



DANES HILL SCHOOL
STRONG & SAGACIOUS

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Library Policy



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Library Policy

Aims

The library aims to effectively support the development of each child's reading skills, to enable them to discover the joy of fiction, and to use non-fiction texts effectively, putting the children in greater control of their own learning and literacy.

Objectives

- 1) **To promote the welfare of all pupils, by making available a wide range of centrally-held resources to meet their curricular and recreational needs.**
 - a) By providing a wide range of material, both fiction and non-fiction, to encourage reading and develop reading skills at all ages and levels of ability.
 - b) By using the colour-coded scheme and other methods to ensure the children's choices are appropriate for their age and maturity.
 - c) By providing stock in response to cultural and recreational interests.
 - d) By being aware of the curriculum and providing a balanced selection of materials to support its needs in consultation with teaching staff.
 - e) By ensuring stock is up-to-date, attractive, suitable and relevant for each age group and ability range.
 - f) To be aware of technological advancements in the library and information sector, and to implement any new initiatives which are relative and beneficial to Danes Hill School.

- 2) **To organise the resources effectively.**
 - a) Fiction to be colour-coded to provide guidance to pupils and staff, and non-fiction resources to be classified in line with Dewey but according to the needs of the school.
 - b) All books to be catalogued and key worded using MLS Eclipse.net, and paperbacks to be covered.
 - c) Issues and returns to be recorded by the librarians, using the MLS Eclipse.net system.
 - d) Stock to be de-selected according to its content, currency and condition, and, where appropriate, in consultation with relevant staff.

- 3) **To enable all members of the school to use the resources confidently.**
 - a) Through weekly library sessions to foster an enjoyment of literature, and to teach library skills and procedures to enable all pupils to find suitable and appropriate material.
 - b) By providing support, as appropriate, to enable teachers to make the best use of the resources.
 - c) By encouraging the development of information literacy and independent learning.
 - d) By training library prefects to assist with the day-to-day running of the library.

- 4) **To provide a calm, attractive and comfortable environment to encourage reading, browsing, research, and personal study.**
 - a) By encouraging thoughtful behaviour in the library, establishing an appropriately quiet atmosphere in line with the code of conduct.
 - b) By providing, as far as possible, active supervision in the library.

- c) By arranging and displaying the stock in order to encourage an enthusiasm for books and to foster the habit of reading for pleasure.
- d) By guiding and advising children on the selection of material and by being responsive to requests from pupils.
- e) By making effective use of shelf guiding, noticeboards and displays.

Funding

- a) Funding is determined each year on the basis of an appropriate proportion of the whole school funding, in order to maintain and develop the current standard of provision.
- b) This is augmented by the commission offered by regular Book Fairs, and by payments by the parents or children for the replacement of lost books.