



Welcome to the library at St Martin's Catholic Primary School! We have over 2500 up-to-date children's books in our library, both fiction and non-fiction and covering a wide range of interests and reading abilities. We'd like all the children to have the very best opportunity to make the most of what our library has to offer, so here is some information that we hope will be useful:

### Library staff

Our part-time school librarian is Mrs N Bajaj. If you have any messages for her, please leave them at the school office or email them to her via [admin@stmartins.reading.sch.org](mailto:admin@stmartins.reading.sch.org). Alternatively you can write in the library suggestions book on the librarian's desk.

We also have two Year 6 librarians who work hard at lunchtimes to keep the shelves tidy. This year they are Jack Fraser and William Tillotson Smith.

### Opening times

Each class has a weekly timetabled visit to the library. Please make sure your child brings his or her library books into school on library day so they can be exchanged for new ones.

On Wednesdays after school (until 4.00 pm) we have a special time for parents/carers and children to visit the library together, either to borrow books or simply to browse and read together. We can also give advice on reading choices. You are all welcome to come along whenever you can.

### Borrowing books

Children are allowed to borrow one book at a time. Children who come to the after-school sessions on Wednesdays with their parents or carers can borrow up to 3 books.

Each book can be borrowed for a maximum of 21 days, but we encourage the children to exchange their books every week so they develop good library habits and so they can enjoy a wide variety of reading material. We are glad to renew loans if you wish, unless the book has been requested by another child.

We send out reminders for overdue library books once a term, and at the end of the summer term we ask for all library books to be returned so we can do a stock check.

### Caring for library books

Please encourage your children to look after their library books. The rules are: try not to tear or crease the pages; handle the books with clean hands; don't bend the spines back, and keep books away from leaking water bottles. (We speak from bitter experience!)

### Lost or damaged books

If you think your child has lost or badly damaged a library book, please contact your child's teacher or Mrs Bajaj. We would ask you for a contribution of £5 towards the cost of replacing the book and its plastic jacket. If the book is subsequently found, this payment will be refunded.

### Requests and reservations

We keep a suggestions book so children can tell us about books they would like to see in the library. Parents are welcome to make suggestions too! If a child would like a book that is out on loan to someone else, we can reserve the book for them if they leave a message in the suggestions book.

### Choosing the right books

We have a variety of resources to help you and your children choose books that they will enjoy reading. Please ask your child's teacher or Mrs Bajaj if you would like help. [You may also find inspiration from Books for Keeps or The Book Trust – links to their websites are on this page.](#) The Book Trust website has a good interactive 'book finder' that children can enjoy using.

### Scholastic Book Club

Once a term we send home Scholastic Book Club leaflets. These are an easy way for you and your child to choose and buy books to read at home, with a wide range of books to suit all tastes and abilities. You will also see that most books are half-price or less!

There is never any obligation to buy, but if you do you will also be supporting our school library. We receive free books for our library with every order placed.

Orders are placed online, and the closing date for each ordering cycle is marked on the leaflets or will be notified to you by text message when the leaflets are handed out. [Click on the link on this page to go straight to the St Martin's area of the Scholastic Book Club website.](#)

If you have any queries about your Scholastic Book Club orders, please email them to [sbc.stmartins@outlook.com](mailto:sbc.stmartins@outlook.com).

We hope your children will have years of happy reading at St Martin's!



- 1 *Books for Keeps:* [www.booksforkeeps.co.uk](http://www.booksforkeeps.co.uk)
- 2 *Book Trust:* <http://www.booktrust.org.uk/books/children>
- 3 *Scholastic Book Club:* <http://schools.scholastic.co.uk/st-martins-rq4>