



James Bateman Middle School

Library Policy

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Library Policy

The school curriculum develops enjoyment of and commitment to learning as a means of encouraging the highest possible attainment of our students. The role of the school library is to support our students' learning. It plays a key role in helping our children to develop their information handling skills; it also offers them a view of the world that is free from stereotypes and promotes quality of opportunity for all.

Aims

The aim of the school library is to provide a wide range of books, appropriate to their ability and age range, to support the comprehensive curriculum of the school as well as the extra curricular needs of the pupils. We aim to encourage the students' interests and enjoyment of reading for both information and pleasure in a nurturing environment that is friendly and accessible to all.

Objectives

- To extend students' learning experiences.
- To encourage independent learning and assist in project-based research through text.
- Promote research and investigation strategies so that students can become confident in evaluating and using information independently.
- Assist in the development of reading skills and in motivating students to read for both information and pleasure.
- Familiarise students with library routines which will give them a generic understanding of libraries.

Guidelines and Expectations

- The library will be accessible to all students on a regular basis.
- Students will only use the library when a member of staff is present to ensure the students are supervised when borrowing and returning books
- Staff will support the pupils in selecting appropriate reading material.
- Books are selected by the library co-ordinator in consultation with curriculum leaders and from information obtained from the Accelerated Reader programme.

- The books are organised on the shelves in two main sections: fiction texts are organised alphabetically by the author's surname, left to right on the shelves; whereas non-fiction books are organised in accordance with the Dewey Classification System.
- Students are trained as librarians by the library co-ordinator to care for and manage the library.
- Students should leave the library tidy before leaving, returning books to the designated shelves or returns trolley. Staff members are responsible for overseeing that students follow these rules.

Resources

- The Librosoft Librarian is used in the library and it enables computer-based record keeping for the administration of the library as well as tracking students reading habits.
- The school will endeavour, through book club sales and budget allocation, to maintain stock at the level recommended by ERS (Education Research Service and the Library Association – 13 items per pupil).
- When selecting new books for the library, the coordinator liaises with staff and students and takes into consideration the following criteria:
 - Purpose (relevance and appeal to students);
 - Suitability (reading age, clarity of illustrations, ease of use, readability);
 - Value for money (quality, paper back versus hard back);
 - Equal opportunities (representation of cultures, religions, ethnic diversity and disabilities);
 - Content (appropriateness to the maturity of the reader, style and language); and
 - Illustrations, information accuracy
- The library co-ordinator is in charge of the permanent removal of books from the library using the following criteria:
 - Equal opportunity issues;
 - Physical condition;
 - Currency of information;
 - Attractiveness to students and relevance to the curriculum and other student needs

- The library co-ordinator will place restrictions on certain books (age appropriate eg. 'For year 8 students only') and provide warnings about content of certain books.
- Students with special educational needs are catered for by moderation and choice of texts to be used using the Readability Checker. Visual prompts are being developed to help dyslexic students locate different topics of books. The librarian has a copy of the special needs register and is able to identify students who may need assistance.

Health and Safety Issues

- Students select books under staff supervision.
- Students and members of staff are not to stand on chairs in order to retrieve books which are too high for them to reach - the kick step should be used.

Responsibility and Charges

In cases where books are lost or damaged, a letter will be sent to the student's parents or guardians requesting either a replacement copy or payment to cover the full cost of the book.

The school will ensure that only the charge to replace the book, like for like, is charged and also 50p to replace the plastic, protective sleeve. The sleeves protect our books and help us and pupils to protect them for greater usage.

The plastic sleeves do age; however, the condition of these is checked upon return and borrowing of all books to the school library. If books are returned back to the library without the plastic sleeve there will be a charge of 50p incurred.