



Library Policy

Moor Allerton Preparatory School

1. Aims

We recognise the importance of introducing pupils to a love of books and library skills from an early age and building on these skills throughout their school career. The school library supports the teaching and learning in the school and provides opportunities for pupils to make their own choices about their reading and learning experiences.

Within the library context we aim to:

- Use the library to help raise and maintain the profile of reading and enjoyment of books within the school
- Help children to select books appropriate to interests, needs and reading abilities and to extend their reading experiences
- Give children the opportunity to learn and consolidate sound research skills
- Provide a suitable amount of time for children to choose and enjoy books without rushing
- Teach Junior children how to operate the loan system and how to return books to their correct positions

As the pupils progress through the school we aim for our library facilities to:

- Enrich our pupil reading experiences and develop independent learning skills
- Provide resources and information that is needed by both the pupils and the teachers
- Support the teaching and learning process across the curriculum
- Provide up-to-date, attractive and suitable resources in a range of media
- Provide a pleasant, stimulating and welcoming environment

2. The Environment

Our library is a welcoming and exciting place where pupils can explore resources for both curriculum related work and for their own personal exploration and enjoyment.

We aim to create a peaceful and attractive working environment, which promotes a healthy interest in books and information seeking through the use of:

- A computer, linked to the school network and printer
- Lively displays including books, artefacts and work produced by the children
- A Kinderbox display of oversize books
- Table and chairs for working at
- Comfortable cushions and welcome rug
- A collection of up to date 'First News' newspapers
- An easy to use reference system using a simplified version of the Dewey Classification System
- An easy to operation electronic library management and loan system (Junior Librarian) incorporating a barcode reader

At all times pupils are encouraged to treat the library and its contents with care and respect so that everyone can enjoy a love of reading, sharing and handling books in a clean and safe environment which functions with respect for and adherence to Health and Safety criteria.

3. Resources

In resourcing our library we aim to provide a balance between supporting the curriculum and providing resources to meet individual needs and interests. Staff and pupils are encouraged to offer their own requests and suggestions for library resourcing.

Throughout the year new additions to the book resources are 'trickled' in and the monitoring of resources is undertaken on a regular basis to ensure that the resources are maintained in good condition and our-dated resources are withdrawn on a rolling annual programme.

Each Infant classroom and Junior form room has its own supply of fiction books, separate from the fiction books housed in the library. We operation a very successful annual book fair. We aim to continue to supplement funding for school books (in both the main library and class libraries) in this way. Parents are also very supportive and are given the opportunity to donate books to the libraries. When this occurs, a dedication plate is inserted into the book, naming the child who donated the book.

In selecting resources for the library we aim to ensure that we cover a cultural diversity.

4. Organisation

The school library is organised into three areas: a non-fiction section; a fiction section and a small work area consisting of a table and two chairs. Books for younger ages are found on the lower shelves.

Fiction

The fiction books are arranged in alphabetical order, according to the first three letters of the author's surname. Easier, or shorter reads, are easily recognised by a green label on the spine.

Non-Fiction

The non-fiction collection is sub-divided into different interest sections, which are Dewey classified, colour coded and wall labelled in order to facilitate easy access to all. An alphabetically ordered index of the subject areas, according to the Dewey Decimal Classification System, is prominently displayed in spiral bound book form to assist children and staff in locating reference books. This can be cross-referenced against the colour coded posters on the wall.

The library is accessible for class/teacher use as required. Lending is usually during weekly designated timetabled slots and/or at other times by arrangement with the class teachers. Children can visit the library during Library Club, which is held once a week at lunch time. During this time, children are supervised by the library co-ordinator and assisted by volunteer librarians.

The Loan System

The library operates a simple electronic library management and loan system called 'Junior Librarian', produced by Micro Librarian Systems Limited.

Each Junior child has a library card, headed with their name and unique identifying barcode. These cards are permanently stored within either the Year $\frac{3}{4}$ or $\frac{5}{6}$ catalogue box next to the library computer and are arranged in alphabetical order by surname. All children are trained how to borrow, return, review and reserve books when they enter the Junior School. They are also taught how to return their books to the correct place on the shelf, and the importance of looking after our books and keeping the library tidy is made the responsibility of every child.

Training in the use of the library and Junior Librarian is provided by either the form teacher, English teacher, teaching assistant or library co-ordinator to small groups of children.

The Library Rules

In order for the library to work effectively and maintain a peaceful, organised atmosphere, it is important that the children know and understand the library rules. A copy of these rules is on the wall in the library.

The rules are:

- Return books to their correct positions, right way up with spines facing outwards
- Treat books with care and respect so that they do not become damaged
- Do not force books onto the shelf if there is no room for them
- Don't fold back corners on pages! Use a bookmark!
- Leave the library tidy
- Be sensible at all times
- Respect the quiet environment of the library and the needs of other individuals working there
- Enjoy reading!

The School Library Club

One of our school enrichment provisions is the School Library Club. This consists of a small group of volunteer Junior children. The club meets once a week at lunchtime and general responsibilities include:

- Producing posters and displays to help create a welcoming and comfortable atmosphere
- Tidying and returning books to their correct positions on the shelves
- Helping other children to locate/choose books
- Planning, advertising and judging seasonal competitions (to enhance and encourage reading skills, book appreciation and research skills)
- Writing book reviews in order to encourage others to enjoy well written story books and informative non-fiction books

To reward the children for their help, they are given the title of 'Librarian'. Badges are provided for these children to wear with pride on their school blazer.

5. The Library Co-ordinator

The Library Co-ordinator is responsible to the Headmistress. The primary purpose of the Library Co-ordinator is to plan and implement the school's library policy.

Key tasks:

- To manage the school library and library resources
- Develop and promote the use and role of the library
- Supervise and train library pupil helpers
- Maintain and withdraw library stock
- Organise, catalogue and classify library resources
- Make the library attractive and accessible for all users
- Promote appreciation of books and careful respect for all library resources
- Organise facilities for book fairs and activities
- Keep the Head informed about the needs and development of the school library

6. Library Development Plan

- To continue to replace damaged and old books with good quality fiction and non-fiction books
- To provide opportunities for children to write book reviews in order to encourage others to enjoy well written story books and informative non-fiction books

- To reinforce in the children's minds the need to look after all library books (and school books in general) and replace them on the shelves carefully and in the same position from where they were taken
- To continue to replace old, faded spine labels with computerised labels (particularly the 500-600 section)
- To continue to update and refresh the library environment and make it an attractive and appealing place to read and spend time

7. Monitoring and Review

We are aware of the need to monitor the school's library policy and to review it regularly. We will therefore review this policy every two years or earlier if necessary.

Date	Position	Name of Reviewer	Date of Next Review
September 2018	Headmistress	Mrs A. Ewart-Jones	September 2019
September 2018	Director	Mr R. Stattersfield	September 2019