Ark Atwood Library Policy

1. Mission Statement

The library aims to provide a welcoming, inclusive learning environment, actively supporting teaching and learning within the school. The library team, in partnership with the teaching staff, is committed to supporting the development of independent learning skills and fostering a love and enjoyment of reading. The school is committed to offering opportunities for all students to take responsibility for their own learning and development through the use of the library books and area.

2. Aims

a) To develop and foster a love and enjoyment of reading and books.
b) To develop and enhance, in partnership with teaching staff, independent learning skills.
c) To support teaching and learning within the school.
d) To create opportunities for students to develop their self-confidence, self-respect and sense of responsibility.

3. Objectives
    a) Accommodation
        i) To provide an attractive and comfortable environment for children and staff in which to select and use the resources available.
        ii) Books are displayed with thought towards class topics and to encourage further learning.
    b) Staffing
        i) The library is staffed by parent volunteers who arrive at 12.15pm to ensure the area is clean and ready for students who choose to use the library during lunchtime.
        ii) The parent volunteers work with teaching staff to enhance the area displaying books relevant to class topics to assist with learning and development of students.
    c) Stock Selection and Funding
        i) The chief librarian works with the head teacher to ensure that the library stock is acceptable and relevant for use by the students.
        ii) The chief librarian will work with the head teacher to ensure the library budget is adhered to and used.
        iii) The library stock will aim to represent a balance between supporting the curriculum and meeting the individual needs and interests of all pupils through primary school years by providing a diverse range of titles.

    d) Resources

        i) The library resources are provided for the students use to aid their development effectively and with enjoyment.
        ii) The books will be loaned to students for a period of two weeks, or longer upon return of book for reissue.
        iii) Each student is able to borrow a maximum of three books.

iv) The library operates a computer based stock and booking system called Junior Librarian

v) The children are given reminder notices to return their library books once every half term. If they have not been returned for a considerable amount of time a fine may be issued towards the cost of replacing the book.

4. Support for Teaching and learning

a) Pupil and Staff use

i) Each student, library volunteer and member of staff will be allocated an individual barcode.

ii) Each book or resource will similarly be allocated an identifying barcode.

iii) Students are encouraged to use the area in a sensible and quiet manner for the enjoyment of reading.

iv) Children are responsible for looking after and returning their library books.

b) Development of and support for independent learning

i) Ensuring that trained staff are present at all times during the library's opening hours to provide assistance for all students and staff.

ii) Shelving non-fiction items according to the Dewey Decimal Classification scheme and shelving fictions items alphabetically by author surname.

iii) Using the library IT system to assist students and staff in the finding of books and resources.

c) Promotion of reading for enjoyment

i) Ensuring maximum access for the whole school community to resources.

ii) The Library team will enhance the area to ensure displays are relevant and appealing to the students.

iii) Providing a range of books aimed at encouraging and challenging students to develop their literacy skills through reading.

iv) Promotion of the suggestions box to encourage students to request particular series or individual titles.

v) Promote student library volunteers to assist in the library area further developing self-confidence and sense of responsibility.

5. Monitoring and evaluation

a) This policy should be agreed by the chief librarian in discussion with the head teacher and reviewed regularly to ensure it is appropriate and comprehensive for the needs of the school.