

Lantern of Knowledge School



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LIBRARY POLICY

1. Introduction

A library is a special area, set apart from the classrooms with a friendly atmosphere and attractive displays of fiction, non-fiction and reference materials.

‘What we learn from books and other resources becomes part of us.’ **Library Association**

‘The library is not aside from, or a buttress to the curriculum, but it’s skills are the very foundation of the curriculum.’ **HMSO 1984**

Our curriculum is designed to cultivate an enjoyment of learning, and a commitment to it, thus creating the right climate in which to encourage and stimulate the highest possible attainment, by all our pupils. The role of the school library is central in supporting our children’s learning, as it plays a key role in helping them develop their communication, information handling and research skills. It also offers them a view of the world that is free from stereotypes, with equality of opportunity for all.

By offering them the opportunity to take responsibility for their own learning, our library help children on their way to becoming independent and lifelong learners. The resources in our library support the aims and objectives of the national curriculum, promoting the ability in children to read fluently a range of literary and non-fiction texts, and to reflect critically on what they read.

‘Learning how to use books and resources is essential if young people are to take responsibility for their work and to develop into independent learners.’ **Better Libraries, DES, 1989**

2 Aims and objectives

2.1 The aims of our library are:

- * To extend children’s learning experiences;
- * To develop children’s skills as independent learners;
- * To support teaching and learning;
- * To enrich the curriculum
- * To provide opportunities for children to access resources by themselves.

3 Organisation

- 3.1** The library in both KS3 and KS4 is a centre of learning that we make accessible to all the children and staff at our school. The resources within it aim to promote inclusion for all our children.
- 3.2** The physical environment of the library is designed to stimulate the exploration of resources, both for pleasure as well as for work that has been set and for personal study. With this in mind, there are rules for the library.
- 3.3** The library has collections of fiction and non-fiction resources, including encyclopaedia and the Arabic Quran.
- 3.4** The library co-ordinator keeps a written record of books borrowed from the library.
- 3.5** Our library is operated during normal school hours but kept locked and opened only by the library co-ordinator. Each class has an allotted time during their English/literacy lesson, planned by their teacher and supervised by the library co-ordinator. The skills covered during the academic year are: Library skills, Reading skills and Research skills. The library can be used for personal study (under adult supervision), when it is not being used by a class.
- 3.6** The library is also open during the break period (Monday to Thursday 11.25am to 12.05pm) for reading and for taking out new books to read outside of the library (e.g. at home). This is supervised by the library co-ordinator, and books are handed out in accordance to appropriateness.
- 3.7** Our children are encouraged to develop their library skills by using the local public library in the area they reside. We endeavour to visit the local public library in Leyton as part of our library and research skills.

4 Resources

- 4.1** The library co-ordinator manages the school library and the library resources across the school. The library co-ordinator has 1 hour per week of non-contact time for managing this resource. In addition the library co-ordinator will open and check the library daily before use by pupils and staff to ensure it is clean and tidy, books have been correctly shelved, check for and removed unauthorised books (which have not been stamped with the school logo in the inside cover of the book), remove or repair damaged books and review the general health and safety of the library room.
- 4.2** The library co-ordinator records the loan of books in the school's computerised worksheet.
- 4.3** All teachers are involved in the purchasing of library resources. The children are also involved in this process through discussion and listing favourite authors and through feedback via the school council to the SLT. We use our library resources to promote the spiritual, moral, social and cultural development of our children, and to reflect the needs of all our pupils. There are posters/displays, books and other resources throughout the school which challenge stereotypes to do with disability,

race and gender, and which offer positive images. Purchase recommendations are to be relayed to the library co-ordinator by pupils and staff and must be authorised by the Head Teacher prior to any purchase (by the school secretary).

- 4.4** The library will stock general books on fiction, non-fiction, research books and religious texts (the Quran in the Arabic language, Bible etc.) but must not contain books with inappropriate text (inappropriate for a child/school setting) or extremist material or extremist interpretations of any kind. No books must undermine the Fundamental British Values (FBV), be against the Equality Act 2010 (and in particular the 9 Protected Characteristic) or pose a safeguarding risk to pupils.
- 4.5** All gifts and donations of books (by anyone internally or externally) to the school must be given to the Head Teacher and never deposited in the library directly. Only on approval by the Head Teacher will a new book be stamped with a school logo and placed in the school library by the library co-ordinator.
- 4.6** A form is to be completed and signed by the library co-ordinator for any new books that are added to the library to state that the books have been checked and are appropriate and in line with the library policy.
- 4.7** Only the library co-ordinator has the authority to place new books in the library and also return books that have been previously taken out by pupils and staff, back to the library. Staff and pupils should never return any books directly to the library but must hand books to the library co-ordinator for restocking in the library.
- 4.8** The library co-ordinator must be equally (along with the Head Teacher) on the lookout for books that undermined FBV, does not conform to the Equality Act 2010 (and in particular the 9 Protected Characteristic) or pose a safeguarding risk (extreme views) or are inappropriate for a child/school setting. Staff and pupils should also be aware of the need to and their duty to report books which do not conform to the above, that may be present in the library/school, to the library co-ordinator or the Head Teacher for further checking and removal if necessary.
- 4.9** The governors allocate an amount of money per pupil annually. The amount depends on available resources at the time and it is used for developing library resources. Our aim is to have at least 10 items per pupil in our libraries.
- 4.10** We try to replace about 5% of our stock each year. This ensures that our resources are in good condition, up to date and relevant to our children's needs. Slightly damaged books are repaired whenever possible, but in the case of damaged or lost books a charge of £5 is made to pupils and staff alike.

5. Terms of Use

- 5.1** The Lantern of Knowledge School library will remain locked and will only be opened by the library co-ordinator, in and out of class times. The library co-ordinator will always be present when the library is in use.

- 5.2** The Lantern of Knowledge School library is only available for use by Lantern of Knowledge school pupils and staff. It is not available to be used by the general public or other organisations, including other organisations within the Lantern of Knowledge Educational Trust.
- 5.3** Due to Covid or similar restrictions, the school library will stay closed until further notice. No School library books will be allowed to be taken or used.

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