

Primary School Library Guidelines

May 2012

Benchmark	Yes	No	Comments	Future action required
School has library and / or book corners in each classroom				
School has current library policy				
Library included in school development plan				
Library has at least 10 books per pupil				
School replaces at least 10% stock each year				
There is a separate library budget				
Stock is edited throughout the year				
School uses nearest Schools Library Service				
Library is strategically managed by a professional librarian				
Library staffed by volunteer (s)				
Library is staffed by paid adult				
Team of children librarians are trained and help run the library				
Library is accessible all day (i.e. not closed to individuals because of group work, lessons etc)				
Library is open before and after school				
Library is attractive & welcoming				
Shelving/ furniture is age appropriate				
Books are displayed attractively to promote reading				

Library guiding and signs are clear & simple				
Fiction is arranged in alphabetical order				
Non- fiction is classified by the Dewey System				
Library has a range of non book resources				
Library has internet access for children in the library / adjacent space				
Library issue and management system is computerised and networked around the school (i.e. every teaching area and for use on a white board)				
Each class visits the library regularly for project work and there is a planned integrated programme of support for developing independent learning skills				
Classes visit regularly to choose books for recreational reading				
Children can use the library independently				
Reading for pleasure promoted in school				
Children can borrow books from the library				
Every child has a book on loan from the library				
Book club or library club run on a regular basis				
TOTAL indicators				