

# CEDARS PARK PRIMARY SCHOOL



## LIBRARY POLICY

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## **Vision**

Reading for pleasure refers to reading that we do of our own free will, anticipating the satisfaction that we will get from the act of reading. It refers to reading that having begun at someone else's request we continue because we are interested in it. (National Literacy Trust).

### **'We are drowning in information but starved of knowledge' (John Naisbitt)**

The Library aims to nurture reading for pleasure and foster effective information handling skills throughout the entire school community.

## **Aims**

The Library contributes to the school's aims by encouraging pupils to be confident communicators, take a lead in their learning and be organised. Specifically, the Library aims:

- To foster the habit of reading for pleasure, exposing pupils to a range of classic and contemporary literature reflecting a variety of cultural traditions to enhance their appreciation and respect for their own and other cultures.
- To undertake the monitoring of pupils' reading behaviour and act upon changes.
- To provide a comprehensive and balanced range of resources to support the education, information and recreation needs of the school community and the spiritual, moral, social and cultural development of pupils.
- To enable the teaching of all curriculum areas by providing access to a variety of resources.

## **Objectives**

To meet the aims above and continue to develop the Library, the following objectives have been identified:

- Work with all teachers to encourage reading for pleasure amongst pupils. Reading for pleasure can and should include both fiction and non-fiction material. The Library supports staff in promoting and providing age appropriate material to pupils.
- Help to deliver weekly library sessions with each class providing time to explicitly teach age-appropriate library skills and to read new texts to engage pupils.
- Work closely with the Reading Lead, SENCo and class teachers to deliver reading initiatives successfully.

## **School Librarian**

The Librarian is responsible for stock management which includes the selection and processing of new items, classification and cataloguing, general stock maintenance, budget, liaising with teaching staff, supervising pupil use and supporting the Junior Librarians. The Librarian encourages reading of a wide range of both fiction and non-fiction books according to the ability and interests of the pupils.

The Librarian will help to organise book fairs, regularly update reading displays around the school, and deal with enquiries from pupils, staff and parents. They may also support reading by arranging author visits and promoting literary events throughout the school year.

## **Library Environment**

The library will endeavour to:

- Provide a wide range of good quality fiction and non-fiction, attractively presented, to encourage reading for all, including reluctant readers, learning support pupils and more academically able pupils.
- Regularly update engaging displays and promotions.
- Create a comfortable atmosphere and pleasant surroundings for browsing and reading.
- Show involvement in activities such as author visits, World Book Day, National Poetry Day and the school's 'themed' days.
- Supporting opportunities for pupils to buy books from School Book Fairs.

## **Library Loans**

All members of the school community are entitled to borrow books from the Library. A record is maintained for every library user on the Library Management System used by the school. Pupils and staff have individual library accounts which they can access using a personal login and which can be used to view loans and reserve items.

Items are loaned for two weeks and pupils may borrow up to two items at one time. Staff are able to borrow as many books as required. Pupils and staff accept responsibility for items borrowed from the School Library and to ensure they are returned quickly and undamaged.

Items become overdue after the two-week period. This can be avoided by:

- Renewal of items for a further two weeks
- Returning items to the Library as soon as possible

Overdue notices are distributed to pupils via teachers. To ensure the school retains a sufficient stock for all pupils, after four weeks of not returning or renewing the book,

pupils will be given a notice requesting a charge for the loss of a book. In the event of damage to items, pupils will also be charged if the book is not usable. This could include water damage, graffiti or tearing of pages. Damage to books applies to any book borrowed from school, including books sent home as part of the reading scheme. Pupils leaving the school will be charged for any unreturned books.