



UNLOCKING YOUR  
CHILD'S POTENTIAL

“Library (Middle School)  
Policy”

January 2016



## Introduction

The De Montfort Middle School Library serves a student population of approximately 360 pupils in Years 6 – 8 (age 10 – 13 years). It is an essential part of the English Department, as all pupils spend at least one English lesson per week in the library.

## 1. Aims

The library's role is four-fold:

- to promote reading for pleasure
- to support pupils' participation in the Accelerated Reader reading development programme
- to assist pupils in locating and using information
- to support the delivery of the national curriculum in Key Stages 2-3

The library serves all students and staff regardless of sex, race or ethnicity.

## 2. Access and usage

The library is centrally placed within the school building. It is staffed every day from 8.30 a.m. and its closing time varies depending upon the timetabling of English lessons. Currently 15 lessons per week are devoted to English lessons in the library where the librarian assists the class teacher. During these lessons both teacher and librarian are dedicated to the delivery of the English curriculum and Accelerated Reader, so the library is not open to other visitors. When unoccupied by English classes, the librarian is in attendance to assist any library users. The library is also open during morning tutor time and every lunchtime between 1.15 – 1.40 p.m. when a group of pupil librarians help the librarian with shelving, issuing books and assisting students wishing to take Accelerated Reader quizzes.

All pupils are enrolled as members of the library. Each pupil may borrow 4 items – 2 fiction and 2 non-fiction – for a period of 3 weeks. The class teacher will read out a list of any overdue books each week and, if items are not found within a few weeks, letters are sent home requesting payment for any lost books.



The library has 5 networked computers for pupils' use plus the librarian's computer and printer. There are 2 DVD players available for pupils to listen to audiobooks.

Annual statistics are compiled from the library management system on the number of library loans sustained, broken down by gender, year group, type of loan (fiction/non-fiction) and top ten titles borrowed. Weekly reports are printed from the Accelerated Reader quiz programme and these are communicated to the class both verbally and in graphic form on the noticeboard outside the library door. Pupils begin the Accelerated Reader system through a diagnostic test called Star Reader, which is re-taken on a termly basis. The results of this test provide all teachers with reading age and national curriculum level information which can then be communicated to parents. The Accelerated Reader programme can be accessed by parents on home computers.

Good behaviour is expected in the library and pupils are asked to leave if this is not forthcoming. If a warning is ignored, the school's disciplinary procedure is followed.

### **3. Staffing**

The librarian currently works 25 hours per week term-time only. She is assisted by a team of pupil librarians at lunchtimes. When English lessons are held in the library, the teacher is always in charge and is assisted by the librarian.

### **4. Stock**

The library currently holds a book stock of approximately 7,000 books, of which 3,085 have Accelerated Reader quizzes available. There are also multiple copies of several books and plays suitable for groups of pupils wishing to read a text together and some DVD audiobooks.

### **5. Borrowing Levels**

Records are kept annually of the numbers of items borrowed from the library (see point 2. above).



## 6. Budget

The librarian prepares a capitation request for the library budget each year. This covers:

- the cost of stock
- subscriptions for the library management system (Eclipse), the Accelerated Reader programme, and the Schools Library Service project book boxes
- stationery and reprographics
- pupil rewards for the Accelerated Reader programme

## 7. Links with other schools

The librarian is in regular contact with The De Montfort School High School Librarian. Since both are solo librarians, this is a useful point of contact for discussion of professional issues.

Small groups of pupils who have achieved the highest level in the Accelerated Reader programme are taken by the librarian to the High School library so that they can access more challenging books.

The librarian sometimes visits other middle school libraries on Teacher Education Days, particularly those running the Accelerated Reader programme, in order to share expertise.