



CARBEILE JUNIOR SCHOOL

LIBRARY POLICY



JW – February 2024

At Carbeile Junior School we consider the Library to be an integral part of the school, a centre for learning and enjoyment, providing resources to reinforce and extend work carried out in the classroom.

AIM

The library aims to support the development of pupils' knowledge, understanding and appreciation of their own and others beliefs and cultures by providing stock which reflects our multicultural society and to encourage:

- a) The development of a lively, enquiring mind.
- b) The ability to question and argue rationally.
- c) The acquisition of knowledge and skills.
- d) The effective use of language.
- e) Respect for religious and moral values and develop tolerance to other races, religions and ways of life.
- f) Understanding of the world in which we live and the inter dependence of individuals, groups and nations.
- g) Appreciation of the achievements and aspirations of particular individuals.
- h) Independence as a reader and the development of problem-solving skills.
- i) The development of discriminating readers.
- j) Last but not least, the fostering of a love of books which will be enduring.

OBJECTIVES

Skills which would develop with effective use of the library:

- 1) A familiarity with the number and letter system enabling pupils to locate particular books by author or subject matter.
- 2) Effective retrieval and information processing and enquiry skills including the use of software.
- 3) Use of index, glossary and content pages.
- 4) The implementation of a variety of reading techniques including skimming, scanning and deep reading and appropriate use of each.

- 5) Note taking skills.
- 6) Selection of appropriate recording methods.
- 7) Evaluation of the effectiveness of the information.
- 8) An ability to appraise fiction books and an awareness of the subject matter and style of particular authors.

ORGANISATION OF THE LIBRARY

The organisational system of the library is designed to help readers locate differing resources by specific authors or answer questions on particular subjects by:

- Arranging fiction stock on free-standing bookcases in alphabetical order of author.
- Non-fiction titles are numbered in accordance with a simple topic system. To aid pupils, labels are placed on particular shelves.
- Books are not labelled for readability levels and books in the non-fiction section cover a range of readability levels.
- Children have access to the library during timetabled lessons.
- Dyslexia Friendly books are clearly labelled.

RESOURCES

Classroom libraries are reviewed and the renewal of stock takes place regularly, as new books are purchased yearly to match the children's interests and favourite authors. Sets of authors books are rotated between year groups every term to ensure a variety of books are available.

Also, new books are purchased, as the budget allows.

READING AREAS

We have several areas for the children to enjoy reading in the library; these include Reading Pods, The Reading Maze, Reading Chairs and The Comfy Caterpillar. Each class teacher has created a rota to ensure all their children get the chance to sit in the different areas of the library.

There are 5 Reading Pods, three are ground floor level and 2 are accessible by using climbing holds or by step ladders if needed. There is a maximum of 2 children per pod and the back of the pods are made of clear Perspex to enable staff to monitor behaviour. There is also a shoe box to ensure to keep the corridor clear.

The Reading Maze is split up into four open sections, with each square containing a beanbag seat (2 children per section). The reading chairs are again for two children to share and the caterpillar cushions are made from fire retardant material and can be taken to any area of the library.

CRITERIA FOR BOOK SELECTION

Pupil voice is prevalent in Carbeile Junior School especially when selecting the stock for the main library and class libraries. We also select recommended books for different age groups taken from bestsellers lists and children's book prizes awards.

There are 2 librarians from each class that have been trained to use the Reading Cloud system, they scan and return books for their classmates. This enables the member of staff to monitor the behaviour and ensure the library is respected and correctly used. The librarians also created the following rules:

- **HAVE RESPECT** for all the books, reading areas and cushions
- **BEHAVE** the library is for enjoying reading, returning old books and choosing new books. Unacceptable behaviour will be dealt with in line with the school's behaviour policy.
- **BE RESPONSIBLE** for the books and cushions by putting them back in the correct section, use the letters and numbers to help you.

Non-Fiction Books

- Non-fiction books to support the curriculum and interests of the pupils matched to the reading abilities of developing, reluctant and confident readers.
- Books which support leisure activities.
- Books which have illustrations which enhance the text.
- Books with clear type size and appropriate layout.

Fiction/Picture Books

- Works by both established and newer authors.
- A cross-section of story genres.
- Stories suitable for reading aloud.
- Books which appeal to both genders.
- Books which support developing and reluctant readers and challenge more able readers.

PROMOTION OF THE LIBRARY AND READING

Through activities such as:

- World BOOK DAY celebrations.
- National Poetry Day celebrations.
- National Book Week.
- Reading Skills lessons

RELATED DOCUMENTS

Curriculum Policy

Teaching & Learning Policy

Subject Policies

POLICY REVIEW

A revised copy of the Library Policy has been produced. Unless a specific need requires earlier revision, each document will be reviewed every three years. Once approved by the Governing Body, the policy will be stored as a paper document by the Headteacher and Clerk and also stored electronically by the Senior Administration Officer and Clerk.

Headteacher: Mr P Hamlyn

Chair of Governors: Mrs S Morton

Next Review: February 2027