

Sperrinview Special School

Library Policy

Rationale

The library in school is an area that houses carefully chosen, accessible, attractively displayed resources for all pupils.

Aims

- To provide pupils with a range of sensory experiences/materials
- To extend the life experiences of pupils
- To assist pupils to talk about their experiences, fears, anxieties and joys
- To expand the imagination of pupils
- To improve manual dexterity in handling books and turning pages
- To develop hand/eye co-ordination
- To develop language/communication skills
- To develop listening skills
- To provide resources for the curricular needs and interests of all pupils
- To encourage a love of books and enthusiasm for reading
- To develop information handling skills eg internet, encyclopaedias, radio etc.

Organisation

In each classroom is a library of books, tapes and/or videos. The pupils and staff choose these during mobile library visits.

The central school library is situated in the area outside the Sunshine Classroom.

This area is a bright attractive space.

The books, tapes, CDs, videos, DVDs and computer software in the library are a mixture of stock purchased directly by the school together with materials supplied by the EA Southern Region Library service. Stock is chosen to reflect the needs and abilities of all pupils and is age appropriate.

Materials are visually attractive and a variety of media is available:

- Big Books
- Sensory Box Books
- Living Books on CD-Rom
- Stories on tape
- Touch and Feel books
- Large Print books
- Comics
- Magazines
- Local Newspapers
- Videos/DVDs

Loan Procedures

Borrower category	Loan Limit - Text	Loan Limit - Computer Software	Time Limit
Pupil	1	1	2 weeks
Staff	10	2	2 weeks

Borrowing and Returning Stock

Pupils and staff may borrow stock for classroom or home use up to the agreed loan limits [see above]. **All stock must be returned within two weeks.**

When returning stock, items are placed in the **BOOKS FOR RETURN** box.

Roles and Responsibilities

All staff are involved in the selection of materials and the teaching of library skills.

Mrs Heather Rowe has overall responsibility for the library. Her duties include:

- oversight and control of the library
- organisation of resources
- management of loan collection
- selection and withdrawal of stock
- basic library training
- promotion of the library to pupils and staff
- development of a planned programme of library and information skills across the curriculum
- keeping the library attractive
- organisation and oversight of pupil help [ie pupil working in Library]

The Principal has overall responsibility for the implementation of the policy.

Monitoring and Evaluation

To ensure the effectiveness of the school library, monitoring and evaluation will take place on an annual basis in term 3. This may involve a variety of methods including a survey or questionnaire for pupils, parents and staff, the results of a variety of reports taken from the Alice for Windows [Library] system.

Staff Development

- School based in-service as required.
- External courses where appropriate to the needs of the school.

External Support/Resources

Parents

EA Southern Region Library Service

EA Southern Region Mobile Library Service

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____