

Library Policy

Introduction:

This policy is the result of a process of collaboration between staff, support teachers, Board of Management, pupils and parents.

Rationale:

The school has a library policy in place because of the need to:

1. Structure a timetable to allow equal and uninterrupted library access to all classes
2. Ensure efficient use of school library resources.

Relationship to School Ethos:

St. Colman's N.S. strives to instill a thirst for knowledge and a love of learning in all pupils through the provision of a stimulating and learner friendly school environment.

Aims/Objectives:

- To foster a love of reading and an appreciation of literature
- To provide an adequately resources library that fulfills the above ideals
- To provide a stimulating environment, conducive to enjoyable reading
- To liaise as partners with parents in promoting literacy in the school and home.

Roles and Responsibilities:

The provisions of library resources in the school are the duty of the Millennium Library Committee. The school staff co-ordinate, monitor and report to the library committee the operation of the library. All staff play a role and are invited to contribute ideas etc. teachers have a class library in each room. Parents engage in shared reading with their children in the home.

Committee:

The library committee comprises of parents, members of the community and school staff. The Chairperson will be a member of staff.

Procedure for cataloging New Books:

When new books are received into the school they are the responsibility of the chairperson to:

- Categorise books
- Organise a rota of parents/senior class pupils so that pockets can be put into books, cards are written up and books are stamped.
- Handwritten record to be kept and entered in database regularly – a record of new books will be added onto disc in relevant colour-coded section every 6 months.
- Once books have been categorised and recorded, they are put in library.

Lost or Damaged Books:

Books lost or deemed to be damaged beyond use are subject to a replacement fee of €10

Fundraising:

The Committee is responsible for the organisation of fundraising events. Any collection within the school will be the responsibility of the school secretary to collect monies and record names of contributors. The money and details will then be given to the Library committee treasurer to lodge in the Library account. Fundraising events will be co-ordinated by committee members supported by parents, staff and pupils. Each family is requested to give a donation of €10 annually. This contribution covers the use of the books throughout the year and also to

subsidise events throughout the year.

Resource Section:

A resource section for parents and teachers is included in The Millennium Library providing a range of books catering for a variety of interests e.g. Travel, Cookery and Local History etc. There are also selections of reference books catering for Special Education Needs.

Procedure for the use of Reference Books:

In order to maintain a record of reference books a hard backed copy is provided in the library in which teachers/parents record the books being borrowed. Each entry is to be signed by the teacher/parent

Policy Content:

- The school has a dedicated library. A large selection of books suitable for all classes is available to the pupils.
- Books are colour coded as a guide to age appropriateness
- Each class is timetabled to use the library. Some seating is available but teachers may prefer to let the children sit on mats on the floor.
- The primary educators are the parents and as such the school shares resources and information with parents.
- Each classroom has its own 'mini library'. Children can access the library on an informal basis when they have completed their class work or at the teacher's discretion.
- The County Council Mobile library service visits the school once a fortnight. Children in classes 2nd to 6th can avail of age and class appropriate library books.
- A small software library provides a link with information Technology within the school. Teachers use this software in the classroom.
- Children assist in cataloguing books when necessary.
- Each child is expected to provide a plastic folder in which borrowed book is kept.
- Each class teacher is provided with a folder which contains 'Millennium Library Guidelines'. Class teachers are encouraged to read and follow these guidelines with their classes. (See appendix A)

Success Criteria:

- Annual review at staff meetings
- Teachers' observations
- Continual liaison with parents

Appendices:

A. St Colman's N.S. Millennium Library Guidelines

B. Timetable

C. Colour Coding Guide

Millennium Library Day is celebrated each year on November 24th, St. Colman's Day and the anniversary of the opening of the library. Events are planned by the committee to encourage children to read and to instill a love of literature in the pupils.