

# Library Policy

## **1 Introduction**

A library is a special area, set apart from the classrooms with a friendly atmosphere and attractive displays of fiction, nonfiction and reference materials.

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 highest possible attainment, by all our pupils.

The role of the school library is central in supporting our children's learning, as it plays a key role in helping them develop their communication, information handling and research skills. It also offers them a view of the world that is free from stereotypes, with equality of opportunity for all.

By offering them the opportunity to take responsibility for their own learning, our libraries (KS1 and KS2) help children on their way to becoming independent and lifelong 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**

- 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.
- To promote research and investigation strategies so that pupils can become confident in evaluating and using information.
- To encourage reading by providing a range of materials to suit all ages and abilities and develop a love of books and reading.

## **3 Organisation**

The library is a centre of learning that we make accessible to all the children and staff at our school. The resources within it aim to promote inclusion for all our children.

The physical environment is designed to stimulate the exploration of resources, both for pleasure as well as for work that has been set and for personal study. With this in mind, there are rules for the library, which are clearly displayed.

The library has a collection of fiction, non-fiction and reference books. There is also a section for staff, which includes teaching resources, curriculum books and reference material.

The library is currently located in the hut in the playground.

Opening times for the library are displayed in the library. The library coordinator is responsible that adequate access is made possible for pupils and staff to make use of the library.

The library coordinator will have a group of children to help with managing the library. These children will often be part of the school council.

Our children are encouraged to develop their library skills by using the local public library. During their time in school, children will have opportunities to visit the local library.

Each class will have its own collection of books and is encouraged to develop a 'reading corner'. Books

from the school library are to be used to replenish these 'reading corners'.

#### **4 Resources**

The library coordinator manages the school library and the library resources across the school. The library coordinator has 60 minutes per week of non-contact time for managing this resource.

All teachers are involved in the purchasing of library resources. The children are also involved in this process through discussion and listing favourite authors. 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.

The library coordinator is responsible to ensure that books in the library are appropriate for the use of children. Materials which may be age inappropriate, promote extremist views or partisan political views will not be allowed into the library.

Resources which are purchased by the school will need to be vetted by the library coordinator who is aware of what is acceptable and not before they are included in the library. Where items are questionable, the head teacher or a senior leader is to be consulted.

The school makes use of World Book Day and organizes activities for pupils to celebrate and promote reading.

#### **5 Health and safety**

All routes in the library are clear and uncluttered.

Fire extinguishers in the library are of the right type.

Shelving is not overloaded or top heavy and is at the correct height

There are no trailing wires.

#### **6 Future plans**

The school intends to build up the library to have more resources and material available to promote the learning and experiences of children. Access to computers is something we look to introduce in the near future. When this becomes possible, we will ensure that children are kept safe whilst having online access and we commit to ensuring that pupils are kept safe from all forms of online dangers including extremism, exploitation and cyber bullying.

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Signed: **M Rahman**  
Head Teacher