



Caversham Preparatory School

Policies and Procedures

708 Library Policy

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Introduction

At Caversham Preparatory School we aim to provide a welcoming, stimulating and safe environment for our children to enjoy visiting and use on a regular basis.

Our Objectives are

- To provide resources for the curriculum and leisure needs of all children
- To ensure that all books are age and ability appropriate
- To engender a love of books and enthusiasm for reading
- To develop information handling skills
- To enrich pupils' reading experiences and develop pupils' skills as independent readers
- To hold attractive, up- to-date and varied stock that supports the teaching and learning process
- To support and extend the school's curriculum and provide a resource centre for the whole school community

Use of the Library

- One timetabled weekly library session per class
- One supervised lunchtime library session
- One fiction and one non-fiction book to be taken out of the library at a time
- Books must be signed in and out using the Class Library Folder which is kept in the library
- New books must not be taken out until the previous books have been returned
- We do not use a library card signing out system because we accept that as a small school we do want the use of the library to become an administrative burden. It is up to class teachers/teaching assistants and the children themselves to make sure that they return the books that they have borrowed from the library
- To try to keep the loss of books to a minimum, parents must be notified, in class diaries, that a book has not been returned to the library to give them a chance to have a search for it at home
- A charge of £5 for a paperback fiction or non-fiction book and £10 for hardback non-fiction book (including encyclopaedias) will be added to their parents' account if a book is not returned and the parent will be informed of this from the school secretary, in advance

Staffing

- A Library Co-ordinator will be in charge of the smooth running and resourcing of the library
- A Library Teaching Assistant and Pupils in Year 6 will be chosen to take some responsibility for helping in the library
- Teaching Assistants or teachers will accompany their classes to the library and assist children to choose suitable books
- The weekly lunchtime session will be manned by a teacher or teaching assistant



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- The involvement of the teaching staff is an important element of the maintenance and development of the library. Regular updates on library and stock will be given and staff are encouraged to offer suggestions for stock purchases

Library Maintenance

The Library Teaching Assistant and 'Junior Librarians' will:

- Return books to their shelves
- Regularly tidy the shelves and keep them in alphabetical or topic order
- Mend and clean books
- Process new books and make sure they are stamped with the school stamp for identification
- Direct children to appropriate books
- Display new books with a 'new book sticker' until ready to be put in the shelves
- Assist with displays and promotions
- Keep the Sign-Out Folders together for ease of use

Resources

- All books are in good condition and up to date to encourage use
- The library stock covers both fiction and non-fiction books
- Fiction books are classified by author
- Non-fiction books are classified under topic headings
- Class libraries are made up of a selection of books from the school library which will be changed regularly by the class teacher.
- The library holds Guided Reading Sets, both fiction and non-fiction for class use. A list of books is displayed in KS1 and KS2 order
- The library has a magazine rack and book box for 'Big Books.'
- The library has 4 book boxes to hold Early Years Picture Books plus one for Picture books for older children
- The library has a set of shelves for 'Chapter Books' for children who have become 'Free Readers' but are not yet confident to take books from the main library shelves
- The library holds a set of 'Kindle' Readers, 'listening' CDs and DVDs
- Books support the school curriculum. For example, if a topic on 'The Elizabethans' is to be taught there will be a section of books on 'The Elizabethans'. This can be cross-sectioned with 'Elizabethan' books on the 'Facts' shelf; Biography; Encyclopedias; Horrible Histories; Guided Reading; Houses and Homes; How We Used To Live; Kings and Queens; History Through Time; Historical Events and Shakespeare shelves
- Books in good condition that are handed in by parents are accepted into the library

Responsibilities of the Library Co-ordinator

- Co-ordinate appropriate materials to support the curriculum and wider reading
- Make the library as accessible as possible to all potential users
- Raise awareness of the library to all members of the school community
- Monitor and evaluate the library and its functions



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- Hold the library budget and replenish the library when required from an agreed amount of funding that is allocated annually
- Run the twice annual Book Fairs
- Formulate future development

Promotion

- New books are prominently displayed in the library and children are informed about the addition of new books to the library
- Book Fairs are arranged on a termly basis. All profits from Book Fairs support the Library Budget

Monitoring and Evaluation

The use of the library will be monitored by checking the Class Sign-Out Folders

- By checking the use of the library on a termly basis
- By measuring progress against the library development plan

Future development of the library

- Transfer and organise the library onto its new school site in the Lodge (Autumn 2017).
- Organise a 'Staff Resource Centre for Guided Reading' on new site (Autumn 2017).
- Train Year 6 pupils as new 'Junior Librarians!' (Spring 2018).
- Put a 'Suggestions Book' in the library for children and teachers to use to suggest books/authors they would like to see bought the library.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

None

Quoted Legislation and Guidance

None

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Nov 2017	Written: Jacqueline Lawson, Executive Head Teacher, November 2017
J Lawson	Sep 2018	Review
A Lawson	April 2021	Formatting and Updating Links
A Lawson	Sep 2022	Review