

# William Austin Junior School

## Policy for The Library



### Rationale

Reading is a fundamental skill for 21st-century learners. Guiding pupils to become engaged and to **both** appreciate and **enjoy** literature requires that they develop as strategic readers who can comprehend, analyse, and evaluate text. Pupils must also have opportunities to read for enjoyment as well as for information.

The library aims to support the whole school as a learning resource centre to promote and support teaching, learning and student progress. We do this through provision of high quality, relevant resources and developing literacy and research skills in all the subjects.

### ORGANISATION

The Accelerated Reader programme is used to support and monitor students' progress with reading. The scheme involves children reading books at their level and completing a computerised quiz to check comprehension. The advantage of using such a system is that it will help motivate the children to encourage more regular and fluent reading. Answering the quizzes will help monitor the progress that they are making in understanding the texts. Accelerated Reader lessons take place in classrooms and in allocated library slots. Pupils can also complete quizzes in the library, during break and lunchtimes. All students are welcome to come to the library to read books, complete quizzes, listen to audio books, access myON, or borrow resources. The librarian is always more than happy to recommend titles that are a good level and, most importantly, that will be enjoyed.

The library is well stocked for both fiction and non-fiction books; has an outdoor reading area and two relaxing indoor reading areas, in addition to the main library area.

### Objectives

To provide a central core of Fiction/Non-Fiction books, readily accessible to children and staff.

To promote the enjoyment of reading in all forms and at all levels. Thus, we aim to encourage children to become readers for life.

To give children the opportunity to progress in reading skills and experience by providing a broad range of books.

To ensure that pupils have access to books which take account of diversity.

To provide a centre for information research where children can work individually or collaboratively; thus, they will be helped to develop and extend study skills.

### Overview of Library Provision

#### Staffing

The English department has overall responsibility for the library. The school also employs a school Librarian on a part time basis. The School Librarian. All staff are encouraged to be involved in the library through their own class participation, and in recommending books for new stock.

The Librarian is responsible for issuing and returning books, overseeing the day to day running of the library e.g. for general tidiness, displays and minor repairs to books. Prefects are also chosen to support the Librarian with tidying and overseeing Reading Areas.

The English Lead, in conjunction with the Librarian bids each year for funds to replace damaged reading scheme/library books and to keep the stock updated.

The Librarian is also available to listen to pupils read, change and check reading records.

## **Accommodation, Access and Resources**

The library is located centrally within the school, having an access point to both the indoor reading areas and the outdoor reading area.

The library consists of:

- Accelerated Reading Scheme books. Levels 0.1 to 9
- Fiction Books
- Non-Fiction Books
- Reference Books for specific use within the library
- Picture resources – Children’s newspapers and magazines
- Topic boxes
- Books for Diversity
- Books for Dual Language

The range of books is designed to meet the needs of all children from the least able to the most competent reader - thus giving them full access to all the requirements of the National Curriculum.

Resources are kept up to date by a major annual weed-out of books. Books in poor condition or which are deemed too old are removed from the shelves on an on-going basis, and noted for replacement.

Topic boxes have been created by the Librarian and are linked to the Year Groups’ topics and are issued to year groups to support the teaching and learning of topic lessons across the school.

Classroom collections exist at the class teacher’s discretion and include much of the library’s old fiction and some non-fiction stock.

## **Organisation and Use**

Fiction books are organised according to the Accelerated reader classification. Picture books, dual language, and some diverse texts are available. The Non-Fiction library is organised broadly according to Areas of interest. All library books are listed on the library database for our reference.

Pupils are able to visit the library and indoor reading areas at lunchtimes. During warmer weather they are able to sit in the Quad and read which is adjacent to the Library. Pupils also have book cases, which hold a selection of books, available to them on the playgrounds during the summer months.

## **Issuing System**

Teachers oversee the exchange of books, once children have completed quizzes. Any outstanding/ damaged books are dealt with by the Librarian. Letters are sent out to recover costs for any lost or damaged library or reading scheme books.

Reading scheme books can be changed daily, in Accelerated Reader slots, lunchtimes when the library is open, also in timetabled library lessons.

Non-Fiction books will be issued using Junior Librarian either by the librarian / class teacher/TA or where appropriate class librarians

## **Monitoring and Evaluation**

The very nature of a library, new books being constantly published, existing books becoming out-dated, out of favour, or just worn out, means that regular evaluation and reviews of stock need to take place. This is best done on an annual basis.

Both pupils and staff are encouraged to make recommendations on any of the library e.g. general running of the library, ways of improving layout and stock etc.

Monitoring and evaluating library use will ensure development in library provision. If development is to be successful, all aspects of the policy must be considered and a regular plan decided upon.

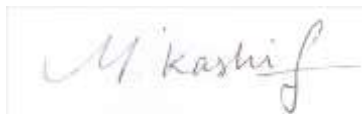
This policy will be monitored and reviewed by English Department on an annual basis.

Policy updated: February 2022

Staff responsible: Lois Grey

This policy was ratified by the Governing body on: 16<sup>th</sup> March 2022

Signed on behalf of the Governing Body:



Signed on behalf of the Governing Body:

M. Kashif - Chair of Governors

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