Felsted

LIBRARY POLICY

COVERING FELSTED PREP SCHOOL INCLUDING PRE-PREP AND BOARDING

Governors' Committee normally reviewing:	FPS Leadership Team
Date last formally approved by the LT:	Spring 2026
Date policy became effective:	September 2007

Period of Review:	2 Yearly
Next Review Date:	Spring 2028

Person responsible for implementation and monitoring:	Assistant Head Academic Librarian
Other relevant policies:	• Curriculum 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) Policy and the 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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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. Pre-prep have their own library which is managed by the Pre-prep team. There are a variety of books available for the topics covered in class, along with fiction, non-fiction and picture books. The children can borrow books from this library on a regular basis, to read alongside their 'reading book', which focuses on phonics and developmental stages of reading.

The Prep Library is open during school hours, six days a week. The Prep School Librarian is on duty throughout the school day from 8.00am – 4.00pm, Monday – Friday. Class use of the Library is encouraged. Year 3 to 6 follow a timetabled programme of library induction, reading, and research skills throughout the school year. Pupils have access to 4 computers and comfortable chairs for relaxed reading at break and lunchtimes. Year 7 and 8 are invited by form group to read and borrow books during form time

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 Reading Race, organising the Library Helpers 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. The Librarian will also assist 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/magazines 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, 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 and badges for 'Word Millionaires' presented in assembly, there is a prominent millionaires display, and a celebration party at the end of the year.
    4. Certificates 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 three 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, prep, and lesson preparation
- Buying staff recommendations whenever possible
- Liaise with Head of English 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.

Diversity and Inclusion

The library will:

- Ensure access to book stock supporting diversity and inclusion
- Stock books by authors from marginalised backgrounds
- Ensure that the library stocks a range of inclusive books as part of the main book collection
- Promote inclusive books and those by diverse authors with the same status as any other book
- Support diversity and inclusion through collection development and promotion
- Raise pupils' awareness of the world around them

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.

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. In addition to this, Years 3&4 have their own library with a supply of Accelerated Reading books.

Years 7 and 8 have an hourly lesson timetabled fortnightly for reading, completing AR quizzes and library skills lessons.

Author Visits

Author visits take place at least 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 the League Reading Race.

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

Stock is updated regularly according to the below criteria:

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:

- Children's newspapers to encourage interest in national and international issues
- Magazines 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 or culturally appropriate
- 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 Accessit Library Management System. This allows circulations, cataloguing and management functions. Circulation, management and cataloguing functions are carried out by the Librarian to ensure compliance with relevant legislation and to maintain consistency of information.

Loans of books are typically 3 weeks and may be renewed if the book has not been reserved by another user. All loans are recorded on the Accessit Library Management System.

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 over 6,000 items in the Prep School Library stock:-

Fiction	4,300
Non-Fiction	2,000

This is an average of just over 21 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.

Children's newspapers are also available.

Budget

The Prep School Library has its own budget to be spent on new books, library supplies, author visits, newspaper and magazine subscriptions, SLA membership and the Accelerated Reader scheme.

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.