



REGENT PRIMARY SCHOOL

Library Policy

Reviewed by Librarians: August 2022
Previous Review: August 2020

Approved by the Board:

Library Mission

The Regent School has two libraries to cater for the needs of its pupils at all levels in order to maintain reading standards. The lower primary library houses books and materials for early years and key stage one pupils while the upper primary library is specially for those in key stage two. The libraries provide a well-resourced, welcoming environment, which promotes the development of information skills and stimulates a love of literature empowering pupils to become lifelong learners. It also supports teacher's professional and curriculum needs by developing and maintaining appropriate resources.

Policy Statement:

The library is the resource centre for pupils and teachers at The Regent School. It delivers library facilities to the whole school, Early years to Key stage two. The library program enhances the student's learning within the total program of the school.

It is recognized that this library serves students with widely diverse interests, backgrounds, cultural heritage, social values and needs.

Goals:

- To provide an environment in which pupils can delight in learning and develop lifelong skills.
- Maintain and enhance educational objectives from the school curriculum by providing resources that will inform students and augment the classroom activities and learning experiences.
- Provide a comprehensive range of formats to support and enrich the curriculum, considering the different learning styles, and pupils learning needs.
- Cultivate a love and appreciation for reading by presenting the best of children's literature and experiences to stimulate recreational reading and individual progression.
- Provide pupils with information skills they can use confidently to encourage independent learning.
- Collaborative program development, execution and appraisal with teachers.

Library Staff:

The school libraries are staffed by qualified Librarians. The libraries are open to pupils from 7.30am to 2.15pm Monday to Friday. It is also open to pupils at both breaks and staff can make use of the libraries at any time within the school period.

Role of the Librarian:

The librarians are professionals with additional teaching trainings and qualifications. Their role includes the following.

- Teaching and Learning: relates with teachers the concern for improvement of information skills using a full range of resources.
- Management and Services: procure and develop the resource collection and make certain the organizational and technical responsibilities associated with the libraries are implemented properly and efficiently.
- Literature Advancement: To share with the teachers the duty of providing a literature rich environment and literature-based experiences to develop reading skills and nurture a love for reading.

- Curriculum Sustenance: Stay informed of curriculum changes and implementation. Works collaboratively with teachers to help improve reading.
- Leadership: Are active members of the Literacy team and contribute to the school as a whole.

Collection Development Policy:

- Acting on authority delegated by the Headmaster, the Librarian has the responsibility for the professional co-ordination of the collection. The Librarian has knowledge of the existing resources, general curriculum and publishers so will acquire and process resources once the Selection Criteria has been achieved.
- While choosing resource material the librarian consults reliable, professional services to selection and other suitable sources. The resource will be viewed if possible.
- Estimations of recommended resources will be sought in the literature of reputable professional establishments and other reviewing sources renowned experience.

Criteria for Selection:

This will apply to all Resources regardless of content or form

- Chose resources that improve growth in literacy, factual knowledge, aesthetic and cultural appreciation, moral and ethical values.
- Resources of suitable levels for resource-based and pupil-centred learning which meet the reading needs of the pupils
- Resources for new curriculum and Children's area of interest.
- Think through student needs taking note of intellectual, race, ethnic group, culture, gender and physical capacity.

Acquisition of Resources:

- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Materials need to be branded appropriately, positioned with the appropriate bibliographic tools used for the verification of particulars.
- Orders are to be presented to the Headmaster for authorization and payment.

Borrowing Policy:

All pupils ought to borrow at least one book in a week when they come for their library lesson.

- They read and return these books within one week or re-borrow it for another week where they have not yet finished reading it.
- Notwithstanding, the Library is always open at every break time for borrowing and returning of books in the case of our avid readers.
- Classes are expected to borrow up to twenty books from the libraries at the beginning of every term for their class libraries. They are to be returned before borrowing another set.
- Teachers and school staff are also entitled to borrow books from the libraries.

Weeding or Withdrawal of Library Material

The libraries will be subject to regular review and valuation. Materials are to be checked individually in relation to resources in the collection.

Principles:

1. Reasons for weeding materials:
 - Inaccurate information
 - Inappropriate information
 - Damaged or worn beyond repairing
 - No longer used
 - Irrelevant to the needs of the school.
2. The Criteria for Selection will be consulted prior to withdrawal.
3. Weeding will be a continuing procedure carried out by the librarian.