



# ST PETER'S

PREPARATORY SCHOOL

## Library policy

Updated on 7 November 2017  
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Approved by Head: *Charlotte P. Jones*

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# Library Policy

## 1. Aims of the Research and Learning Hub

The Library is committed to supporting the mission statement of the school in providing the best possible education for its pupils so that they can become principled, confident and flexible adults – ‘Believe it; achieve it!’. The Library exists to support and enhance both teaching and active and independent learning within the school. This supports the ST PETER’S SCHOOL BACCALAUREATE® skills: ‘curiosity, finding, presenting’. It contains a wide variety of resources which aim to make learning an enjoyable experience, as well as encouraging reading for pleasure.

### **Mission Statement:**

#### **The Main Library aims:**

a) **to support:**

**To help pupils to develop the skills to access information efficiently and effectively**, to evaluate information critically and competently, and use it accurately and creatively, encouraging them to become independent learners.

b) **to promote:**

**To encourage reading** to support the curriculum and reading for pleasure; to provide a broad range of fiction and non-fiction, both contemporary and classic and to manage a rolling programme of new stock acquisitions which recognises the needs of both the reluctant and the voracious reader in a wide choice of genre across the school.

c) **to respond:**

**To provide a proactive and responsive service tailored to the needs of pupils, staff and curriculum areas** in supporting staff by both sourcing and managing resources in print, audio-visual and electronic form. To enable students to be relatively autonomous in running the library for peers.

In addition, the Pre-prep Library is designed for use by pupils in Reception, Year 1 and Year 2, supported where necessary by their teachers. It contains fiction and non-fiction books appropriate to the range of abilities. The aim is to encourage confidence when choosing books, an enjoyment of reading and a growing understanding of how to access information to support the work being covered in the classroom.

## 2. Staffing

The Library is organised and run by a dedicated librarian for 8 hours per week. During lunchtimes the Librarian is assisted by trained Pupil Librarians who provide a valuable service in manning the issue desk, helping to shelve books and undertaking other tasks such as writing the Library Quiz, updating displays, labeling books etc. Within the school the Library collaborates with all subject departments across all year groups.

## 3. Access

The Library is open to Years 3-8 for browsing at the following times: morning break; lunch break;

afternoon break. All pupils will attend a timetabled library lesson once per fortnight. Pupils in Years 3-8 and those in younger year groups are also able to browse for books during these lessons. Teachers can book classes in to use the Library resources by reserving a slot on the timetable on G-Drive. Senior School pupils must seek permission from their teacher to enable them to research or work in the Library during lesson time or prep time.

All pupils may take out up to two books for a two week period. Books can be renewed or returned at any time within this period. Staff may take out up to fifteen books for up to seven weeks. The library catalogue and circulation programme, Bookends, is linked to the school database system 'Bookends': all pupils enrolled in the school are automatically registered on the system and can be lent books or return books through this system. Overdue books are chased up firstly via messages to tutors, then via a written note in homework diaries and finally via an email home. A book not returned for a term is deemed lost and the price of a replacement is charged to the pupil's end of term bill.

#### **4. Library Use**

During lesson times the Library is an area where pupils and staff should expect to find and maintain a quiet environment conducive to learning and the enjoyment of reading. Pupils will be encouraged to recognise the needs of others and keep to a sensible level of noise in accordance with the School Behaviour Policy. At lunchtime and after school, the atmosphere will be more relaxed so as to encourage recreational use of the Library. However, the School Behaviour Policy remains in force to safeguard pupils and resources. Pupils may browse for fiction and non-fiction books during these times, as well as complete any library activities that have been set and undertake research for projects etc.

Pupils are asked not to bring food and drink into the Library and to leave their coats on the pegs in the corridor outside.

The Librarian and the Pupil Librarians are available to guide pupils to resources within the Library, together with clear signage, wall display of the non-fiction subject index and the online Library catalogue.

The school community is kept informed of Library activities by regular assembly announcements, newsletter notes, posters, social media and website articles.

#### **5. Accommodation**

The Library seats pupils in a variety of ways, reflecting the age range. A comfortable carpet covers the floor and this can be used to seat children for discussions or the sharing of stories. More traditional seating for the completion of independent research activities is available to pupils and provides more formal study facilities. The laptop suite is held in the library and this is where pupils and staff may access laptops for computer based work and research. Fire exit points are provided via the main entrance door or the external French doors where pupils can make their way to the designated fire assembly point on the Abram Field.

#### **6. Resources**

The Library aims to provide easy access to up-to-date, curriculum relevant, good quality paper, audio-visual and electronic resources. It aims to balance material suitable to all ages.

In the main library the books are currently organised within the following sections:

##### **Fiction:**

Colour coded topic areas include - Adventure, Animal Stories, Fantasy, Stories based on Life Changes and Growing up, Humour, Classics, Great Lives/biographies, Historic Novels and Sports Fiction. There is

also a carousel of light reads for the less confident reader and picture books in book boxes for easy accessibility.

### **Non-fiction:**

Books are colour coded and organised into subject areas for ease of location and are also labelled using the Dewey System. Most of these can be borrowed by pupils, though there is a small section of reference books for use in the library only.

Audio Books are available for borrowing.

All books, with the exception of audio books and labelled reference books, can be borrowed from the library.

The fiction stock/audio books will be chosen to support the recreational reading of reluctant readers, regular readers of all ages and those who might be termed gifted and talented. The Librarian attempts to keep up-to-date with trends, series, Book Prizes and user suggestions, and monitors use to sustain an active, well-used stock.

Material deemed sexist, racist, homophobic or otherwise offensive or sexually explicit will not be accommodated. However, challenging or shocking material will not be excluded for these reasons alone and the Library will offer material outside the reader's normal experience to broaden and add depth to their knowledge and understanding. At the Librarian's discretion, some books will be limited to Years 7 and 8 pupils only in a separate fiction section.

Resource donations are always welcome, however items are added to stock at the discretion of the Librarian based on condition and content. Book donations that are not deemed suitable are passed on to charity.

A range of magazines are available to read in the library, gained from donations.

The Library aspires to stock amounts of printed material per capita. The Librarians will also use Chartered Institute of Library and Information Professionals (CILIP) recommendations (Barrett and Douglas, 2004) guidelines for weeding and renewal of stock, together with input from teaching staff. It is recommended that 10% of the Library stock is replaced annually, reflecting the need for stock to be in good condition, relevant and up to date.

Due to economic reasons, most new books are sourced through donations and a variety of sources such as car boot sales and bargain book shops/websites. As is evident, this provides just as wide a range of up-to-date and new books without unnecessary financial outgoing. This allows for specific titles or subject matter to be purchased new where necessary.

## **7. I.T. Facilities**

The Library will support and be proactive in the development of e-learning methods. The Upper School Laptop Suite will be held in the library; providing access to the internet which will be used in order to complement, rather than replace, the age-appropriate research opportunities available in the non-fiction section of the library.

The library will endeavour to provide multi-media access in the library, with a CD Player and two sets of headphones. A growing range of audio books and themed music/poetry is available to listen to during lessons and break times.

The I.T. equipment is provided and maintained by the I.T. Technician. Use of the I.T. equipment by pupils is regulated by the School I.T. Policy.

## **8. Library Lessons**

The fortnightly Library Lessons will be led by class teachers who will align the needs of their pupils to the session and will aim to complement the work studied in other lessons. The focus of the library

sessions will be to broaden the pupils' appreciation of literature and to teach study and research skills. Across the year groups, the Librarian will aim to source and organise resources in anticipation of these lessons if requested by a class/subject teacher.

### **9. Monitoring and Evaluation**

The Library is included in the school's self-evaluation process. In addition, the Library will self-evaluate with a rolling programme to support the ongoing development of the Library and to review its contribution to, and impact on, teaching and learning in the school. Key strands are:

1. How high are standards?
2. How well are pupils' attitudes, values and personal qualities developed?
3. How effective are teaching and learning?
4. How well does the Library provision meet pupil/staff needs?
5. How well pupils are guided and supported?
6. How effective and confident are the Pupil Librarians?
7. How effectively does the Library work with parents and the community?
8. How well is the Library led and managed?

Pupils, staff and parents are always welcome to make book suggestions and comments about the operations of the Library. A suggestion box and various themed questionnaire surveys are used to gain valuable feedback.