



Glen Hills Primary School Library Policy

1. Purpose:

The library at Glen Hills provides pupils and staff with a well resourced learning centre. These resources will play an important role in representing and celebrating linguistic and cultural diversity.

This school believes that every pupil has the right of access to a relevant, balanced and stimulating collection of materials to support and extend learning and literacy.

This policy will clarify the library provision at Glen Hills, how it is organised and used, the staffing provision and the future plans for the development of library resources within the school.

2. Aims:

- Our aim in providing a library is to promote a love of books, the curiosity and desire for knowledge and information.
- To provide relevant non-fiction resources, helping pupils and staff to research information and extend their knowledge.
- To support the development of pupil's knowledge, understanding and appreciation of their own and others' beliefs and cultures by providing stock which reflects our multicultural society and creating opportunities to promote and talk about significant texts.
- To introduce pupils to interesting and stimulating fiction texts, and access the vast amount of information found on the 'World Wide Web'.
- To enable staff and children to safely use an online, electronic library system.

3. Accommodation:

- There is a purpose built room with access for all age groups and staff.
- Two display boards are provided so children's work and reading focuses can be displayed (relating to the literacy themes studied within the school).

- Other small wall and 'hanging' spaces are used for further displays to enhance the working environment e.g. pottery, design technology work and creative homework.
- Glen Hills school museum, displaying school artefacts, is situated in the library.
- There is easily accessible shelving on wheels. The non-fiction section has tables and chairs for focused work and quiet study.
- The fiction area has soft cushions, stools and pouffees to encourage children to relax and enjoy reading.

4. Learning Resources:

- Books are organised into fiction and non-fiction. These books are available to all pupils.
- Non-Fiction:
Encyclopaedias and map books are available.
Non-fiction "An Easy Read" - books chosen for KS1 pupils and KS2 pupils with lower reading ages. The books have easier texts and more pictures than the KS2 books so as to appeal to these children.
- Fiction
Boys into Books – a collection of books to appeal to boys.
Picture books are available for younger pupils.
Poetry and Joke Books
Year 6 Books – age- and content-appropriate titles
- All teaching staff consulted, through a questionnaire devised by the Library Co-ordinator, about resources that they would like to see included in the library.

5. Organisation:

- The Library Services for Education 'Dewey' cataloguing system is used.
- An online electronic cataloguing system is used to record stock and borrowing habits. There is a computer in the library to access this. Staff and children each have a login which allows them to issue and return resources they borrow from the library, as well as to search the existing catalogue of stock. Children are allowed to borrow one book at a time. Class teachers are allowed to borrow a larger amount of books to support class teaching and they are responsible for monitoring the changing of books.
- A Returns Box is used so pupils can place the books they have borrowed back into the box. It is, however, encouraged that children re-shelve the books themselves after the items are returned on the electronic system. This encourages better understanding of the library. The library assistant or 'Library Crew' can then return them to the appropriate sections.
- A Repairs Box is provided for books that need repairing before being returned to the shelves.

- Clear classification labels are displayed:
Non-fiction – subject colour code and Dewey classification number
Non-fiction “An Easy Read”-subject colour code, Dewey classification number and “An Easy Read” sticker
Fiction - alphabetical author order
Poetry and Joke books
Boys into Books – alphabetical author order and yellow sticker
Year 6 fiction – alphabetical author order and “Year 6” sticker
- Reference posters are displayed detailing non-fiction subject colour codes and Dewey classification numbers
- A growing collection of picture books for younger library users are available in open book boxes.
- A growing number of wordless picture books for all ages are also available in open book boxes.
- A collection of magazines, newspapers and comics to promote different reading material has been developed.
- New stock is added to the library throughout the year.

6. Staffing/Management:

- There is close liaison between the Library Co-ordinator, the library assistants and the Year 4, 5 and 6 volunteers who make up the ‘Library Crew’.
- At the beginning of each academic year the library assistants are given a job description to clarify their role in the library. Their role includes returning books to the shelves, repairing and covering books and keeping the library tidy.
- The Library Co-ordinator classifies all books prior to them being covered.

7. Library Use:

- The library is used by pupils in Key stage 1 and 2 for reading material and research information.
- 4+ pupils visit the library with their teachers and have access to the materials for topic work.
- Library skills are taught by class teachers.
- A library timetable is in operation for each year group so the use of the library can be included in short term planning.
- Children can use the library, when free, if accompanied by an adult.
- All reference material is available to the teaching and support staff within the school.
- KS1 Story Time Club
- The library is used as a small group teaching area.

- Access to the library website is available on all ICT suite, classroom computers and iPads through a desktop shortcut, as well as its own website address.

8. Promotion of library use:

- The library and library skills are promoted throughout the year through English lessons and book events such as the Book Fair and 'World Book Day'.
- The online system allows children and staff to write their own book reviews and to read those from others in the school.
- Posters displaying details of new books and authors
- KS1 Story Time Club
- Various initiatives and links are undertaken with local libraries throughout the year to encourage parents to support pupils' learning.
- Visits to Glen Hills Library

9. Equal Opportunities:

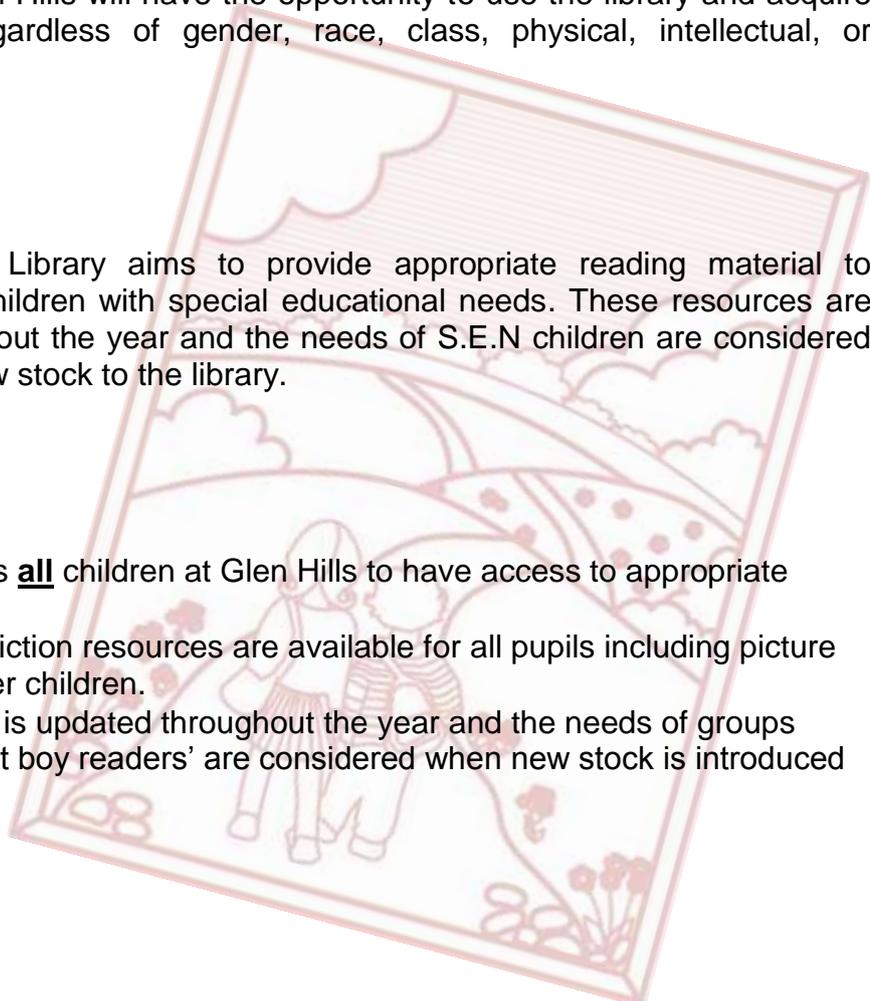
- All pupils at Glen Hills will have the opportunity to use the library and acquire library skills regardless of gender, race, class, physical, intellectual, or sensory ability.

10. S.E.N:

- The Glen Hills Library aims to provide appropriate reading material to accommodate children with special educational needs. These resources are updated throughout the year and the needs of S.E.N children are considered when adding new stock to the library.

11. Differentiation:

- The library allows **all** children at Glen Hills to have access to appropriate reading material.
- Fiction and non-fiction resources are available for all pupils including picture books for younger children.
- The library stock is updated throughout the year and the needs of groups such as 'reluctant boy readers' are considered when new stock is introduced into the library.





Policy	<i>Library</i>
Reviewing Committee	<i>Curriculum Committee</i>
Last Reviewed	<i>March 2017</i>