

Cop Lane C.E. Primary School

Cop Lane, Penwortham, Preston, Lancashire PR1 9AE

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Headteacher: Miss P Carter BA (Hons) PGCE NPQH

23/04/2017

Library Policy

AIMS

- To support the content of the curriculum to enable children to acquire knowledge.
- To provide a stimulating learning environment.
- To promote research and investigation strategies so that pupils can become confident in evaluating and using information.
- To encourage reading by providing a range of materials to suit all ages and abilities and develop a love of books and reading.
- To maintain links with external agencies and develop connections with local libraries.
- The library should continually evolve to respond to the learning and teaching needs of the whole school.
- The library should be an expression of the ethos and values of the school community and should be an expression of the ethos and values of the school.
- To ensure a high standard of display and promotional material to provide an attractive environment, which encourages study, browsing and reading.

IMPLEMENTATION

- Each child who is a new admission has library borrowing and procedures explained and receives an induction to the library and the facilities on offer.
- Each class are timetabled for a Library session each week.
- Library stock is catalogued using 'Junior Librarian' computer system.
- Non-Fiction is classified using a simplified Dewey system.
- Children borrow books using their personal identification number.
- Books are issued on a weekly loan, to be read in school or at home.
- Reminders are sent to the borrower if a book is overdue.
- If a book is lost or damaged the parent/carers are requested to pay replacement costs. Until the book is replaced, no further books will be sent home, but the library can be used in school time.

RESOURCES

- Library stock includes Fiction and Non-Fiction - suitable for different ages and reading levels.
- Young Readers to promote independent reading and Picture books to encourage early learning.
- Reference books for quiet study time in the library.
- Reading Club for enjoyment and helps to raise standards of reading.

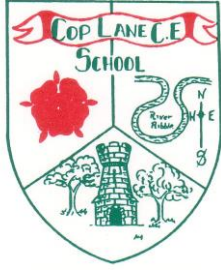


INVESTOR IN PEOPLE



Healthy School





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STOCK SELECTION

- The library stock aims to represent a balance between supporting the curriculum and meeting the individual needs and interests of pupils.

HEALTH AND SAFETY

- All routes are clear and uncluttered.
- Fire extinguishers of the right type.
- Shelving is not overloaded or top heavy.
- Shelving is the correct height.
- There are no trailing wires.

Policy produced summer term 2012. It will be reviewed annually and amended as necessary.

