

MERE SCHOOL

Library Policy

Aims

To provide a wide range of materials that can both inform and enrich the learning experience for those at Mere School. The library will provide an area for study, leisure and pleasure engendering a love for books. The library aims to provide materials for pupils and staff to learn independently and with enjoyment.

“The school library’s role is to help create confident, enthusiastic readers, and to engage children in lifelong learning”

The Primary School Library Guidelines. The Library Association. 2000

Objectives

- To maintain and develop a wide selection of material that is easily accessed and organised.
- To provide a simple borrowing procedure.
- To develop information-handling skills through knowledge of how the library works.
- To provide an environment that is welcoming and accessible to all.
- To engender a love of books through provision of up to date and exciting material.
- To support the teaching and learning process, and extend the school’s curriculum.
- To help pupils develop lively and enquiring minds capable of independent thought.
- To involve children in the maintenance and organisation of the Library.
- To help pupils develop the ability to use the library so that these skills can be used in adult life.

Resources

The library contains the following resources:

- Library server using the ALICE Library system.
- Barcode Scanner.
- Non-fiction books.
- Reference books.
- Listening Station.
- Story tapes.
- Television and Video.
- A networked and Internet linked computer.
- Teacher’s curriculum and coordinator’s materials.
- Group guided reading materials.

Catalogue System

The library contains non-fiction books. They have been coded according to the Wiltshire Book Tracker Scheme using a colour code and simplified Dewey system. Books are grouped by colour and sorted by number. Classification Index booklets are available for users to find books about a particular subject. Searches may also be carried out on the ALICE system.

Book Borrowing

The library uses the ALICE computer system. Each book has a resource bar code inside the front cover. Staff and pupils each have their own borrower barcode shown on individual library cards. Resources and borrower barcodes are scanned into the system using a barcode reader. Instructions on how to borrow and return books are available in the library. Books are not stamped. The Library Co-ordinator will produce a report half-termly to highlight books not returned for 6 weeks.

Pupils will be able to borrow 1 book. An adult must be present to assist in the borrowing and returning of books. Pupils will be encouraged to return books to their proper places and to show consideration for the library and other users. Books may be changed fortnightly.

School Organisation

In order to achieve the smooth running of the library the Library Co-ordinator, a teaching assistant with library experience and willing parent helpers and children will be involved in organising and maintaining the library resources. This will involve the issue and return of stock, sorting and tidying, making repairs, cataloguing new stock and deleting old or damaged stock. One off-task groups will be organised to achieve a particular aim.

Promotion of the Library

The aim of library time is to:

- Help children understand the Dewey system and encourage them to find books for reference and private study.
- To encourage children to care for books and value them as an important and enjoyable way of spending leisure time.
- To foster a love of books by providing attractive materials for all age ranges.
- To provide a quiet place where children can feel at ease to enjoy reading, studying and relaxing.
- To encourage reference and study skills.

The Library as a Resource for Teachers.

The Library provides a range of materials for staff to use to enhance the learning experience of children. Books are available relating to the needs of specific subject areas and topics.

Evaluation of the Role of the Library.

- What use do pupils and staff make of the library and its resources?
 - Monitored regularly to assess use.
- Are the resources relevant and of good quality?
 - Stock should be reviewed annually to discard damaged or out of date resources.
- Are there sufficient resources in the library to meet the needs of the various curriculum subjects and cater for pupil's personal and leisure interests?
 - Talk to staff and pupils annually to assess stock deficiencies.
- How does the library ethos contribute to educational standards within the school?
 - Annual monitoring by Literacy Co-ordinator

Responsibilities of the Library Co-ordinator

- To ensure that the library is well organised.
- To monitor quality of stock and to order new resources as necessary.
- To maintain the ALICE system and back-up records regularly.
- To organise and oversee parent and pupil helpers.
- To monitor and evaluate the role of the library within Mere School.