

Library



school policy

revised 2009

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1. Introduction

The library is at the heart of St Patrick's NS, and is used by pupils throughout the school, as well as all staff, and it is generously supported by parents. This policy is the result of a process of collaboration between teachers, support staff, Board of Management, pupils and parents.

The school has a full library since its major development programme in 2005/2006. The school has always encouraged the development of reading and the use of library facilities, though this was done with limited resources and in poor physical conditions that were not conducive to a pleasant and relaxing library environment.

The new library is resourced to the highest standard, due largely to the generosity of donations and the efficient management by the school librarian, Ms Lorna McCrodden, who maintains the highest standards in all aspects of the library's management.

The library is fitted with wall-mounted and mobile shelving, and uses the computerised lending system, *ALICE*. The main library is complemented by class-based libraries in all classrooms, and SET rooms.

2. Rationale

This policy has been developed:

- to inform the school community of the facilities available there
- to facilitate the structuring of a timetable to allow equal and uninterrupted library access to all classes
- to ensure efficient use of the school library resources.

3. Relationship to characteristic spirit of the school

In St. Patrick's NS, pupils are encouraged to reach their full educational potential, by developing intellectual skills combined with a spirit of inquiry and the capacity to analyse

issues critically and constructively, while developing expressive, creative and artistic abilities. We strive to instil a 'thirst' for knowledge and a love of learning in all pupils through the provision of a stimulating and learner-friendly school environment.

4. Aims and objectives

By introducing this policy, St. Patrick's NS hopes

- to benefit pupil learning
- to foster a love of reading and an appreciation of literature
- to develop an adequately resourced library that fulfils the above ideal
- to provide a stimulating environment conducive to enjoyable reading
- to liaise as partners with parents in promoting literacy in the school and home.

5. Content of policy

5.1 Library facilities

The school has a dedicated library. A large selection of books, suitable for all classes, age-groups and abilities are available to the children. Each class is timetabled to use the library on a weekly basis. Seating is available for children to sit on cushions on the floor in an informal relaxed arrangement.

Each classroom has its own mini-library. Children can access this library on an informal basis when they have completed their class work or at the teacher's discretion.

5.2 Lending and record keeping

The school uses the *Alice* system for record keeping and manage stock as well as pupil lending. The system is managed by the Librarian, and assisted with cataloguing, etc by ancillary staff and parents when necessary.

5.3 Home-school role

The primary educators of children are the parents, and as such the school shares resources and information with parents in relation to homework, shared reading etc.

5.4 Library calendar / events

The school usually hosts a Book Fair during the autumn term. The school acquires hundreds of free books yearly through the Book Fair. These books are distributed to the main library and to class libraries.

World Book Day is celebrated during the spring term. Pupils join in a range of activities, organised by the Library co-ordinator. These include

- dressing up, sometimes with competitions;
- drawing or taking pictures of family and friends 'getting caught out reading';
- book activities, eg 'book talks', word searches, crosswords, discussions, and drawings about favourite books;
- introducing our favourite book characters/ heroes to the class;
- writing book reviews, writing our own books or stories in English or Irish, which are displayed in classrooms, library, GP hall;
- storytelling sessions and guest readers or speakers;
- Visual Arts activities (eg making masks);
- book surveys on reading habits;
- book trails and quizzes;
- supporting reading elsewhere by donating books to other schools, incl our twin school, Rutland NS in Dublin, and also sending books to schools in need (eg following requests from NGOs in Eastern Europe).

6. Success criteria

Indicators of the success of this policy's include

- annual staff review
- pupils' feedback
- teacher observation
- continual liaison with parents.

7. Roles and responsibilities

The provision and organisation of library resources in the school are listed as the duties of a member of the in-school management (ISM) team within the structures of the school. While this role is currently held by Ms Lorna McCrodden, all staff members play a support role. Teachers are responsible for management and maintenance of classroom-based libraries.

8. Ratification and communication

This policy was ratified by the Board of Management in November 2009, after which it was made available directly to all staff, and to parents through the school's office and the school web site.

9. Implementation

The policy was implemented following ratification.

10. Review

While the policy is constantly under informal review, this policy will be fully reviewed in 2015.