

Holy Family Senior School

Library Policy

March 2017

AIMS

- To support the content of the curriculum to enable children to acquire knowledge.
- To provide a stimulating learning environment.
- To promote research and investigation strategies so that pupils can become confident in evaluating and using information.
- To encourage reading by providing a range of materials to suit all ages and abilities and develop a love of books and reading.
- To develop connections with local libraries.
- The library should continually evolve to respond to the learning and teaching needs of the whole school.
- To ensure provide an attractive environment, which encourages reading.

IMPLEMENTATION

- All children are enrolled in our electronic library database Junior Librarian.
- Children borrow books and an electronic record of the borrowing is kept.
- Children from 3rd to 6th classes are enrolled in Accelerated Reader.
- All children are Star Tested at the beginning and at the end of the year.
- Reading levels are assigned to all pupils and targets are set.
- Pupil effort in AR and library is acknowledged in classroom displays.
- All classes are timetabled for Library each week.
- Library stock is catalogued using 'Junior Librarian' computer system and books are stocked by genre and reading level.
- Children borrow books using their personal identification number.
- Books are issued on a two week loan, to be read in school or at home.
- Reminders are sent to the borrower through the class teacher if a book is overdue.

RESOURCES

- Library stock includes Fiction and Non-Fiction - suitable for different ages and reading levels.
- Reference books are available for quiet study time in the library.
- Parents supervise the borrowing and return of books by parent rota managed by Mrs Lacka.
- New stock is sourced continually from specialist AR suppliers, local books shops, second hand book shops and the Book People.

STOCK SELECTION

- The library stock represents a balance between supporting the curriculum and meeting the individual needs and interests of pupils.

HEALTH AND SAFETY

- Library is always supervised by an adult.
- Books are kept only on shelves and floor areas are clear.
- Shelving is not overloaded or top heavy.
- Shelving is the correct height.
- There are no trailing wires.

ACCOMMODATION

- The library is located over the foyer, outside the staffroom.
- The layout of the library ensures that it is accessible to all children and adults within the school.
- Posters, wall displays and shelving notices support children in their selection of books.

Management and Staffing

- The Library management and budget is coordinated and managed by Hugh Connolly.
- He issues all user accounts for both Junior Librarian and Accelerated Reader and organizes the timetable of classes. New children are added yearly or during the school year as children enroll or leave the school.
- Mrs Lacka manages the parent roster, sourcing of new titles, entering new titles on the database.
- The parents tidy the library every day and ensure all returned books are returned to shelving.

Community Links

- Visits to Clare County Library are made on an annual basis to hear authors read from their work.
- Children takes part in the celebration of World Book Day annually.
- Some classes take part in Clare Education Centre's 'Write a book' project.