportunity for children to share their views.
- Find an area in the library to display books that are linked to the topics being taught in each year group and change them on a termly basis.
- Introduce a selection of books that are aimed at Level 6 readers.

Other policies/documents linked to the library policy:

- English policy.
- English action plan within the School Development Plan.

Policy Agreed: July 2013

Review date: July 2016