



The William Hogarth School Library Policy

This document is a statement of the aims, principles and practices for the use of the library.

Aims of the Library

- To provide an outstanding range of resources for Foundation Stage to the end of Key Stage 2 that will satisfy recreational reading needs and support Literacy teaching through the school.
- To encourage children to be readers for life.
- To encourage all children to be comfortable and confident in the use of the library
- To provide a fiction collection that will cater for a wide range of ages abilities and encourage children to become more adventurous in their reading matter, by providing and displaying material that is both stimulating and varied.
- To provide a non-fiction selection which will provide pupils with resources to supplement class study and which can be used for research both in and out of school.
- To provide a range of reading activities that will excite children and develop them as readers.

Premises

The library is housed in a classroom on the first floor of the school.

Personnel

The School Librarian is Mr Peter Harpley. His role is identified in the appendix 1.

An Assistant Librarian is appointed from the team of school volunteers – this may be a parent or other. The role of this volunteer is outlined in the appendix.

Each class has 3 class librarian(s) whose role is to assist their classteacher in library times by scanning books in and out and helping the pupils in the class return their books to the correct shelves. The librarians are volunteers who are selected by their classteachers. They are librarians for a term.

There are 6 pupil librarians (in addition to their class librarians). These pupils apply for the position of librarian through a formal process in the Autumn term in year 6 and are appointed for a year. The job description as outlined to these pupils is in the appendix.

Stock

Stock is replenished on an annual basis. Money is highlighted in the school budget for the buying of new books. Pupils are asked to contribute their ideas of books to buy through the use of a suggestion box placed in the library. Student requests are given a high priority.

Accelerated Reader books audited and gaps filled termly.

Orders for new books and replacement books to be compiled and submitted for authorisation by end of February each year.

New books should reflect developments in Curriculum.

Advice is sought from the School Library Service as to new books which pupils will be interested in and which would be beneficial in our library.

All new books for the library are purchased from the school suppliers – through the school library service or on a purchase order from book stockists. The school has a business account with Waterstones.

All new books are placed on the computerised system on arrival.

Lost or non-returned books are recorded and a report on these given to the headteacher on an annual basis.

Money paid for lost/non returned book(s) is paid to the admin team and into the schools unofficial account by them. It is used to replace the books lost, through the schools official suppliers and through the schools financial management system. All money is recorded.

There will be an annual audit of stock, non-returned books and money spent on replacements at the end of each academic year. Replacement of books will take place at the end of each academic year.

Procedures

Each class attends the library on a weekly basis and the pupils have a chance to select a book to take home.

Pupils have a free choice of books although they will be given some guidance as to levels of difficulty. It may be however that pupils want to take books home that they cannot read for parents/carers to read to them, and sometimes very competent readers may want to take home easy reading or picture books because they are interested in them and want to read them/look at illustrations. The pupils are encouraged to choose books for their enjoyment.

The class teacher is responsible for scanning books in and out of the library with help from the class librarians.

Pupils are encouraged to replace books on the shelves themselves with help from the class librarians.

Pupils are allowed to keep a book for up to three weeks after which they should bring it back to the library to renew or change.

After three weeks if a book is not returned classteachers send home a reminder note asking for its prompt return. Two more reminder notes are sent. After the third reminder if the book is not returned a bill is sent home asking for a contribution to the cost of replacement. If the bill is not responded to a reminder is sent by post or e-mail. The contribution for replacement will be the cost of the book to a maximum of £5.

Class teachers are responsible for seeing that the library is left tidy at the end of their class session.

Reviewed April 2014

Appendix 1

Roles of the School Librarian

- To promote the library within the school community
- To oversee stock and ensure that it meets the needs of the school community and promotes the enjoyment of reading for pupils at all stages of reading
- To ensure that library resources promote equal opportunities and reflect the interests of different sections of the school community

- To oversee the work of the assistant librarian and the pupil librarians and ensure the working of the library is effective
- To be aware of budget and monitor incomings and outgoings.
- To order stock and allocate budget effectively
- To audit stock and replacement items and report to headteacher on these annually.

Role of the Assistant Librarian

The Assistant Librarian is one of the school's volunteer team.

- To be responsible for keeping the library tidy, replacing books on shelves
- To get boards ready for displays and help the librarian with display as appropriate
- To assist pupils in choosing books if in the library with a class

Role of Pupil Librarians

Six Year 6 pupils are appointed following a formal application process to the position of Pupil Librarian. Pupil librarians are trained by the librarian to put books on system. They also will help to tidy the library, make displays and read with the children. Librarians allowed access to library at lunchtimes to complete duties.

Role of Class Librarians

Each class to have librarian appointed by class teacher to help scan books and put books back on shelves during class library sessions.

Reviewed January 2017