

Name of Policy: Library Policy	Version/Last Review Date: July 2019
Statutory documents linked to policy:	Previous review date: July 2016
Other Policies linked to this policy:	Next Review Date: July 2022
Governor Committee Responsible	Curriculum/Research

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Aims and Objectives

We aim to provide a library which is:

- Interesting, fun and encourages all children to become interested and proficient readers
- A centre for learning and literacy development encompassing all aspects of the school curriculum
- A place where pupils can enjoy and respond to a stimulating environment which encourages confident and enthusiastic readers
- A catalyst to engage children in life-long learning
- A centre for access to suitable resources in a range of media
- Supportive to teaching in school providing opportunities to read in a variety of subject areas e.g. history, art, science etc
- A starting point for, and an extension to, the school curriculum where children are able to apply skills and knowledge to a range of subjects
- Conducive to empowering pupils, by giving them the freedom to make their own choices about reading and learning experiences
- Able to provide opportunities for pupils to discover and use information and develop research skills
- Concerned with equality and social inclusion, providing access for all pupils
- Proactive in promoting the usefulness of books and giving pupils a variety of opportunities in which to discuss them
- A provider of a wide range of quality books to support the curriculum needs of all pupils and teachers and which encourages the desire to read and discuss literature
- A place where children can develop the skills they need to become independent learners
- Equipped with an efficient computerised library management system (Junior Librarian) to enhance effectiveness and expand pupils' library skills.

Library Provision

The library:

- Is easily accessible to all pupils
- Provides a place that enables learning and research to take place
- Provides a non-fiction section which is categorised by curriculum subject and key words

- Has notice boards for the display of children's work and to provide information re use of library facilities, as well as information pertaining to popular authors, current themes and forthcoming events
- Has a computer system to enable easy borrowing and return.

Access and Use

Children are able to access the library throughout the school day. Adults are available during the day to support pupils who wish to borrow books and to return stock to the shelves. In addition each class has a timetabled slot where they have exclusive use of the library for reading and research sessions.

It is expected that:

- Pupils will enjoy using the library and discussing the books they have read
- Pupils will be able to use Junior Librarian to borrow/return books, complete books reviews and search for information
- Pupils will develop an understanding of how to behave in a library, including consideration of other users and keeping it clean and tidy
- Older pupils will train to become Library Assistants, helping other pupils with the issue and return of books and replacing returned books correctly on the shelves.

Resources

The library is stocked with:

Non-fiction books
Encyclopedias
Topic based reference books
A wide range of Poetry
A range of fiction, including children's classics and picture books.

Updating Resources

The headteacher is responsible for the management of a discrete library budget which is to be used for the purchase of physical equipment, ICT and resources. Stock ordering will take place after consultation with pupils, parents and staff as appropriate.

Fiction

Fiction stock is shelved in alphabetical order by author surname, left to right on the shelves.

Non Fiction

- Non Fiction stock has been coded according to a simple Dewey system.
- Each book has been given a number and a designated subject area. The books are shelved according to subject areas and in Dewey number order left to right. A printed subject index is held in the library in order to help pupils find the number of the book or subject they are looking for.
- All Fiction and Non Fiction stock are catalogued on the library computer system and pupils can retrieve information on books held in the library using this system.