

St Joseph's Catholic Primary School, Jarrow



In God's love we learn and grow

Library Policy

Start Date:	Review Date:	Adopted:
January 2022	January 2024	January 2022



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Library Policy



1. Library usage

- The library must be used by each year group on a weekly basis.
- The timetable for library use will be completed on a termly basis.
- The Library coordinator will collect the information for review.

2. Organisation

- Please date the signing in sheet to show when your class has used the library. This will be placed on the wall in the library.
- Children should not have access to the library without an adult present.
- Each class will have a book to record the withdrawal and returns of library books.
- Each child has their own page in the book where their books can be recorded. This is set out as:

Date taken out	Name of book	Date Returned
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- Children can have the book for a maximum of four weeks. If they want to keep the book for longer than this, they must have it recorded on their page within the four week period.
- If a child fails to return their book in the four week period, we will send a letter to parents requesting it to be returned.
- If they fail to respond in the next two weeks, a further letter will be sent (this will identify that they must pay for the book if it is not returned).
- If they fail to respond to this in the next two weeks, we will send an invoice to parents for the cost of the book.
- Please make sure the class book is kept in the library at all times. This ensures the school librarians can monitor the books that are being taken out.
- When returning books, these should be put in the 'Returns' box and not back on the shelves. This means the school librarians can put them in the right places on the shelves.
- Please make sure you leave the library as you found it.