



**LIBRARY POLICY**  
**COVERING FELSTED PREP SCHOOL**  
**INCLUDING EYFS AND BOARDING**

<b>Governors' Committee normally reviewing:</b>	FPS Leadership Team
<b>Date last formally approved by the LT:</b>	Spring 2022
<b>Date policy became effective:</b>	September 2007

<b>Period of Review:</b>	2 Yearly
<b>Next Review Date:</b>	Spring 2024

<b>Person responsible for implementation and monitoring:</b>	Director of Learning and Librarians
<b>Other relevant policies:</b>	Learning and Teaching Policy

The following Policy covers the Aims and Ethos of the Prep School

[Aims and Ethos](#)

**SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

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**Felsted Prep School, Felsted, Essex, is a part of the Felsted Schools, an independent boarding and day school for boys and girls aged 4 – 18 years. The Pre-Prep, Prep, and Senior Schools each have their own library.**

### **Introduction**

The Prep School Library is in an excellent location and is regarded as a valuable resource within the school. It is well used by the pupils of Years 3 - 8.

The Library is open during school hours, six days a week. The Prep School Librarian is on duty throughout the school day from 8.30 – 4.00pm, Monday – Friday. Class use of the Library is encouraged. All year groups follow a timetabled programme of library induction, reading, and research skills throughout the school year.

The Library is a pleasant room with good natural light. Pupils have access to 4 computers and comfortable chairs for relaxed reading at break and lunchtimes.

The stock consists of over 5,000 books, and a number of newspapers/periodicals. A stock-check takes place on alternate years for Fiction and Non-Fiction, when out of date and tatty books are removed. Stock is updated frequently.

### **School Librarian**

The Librarian is responsible for stock management which includes the selection and processing of new items, classification and cataloguing, general stock maintenance, budget, liaising with teaching staff, supervising pupil use, the League QIs, and managing the Accelerated Reader Scheme. The Librarian encourages reading of a wide range of both fiction and non-fiction books according to the ability and interests of the pupils, gaining a good knowledge of the individual child's tastes through their reading records, arranging book sales, displays, and dealing with enquiries from pupils, staff, and parents. Also assisting with Open Days, arranging author visits, and promoting literary events throughout the school year.

## **Felsted Prep School Library Policy**

Felsted Prep School Library will enable pupils to access information independently and effectively. It will promote reading, enhance learning and support teaching throughout the school.

### ***Enable Independent Learning***

The Library will enable pupils to become independent learners by:

- Equipping pupils with the necessary skills to find and use information effectively
- Encouraging the use of a wide range of information sources, including books, newspapers/periodicals and IT
- Facilitating access to these resources via the subject index, the catalogue, signs and by suitable arrangement of stock

### ***Promote Reading***

The Library will endeavour to foster a love of reading as a life-long habit by:

- Providing a wide range of good quality fiction and non-fiction, attractively presented, to encourage reading for all, including reluctant readers, learning support pupils, and more academically able pupils.
- Encourage participation in the AR scheme via individual and team effort by:
  1. Running a League 'Reading Race' each year, where all quiz points earned go to each pupil's League and a trophy is awarded. The race is displayed in the Library.
  2. Acknowledgement of quiz takers who attain 100% passes.
  3. Certificates for 'Word Millionaires' presented in assembly, there is a prominent millionaires display, and a celebration party at the end of the year.
  4. Certificates and signing the Reading Celebration Book to recognise effort in reading - in conjunction with English teachers.
- Displays, posters and promotions
- Creating comfortable atmosphere and pleasant surroundings for browsing and reading
- Involvement in activities such as author visits, World Book Day, National Poetry Day, and the School's 'themed' days
- Providing opportunities for pupils to buy books through book sales from recognised School Book Fair companies

### ***Enhance learning:***

The Library will enhance the learning experience of pupils by providing:

- A range of relevant and current information to support and extend the curriculum and encourage wider reading
- Whole-school involvement in the Accelerated Reader scheme
- An environment and facilities suitable for quiet study
- Access to IT resources – computers are dedicated to pupil use

### ***Accelerated Reader Scheme***

The Library is the central point for the co-ordination of this scheme which is an online, interactive programme designed to promote reading growth.

The Librarian:

- Manages the AR scheme, including budget control
- Introduces pupils and staff to the scheme
- Ensures all pupils undertake STAR reading tests four times per annum, schedule agreed by Head of English
- Guides pupils to select appropriate reading material within their ZPD (Zone of Proximal Development)
- Encourages pupils to take AR quizzes
- Provides statistics and reports for teachers

### ***Support Teaching***

The Library will support the teaching needs of staff by:

- Making available information resources for course work, homework, and lesson preparation
- Buying staff recommendations whenever possible
- Liaise with More Academically Able (MAA) pupil Coordinator and Learning Support staff regarding literacy materials

### ***Learning Support***

A wide range of fiction and non-fiction is stocked to cater for all abilities, and the Librarian liaises with the Learning Support team regarding pupils' needs.

### ***More Academically Able***

The range of the collection includes challenging and demanding fiction, award winning fiction, and some KS4 level non-fiction titles on appropriate curriculum areas.

## ***Departmental Use***

Apart from the Library Skills lessons, members of staff may book the Library for class use, and also send pupils to the Library for independent research, supervised by the Librarian. Members of staff are also able to use the Library for research, and to select long-term loans for topic use within the classroom. Teachers are able to request relevant subject books for the Library collection, as well as for their Departments.

Years 3 & 4 have their own library with a supply of Accelerated Reading books and years 7 & 8 have their own book-sharing systems to support the work of the Library and English Department.

## ***Pupil Induction***

All pupils in year 3 have a Library Skills lesson. The Librarian introduces all new pupils to the Library and shows them how to use it, and its resources effectively.

## ***Library lessons***

For years 3-6 these lessons are timetabled to take place weekly and include time for reading and AR quizzing.

The English Department timetable lessons in the Library for their Year 5-8 classes during half of an English lesson; these are generally fortnightly.

## ***Author Visits***

Author visits take place every other year and are arranged jointly with the Head of English and the Librarian.

## ***Marketing***

The Library is promoted through the English department, frequently changing displays, promotional activity such as World Book Day, National Poetry Day, Open Days, e-newsletters and League QIs.

## **Collection Management Policy**

**The collection will be managed to ensure that a balanced, current, relevant and attractive selection of resources in a variety of media is available to the staff and pupils of the School.**

## **Stock Purchase**

### ***Non Fiction:***

- Material to support and extend the curriculum
- Material to cover hobbies and leisure interests
- Material of general interest, current affairs

### ***Fiction:***

- Quality fiction covering a wide age, ability and interest range
- High-interest, low ability fiction for Learning Support pupils
- Challenging and demanding fiction for the more academically able

### ***News Media and Magazines:***

- National, local and children's newspapers
- Periodicals to support the curriculum and pupils' leisure interests

## **Stock Maintenance**

**In order to keep the Library stocks current, relevant and interesting, a rolling programme of stock weeding and maintenance is carried out.**

### ***Criteria for withdrawal:***

- Information no longer current
- Book in poor condition
- Book more than 10 years old (with some exceptions)

Donations are accepted at the discretion of the Librarian, provided they meet the above criteria.

## **Stock control and security**

We use the Junior Librarian Management System. This allows circulations, cataloguing and management functions. Circulation is mostly done by the Librarians, with Pupil Librarians issuing books occasionally. Catalogue and management functions are dealt with by the Librarians only, which helps to ensure security and consistency of information.

## **Overdue Books**

The Librarians regularly notify Form Tutors of pupils with overdue books. If the book remains outstanding at the end of term parents will be contacted and informed that they will be charged for the book. If the book remains outstanding, the replacement cost will be added to School bills.

## **Current Prep School Stock**

There are currently 5,649 items in the Prep School Library stock:-

Fiction	3,768
Non-Fiction	1,881

This is an average of just over 14.7 books per pupil, which exceeds CILIP (the library and information society) guidelines of 10-13 per pupil.

Magazines: A variety to support the curriculum and leisure interests.

National, local and children's newspapers are also available.

## **Budget**

The Prep School Library has its own budget; there is an additional budget available for newspapers and periodicals.

## **Monitoring and Evaluation**

The School measures the amount of reading done and the percentage of quizzes taken with a score of above 85%, termly through the Accelerated Reading Scheme and seeks to develop as a result. This Policy is evaluated in accordance with the School's evaluation cycle and the Header at the top of this Policy.