

# PINNER WOOD SCHOOL



## LIBRARY POLICY

**Approval Authority**

**Effective From:** September 2024

**Date Ratified by GB:**

**Next Review Date:** September 2026

**Signed by Chair of GB:**

## **PINNER WOOD SCHOOL LIBRARY POLICY**

Our curriculum is designed to cultivate an enjoyment of learning, and a commitment to it. The role of the school library is central to this. By offering them the opportunity to take responsibility for their own learning, we help our children to become 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 texts, and reflect critically on what they have read.

### **AIMS AND OBJECTIVES**

- To provide an attractive and relevant resource for everyone in the school;
- To foster an enjoyment and love of books and reading, both for information and for pleasure;
- To support teaching and learning, and to enrich the curriculum;
- To encourage the children to use a library correctly and with confidence;
- To develop children's skills as independent learners, and to provide opportunities for children to access information for themselves.

### **TEACHING METHODS**

All classes throughout the school, are allocated library session fortnightly, but the library is available for children and staff to access throughout the school day. During this time, children will exchange their book, be guided around the library to learn the three different sections and the library system will be introduced/reinforced. Each year group will have a lunchtime slot where children can choose to visit the library to read for pleasure. The library will be open during some lunch time slots during the week where children can read quietly, write a book review or complete another story activity.

### **HEALTH AND SAFETY**

Reference should be made to the school Health and Safety policy, but specific issues concerned with the library include:

- moving resources, such as boxes of books
- establishing appropriate working conditions for the children
- electrical safety with regard to the use of the computer
- safe use of the internet (see ICT policy).

### **EQUAL OPPORTUNITIES**

Books have been selected to reflect the multi-cultural society in which we live. They include books about different faiths and cultures, and it is hoped the children will feel they can identify with many of the messages and characters portrayed in the books. Book on diversity, stories from different cultures and faiths and bilingual books can be found in the 'Be You' library section. All children and staff have access to the library facilities. Whilst supervision will be necessary when pupils are borrowing and returning resources using the computer, they should be encouraged to research, browse and select books independently. Both the class reading corner and the main school library contain a broad range of fiction and non-fiction books, providing reading and resource materials for children of widely differing abilities and experiences.

### **PLANNING, MONITORING AND EVALUATION**

The coordinators are responsible for planning the acquisition and deployment of resources, in collaboration with our Assistant Head teacher, English coordinators and other colleagues. Use of resources in the main library is monitored by the computerised library management system (Junior Librarian). Use of the class libraries is monitored by the class teachers, and borrowed books are recorded electronically. Evaluation of resources is carried out through consultation with colleagues and the English

coordinators. We aim to update our stock regularly, to ensure our resources are in good condition, up to date and relevant to our school's needs.

## **RESOURCES**

Library resources in the school are provided in a number of ways. The main school library contains fiction, non-fiction and reference books. The class libraries, kept in the classroom, contain fiction and non-fiction books in a range of genres for the use of the children in that class.

## **ORGANISATION**

### **The Main School Library**

The fiction books are arranged alphabetically according to the author's surname. Non-fiction books are catalogued based on subject and are also colour coded for easy access and replacement by the children. Encyclopaedia and other sets of reference books have fluorescent orange labels and are stored together on one bookcase. Year 6 Junior Librarians and Library volunteers are responsible for replacing books from the returns box onto the shelves, and keeping the library tidy. Loans and returns are recorded using the computer program. The library team are also responsible for getting new books ready for pupils to borrow from the library by attaching new labels and barcodes.

### **ICT**

A multimedia computer is located in the library, and is connected to the school network, and thus to the internet. A software package (Junior Librarian) has been installed, and is in use. This facilitates the cataloguing of resources, and the recording of borrowed books. Information on using the system has been shared with staff.