



The Blue Coat School

## **LIBRARY POLICY**

Approved by the Governors' Teaching, Learning and Curriculum Committee on \_\_\_\_\_

Signed: \_\_\_\_\_

(A Poole – Chair of Teaching, Learning and Curriculum Committee)

This Library Policy was devised by the Academic Lead and the School Librarian in consultation with the Academic Team.

Date of Next Review: Trinity 2026

## **LIBRARY POLICY**

### **1. INTRODUCTION**

#### **1.1**

The Pre-Prep and Prep libraries provide stimulating environments which contain a wide range of resources to encourage even the youngest pupils to develop reading skills and gain pleasure from books. As the pupils progress through the school, the skills of reading for information, for enjoyment and for relaxation are fostered.

#### **1.2**

The Blue Coat School Library Policy applies to all pupils in the School including those in the Early Years Foundation Stage (Nursery and Reception).

### **2. AIMS AND OBJECTIVES**

#### **2.1**

The Pre-Prep and Prep Libraries are resources that serve to:

- promote literacy across the whole age range of the school
- promote reading for pleasure throughout the school, through its resources and services; support the teaching of the curriculum in all subject areas, through the provision of fiction and non-fiction books and through the teaching of effective information-seeking skills
- offer the pupils facilities to create and use information to broaden knowledge and understanding and heighten imagination, enjoyment and empathy
- provide them with the opportunity to develop library skills and the enjoyment of reading and learning that will benefit them throughout their lives
- reflect the ethnic diversity of the pupils
- promote equal opportunities by presenting positive images and challenging stereotypes
- provide an opportunity for pupils to volunteer in the library, promoting leadership skills and building confidence.

#### **2.2**

By the time a pupil leaves The Blue Coat School at the end of Year 6 it is expected that he or she should:

- have learned how libraries are organised into fiction and non-fiction sections
- have a basic understanding of the workings of the Dewey System of book classification, and be able to use it to access resources for themselves
- be able to choose fiction appropriate to their age and reading ability, and understand how to take care of books
- have used the online library management system - Reading Cloud - to view their account, searched for books and written a book review.

#### **2.3**

The Library is the ideal place for these resources to be located, and has a major part to play in fostering the study skills necessary for success in school. Success cannot be judged solely on academic achievement but also on an individual's ability to cope with modern life. This will involve skills such as reading for information, for enjoyment for and relaxation and to encourage empathy.

#### **2.4**

The School Libraries are a resource where pupils have access to books, current 'topic' material, audio books and periodicals such as child appropriate newspapers and magazines. It is a learning environment in which pupils and staff may acquire the skills to locate, evaluate and use information, as well as a resource centre providing fiction and recreational material. Library content is driven by curriculum requirements, library user requests (staff and pupils) and the Librarian's commitment to keeping up to date with new books and publications that would be relevant and useful to our school community.

## **2.5**

Pupils from Reception to Year 6 are given information about the school eLibrary hosted by ePlatform. ePlatform works like a physical library in that there are only as many ebooks or audiobooks available as licences held. This means that if a book is on loan, borrowers can reserve it just like a physical book and read it when it becomes available. The exception to this are the Project Gutenberg classic books which are unlimited.

## **3. LIBRARIAN**

### **3.3.1**

The Library is managed by the School librarian. The Librarian ensures that the existing stock is reviewed, maintained and updated and new titles are purchased to reflect topics and interests. The Librarian manages the Library budget, taking into account new and replacement stock items and liaising with major book retailers. The Librarian maintains communication with school departments to ensure they are aware of library stock that can support their teaching and learning. The Librarian ensures that the Library Management System (LMS) Capita Reading Cloud is kept tidy and up to date. The Librarian is informed by the Head of Pre-Prep and Academic Lead of any curriculum changes which would affect stock.

### **3.3.2**

The Librarian promotes reading throughout the school through literary events such as author visits, promotions, displays and competitions in conjunction with the English Department, where appropriate.

### **3.3.3**

The Librarian controls who can access the ePlatform resources by age.

## **4. PRE-PREP**

### **4.1 Location and resources**

The Pre-Prep Library is on the first floor in St Martin's. It contains a selection of fiction and non-fiction books with subjects suitable for differing ages and abilities. Fiction books are arranged in alphabetical order ~~using~~ ~~dividers~~. Non-fiction books are arranged using a simplified Dewey numbering system, ensuring continuity with the Prep Library. Stock is regularly assessed to ensure that it is in good condition and that the non-fiction books include correct and current information. Library displays are changed regularly and books from the Recommended Reading list are clearly accessible.

### **4.2 Access**

All of the Pre-Prep pupils have access to the Library. Library books are also available in all of the classrooms. These are changed on a regular basis. Pupils in Reception, Years 1 and 2 are taken to the Library every week by the Class Teachers and Teaching Assistants. The pupils choose a book to take home. A supply of library books are kept in the Nursery classrooms and the pupils choose one of these to take home every week.

### **4.4 Library Management System**

All of the pupils and staff have a unique barcode. Books can be scanned in and out by library users and the LMS records what pupils have borrowed. It also allows for books to be located when staff or pupils want them. Reports can also be prepared on specific areas of library use.

## **5. PREP**

### **5.1 Location and resources**

#### **5.1.1**

The Prep Library is housed in the Viney Building and contains a wide range of fiction and non-fiction books, reference materials, audiobooks and some book related DVDs.

#### **5.1.2**

Fiction books are arranged in alphabetical order by author surname. Non-fiction books are classified using a simplified Dewey Decimal Classification System (DDC). Illustrated dividing blocks are used to highlight topics. Stock is regularly assessed to ensure that it is in good condition and that the non-fiction books contain correct and current information. Library displays are changed regularly to promote new stock and encourage pupils to read different types of books.

### **5.2 Access**

#### **5.2.1**

All of the pupils have access to the Library on a timetabled basis. Library skills are taught to the pupils in Years 3 - 6 during timetabled lessons. These include learning how to select books using the School's 'Recommended Reading List' and genre guides. They are also given an overview of how to find non-fiction subjects using DDC. These book and information seeking skills are consistently reinforced. Pupils can access the Library at break times and at lunchtime. Subject specific library books are available in classrooms if requested.

#### **5.2.2**

Pupils from Year 3 upwards have access Reading Cloud. This software allows pupils to search for and reserve books from home and read and write book reviews allowing for peer to peer recommendations. Pupils are encouraged to write book reviews on Reading Cloud via the reward of Book Review of the Week for each year group and house points are awarded for every review.

### **5.3 Librarian Assistants**

Pupils from all Prep year groups can apply to become Librarian Assistants, helping out in the library during their break and lunchtimes on a rota, issuing and returning books, preparing them for lending or tidying the shelves. Year 5 and 6 pupils have more responsibility such as involvement in assemblies, planning competitions or leading break time activities for other pupils supported by the Librarian. All are expected to be keen advocates for reading and the library throughout the school.

## **5. MANAGEMENT**

### **5.1**

The library stock is managed using Capita Reading Cloud. This enables statistics regarding pupil and staff borrowing for any period of time to be obtained by the Librarian and can be requested by members of the teaching staff. Lists of new stock are also accessible. The pupils are able to borrow books for a period of two weeks at a time, with renewals at the discretion of the Librarian. Pupils can also reserve books.

## **6. BOOK FAIRS**

#### **6.1**

The Librarian, in consultation with other staff, organises an annual Book Fairs to promote reading. The commission is used to make additional purchases for the libraries.

### **7. MONITORING AND EVALUATION**

#### **7.1**

In Prep, the pupils keep regular records of their reading, both fiction and non-fiction, through their English lessons. Requests from the pupils and staff are taken into account when further resources are purchased.

### **8. POLICY REVIEW**

#### **8.1**

This Policy will be reviewed annually or before if necessary. It will be presented to the Governors' Teaching, Learning and Curriculum Committee for approval in the Trinity Term. The minutes of this meeting will be presented to the Governors.