



St Mark's Elm Tree Primary School

Library Policy

Approved: July 2015
Reviewed May 2016

Reviewed September 2017
Approved by Governors

Policy on the Library

Mission Statement

Aims of the School:

At St. Mark's, Elm Tree Church of England Voluntary Aided School we:

- ***Build Christian values into the ethos and teaching and enable children to make their own informed choices about their faith;***
- ***Strive to develop the full potential of all our pupils;***
- ***Give a high priority to the spiritual development of all in the school community;***
- ***Place collective worship at the centre of our daily life;***
- ***Welcome all children, whatever their parents' beliefs, attaching a high priority to strong links between school, home and parish.***

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

1 Introduction

'What we learn from good books and other resources becomes part of us.'

Library Association

- 1.1 Our curriculum is designed to cultivate an enjoyment of learning, and a commitment to it, thus creating the right climate in which to encourage and stimulate the best possible progress, and the highest possible attainment, by all our pupils. The role of our school library is central in supporting our children's learning, as it plays a key role in helping them to develop their communication and information-handling skills. It also offers them a view of the world that is free from stereotypes, with equality of opportunity for all.
- 1.2 By offering them the opportunity to take responsibility for their own learning, our library helps children on their way to becoming independent and life-long learners. The resources in our library support the aims and objectives of the National Curriculum, promoting the ability in children to read fluently a range of literary and non-fiction texts, and to reflect critically on what they read.

2 Aims and objectives

2.1 The aims of our library are:

- to extend children's learning experiences;
- to develop children's skills as independent learners;
- to support teaching and learning;
- to enrich the curriculum;
- to provide opportunities for children to access resources by themselves.

3 Organisation

- 3.1 Our school library is a centre of learning that we make accessible to all the children and staff at our school. We have checked that the library is accessible not only to wheelchair users, but also to pupils and members of staff with other disabilities. The resources within it promote inclusion for all our children.

- 3.2 The physical environment of the library is designed to stimulate the exploration of resources, both for work that has been set, and for personal study.
- 3.3 The library has collections of fiction and non-fiction resources. These include newspapers, magazines, story tapes, videos and CD-ROMs. Each classroom also has a small fiction collection. We classify all the books according to the Dewey decimal system. We use coloured labels to identify general themes within the collections.
- 3.4 The library also contains a computer with Internet access, and some multimedia resources. The use of the Internet is supervised at all times by a member of staff.
- 3.5 Our library runs a computerised management system. The holdings of the library are entered on the computer system and children use computerised barcode recognition to borrow and return books.
- 3.6 The library is maintained throughout the year by a large cohort of pupil volunteers across all class ranges.
- 3.7 The school library is open during normal school hours. Each class has an allotted time each week in which to develop children's information-handling skills and provide a borrowing facility. The library is used for personal study when it is not being used by an individual class.
- 3.8 We use the Schools Library Service to supplement the range of resources available to our pupils [i.e. collections of themed books]
- 3.9 Our children further develop their library skills by using the local public library. Visits to the local library take place throughout the year across all class ranges.

4 Resources

- 4.1 The subject leader for Humanities is also our library coordinator. The library coordinator manages the school library and library resources across the school.
- 4.2 All teachers are involved in the purchasing of library resources. Teachers involve the children in this process. The library coordinator consults both staff and children when formulating the library development plan. We use our library resources to promote the spiritual, moral, social and cultural development of our children, and to reflect the needs of all our pupils. There are posters, books and other resources which challenge stereotypes to do with disability, race and gender, and which offer positive images.
- 4.3 Stock replacements are made whenever possible, e.g. prioritised subject areas or books acquired from book fair commissions. This ensures that our resources are in good condition, up to date and relevant to our children's needs.

5 Monitoring and review

- 5.1 The library coordinator monitors and reviews the effectiveness of our library on an annual basis, and presents a written report to the governing body.
- 5.2 This policy will be reviewed in two years, or earlier if necessary.

Signed:

Date: