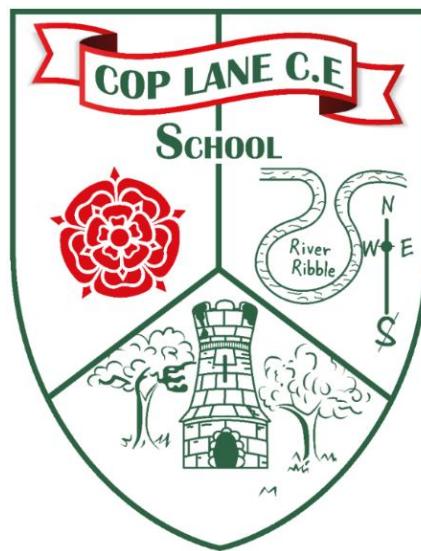


# Cop Lane C.E Primary School



## Library Policy

This plan is embedded in our school's mission statement and distinctive Christian vision:

*A welcoming Christian community, committed to one another, giving our very best at all times.*

Our church school is a welcoming and caring Christian family where everyone is valued and supported so that they can flourish. We aim to instill a lifelong love of learning and nurture everyone's individual talents. Through Jesus Christ, our aspirations, hopes and dreams can be achieved.

*'I can do all things through Christ who strengthens me.'*

Philippians 4.13

## **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 maintain links with external agencies and develop connections with local libraries.
- The library should continually evolve to respond to the learning and teaching needs of the whole school.
- The library should be an expression of the ethos and values of the school community and should be an expression of the ethos and values of the school.
- To ensure a high standard of display and promotional material to provide an attractive environment, which encourages study, browsing and reading.

## **IMPLEMENTATION**

- Each child who is a new admission has library borrowing and procedures explained and receives an induction to the library and the facilities on offer.
- Each class are timetabled for a Library session each week.
- Library stock is catalogued using a computer system.
- Non-Fiction is classified using a simplified Dewey system.
- Children borrow books using their personal identification number.
- Books are issued on a weekly loan, to be read in school or at home.
- Reminders are sent to the borrower if a book is overdue.
- If a book is lost or damaged the parent/carers are requested to pay replacement costs. Until the book is replaced, no further books will be sent home, but the library can be used in school time.

## **RESOURCES**

- Library stock includes Fiction and Non-Fiction - suitable for different ages and reading levels.
- Young Readers to promote independent reading and Picture books to encourage early learning.
- Reference books for quiet study time in the library.
- Reading Club for enjoyment and helps to raise standards of reading

## **STOCK SELECTION**

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

## **HEALTH AND SAFETY**

- All routes are clear and uncluttered.
- Fire extinguishers of the right type.
- Shelving is not overloaded or top heavy.
- Shelving is the correct height.
- There are no trailing wires.

**This policy was reviewed in September 2025.**

**It will be reviewed again in September 2028 or sooner if required.**

Signed:

*I. P. Ashmore*

Date: 01.09.25