

# **Coláiste Bríde**

# **LIBRARY POLICY**

**Ratified by Board of Management: 8<sup>th</sup> September 2009**

**Signed:** \_\_\_\_\_  
**Secretary**

**School Mission Statement:**

"We are working to promote a secure and caring community environment, where respect, responsibility and Christian commitment grow; drawing forth the positive potential of each individual."

**School Library Philosophy**

The Library at Colaiste Bride supports the concept that all young people are capable of real success in school, and that they can have a positive experience of education. The School Library facilitates access to and use of information and ideas to support the educational objectives of the school. The individual needs and abilities of all users are recognised and catered for in an open and equitable environment. The Library is accessible to all.

**Aims & Objectives of the School Library**

- To encourage reading and improve literacy amongst students.
- To initiate and promote a variety of reading strategies appropriate to under-confident readers.
- To provide reading materials that are relevant and appealing and aid reading progress.
- To develop students literacy, research and literature appreciation skills.
- To provide all students with a stimulating learning environment with access to up to date resources in a variety of formats that meet the students academic, social and creative needs.
- To provide the teaching staff with a variety of teacher resources to support their classroom programmes.
- To manage the resources of the library effectively and to actively promote their use.
- To develop students information handling and information seeking skills.
- To facilitate the display of students' work and achievements in the area of art, literature, sport, etc.
- To support and encourage a cross curricular approach to literacy development.
- To promote student ownership of the library and to encourage them to express their opinions and views on the library and its services.

**Users**

All first year classes have one of their timetabled English classes in the library each week. However, the resources of the library are available to all students and staff of the school both during class time and for twenty minutes every lunch time. A booking form is kept in the staffroom for teachers to book classes when desired.

All subject departments are furnished with a list of library resources relevant to their subject area. Subject teachers are then enabled to recommend further reading and/or research in areas directly and indirectly related to the curriculum.

**Use**

Classes wishing to use the library for its resources will be given priority over classes wishing to use the library space for other uses. All classes must be accompanied by their teacher during library periods. Classes must wait outside the library door until their teacher arrives. Each class is required to tidy the library after use, ready for the next class.

### **Staffing**

A library committee of teachers oversees the running of the library by senior and junior library assistants. The library is open for the last twenty minutes of lunch-time every day and is operated by senior library assistants (SLAs) and junior library assistants (JLAs) during this time. The lending and returning of books through the database is undertaken by the SLAs while the JLAs replace returned books back on the shelves. All assistants undertake various extra jobs such as book labelling and stock taking, which occur at intervals.

Library committee meetings are held once a term to review operation and literacy promotion procedures. Ideas from the library suggestion box are discussed at this time.

### **Induction**

All first years are inducted during the first week of the first term by their English teacher. This includes distribution of individual library ID cards, explanation by teacher of rules and procedures for borrowing, and, orientation for students around all sections of the library.

All other years groups receive their new ID cards within the first week of term also and rules and procedures are reinforced by English teachers.

All new staff are inducted by a teacher member of the library committee.

### **Resources**

Books  
DVDs  
Videos  
CDs (for music and the spoken word)  
Newspapers  
Periodicals

\*Student projects/work, maps, games, listening stations, literacy software.

### **Stock Selection Policy**

- The needs and interests of the students shall be foremost in influencing stock selection.
- A significant portion of the library stock consists of books with a high interest, low literacy ability format. This is based on literacy levels of first years calculated during their assessment/entrance exams.
- The needs and interest of the whole school community is also considered in stock selection.
- Suggestions for new stock and items from staff and students is welcomed and encouraged.
- Resources are only deleted when left unreturned for a school year or damaged beyond use.

- Input, editing and deletion of new resources is undertaken by a teacher member of the library committee.
- Teacher members of the library committee refer to student surveys, teacher and student requests and quarterly book review magazine *The School Librarian*, when selecting stock.

### **Literacy Promotion**

The library will promote a wide range of literacy strategies, including:

- Read along
- Shared Reading
- Paired Reading
- Silent Reading
- Drama
- Fact finding
- Treasure hunts
- Research
- Capitalising on student interest and hobbies.
- Author visits and visiting speakers (e.g. for CSPE)
- Display of motivational reading materials
- Book of the Week recommendations
- Display of students reviews
- Readathon
- Book clubs
- Recommended reading lists

### **Behaviour in the Library**

Students are expected to uphold the school rules when in the library.

Students are encouraged to respect all library resources and fellow library users at all times.

Students are not permitted to be in the library without teacher supervision.

All library resources must be borrowed through the computer database.

### **Budget**

The BOM approved an annual library budget of €3,000 which was to supply all areas of the library and cater for all areas of the curriculum.

Initial division of funds was fairly spread across all subject areas of the library and based on teacher requests.

Further spending priority was given to teenage fiction resources. This was based on borrowing statistics of all library resources and surveys of library users.

A portion of the annual budget is set aside for periodical and newspaper subscription, and, SLA and JLA end of year token gifts

Further monies will be required on an ongoing basis for furniture, display materials and library resources.