

CLEE HILL COMMUNITY ACADEMY LIBRARY POLICY

This policy will help us to achieve the following school aims:

- Identify and develop a range of life skills and interests.
- Learn using a wide and interesting variety of opportunities, both within and beyond the school.
- develop a love of reading
- Develop creative thinkers and independent learners.

The purpose of the Library:

- To provide children with a stimulating, yet relaxing environment, in which they feel comfortable in selecting texts and learning materials of their choice.
- To celebrate reading, both within our school and the wider community.
- For the children to enjoy visiting the library and be confident in their abilities to use the library system independently and efficiently; therefore developing a valuable life skill and a love for reading and learning.
- To ensure that available resources are current and also reflect and respond to the needs of the curriculum and the children.

Accommodation:

- The main library is situated in a central area of the school.
- The library is utilised on a daily basis by classes, small groups and individuals.
- The layout of the library ensures that it is accessible to all children and adults within the school, including wheelchair users.
- The library provides an authentic 'Library Experience' through the organisation of the fiction books in genres and the use of the Dewey System for the non-fiction books.

Management and Staffing:

- The Library and budget is coordinated and managed by Mrs Richardson
- Mrs Richardson manages the library on a daily basis
- Two- four Year 6 children are chosen each year to become Pupil Librarians. These children give up their lunchtimes once a week to provide the library service to other children. They liaise with and are supervised by Mrs Richardson.
- Classes visit the library when appropriate. . The children may visit as a whole class (if library skills are being specifically taught) or in small groups. Children are always able to return their books, even if the library is not staffed, through the use of a 'returns box'.
- Children are permitted to borrow one book/resource from the library at any one time, thus promoting equal opportunities for all children within our school.
- Children are responsible for looking after and returning their library books. The librarian is efficient at ensuring that these loans are returned by the end of term.
- Teachers are responsible for asking children who may be leaving, to return all of their library books

Book Stock/Resources:

- Cleve Hill has a well-stocked non-fiction library.
- Many additional books have been purchased through the use of commission gained from holding annual Scholastic Book Fairs and the scholastic book leaflets. In addition, PTA fund new books.
- A paper system used by the librarian to record books which are borrowed / returned.
- The children are given plenty of notice to return their library books. If they have not been returned for a considerable amount of time, they are fined £3.00 towards the cost of replacing the book.
- Children and staff are often consulted in purchasing decisions to ensure that the library reflects the needs of the children and adults within the school.

Community links:

- Teaching staff and Governors work together to arrange fun after school events to promote a love of reading and its importance in lifelong learning. These events hope to include 'Dads and Lads' and `Bedtime Stories` evenings.
- Links with Ludlow Library are promoted with good success, such as can be seen by the summer reading programme run by Shropshire Libraries.

Next steps:

- To extend our provision of fiction books in the library.
- Open the library after school for parents to help children choose books.
- Have a suggestion box for the children- providing an opportunity for children to share their views.
- Find an area in the library to display books that are linked to the topics being taught in each year group and change them on a termly basis.

Policy Agreed: December 2019

Review date: