

Library Policy

Introduction

This policy is the result of a process of collaboration between staff, Board of Management, pupils and parents. The Policy was originally drafted in March 2011, reviewed in 2020 and reviewed again in 2023.

Rationale

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

- Provide all students with a stimulating but relaxing environment in which they feel comfortable in selecting texts.
- Structure a timetable to allow equal and uninterrupted library access to all classes.
- Ensure efficient use of the school library resources.
- Develop a valuable life skill of using a library system independently and efficiently.

Relationship to School Ethos

School of the Holy Spirit strives to instil a 'thirst' for knowledge and a love of learning in all pupils through the provision of a stimulating and learner friendly library environment.

The library contributes to the school's ethos by supporting development in the areas of curriculum, Learning and Teaching and physical resources.

Aims/Objectives

- To provide a stimulating environment conducive to enjoyable reading.
- To foster a love of reading and an appreciation of literature which reflects a variety of cultural traditions thus enhancing student's appreciation and respect of their own and other cultures.
- To provide an adequately resourced library that fulfills the above ideal.
- To provide a balanced range of resources to support the education, information and recreation needs of students.
- To liaise as partners with parents in promoting literacy in the school and home
- To teach students how to use, handle and respect books.
- To teach students how to respect other library users.
- To raise awareness of possible cross-curricular activities through having a central collection of reading material.

Roles and Responsibilities

The provision and organisation of library resources is the collective responsibility of the in-school management structures of the school. All staff play a role in the effective resourcing and management of the library and in fostering a love of books and reading and promoting the importance of the school library. Parents are encouraged to actively participate in developing reading skills through homework and recreational reading at home and are encouraged to be active with their child in their local library.

Main School Library

- The school has a dedicated library on the first floor. A large selection of books and other reading material suitable for all classes and reading levels are available to the students.
- Each class is timetabled to use the library. Adequate seating is available and students may sit on cushions on the floor in an informal relaxed arrangement. Books are purchased annually to enhance the existing collection. Teachers use noticeboards to promote reading, create displays, advertise upcoming reading activities etc.

- Teachers/staff sign out the books chosen by their students and ensure they are returned in a timely manner in good condition and appropriately filed.
- Books are maintained and repaired regularly.

Classroom Libraries

- Each class has a low-level movable library. It is situated in an area that has seating, beanbags, mats etc. where students can read comfortably. Books are arranged attractively with the covers facing outwards. Books are swapped regularly and classes are encouraged to have a mixture of fiction, non-fiction books, fact books, picture books, audio books, riddle books and books associated with the topic being covered at any time. There should also be a range of books to suit the reading levels of all students in the class. Seasonal library resources are encouraged at Halloween, Christmas, Easter and Summer.

Kilkenny Mobile School Library

Since 2019-2020 the Mobile Library visits the school on a monthly basis. Students visit the library and can borrow up to 3 books. They have also received a fob which entitles them to borrow up to 9 books a month from their local Kilkenny library.

Resources for teachers

- A literary resource press which contains ancillary reading schemes and resource books is available to teachers. A signing out book is provided to monitor the movement and location of books.
- The school has adopted 'The Oxford Tree' reading scheme, the "GINN 360" and other similar schemes as ancillary reading material e.g., "The Magic Emerald", "Trogg", "Ladybird", "Storyworlds".
- A language library is located in the resource area. Resources are signed out in the book provided.
- A general teachers resource area is situated in the staffroom. Reading material covers the areas of Autism, ADHD, Behaviour, SPHE, RSE, Bullying, Social Stories, Dyspraxia, Attachment, Wellbeing etc.
- Maths and Science libraries and resource areas are designated and known to staff.

Success Criteria

- Student enjoyment of library visits
- Development and noticeable improvement in student library skills.
- Teacher observation, teacher designed tasks and tests and standardised testing monitor progress
- Full utilisation of all library resources in the school
- Participation in national / local / school organised library activities.

Review

This policy was reviewed in 2023