



# Capel Primary School



## Library Policy

Next Review Due: **Spring 2015**

**Staff**

04/02/14

**Sub Committee**

11/02/14

**Govs**

04/03/14

## **LIBRARY POLICY**

### **AIM OF LIBRARY**

- Promote enjoyment of reading.
- Develop information skills.
- Develop and encourage library skills.
- To be accessible for all pupils and staff.

### **PROVISION AND SELECTION OF BOOKS**

- Subject leaders to recommend books in their subject areas.
- Language subject leader to take overall responsibility for the appropriate quantities and variety of books and will also use the following criteria for withdrawing of books:
  - a) Condition of books, e.g. spines or pages ripped, pages loose, etc
  - b) Content of books for example; poor presentation or inaccurate / and out of date information

### **THE DEWEY SYSTEM**

Non fiction books are organised by a simplified Dewey System as devised by K.C.C. Arts and Library at Learning Resources.

Poetry books have not been included in this system and are marked with a P

Dewey System indices are available in the school library and in each classroom.

### **FICTION**

There is a section of the library that has fiction books organised in author order. A separate section is kept for short stories. Picture books are kept in identified Kinder boxes. Books may also be chosen from the library to be used in the classroom.

### **PROMOTION AND USE**

Opportunities will be made for the children to use the library regularly. Children will be encouraged to use the local public library. The library may be used for quiet study, story times, the use of story tapes, shared or individual reading.

Book weeks will include talks and story reading by librarians to talk about use of libraries.

A regular exhibition of books will be made.

Visits by authors, illustrators, poets or storytellers will be promoted as funds permit.

A regular amount of money is required to keep materials for the library excellent and exciting.

## **USING THE LIBRARY**

Visiting the library will be at the teacher's discretion using parent or classroom assistants as needed. Each class has an allocated day within which to change books, but use of the library is encouraged at all times apart from AEN support times.

Library skills will be progressively developed using the suggestions from the N.L.S. to help independent research roughly in this order:

- a) Recognition of the difference between story and fact book.
- b) Learning the terms "fact/fiction".
- c) Develop the ability to sequence things alphabetically, numerically and by colour.
- d) Recognise that the books belong in specific places with spines facing out where appropriate.
- e) Understand that subjects can be divided into various headings.
- f) Use of contents page.
- g) Look up items in the subject index, to find correct location of item required.
- h) Use a glossary or index.
- i) Use an encyclopaedia.

Children will be given a free choice of books to borrow. A ticket system will be used in conjunction with date stamping the books.

All books should be returned regularly, where possible, once a week during the library period, and all books must be returned at the end of the summer term.

Teachers are to be responsible for ensuring that their class uses this system properly. The library should be left tidy at the end of each session.

Year 6 volunteers will be trained to help maintain the library and keep it organised, under the guidance of the Subject Leader.

The Literacy Subject Leaders will take overall responsibility for the upkeep of the library e.g. books are in order and kept tidy with a regular focus display. A TA and children helpers will be used to assist in these tasks and parents, if available.

## **REVIEW**

This policy will be reviewed alongside the Literacy Policy