



LIBRARY POLICY

COVERING FELSTED PREP SCHOOL INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	FPS Leadership Team
Date last formally approved by the LT:	Spring 2018
Date policy became effective:	September 2007

Period of Review:	2 Yearly
Next Review Date:	Spring 2020

Person responsible for implementation and monitoring:	Director of Learning and Librarians
Other relevant policies:	Learning and Teaching Policy

The following Policy covers the Aims and Ethos of the Prep School

Mr Simon James
Head, Felsted Prep School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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Felsted Preparatory School, Felsted, Essex, is a part of the Felsted Schools, an independent boarding and day school for boys and girls aged 4 – 18 years. The pre-prep, Preparatory, and Senior Schools each have their own library.

Introduction

The Prep School Library is in an excellent location and is regarded as a valuable resource within the school. It is well used by the pupils of Years 3 - 8.

The Library is open during school hours, six days a week. The Prep School Librarian is on duty throughout the school day from 9.00 – 4.30pm, Monday – Friday. Class use of the Library is encouraged. All year groups follow a timetabled programme of library induction, reading, and research skills throughout the school year.

The Library is a pleasant room with good natural light. There is seating for up to 20 pupils, 6 computers, with comfortable chairs for relaxed reading at break and lunchtimes.

The stock consists of over 5,000 books, and a number of newspapers/periodicals. A stock-check takes place on alternate years for Fiction and Non-Fiction, when out of date and tatty books are removed. Stock is updated frequently.

School Librarians: Mrs Anne Allen and Mrs Paula Pilcher

The Librarians work on a part-time job share basis. They are responsible for stock management, which includes the selection and processing of new items, classification and cataloguing, and general stock maintenance. They are also responsible for budget, liaising with teaching staff, the implementation of Library Skills lessons for Years 3 – 8, supervising pupil use, the League QIs, and managing the Accelerated Reader Scheme. The Librarians encourage reading of a wide range of both fiction and non-fiction books according to the ability and interests of the pupils, gaining a good knowledge of the individual child's tastes through their readings records, arranging book sales, displays, and dealing with enquiries from pupils, staff, and parents. They also assist with Open Days, arrange author visits, and promote literary events throughout the school year.

Felsted Preparatory School Library Policy

Felsted Preparatory School Library will enable pupils to use information independently and effectively. It will promote reading, enhance learning and support teaching throughout the school.

Enable Independent Learning

The Library will enable pupils to become independent learners by:

- Equipping pupils with the necessary skills to find and use information effectively
- Encouraging the use of a wide range of information sources, including books, newspapers/periodicals and IT
- Facilitating access to these resources via the Subject Index, the Catalogue, Signs and Shelf Guiding, and by suitable arrangement of stock

Promote Reading

The Library will endeavour to foster a love of reading as a life-long habit by:

- Providing a wide range of good quality fiction and non-fiction, attractively presented, to encourage reading for all, including reluctant readers, learning support children, and VAPs.
- Encourage participation in the AR scheme via individual and team effort by:
 1. Running a League 'Reading Race' each year, where all quiz points attained go to each pupil's League and a trophy is awarded. The race is displayed in the Library.
 2. Acknowledgement of quiz takers who attain 100% passes.
 3. Certificates for 'Word Millionaires' presented in assembly, there is a prominent millionaires display, and a celebration party at the end of the year.
 4. Certificates and signing the Reading Celebration Book to recognise effort in reading - in conjunction with English teachers.
- Displays, posters, and promotions
- Creating a comfortable atmosphere and pleasant surroundings for browsing and reading
- Involvement in activities such as author visits, World Book Day, National Poetry Day, and the School's 'themed' days
- Providing opportunities for pupils to buy books, through book sales from recognised School Book Fair companies

Enhance learning:

The Library will enhance the learning experience of pupils by providing:

- A range of relevant and current information to support and extend the curriculum and encourage wider reading
- Whole-school involvement in the Accelerated Reader scheme
- An environment and facilities suitable for quiet study
- Access to IT resources – 6 computers are dedicated to pupil use

Accelerated Reader Scheme

The Library is the central point for co-ordinating this scheme, which is an on-line, interactive programme designed to promote reading growth.

The Librarians:

- Manage the AR scheme, including budget control
- Introduce pupils and staff to the scheme
- Ensure all pupils are tested termly
- Guide pupils to select appropriate reading material within their ZPD (Zone of Proximal Development)
- Encourage pupils to take book quizzes
- Provide statistics and reports for teachers

Support Teaching

The Library will support the teaching needs of staff by:

- Making available information resources for course work, homework, and lesson preparation
- Buying staff recommendations whenever possible
- Liaise with VAP Coordinator and Learning Support staff regarding literacy materials

Learning Support

A wide range of fiction and non-fiction is stocked to cater for all abilities, and the Librarians liaise with the Learning Support team regarding pupils' needs.

Gifted and Talented

The range of the collection includes challenging and demanding fiction, award winning fiction, and some KS4 level non-fiction titles on appropriate curriculum areas.

Departmental Use

Apart from the Library Skills lessons, members of staff may book the Library for class use, and also send pupils to the Library for independent research, supervised by the Librarian. Members of staff are also able to use the Library for research, and to select long-term loans for topic use within the classroom. Teachers are encouraged to request relevant subject books for the Library collection, as well as for their Departments.

Years 3 & 4 have their own library with a supply of Accelerated Reading books and years 7 & 8 have their own book-sharing systems to support the work of the Library and English Department.

Pupil Induction

All years 3 have a Library Skills lesson. The Librarians introduce all new pupils to the Library and show them how to use it, and its resources, effectively.

Library lessons

For years 3-6 these lessons are timetabled to take place weekly and include time for reading and AR quizzing.

The English Department timetable lessons in the Library for their Year 5-8 classes during half of an English lesson; these are generally fortnightly.

Author Visits

Author visits take place every other year and are arranged by both the Librarians and other members of staff.

Marketing

The Library is promoted through the books themselves, frequently changing display, promotional activity such as World Book Day, National Poetry Day, Open Days, e-newsletters, League QIs, and everyday activity.

Inspection

The latest ISI report states:

"Reading is clearly valued and good opportunities are created to channel pupils' enthusiasm for reading, for example in the excellent library Accelerated Reader scheme."

Collection Management Policy

The collection will be managed to ensure that a balanced, current, relevant and attractive selection of resources in a variety of media is available to the staff and pupils of the School.

Stock Purchase

Non Fiction:

- Material to support and extend the curriculum
- Material to cover hobbies and leisure interests
- Material of general interest, current affairs

Fiction:

- Quality fiction covering a wide age, ability and interest range
- High-interest, low ability fiction for Learning Support pupils
- Challenging and demanding fiction for the more gifted and talented
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News Media and Magazines:

- National, local and children's newspapers
- Periodicals to support the curriculum and pupils' leisure interests

Stock Maintenance

In order to keep the Library stocks current, relevant and interesting, a rolling programme of stock weeding and maintenance is carried out.

Criteria for withdrawal:

- Information no longer current
- Book in poor condition
- Book more than 10 years old (with some exceptions)

Donations are accepted at the discretion of the Librarians, provided they meet the above criteria.

Stock control and security

We use the Junior Librarian Management System. This allows circulations, cataloguing and management functions. Circulation is mostly done by the Librarians, with Pupil Librarians issuing books occasionally. Catalogue and management functions are dealt with by the Librarians only, which helps to ensure security and consistency of information.

Overdue Books

The Librarians regularly notify Form Tutors of pupils with overdue books. If the book remains outstanding at the end of term, the parents will be contacted and informed that they will be charged for the book. If the book remains outstanding, the replacement cost will be added to the bill.

Current Prep School Stock

There are currently 5,260 items in the Prep School Library stock:-

Fiction	3,279
Non-Fiction	1,981

This is an average of just over 13.6 books per pupil, which exceeds SLA guidelines of 10 per pupil for secondary schools.

Magazines: A variety to support the curriculum and leisure interests.

National, local and children's newspapers are also available.

Budget

The Prep School Library budget is currently £5600. This covers fiction, non-fiction, reference books, some stationery and equipment, and AR and MLS licence fees.

The Library holds the budget for newspapers & periodicals which is currently £1700.

Monitoring and Evaluation

The School measures the amount of reading done and the percentage of quizzes taken with a score of above 85%, termly through the Accelerated Reading Scheme and seeks to develop as a result. This Policy is evaluated in accordance with the School's evaluation cycle and the Header at the top of this Policy.