

School library review checklist

1. Review your collection

When considering new books, ask:

- ☐ Is the production quality high (illustrations, format, overall appeal)?
 - ☐ Does it offer a distinctive approach to a topic or theme?
 - ☐ Is it age-appropriate for your pupils?
 - ☐ Does it reflect the identities and experiences of your pupils and the wider world?
 - ☐ Does it support the curriculum or wider interests?
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2. Don't be afraid to weed your shelves

Consider removing books if:

- ☐ They haven't been borrowed or used for a long time.
- ☐ If the information is outdated.
- ☐ The book is out of print (where current availability matters).

Remember: A library is a living ecosystem that needs tending.

3. Make browsing easier

Check your library layout:

- ☐ Is there enough space for pupils to browse comfortably?
 - ☐ Can you display books face-out rather than only spine-out?
 - ☐ Is there a space for new arrivals or featured books?
 - ☐ Is your organisation easy for pupils to understand?
 - ☐ Have you grouped books in ways that suit your readers (e.g. topic, genre, funny books, graphic novels)?
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4. Build a balanced collection

Does your library include a range of:

- ☐ Picture books (for all ages)
- ☐ Poetry

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 - ☐ Poetry
 - ☐ Information books
 - ☐ Novels
 - ☐ Graphic novels and comics
 - ☐ Magazines and newspapers
 - ☐ Wordless books
 - ☐ Audiobooks
 - ☐ Books in different languages
 - ☐ Verse novels
 - ☐ Short stories
 - ☐ Pop-up books
 - ☐ Alphabet and counting books
 - ☐ Board books
 - ☐ Wordless books
 - ☐ Illustrated fiction
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5. Keep pupils at the centre

Ask yourself:

- ☐ Do pupils help choose books?
 - ☐ Are pupils' or teachers' reading preferences respected?
 - ☐ Is there a mix of curriculum texts and books chosen purely for pleasure?
 - ☐ Are children encouraged to browse and make their own choices?
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6. Refresh regularly

- ☐ Rotate books throughout the year.
- ☐ Feature new arrivals.
- ☐ Create a Book of the Week or Book of the Month.
- ☐ Keep the collection evolving rather than static.