

Putnoe Primary School Library Policy

“The School library should promote equality, diversity and inclusion. Its role is to help create confident, enthusiastic readers and engage children in life-long learning” – School Library Association.

We aspire to achieve this with the following aims:

- To provide children with a stimulating, yet relaxing environment, in which they feel comfortable in selecting texts and learning materials of their choice.
- For children to enjoy visiting the library and be confident in their abilities to use the library system independently and efficiently, therefore developing a valuable life skill and a love for reading and learning.
- To ensure that available resources are current and also reflect and respond to the needs of the curriculum and pupil’s diverse cultures and backgrounds.
- To encourage reading by providing a range of materials, both print and digital, to suit all ages and abilities.
- To provide support and advice to readers with their book choices and reading.
- To support the use of digital technologies within the library environment.
- Provide the opportunity for all children to engage with an author through regular author visits, Skype sessions and the library’s Twitter account.
- To celebrate and promote reading, both within our school and the wider community.
- Develop creative thinkers and independent learners.
- To maintain links with external agencies and develop connections with local libraries.

Organisation

The library is centrally located on the ground floor and the layout ensures that it is accessible to all children and staff.

All classes are timetabled to visit the library every week with their teacher and teaching assistant. These sessions provide the opportunity for free browsing and for staff to listen to children read. The librarian is on hand to assist children with book choices and recommendations. Nursery children visit the library once a week for story time.

We use a computerised library management system, Librosoft Librarian, to organise the lending of books to all children and staff in the school. 2 computers are available for children to issue and return their own books. Fixed library iPads are available for children to check their library account and search for books and information independently.

The library is open every break and lunchtime for children to access. 16 iPads are available for use at lunchtime to support independent research and access digital reading material. A selection of board games and craft activities are also available. The library is open every Tuesday after school for families to use.

12 Year 5 and 6 Library Champions help the librarian promote, organise and run the library. Book related activities and competitions are run every half term to encourage and promote the library and reading for pleasure. Library displays are changed regularly and promote current issues, books and curriculum related topics. The library's notice board is updated regularly and is a source of information for children and staff.

All children in school are encouraged to become members of the local public library. Reception class visits to the public library are arranged in the summer term.

Overdue notices are run every half term and sent out to class teachers. Reminder letters are also sent home with children. A payment of £5.00 per book is requested to replace lost or damaged library resources. Persistent loss of books or overdue loans may result in a child's library account being suspended.

Resources

The library has collections of fiction and non-fiction resources suitable for different ages and reading levels which include the following:

Selection of BAME authors.

Selection of books to support children's wellbeing.

Dual language books to support children whose first language is not English.

Early readers and picture books to promote independent reading.

Advanced reader section.

Dyslexia friendly resources.

Graphic novels.

Quick reads.

Access to larger print text from the RNIB Bookshare website for partially sighted children.

Audio CD's

Selection of children's magazines and newspapers

Topic boxes to support classroom teaching.

Library notice board promotes the school library and reading events, and encourages collaborative debate.

iPads to support independent research, digital reading and inspire digital creativity.

Library twitter account promotes the library and community reading events.

Media suite use to promote reading activities around the school.

Date Agreed: September 2019

Review Date: September2020