**School Library Policy**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

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Scoil Cholmcille Junior strives to foster a love of knowledge and learning in all pupils through the provision of a stimulating and learner friendly school environment. The school library supports this through fostering a love of reading and an appreciation of literature in astimulating environment conducive to enjoyable reading.

The school library also helps to further develop links between school and home as parents engage in shared reading with their children in the home. The school has a well-resourced library. In order to ensure efficient use of the school library resources the following procedures are a reference for all staff.

**Roles and Responsibilities:**

The day to day maintenance of the library is a collective responsibility of all who use it.

Each teacher is responsible for:

* Handling returns for their class using the barcode scanner and returning the books to their correct places
* Scanning out the new books chosen by each child in the class
* Leaving the library tidy after using it. (If you can’t tidy the library immediately after the class, please tidy it up after the children go home or during lunch.)
* Checking that all seats/chairs are put back where they were found and all books put back on their shelves
* Informing library post-holder if a child has lost/damaged their book and requesting child to bring in €5 towards replacement. Post-holder then overrides computer system so that child may borrow a new book.

The library is divided into two sides and a shared area in the middle. The Infants’ side is by the windows and the First and Second classes’ on the opposite side by the door. To aid quick location all books are colour-coded and shelves and baskets have corresponding colour-coded signs. Each teacher shows their class which area of the library they may use and what colour stickers are on the books in their area. It is important that teachers familiarize themselves with these colour codes. See Appendix 1

It is recommended that the class teacher explains library rules: being quiet, handling books carefully, returning books to their correct places by using the colour codes regularly during the school year. Teachers are encouraged to take a block of 20-30 books per term for classroom use.

**Post of Responsibility for Library**

Within the in-school management structures of the Post of Responsibility for the library is currently held by Frances Henihan. The provision and organisation of library resources in the school involve the following:

**At beginning of new school year the Post Holder**

* Updates the computerized library system as follows:
* Enter details of all Junior Infants school and the names of other children new to school
* Update the new class lists and names of teachers assigned to these classes
* Re-assign teachers where relevant to new class groups
* Add details of any new staff and de-activate records of teachers no longer in the school
* Makes out library timetable for teachers to fill in and gives a copy to each teacher, the principal and places one in library for reference.
* ensures that all class teachers send out the letter of explanation and consent about library borrowing days and book returns. See appendix 2 Children may borrow a book from library when their consent form has been returned.

**During the year the Post-holder**

* orders barcode labels, book covering contact, colour code labels etc as required.
* sorts new books/other resources purchased/given to the library, colour-codes, covers and enters them onto computer system and barcodes them.
* displays seasonal books for children and teachers, e.g. Halloween, Christmas and Easter and informs staff of any new resources available in library. A paper record is placed in library at these times to facilitate speedy borrowings/returns by teachers.
* Enlists help to cover or mend books as the need arises.

**Annual review at staff meetings**

It is recommended that teachers who may have forgotten how to use the scanner, t.v. and listening stations be shown again collectively at the beginning of the new school year.

**Appendix**

**Library Colour Codes and Categories**

**INFANT LEVEL FICTION 3-6- RED STICKERS**

**INFANT LEVEL NON-FICTION (IS CALLED EARLY EDUCATION) – YELLOW STICKERS**

**GENERAL FICTION LEVEL 4-8- PALE GREEN STICKERS**

**1ST-2ND LEVEL FICTION – ORANGE STICKERS**

**POETRY/ PLAYS- ARE DISPLAYED TOGETHER PURPLE STICKERS**

**NURSERY RHYMES –ARE IN INFANT SECTION. PURPLE STICKERS**

**PAPERBACK NOVELS ARE DIVIDED INTO 4 ABILITY LEVELS MARKED WITH STARS –**

**GREEN STAR – LEVEL 1**

**RED STAR – LEVEL 2**

**ORANGE STAR – LEVEL 3**

**BLUE STAR – LEVEL 4**

**NON-FICTION 6-8 LEVEL – BLUE STICKERS:**

**IN THIS CATEGORY YOU WILL FIND:**

**RELIGION; GAEILGE; ENCYCLOPEDIAS; ATLASES; DICTIONARIES; GEOGRAPHY.**

**GEOGRAPHY TOPICS ARE IN BLUE BOXES, LABELLED AND SEGREGATED INTO STRAND UNITS**

**NON-FICTION 6-8 LEVEL – PINK STICKERS:**

**IN THIS CATEGORY YOU WILL FIND:**

**HISTORY – LEGENDS; LIVES OF SAINTS; DINOSAURS; PEOPLE AND EVENTS IN HISTORY.**

**S.P.H.E. TOPICS ARE IN RED BOXES LABELLED IN PINK AND SEGREGATED INTO STRAND UNITS AND SUBDIVIDED TO INCLUDE : FEELINGS; FIRST EXPERIENCES; DIFFERENCES; SPORTS/ HOBBIES/ RECREATION.**

**NON-FICTION GENERAL 4-8 LEVEL- DARK GREEN STICKERS:**

**SCIENCE/NATURE. THIS AREA HAS NOT BEEN CATEGORISED. (April ’14)**

**CHRISTMAS, EASTER AND HALLOWEEN BOOKS ARE STORED IN BOXES ON TOP OF SHELVES AND DISPLAYED WHEN APPROPIATE.**