St Francis’ Nursery Unit
Library Policy

We in St Francis Nursery Unit recognise that a child's literacy experiences in the home have an important bearing on later literacy attainment. We recognise that an important aspect of this is children having stories and factual books read to them by their parents/guardians at home.

We provide a library throughout the year in the Nursery, where the children can borrow a book to read at home with their parents/guardians.

Library Procedures

- Throughout the year an extensive collection of fiction and non-fiction books are available. These are changed each term but should a child have borrowed all the books available, the parent/child is asked to inform staff so that new books can be provided for that child.

- Parents are invited to go to the library to choose a book with their child as often as they wish. When a book is chosen, they are asked to sign the "Library Book Record" Sheet, stating their child's name, the name of the book and the date. When a book is returned the parent is asked to tick it off. The parent and child are then permitted to borrow another book. New books can only be borrowed when the previous one is returned.

- On a weekly basis, (usually on a Friday) those children who rarely use the library with their parents are brought into the Library with staff to borrow a book to bring home. Staff fill in the Record Sheet for these children and the parents are encouraged to sign the book back in when it is returned, so bringing them into the Library and perhaps encouraging them to borrow another book with their children.

Children’s Library Code

1. Take care of the books in the library and Book Area and at home.

2. Listen carefully to the adults.

3. Speak softly.
4. Always return your old book before borrowing a new one.

5. Always remind parent/guardian/carer/staff to sign the Library Record Sheet when a book is borrowed and to tick when a book is returned.

September 2015