



Copnor Primary School – Library Policy

Rationale

To provide guidance to staff on all aspects of library use to ensure that staff, governors, parents and children maximise its impact.

Aims:

- ✚ Be aesthetically pleasing
- ✚ Be organised consistently with other libraries
- ✚ Be clearly labelled using the Dewey System for non-fiction and levelled using Book Bands then shelved using the authors surname for fiction
- ✚ Provide resources to support and enrich all areas of the curriculum
- ✚ Promote independent study and equal opportunities
- ✚ To engender a love of books and an enthusiasm for reading for pleasure
- ✚ Be a good learning and working environment

The children will:

- ✚ Learn to use the library system independently
- ✚ Care for and value the resources
- ✚ Learn information handling skills through a knowledge of how the library works
- ✚ Contribute to the display areas
- ✚ Be given opportunities to work in the library
- ✚ Be given responsibility to undertake librarian tasks

The library will be maintained by:

- ✚ The librarian and the assistant librarian on a day-to-day basis, with additional support from the School Library Service
- ✚ The English managers, ensuring a sufficient and appropriate range of fiction and non-fiction
- ✚ The leadership team and Governors, by providing sufficient funds through the library budget

Issues and returns:

- ✚ The library will usually be open from 8.30am to 3.00pm daily
- ✚ The children will be issued with their own personal PIN code, which will be stored electronically. Folders with PIN codes are situated beside each library computer
- ✚ Children will be encouraged to select from both fiction and non-fiction resources
- ✚ Children will be allowed a maximum of three books

This policy should be read alongside the Teaching and Learning Policy and English Policy.

Policy agreed: Sept 2017

Review date: Sept 2018