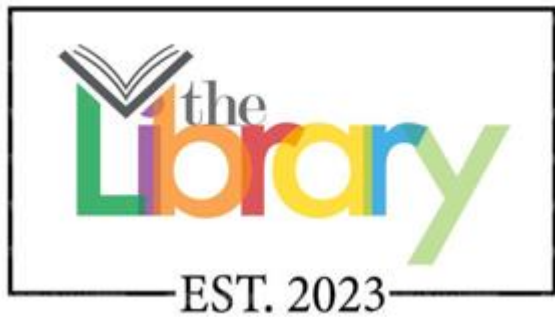




Pupil and Parent/Carer User Agreement

HCFS' Library is a welcoming and well-resourced area in which children can enjoy books and therefore develop their love of reading. It is well stocked with a range of picture, fiction and non-fiction books aimed to support reading for learning and enjoyment.

We strive to provide a library which:

- is inviting, welcoming and accessible to all;
- will help to promote reading as an enjoyable activity and foster a love of reading which will develop into a habit for life;
- will encourage children of all ages to read a variety of books including fiction, non-fiction and picture books;
- will provide opportunities for children to develop independent reading and learning skills;
- provides a wide range of quality books to support the curriculum needs of all pupils and staff.
- will encourage a responsible attitude towards books, the library environment and respect for other library users;
- will familiarise children with library routines that will give them a generic understanding of all libraries.

The library is organised into three main areas:

- **Fiction** - Fiction books are shelved in alphabetical order by author surname, left to right on the shelves in the central part of the library;
- **Picture Books** - Picture books are shelved in alphabetical order by author surname on shelves and in boxes around the outside edge of the library;
- **Non-Fiction** - Non-Fiction books are shelved using a simple dewey number and colour coding system, left to right on the shelves in the central part of the library.

All books are catalogued on the Libresoft computer system. Staff and pupils are able to use this system to search for and retrieve information about books, reserve books and to scan books in and out of the library.

HCFS' online library catalogue can be viewed here (user barcode required):

<https://library.libresoft.co.uk/9192004-u3oq6lvsfdoescgq0t7o-hcfs/>

Staffing/Role of the Librarian:

- The HCFS teaching team will take on the role of librarian. They will ensure that the library is accessible for all staff and pupils at varying times each week;
- At the end of each half term, a librarian will compile a list of unreturned books and will follow up these items with the pupils, parents/carers and staff members. Reminders of overdue books will be sent home if it is felt necessary;
- Pupils in UKS2 will be given the opportunity to volunteer themselves as library monitors. Under the supervision of a librarian, the library monitors will help to shelve returned library books and keep the library tidy.

Use of the Library:

- All children in school will participate in dedicated library sessions with their classes on a regular basis to learn specific library and reading skills;
- The library will open at least two lunchtimes a week for pupils to browse books, engage in quiet independent reading time and loan books out;
- The library will open between 3:15-3:45pm on the following days for pupils to visit the library with a family member to browse books, engage in a quiet reading time and loan books out:
 - Tuesday's for children in YR, Y1 and Y2;
 - Thursday's for children in Y3, Y4, Y5 and Y6;
- Books can be returned at any time by the book being delivered to the returns box.

Reserving and Loaning books:

- Once a signed user agreement has been returned, a pupil will be allocated a user barcode. This will enable them to browse the online library catalogue, reserve books and take books out on loan;
- Each pupil can have a maximum of three books on loan at any one time. Each loan will be for 14 days and can be renewed on up to two occasions. After this, the book is expected to be returned;
- In addition to this, each pupil can have a maximum of two books reserved for collection.

Pledges from the pupil and parent/carer:

- We will ensure that we conduct ourselves respectfully when visiting the library;
- We will ensure that any books we read and take out on loan are treated with care and respect;
- We will treat all adults and pupils helping in the library with respect;
- We will return books that we have loaned promptly and in good condition;
- We understand that a charge of £5 may be incurred for any lost or seriously damaged book (this charge will be put towards a replacement book).

Pupil's Name:

Date:

Parent/Carer's Name:

Date: