

# The Abbey LIBRARY

## 1. Policy Statement

The Library helps to foster an interest and love of books in Abbey pupils, as well as developing their experience of reading for enjoyment. Pupils are also equipped with the skills to find information and this facilitates individual learning. Pupils who help with the running of the Library gain in terms of responsibility and develop organizational skills.

The Library provides fiction and non-fiction resources and is run in conjunction with year group book collections around the school. Pupils also have the opportunity to purchase books from the school book shop which is open in the Blue Hall on Wednesday lunchtimes.

## 2. Procedure

### 2.1 Book Selection:

The Library co-ordinator will be supported in book selection by the teachers responsible for subjects and other members of staff in the following ways:

- Teachers will provide up-to-date schemes of work in order to provide the Library Co-ordinator with the basis for relevant resources selection.
- Teachers will provide bibliographic details of books which they would like the Library to stock before the start of the new academic year.
- Teachers will keep the Library Co-ordinator informed of new topics in advance of pupil enquiries.
- The Library Co-ordinator will invite staff and pupils (Librarians) to book displays by companies which bring their books to the school for selection and then ordering.

2.2 Books will be selected for the Library which are relevant to the curriculum or the interests of the pupils, well presented and in good order.

2.3 The fiction stock will be selected on the following basis:

- The Library Co-ordinator will keep up-to-date with current fiction writing by reading reviews in the national press and profession publications.
- The library Co-ordinator will liaise with the teacher responsible for English and other teachers.
- The Library-Co-ordinator will encourage pupils to make recommendations.

2.4 Books will be removed from the Library when the information they contain is out of date or when they are in a poor condition.

2.5 Organization and Borrowing Books.

Pupils borrow books using the Junior Library Management System. Pupils are registered using the Micro Librarian Systems Identikit. Identikit is a biometric fingerprint reading solution, allowing pupils to create a unique identity record within MLS Library Systems. It is used to record resource loans from within the school library. The technology uses biometric fingerprint recognition and no image of a fingerprint is ever stored. It is not possible to recreate an image of the original scan from the data stored. Parents are informed about this before their children join the school.

All non-fiction books will be catalogued using a simple version of the Dewey Classification System. All pupils will be taught how to find books and use Junior Librarian by the Library Co-ordinator during the first half of the Autumn Term. This will be reinforced by the class teacher when they use the Library for project work.

Fiction books will be shelved in alphabetical order of the author's surname.

All books will be catalogued in Junior Librarian.

There will be sufficient clear guidance around the Library to enable users to locate books easily.

2.6 There will be changing displays of topical material reflecting the work of subjects and extra-curricular activities.

2.7 The Library loans non-fiction topic boxes to classes/year groups. These contain relevant books on topics.

At present the non-fiction topic boxes are:

Celts and Romans

Vikings and Saxons

Tudors and Stuarts

Victorians

World Wars I and II

- 2.8 When required, books can be borrowed from the Senior School Library by class teachers when requested.
- 2.9 The pupil Librarians play an important role in organizing the Library. For those who have an interest in the running of the Library, they gain in terms of extra responsibility and develop organizational skills. They wear a badge and, at the end of the school year, a cup is awarded to the best Librarian.

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