



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
“Realising the potential of every child within a caring, Christian community”

School Library Policy

Vision Statement

To nurture and develop reading and learning skills for the future.

Aims

- To provide a stimulating environment for children to develop their reading skills
- To support the topics covered by the National Curriculum and to ensure all library material is current and appropriate
- To develop and enhance independent learning skills
- For children to feel confident using a computerised Library Management System and to be familiar with library classification
- To support the educational objectives of the school by promoting literacy and access to knowledge, as outlined in the [School Library Commission Report](#).

Accommodation

The library is located at the heart of the school in an attractive room with a skylight. It is accessible to all pupils, including wheelchair users. It is furnished with bean bags and cushioned chairs for informal groupings, with a central table for more focused activities. Many of the shelves are non-static, allowing the library layout to be changed if necessary. Sections of the library include:

- Fiction
- Non-Fiction
- Picture Books
- New Books
- Popular Authors
- Fun Facts
- Myths and Legends
- Poetry
- Famous People
- Classics
- Reference Only

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Headteacher: Mr D. M. Moran



The library also has three large display boards and a display area, promoting reading events and sharing book reviews written by the children, in keeping with the [School Development Plan](#). Orientation maps are displayed throughout the library, as are guides to the Dewey-Decimal system.

Staffing

The library is staffed by a part-time librarian. Responsibilities include:

- Cataloguing new stock
- Identifying any gaps in the collection and ordering new stock
- Updating class lists
- Running reports to monitor issue of fiction and non-fiction
- Printing and displaying reviews written by children on Junior Librarian
- Keeping the library attractive and creating displays for topical events
- Monitoring lost books and updated records when payment is received

Operation

The children have a library visit once a week, allowing them to return books and select new ones. They are allowed one book (fiction or non-fiction) at a time. With the help of a TA, they return and issue material themselves by scanning books on Junior Librarian. If a child has misplaced a book, they will not be allowed to borrow a new one until the old one is found, or the book is removed from the system by the librarian, and a letter is issued to the parents. The parent will be asked to replace the missing book, either in the form of a monetary donation, or with an acceptable substitute. Children are expected to return all library books at the end of every term, to enable stock management. The library is thoroughly shelf-checked at the start of the new term, to ensure outstanding library books have not been returned unscanned.

Stock Selection

New books are chosen with the following criteria:

- Age-appropriate and aimed at junior school children
- In keeping with the National Curriculum
- Popular non-fiction subjects, such as sport, cars and cookery
- Those which promote the school's Christian ethos
- Fiction which has been selected by respected award panels, such as the Carnegie book list



The children are also invited to write down book requests on one of the display boards, and will be accommodated where possible. Materials are purchased through an allocated budget, or through PTA donations.

Stock Preservation

Where possible, all paperback books will be housed in a plastic jacket, to prolong the life of the book. If books are superficially damaged, repairs will be carried out. However, if the book is severely damaged, an assessment will be made regarding its contribution to the library.

Stock Rotation

In order to keep library stock current and attractive to users, a thorough inspection will take place once a year and sporadically throughout the year. Material which is regarded as:

- damaged beyond repair
- moldy, water-damaged or in any other way unpleasant to handle
- inappropriate for the collection
- containing outdated information

will be removed from the shelves. If the book is in reasonable condition, it will be offered to the PTA to sell at a school-fundraising event. If not, the book will be recycled.

Donations

The library is happy to accept donations, provided the materials are in good condition and relevant to the library collection. If books are superfluous to stock, they will be awarded to children as prizes for book reviews. If books are accepted and then deemed to be unsuitable, they will be passed to the PTA.

External Links

The library fosters a good relationship with the local '[Chicken and Frog](#)' bookshop, promoting their events and workshops. The library also promotes the annual '[Summer Reading Challenge](#)' and encourages children to sign up with their local public library.



Evaluation

Since the introduction of Junior Librarian, and the cataloguing of the collection, the library has become a much more streamlined operation, allowing children and staff to locate relevant materials. The use of the Dewey Decimal System for non-fiction allows children to become familiar with library classification, and embedding these library skills at primary school level will provide great benefit in later life. Information gathered from the borrowing of reading material will allow the school to assess reading habits, which will enhance the awareness and accuracy of teacher assessment, as outlined in the [School Development Plan](#). Stock evaluation will also inform choices when ordering new materials.

Future Aims

- To ensure the library continues to be an enjoyable and rich environment for children and staff
- To encourage greater use of Junior Librarian outside of school, so children can explore the catalogue and write book reviews
- To provide more digital resources, such as tablets and e-books.

This policy will be reviewed on a regular basis.

Policy approved: **March 2016**