



St Stephens Community Academy
School Library Policy 2015



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1 Introduction

The library is a fundamental resource essential to the teaching and learning throughout the school. The role of the library is central in supporting pupils learning and promotes the encouragement of reading for pleasure. It plays a key role in helping them develop their learning skills. The library caters for the learning needs of all the pupils by being well maintained and well stocked. The library offers the children a view of the world that is free from stereotypes, with equality of opportunity for all. The library encourages children to read fluently a range of fiction and nonfiction books.

2 Aims

- To inspire children with a love of books and reading
- To provide a well-stocked library with relevant stock
- To make sure the library is an attractive and comfortable place
- To ensure that books are valued by pupils and staff
- To encourage children to value a library as a lifelong resource
- To help children to develop the habit and enjoyment of reading and learning and to use libraries throughout their lives
- To provide books to meet the educational needs of all pupils
- The library stock will be reviewed constantly to respond to changing needs
- To enable children to learn and practices skills to access information in the library
- To teach pupils how to use the Dewey Classification System
- To develop ICT skills by using the Junior Librarian system to scan books
- To present displays in an inviting and reading 'rich' environment
- To extend pupils learning experiences
- To develop skills to be independent learners
- To support the teaching and enrich the curriculum
- To promote inclusion to all pupils in the school
- To promote a home-school partnership through the loan of library books
- To provide access to regular book fairs

3 Organisation

3.1 The library is a source of information and reading for pleasure for all the school. It comprises Fiction, Non Fiction, Picture book, Audio CD, and Reference sections.

3.2 All classes have timetabled weekly access to the library, and pupils will be encouraged to develop their library skills.

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Pupils will be encouraged to take pride in their library and ensure the library is kept tidy.

Class teachers are given an allowance so books may be taken for class reading area. These books will be scanned out using the teacher's library card. No books to be taken without being scanned out.

Every user of the library will have a PIN number for the computerised system to borrow books. Each pupil has a set allowance on the number of books that can be taken out at any one time.

KS1 will be supervised by an adult/ librarian when visiting the library. KS2 may be offered the chance to use the library independently at the discretion of the class teacher.

3.3 The books will be classified using a simplified version of the Dewey Classification System. Information regarding the Dewey system will be displayed to aid pupils to locate books. The library will use the computerised system Micro Librarian 'Junior Librarian'. The library will use Cornwall Education Service to access advice and support where necessary as well as provide an annual update of library books through a Service package.

3.4 The library stock will be regularly updated, and books discarded as appropriate. The library will open as much as possible throughout the school day shown in a Timetable.

The library books are a valuable asset to the school, and therefore pupils will be encouraged to take books home in a book bag/ school bag. This will help to minimise damage.

Pupils will be encouraged to return books on a weekly basis. This will help pupils to keep track of the books they have borrowed and so reduce loss. If a book is lost the cost of the replacement will be requested, or a contribution for the replacement. This also applies to damaged books.

4 Monitoring

4.1 The Literacy Leader has overall leadership of the library and the library resources. The day to day running will be delegated to a named adult with specific responsibility for the library. This person is responsible for the cataloguing, overseeing loan arrangements, and to train the Pupil Librarians to keep the library tidy and ensure that books are in the correct place. The Pupil Librarians are responsible for returning books to the correct section of the library. They will aim to keep an organised and tidy library.

4.2 A general check is made at the end of each term to ensure that books are returned, with a stock take at the end of the Summer Term. Time is allocated to the named adult on a weekly basis to ensure that this role is carried out. In the Summer Term the weekly time is used to support the end of year stock take.

5 School Librarians

A team of librarians will run the library for general maintenance. Each year in Summer One new librarians are requested and applications are given. Interviews are then held and lead by the School librarian and the Literacy Leader. Jobs descriptions for the librarians are then given as well as being displayed with the Library policy in the school library.

6 Monitoring and review

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- 6.1** The day-to-day monitoring of this policy is the responsibility of the Literacy Leader. The Literacy Leader will provide a yearly update to the Head of School on the effective use of the library to enhance Literacy experience for the children at St Stephens Community Academy. The Head of School will report to the governors annually using this information.
- 6.2** This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Signed: Completed by Literacy Leader/ Head of School

Date: October 2015