

SOUTHFIELDS PRIMARY SCHOOL

LIBRARY POLICY

The library at Southfields Primary School is located next to the new hall. The library is well maintained and carefully planned with defined areas. It caters for the learning and recreational needs of the children and teaching staff. The library offers learning material to support the school's curriculum.

AIMS

- To inspire children with a love of books and reading
- To provide a collection of resources to support the curricular and leisure needs of all pupils
- To encourage all pupils to develop a lifelong interest in and enjoyment of books and reading
- To support pupils in their acquisition of information and research skills through the use of the library
- To present resources, processed and labelled in a warm, inviting and colourful environment

OBJECTIVES

1. Accommodation

- To create and maintain an attractive central library area, accessible to all pupils, which will contain both the central fiction and non-fiction collections.
- To create a welcoming atmosphere in the library, which encourages all pupils to feel comfortable when using it for research and reading, by the provision of facilities for browsing?

2. Staffing

- Tarina Slater, Linda Smith and Tracey Purcell to be responsible for the overview of policy and development, resources selection and library organisation.
- To ensure that all teaching staff will contribute to the selection of resources.

3. Resources

- To provide the widest possible range of non-fiction books to support the curriculum, to encourage independent learning and the development of leisure interests.
- To provide a well balanced and stimulating fiction stock in order to enhance pupils' reading ability and enjoyment of books.
- To select resources carefully, in liaison with teaching colleagues to reflect the age, ability levels and cultural background of all pupils ensuring that they encourage equal opportunities in terms of race, gender and disability.

- To undertake regular checks of library stock to ensure that resources remain relevant, accurate and attractive and to provide information on stock gaps to inform acquisition of new stock.

4. Finance

- To work within a library budget each year to cover the cost of replacing lost, outdated and worn resources together with development funding to ensure that the planned stock targets are achieved.

5. Organisation

- To ensure that the all resources in the library are organised so that pupils can easily find information on a specific subject and can select fiction appropriate to their abilities and interests. All fiction books, with the exception of picture books, will be shelved alphabetically by the author's surname.
- To operate a ticket system that will reduce stock loss, encourage pupils to be responsible.

6. Promotion and Use

- To ensure that the library is used effectively and is valued by the whole school, teachers select a time slot in the library which is displayed on the hall door.
- To assist all pupils in developing information skills as an integral part of the schools' curriculum.
- To ensure every pupil will have the opportunity to visit the library at least once a week. All books taken out need to be recorded on Librosoft which children are being trained on. When leaving the library the adult ensures that all books are returned correctly and neatly to the shelves.
- To actively develop the library as a focus for literacy and the enjoyment of reading through activities, displays and liaison with outside agencies such as the public libraries.

7. Monitoring and Evaluation

- To ensure strengths, weaknesses and areas for development will be identified an annual review will be produced as part of the whole school development planning process. This will include size of stock, number of book issues and class use. Qualitative measures will include regular stock assessments by the Schools Library and Resource Service and annual surveys of pupils and teaching staff.

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APPENDIX

CRITERIA FOR ASSESSMENT OF RESOURCES

ALL RESOURCES:

- Should be attractive to and appropriate for the children in this school
- Should be of good quality, durable and well produced
- Should be good value for money
- Should be relevant to the needs of the school
- Should represent positively the diversity of society

NON-FICTION:

- ◆ **Text:** Should be readable, stimulating and grammatically correct. Complexity (style, length of sentences and chapters etc) should be appropriate for the intended reader. Not patronising, condescending or oversimplified.
- ◆ **Content:** Accurate, clear, without stereotyped images or tokenism.
- ◆ **Illustrations:** Appropriate for subject matter, make positive contributions to information content, technically or artistically competent, numerous enough to satisfy the reader in terms of age and ability, with captions that develop and extend the text.
- ◆ **Format:** Suitable for subject matter, physical arrangement (e.g. pop-up, double – page spread etc) should not be allowed to determine content.
- ◆ **Organisation:** Index, contents list and glossary should be present in all but the very simplest non-fiction book and should be clearly laid out, accurate and assist in using the resource. Bibliographies and further reading guides should lead the reader to current and appropriate materials at a similar reading level.

FICTION

- ◆ **Characterisation:** Should avoid tokenism and stereotypical characters, should be compatible with the emotional development of the reader
- ◆ **Plot:** Should make an impact within the first few pages, should be well constructed, develop logically and lead to a satisfying conclusion
- ◆ **Style:** Language should be stimulating and of a level appropriate for the intended readership, dialogue should be natural and realistic, slang words should not be gratuitous. Swearing in books for this age – group would be inappropriate.
- ◆ **Illustration/cover:** Should be appropriate and appealing to the intended readership, should interact with and extend the text, be imaginative and of artistic merit.

CD-ROM

- ◆ **Ease of use**
- ◆ **Facilities:** Should have one or more of dictionary, thesaurus, cross-references
- ◆ **Search strategies:** Should have a variety of possible searches e.g. by keyword, topic, articles, format
- ◆ **Compatibility:** Should be usable on current hardware
- ◆ **Updates:** Should be readily available
- ◆ **Full use of the medium:** Should make use of sound, video, photographs etc