

## **LIBRARY POLICY**

### **St Thomas More's Catholic Primary School**

#### **RATIONALE**

**The mission of St. Thomas More's School is to educate and inspire every child to fulfil their unique giftedness within a loving Catholic community.**

#### **AIMS**

- experience a wide variety of relevant fiction and non-fiction books that will meet the interests and needs of our pupils
- develop children as independent learners who are able to find and use information to enhance their understanding and knowledge of the world
- foster a love of reading and books, which will strengthen and grow into adulthood
- value and respect books and understand the order and organisation of the library

#### **OBJECTIVES**

- stock and organise the library, enabling children to access books and information sources which meet curriculum needs
- provide books to help and inspire children as they learn to read and introduce them to a wide range of genres
- develop information handling skills, thereby encouraging independence in learning
- maintain an attractive well ordered library that will motivate good use
- ensure availability of the library as an information source and as a source of pleasurable reading
- help each child to become aware of the library system, procedures and code of behaviour
  
- make use of the library as the main central collection of books, which supplies individual needs as well as classroom reading throughout the year.

## **FUNDING**

Funding for the school library is agreed upon on an annual basis by the School Governors in consultation with the Headteacher and Library Manager.

Commission from School Book Fairs and Book Clubs may also boost library stock.

## **MONITORING**

Monitoring usually takes place through observation of pupils using library facilities, pupil interviews and the use of some data available from 'Junior Librarian'.

Reviewed	September 2015
Approved	September 2015
Next Review	Autumn 2018

## **GUIDELINES FOR THE LIBRARY POLICY**

### **St Thomas More's Catholic Primary School**

#### **ORGANISATION**

The Library is situated next to the computer suite. It is open during the school day for book exchange, research and quiet working groups. All classrooms have their own small library area with a selection of books stocked from the school library, chosen by the class teacher.

Non-fiction books are classified according to the Dewey system and fiction is shelved in alphabetical order, according to author. To help pupils find books 'Where to Look' charts and 'Where to Look' subject index files are to be found around the library. The larger picture books are kept in book cases and boxes.

Details of all library stock are held on a computerised system (Junior Librarian). This system is able to track issues and returns of library stock.

Pupils are able to exchange books when they need to, either during their class's timetabled slot, or on lunchtimes when Librarians are available. Children from Year 2 upwards may borrow up to two books. The younger children borrow one book. Staff are allowed to borrow up to two books.

The running of the library is overseen by the library manager. A group of Year 6 pupils has responsibility for ensuring the library is kept tidy and overseeing Lunchtime Book Exchanges.

Teaching Assistants and volunteer helpers are available to help children with library exchange and research skills.

If pupils fail to return library books a letter is sent home, reminding parents that their child's book is overdue. If a library book is not returned due to loss or damage parents are asked to replace the book with a similar new book or make a donation of £5.

#### **OUTSIDE AGENCIES**

The school makes use of the Hampshire School Library Service and its mobile library. The school is allowed to exchange a given number of books twice a year. The number of books on loan from the School Library Service varies according to the number of pupils on roll.

The Hampshire School Library Service also provides general library advice, stock editing and removal of dated stock.