

Summary of Holy Trinity Library Policy

The Role of the Library

In Holy Trinity, the role of our library is to provide;

- a pleasant environment in which to encounter books on a regular basis
- background materials for studies
- materials for leisure time interests
- a source of stimulus for other creative activities
- fiction and non-fiction material to extend the child's first hand experience of life
- opportunities to develop and enforce library skills.

The library needs to be bright and attractive to children. The floor should be carpeted and a browsing area provided with cushions or low chairs. There should be notice-boards to mount displays and plants and curtains to soften the appearance.

Resources

The most expensive resources in the library are the books and other media. The way in which resources are selected, edited and replaced needs to be systematic to ensure they meet the current needs of the curriculum. Stock should cater for the needs of all the children irrespective of age, ability, gender, etc.

The Role of the Librarian

The teacher-librarian advises staff and pupils on the most effective use of library resources and ensures the effective organisation of library resources for retrieval and issue to pupils and staff. This is accomplished by;

- ensuring a balanced stock of books
- devising class timetables for visits and displays
- checking hardware and reporting faults to ICT co-ordinator
- maintaining an issue system
- organising stock-taking
- co-ordinating library skills resources for the pupils
- planning layout of library
- promoting an interest in books
- providing staff with library developments
- co-ordinating duties of library monitors
- providing delivery and collection service of Project Packs from Ulidia Projects Department

Library Rules

Please ensure our library is kept clean and tidy by complying with the following rules.

- No eating or drinking is allowed in the library

- Ensure all books are returned to the correct shelves, spines facing outward.(Fiction books by alphabetical order, nonfiction by number order)
- Ensure that chairs and cushions are returned to their place
- The computer is only for use of classes under teacher supervision.

Thank you.

Local Library Visits

Our pupils should have opportunities to familiarise themselves with local libraries.

To facilitate this the school

- liaises with Whiterock Library
- provides transport to Whiterock Library for all KS2 children
- arranges for a member of the library service to explain the library set up and additional facilities provided
- assists the children complete the programme of work devised by the library staff