

LANGLEY SCHOOL **LIBRARY POLICY**

At Langley we hope to encourage a genuine fondness for books and the understanding that the library is the place for obtaining all sorts of information.

Aims

To develop: Children's enjoyment of books
Handling books with care
Skills of browsing, selecting, sharing and reading books
Skills for accessing information books
Children's confidence to become independent users of the library

Organisation

The library is situated in a central part of the school. It is catalogued and arranged using broad topic headings and colour coded using a modified Dewey system. Each child should have the opportunity once a week to select a book. This will be issued to the child so that it can be taken home in a marked bag. It is the responsibility of the class teachers to record and monitor book selection using the computerised issuing system. This involves some timetabling, but should not result in the library being unavailable to others. If a child returns a library book and it is badly damaged, or lost, they are asked for a donation of £3 towards the cost of a replacement.

- Teachers should develop an enjoyment of books by reading aloud to children.
- Each class to have a half term class loan from library. Children should be involved in selection of books.
- Children should be encouraged to handle books correctly, to browse and select with care and thought.
- Children should select a book to be taken home, understanding they have responsibility for returning the book, and treating it with care for future borrowers.
- Children should be introduced to a variety of books: picture, story, poetry, information and reference.
- As the children progress through the school their use and access of the library should develop appropriately with independent use of the resources being the aim.

The Use of the Library

Foundation – the library is used as part of the planning with relation to the communication, language and literacy area of the EYFS framework.

Main school - Once a week each child should have the opportunity to select a book to take home. They should be accompanied by an adult as an individual or as part of a small group. The children should be encouraged to select an appropriate book from the range of books available. The borrowing and returning of books and the good treatment of books should be the focus during these sessions. There should be development of further library skills building on previous experience appropriate to the individual child.

Entitlement

The books in the library should reflect the multi-racial society in which we all live, and stereotyping should be avoided. The books and other resources available should, as far as is possible be at a level our children can access. (Appendix 1)

Assessment

A child's selection of books can be monitored using the computer to view the books issued to a particular child. These will show any preferences a child may have for a type of book or a particular author. Some assessment regards the children's book skills will be part of their literacy assessment within the wider curriculum.

Summary

It is hoped by providing the children with the opportunity to use a library on a regular basis, and having learnt some access skills they will go onto further develop these skills within the school environment, and the main library system.

Reviewed October 2016

Appendix 1

Policy for Stock Selection

Aims

The choice and selection of reading resources for all curriculum areas need to be made using criteria that all staff are aware of.

Objectives

- To provide a range of stock that supports and enhances the curriculum.
- To provide specific stock relating to policy statements, special needs and teacher/pupil requirements.
- To provide resources that offer positive images.
- To provide fiction books that -
 - Attract children's interest
 - Extend pupils' experience and imagination
 - Allow for different reading tastes
 - Are at an appropriate level for the children to access
 - Are well produced with appropriate illustrations
 - Are dual language
- To provide non-fiction books that
 - Give accurate information
 - Are up-to-date
 - Can be accessed easily (e.g. contents and index)
 - Encourage information handling skills
 - Have appropriate level of text
 - Are well produced with good illustrations
 - Offer cross-curricular opportunities
- To keep within the resource budget.

De-selection of Books

1. If the stock does not fulfil the above objectives.
2. If the book contains text/pictures that could be considered offensive to the majority of people within our society.
3. If the book is beyond repair.