



DANES HILL SCHOOL
STRONG & SAGACIOUS

DATE: 14TH SEPTEMBER 2021

REVIEW DATE: 1ST SEPTEMBER 2022

AUTHOR: SENIOR LIBRARIAN

LIBRARY POLICY



Danes Hill School
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.