

Library Policy



Date of Amendment: March 2023

Review Date: March 2026

School Library Policy

Introduction

The library is a welcoming and well-resourced (over 4,700 volumes) area in which children can enjoy books, educational magazines and develop a love of reading.

Aims

At St Thomas of Canterbury Church of England Junior School, we strive to provide a library which:

- Provides a stimulating environment for children to develop their reading skills.
- Is inviting, welcoming and accessible to all.
- Will help to promote reading as an enjoyable activity and foster a love of reading.
- Provides a wide range of quality books to support the curriculum needs of all pupils and staff.
- Will encourage a responsible attitude towards books and the library environment and respect for other library users.
- Will provide a simple borrowing procedure to enable children to borrow books independently.

Accommodation

The library is located in the heart of the school in an attractive room with natural light. It is accessible to all pupils, including wheelchair users. There is a cosy corner, with soft seating and bean bags for informal groupings, with a central table for more focused activities. Many of the shelves are non-static, allowing the library layout to be changed if necessary. The books are arranged into non-fiction, and fiction books. There are two computers which are logged on to the Junior Librarian Management System.

The library has three large wall-mounted boards. Displays include: the St Thomas' Reading Tree, showcasing inspirational books to encourage children to try new exciting reads, promoting World Book Day initiatives and cross-curricular topics.

Non-Fiction

These books are organised using the Dewey Decimal System. Some books however have been grouped into the following popular 'genres':

- Poetry
- Fun Facts
- Mythology & Legends
- Biography
- Reference only

Fiction

These are organised by author, in alphabetical order by surname. Popular Authors (such as Liz Pichon and Roald Dahl) and picture books are on a separate shelf.

ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
"Realising the potential of every child within a caring, Christian community"

Staffing

The librarian (a member of the Teaching Assistant team) has dedicated time to ensure the management, development, promotion and evaluation of an effective resource and information service which supports learning and teaching across the school.

They carry out a range of tasks and duties to ensure that the library is always accessible for all staff and pupils. These include: cataloguing new stock, identifying gaps in existing stock and creating innovative displays of cross-curricular topics and to promote different reading genres.

Operation

The library is open three lunch times a week for 'drop-in' sessions. The school librarian is supported by year six library monitors during these times. The monitors are trained to carry out basic duties (e.g. Junior Librarian, returning books to shelves, general tidying, labelling books) and given opportunities to get involved in displays, competitions and other initiatives.

All children in school participate in the Reading Award Scheme which is supported by the library. Children are encouraged to read a range of fiction and non-fiction books from the school library to earn awards. Children will chat to the library monitors about the books they have read in order to progress through their reading tree and seek advice on books to read. The library is also a quiet space for children who prefer to read at lunchtime.

Children are allowed to take out one book at a time. They are encouraged to return and issue material themselves on Junior Librarian, seeking the help of a librarian if necessary. If a child has misplaced a book, then the School Librarian will deal with this on a case by case basis, either the child is not able to borrow a new one until the book is returned or letter will be sent to parents requesting a replacement.

Stock Purchase

New books are chosen with the following criteria:

Non-fiction:

- Material to support and extend the curriculum
- Material to cover hobbies and leisure interests
- Material of general interest, current affairs
- Books which support the school's Christian ethos

Fiction:

- Quality fiction covering a wide age, ability and interest range
- High-interest, low ability fiction for learning support pupils
- Challenging and demanding fiction for the more academically able

News, Media & Magazines:

- National, local and children's newspapers
- Periodicals to support the curriculum and pupils' leisure interests

Stock Control & Maintenance

We use the Junior Librarian Management System. This allows circulations, cataloguing and management functions. Circulation is done by pupils, year six librarians and the school librarian. Catalogue and management functions are dealt with by the librarian only, which helps ensure security and consistency of information.

In order to keep the library stocks current, relevant and interesting, a rolling programme for stock weeding and maintenance is carried out. Criteria for the withdrawal of a book include: information is no longer relevant, the book is in poor condition or the book is more than 10 years old (with some exceptions).

Donations are accepted at the discretion of the librarian, provided they meet the above criteria.

The librarian will regularly notify class teachers of pupils with overdue books. If the books remain overdue at the end of the school year, these will be dealt with on a case by case basis.

Development and Evaluation

Each academic year, a work plan is written to include actions linked to: the School Development Plan; external initiatives (such as the Essex School of Reading); exploration of opportunities for SEND pupils and identification of 'tools' to encourage reluctant readers. This work plan is updated regularly and shared with the English Subject Leader each half term.