



# Pilgrims School

## Library Policy

June 2022

Next review date: June 2023



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**Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.**

## **Value and Aims**

The school places great emphasis on the library and aims to make it an inviting and stimulating environment with a quiet, purposeful atmosphere. We aim to instil in the children a love of books and learning, whilst teaching them to be responsible for the resources available to them. The library is accessible to all children throughout the school.

## **Objectives**

### **1. Learning**

Our objectives are to have all children in the school borrowing books on a regular basis. As they become older we encourage them to use the library for research as well. We focus on particular authors or subjects at various times to widen their appreciation of the choice available, and to help them become familiar with the different genres stocked.

### **2. Teaching**

We expect that all children will be taught how to locate books they would like to explore, how to remove them from the shelves for browsing, and then return them to the appropriate place using the marker cards provided.

Staff demonstrate the appropriate way to handle, choose and borrow books. The children visit the library regularly which ensures practice in the above. They learn to help each other as well as to ask staff for help where appropriate. They are praised for replacing books correctly, choosing carefully and behaving in an appropriate manner in the library.

### **3. Assessment, Recording and Reporting**

All books stocked in the library are entered on to the computer using the Librasoft Librarian software. They are able to be accessed by number, title, author and subject. All books are signed in and out of the library using this system.

Assessment of the usage of the library is visual: number of classes visiting the library, range of books being borrowed, books replaced correctly on the shelves.

Staff are encouraged to let the library co-ordinator know of gaps in the library or particular books that it would be desirable to have in our collection. These are then purchased according to budget availability.

### **4. Planning**

Library action plan for year see Co-ordinator or SIP plan.

### **5. Organisation**

The books stocked cover a wide range of subjects, and pay particular attention to National Curriculum topics. In many areas a subject is covered at several different ability levels, going from picture books through to detailed non-fiction books for older or more able children.

A range of dual language books are stocked to make differentiated provision for children whose first language is not English.

## **6. Management and Co-Ordination**

The library co-ordinator is available to all staff for support using the lending system as well as for locating particular books. She has responsibility for maintaining the library, and for developing it, through discussion with other staff and volunteers.

Usage of library is monitored through observation.

Staff meetings are held periodically for training purposes and discussion in ways to develop the library.

## **7. Resources**

Resources available include:

Books in the following subject categories:

Art, Artists and Art techniques  
Technology  
Dictionaries and dual language  
Poetry, rhymes and plays  
Folklore  
Maths  
Music  
Sports, leisure toys and hobbies  
Religions, celebrations and festivals  
General science  
Science-Ecology  
Science-materials and their properties  
Science-Forces and motions  
Science- Engineering  
Science-Gas and Electric  
Science-The universe, planets, light and dark  
Science-Seasons  
Science-Weather  
Science-Earth  
Science-Water  
Science-Nature  
Science-Animals  
Science-Birds  
Science-Seeds, trees, plants and flowers  
Science-Farming and food  
Pets  
Our body  
PSCHEE  
Charities  
Our World and where we live  
Famous People  
Geography-Countries  
Geography- Maps and travel

History-British History  
History-Ancient History  
History-Buildings and Homes

These subjects are labelled in child-friendly ways. For example, science is broken down in to 16 sections

Laptop with appropriate library software installed.

Staff give their time to tidy and maintain library.

### **Presentation**

The library has recently undergone a stock check (Feb 2021) so we have an updated list of all the books available.

Non – fiction books are displayed in the blue carpet area in the white storage areas. A selection from each topic is on display and the remaining books are in storage. These will be changed over on a regular basis. Staff and children can still request a book which is in storage.

Fiction books are displayed on the new pods in alphabetical order of the author. Each section of the alphabet is divided by a wooden cube with the appropriate capital letter and lowercase letter on to help children to return the books in the correct place. Group reader books are stored in alphabetical order in the drawers below.

The library has a wide range of books in very good condition. This core stock is extended on an annual basis, and tatty books are replaced.

Signs aim to encourage the children to look for particular types of books.

The children who may have been working in the library are encouraged to tidy up resources before returning to their classrooms.

### **Cross Curricular Issues**

In addition to covering subjects for the national curriculum the library aims to provide opportunities to value and celebrate multicultural differences. A wide range of fiction and non-fiction takes account of gender differences.

### **Topic Boxes**

Staff can request 'Topic' boxes which the Librarian will put together. Please give a minimum of 2 weeks' notice.

## Appendix 1 - Policy Change Tracking

<b>Policy Name:</b>	Library Policy DRAFT Jun2021
<b>Owner:</b>	Clare Pinnock
<b>Ratified by:</b>	
<b>Last review Date:</b>	June 2022
<b>Next Review date:</b>	June 2023

**Date:** 15/06/22

<b>Comment:</b>	
Page 4	All non-fiction books re-organised so child friendly topics.