

Specific Guidance Document - Library

This guidance is led by consulting the School Library Association's "Covid-19 Guidance for School Libraries(Revised)

The Library will be open for class use once again. However there are significant changes that MUST be adhered to:

- Reception, Years 1 & 2 will have allocated library days. Years 3-6 will have alternate week library days. The library will run a week 1 and week 2 timetable.
- There will be no after school activities in the library for the foreseeable future (subject to further COVID revisions)
- There will be no lunchtime or homework club sessions in the library. Children with medical conditions will be sent to the office at lunchtimes.
- Library books MUST be quarantined for 72 hours before being returned to the shelves. This means that children will NOT be allowed to borrow any books that have just been returned.
- ALL returned books MUST be placed on the red trolley to be "quarantined"
- Teachers should discourage children from "browsing" for books ie avoid handling the books as much as possible. If a child changes their mind about a book this should be placed on the red trolley - "Quarantine"
- children should be encouraged to return their books to the Orange library returns box (kept at the main gate) where they will be collected on a daily basis by the School Librarian.
- On entering AND leaving the library ALL children and staff should use sanitiser to cleanse their hands.
- Children are NOT permitted to use the computer to scan books out, this should be done by an adult. Please use the wipes to clean the computer and scanner when you leave.

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- requests for topic resources should be done via email. The school librarian will deal with these requests and issue books accordingly. Termly curriculum resources will be sent to classes as usual.
- All topic resources returned to the library will be quarantined for 72 hours.
- Library sessions will be done via year group days. Teachers to discuss how this will work on a practical basis within their year group bubble. see timetable below.