

LIBRARY POLICY

We would suggest the three basic elements of a Library Policy, as follows:

- ❖ The aims of the library
- ❖ How the school intends to achieve these aims.
- ❖ How you will monitor and evaluate progress towards achieving the aims

Aims and Objectives of Library

This section should comprise four or five simple and clear aims and should relate to the School Development Plan, the L.E.A. and the school's Literacy Strategies and the school's ethos.

How to Achieve these Aims

This section could include reference to the following;

- ❖ What improvements, if any are required to the Library facilities: the appropriateness of location, size, furniture, shelving.
- ❖ What management, staffing and supervision arrangements need to be made.
- ❖ What level and type of resources are required (Books – fiction and non-fiction, multi-media and other resources).
- ❖ What level of funding is required to achieve and maintain the desired level of resourcing.
- ❖ What is the best way of organising the resources for use.
- ❖ What is the role and function of ICT (including management systems and ICT as research tool) in the Library.
- ❖ How can the library contribute to the school's information skills programme.

How to Monitor and Evaluate Progress

This section could include references to both Qualitative and Quantitative measures.

Qualitative measures include:

- ❖ Appropriateness, range and condition of library stock
- ❖ How well the library supports the school's other policies and strategies
- ❖ The level and range of book and reading promotion activities
- ❖ The effectiveness of the library's role in the school's information skills teaching

Quantitative measures include:

- ❖ Level of use, including number of books loaned, number of class visits
- ❖ Level of access, i.e. when is it available to pupils
- ❖ Number of items in stock per pupil
- ❖ Level of access to PCs and the Internet

LIBRARY DEVELOPMENT PLAN

As an adjunct to the Library Policy it is suggested that there should be a development plan for the Library which relates to elements in the School Development Plan and which prioritises one or two areas for development in any one year.