

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Library Policy



Library Policy

Aims of the School Library

- To develop and foster a love of reading
- To provide the children with a safe environment in which they can progress their reading skills
- To provide the children with a wide variety of authors, genres and text types, such as non-fiction, fiction and poetry.

Staffing

The library is staffed by volunteers who have been trained to manage the Junior Librarian cloud system that we use at ARH. The role of the volunteer librarian is to manage the stock, input new children on the system, and help the children with checking in and checking out books. Librarians will, at all times, follow the relevant school policies and risk assessments.

Opening hours

The library is open every week day from 9:00am until 3:00pm. A timetable is in place to ensure all year groups are given opportunities to visit the library during the week. The librarian is there to support in the library throughout the week.

Borrowing from the Library

When children start or join ARH, their parents or carers must give permission for the children to access the library and borrow books. Once the permission slip has been filled in, the children will be given an account on our Junior Librarian system. Children are allowed to borrow 1 book at a time and must return their book in order to borrow another. There are age restrictions for a few books which are only available to Year 6. This is to ensure that the children are choosing appropriate books for their age.

Lost or Damaged Books

If a child reports that they have lost their library book or it is damaged beyond repair, a letter will be sent out to parents or carers. Parents and carers will have two choices as to how to replace the books:

- Pay for the cost of the book through Arbor
- Buy a book for the same value and donate to school library.

Children will not be able to borrow again until the lost or damaged book has been replaced. Their account can then be wiped and they may borrow again.