

Teaching Practice Collection

Collecting policy

The Teaching Practice Collection consists of children's fiction and non-fiction from the 1960s onwards; a range of textbooks to GCSE level; plays for children and criticism of plays for children; multimedia; 3D objects; and music scores. It is intended for use by students undertaking work placements in schools.

User profile

The collection is intended for student teachers, providing them with a range of materials for use in schools and to provide a variety of material for critical evaluation.

Students studying for the MA in Children's Literature use the collection as a source of recent fiction.

Students from the Department of Typography and Graphic Communication also use the collection.

The collection is not intended to be used by children.

Borrowing

Because items are used extensively on student teaching practice, loan periods will normally be for a term, but higher demand items can be made 7 day loan.

Alternative access

Inter-Library Loans

The Inter-Library loans service may be used to acquire items not in the collection or to acquire items which are missing. Items may also be lent to other libraries from the collection.

Other collections in the University

The Institute of Education's Teaching Resource Base provides a large and diverse collection of books and other materials student teachers can take into schools. This collection is organised thematically, and its items can only be borrowed for a week.

The Children's Collection at UMASCS (University Museums and Special Collections Services) holds books and journals for children published largely in the 19th and early 20th century. This is a non-loan collection, but is useful in the study of children's literature.

Use of other libraries

Student teachers often make use of the wide collections held at local public libraries.

Selection and acquisition

Selection of stock is currently undertaken by the Teaching Practice Collection Librarian, although selection of specific textbooks may also be made by other liaison librarians and academic staff in the Institute of Education.

The aim is to develop a collection which is representative of the wide range of material available. Items will normally be purchased for their relevance to teaching, rather than any particular significance in their content. Relevancy to courses taught within the Institute of Education determines selection, particular attention being paid to National Curriculum requirements.

The collection aims to provide a wide variety of examples of children's fiction, non-fiction, and textbooks in all subjects. There is no other aspect of the collection which aims to be especially comprehensive, although there are existing areas of strength which continue to be developed: for example, the collection of fairy tales, myths and legends.

New material produced by local authors and material about the local area is purchased where possible.

Winners of the Chartered Institute of Library and Information Professionals' Carnegie Medal for children's literature, the Kate Greenaway Medal for illustrations, the American Library Association's John Newbery Medal for children's literature, and the Caldecott Medal for illustrations are also bought. There is a reference collection of the medal winning titles since 1960.

The Teaching Practice Collection Librarian goes to the Berkshire Education Library Service once a month, in order to inspect a wide variety of new fiction and non-fiction stock for potential purchase.

Items may be selected where the content could be thought by some as unsuitable for children. A warning may be attached to such items if deemed appropriate. It is assumed that any children using material from the collection will be supervised.

Paperback format is preferred for fiction items, if available (materials are not generally intended to be handled by children), but picture books and non-fiction items are always bought in hardback.

The preferred language of the collection is English with the following exceptions: foreign language textbooks; dual language texts. The latter is a field where there is scope for development, especially in texts written in Urdu, Punjabi, Bengali and Chinese, since many local schools where students undertake teaching practice have large immigrant populations.

Further copies of items already held at any University Library site will not normally be purchased although extra copies of titles are sometimes added if there is a demand.

Non-book items are selected for the collection, multimedia purchasing being undertaken in liaison with the Multimedia Manager.

Pop-up books and novelty items are outside the scope of the collection, since they are usually unsuitably fragile. Board books may be purchased in small quantities to support those on courses which involve work with nursery / reception class children.

Note that critical works on children's literature are acquired by the English literature librarian.

Stock editing

Withdrawals will be undertaken by the Teaching Practice Collection Librarian in consultation as appropriate. Various methods of appropriate disposal may be considered, including offering withdrawn items for sale, donation to other institutions, or transfer to the Children's Collection at UMASCS.

Items being retained may be transferred to other collections at the University Library. They may be retained for their historical importance, especially to the history of education and children's literature. Such items may illustrate changes to teaching methodology; be written by significant authors; have fine illustrations, binding, or other distinguishing features.

Policy written by Claire Cannings, Teaching Practice Collection Librarian, July 2015