

LIBRARY POLICY

The present library was installed in 1999 with funds raised by the Friends of Hartsbourne.

Purpose of the Library

The purpose of the library is to enable both pupils and staff to develop their library skills and easily access books, both for pleasure and research, and to promote a love of books. Developing library skills and accessing books both for pleasure and research, will help children to achieve their full potential and promote independent learning.

Library Provision

The library is situated in the school entrance hall and provides an attractive welcome to the school.

The library is divided into sections – fiction, reference books and non-fiction.

Resources

Hartsbourne Primary School has opted into the School Library Service. We receive annual visits from the exhibition van, which provides us with new publications in exchange for old library books. Co-ordinators will usually be responsible for selecting books in particular areas from the van. The library co-ordinator is responsible for ensuring books are in a good condition.

Management

The library co-ordinator is responsible for overall management of resources and ensuring that the library is kept in an orderly manner. Classes 5 and 6 provide daily monitors to tidy books, check organisation and dust shelves. It is the responsibility of individual teachers to ensure that books are replaced in the correct section after class library sessions.

Organisation

Scheme book, free choice books and guided readers are kept in the classroom. All other books are located in the library. Pupils currently each have a card, kept by the class teacher to record books taken out during weekly library sessions. It is anticipated that the system will be computerised in the future.

Copies of “ Where’s That Book?” are kept in the library to enable children to use the Dewey system for accessing books independently. Clear shelf markers indicate Dewey numbers and subject. Fiction books are organised alphabetically by title. Teachers take books out as and when needed to use in the classroom.

Promotion and Use

Each class is timetabled for a weekly library period when pupils choose a book to take home and learn how a library works. Termly fiction and project packs are used by all classes.

Monitoring and Evaluation

The effectiveness of the library will be measured by how much the pupils enjoy library sessions and use the library and whether teachers feel it is being used appropriately.

Development Plan

It is anticipated that the organisation of the library will be computerised in the future, when funding allows.

Ruth Hollick
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