



# Section 7

## Schools Library Services

# Schools Library Service

## Service Overview

**The Schools Library Service:-** supporting school libraries, literacy and learning

The Schools Library Service offers a comprehensive resource and advisory service to junior and primary schools. Resources are linked to the national curriculum and the wider curriculum from Foundation stage through to lower Key Stage 3. Experienced and friendly specialist staff provide advice and practical help, as well as books and other resources to support curriculum work and leisure reading.

## Benefits to Your School

Haringey's School Library Service can help you:

- improve the quantity and quality of your school's learning resources
- respond quickly to curriculum demands
- foster the enjoyment of reading
- save time, money and effort
- keep in touch with local and national developments

## Features – What Our Service Can Provide

We offer the following services:

### 1. Curriculum Topic Collections

Books and other items are available for teachers, librarians and teaching assistants to borrow, on request. These collections are intended to boost school resources on termly or half termly basis and can be delivered to and collected from, your school.

We hold over 19,000 non-fiction books, posters, illustrations, videos, DVDs, white board teaching aids, artefacts, models and specimens.

12,000 fiction, picture book titles, and dual language books in 40 different languages.

### 2. Primary Art Loans (PALS)

Termly loans of a box of our Primary Art collection to use as a stimulus for pupils' work, bringing them into contact with original works of art, including works from a variety of cultures.

The Art loans are currently being updated with many new themed items and will be available over the next year. For a catalogue of works of art, contact the SLS on 020 8489 5043.

### 3. Advice, support and training

Do you need help with your library, or even help with setting up a library? The Schools Library Service is able to offer schools specialist advice and practical help with all aspects of library and resource development, such as:

- Planning and designing your school library/resource centre
- Organising your stock – editing, classification, labelling and guiding
- Computerising your school library
- Developing a school library policy
- Promoting the use of your library/resources within school
- Selecting stock – what to buy, what to keep and what not to keep
- Information skills - training for teachers and pupils in the school library
- Reader Development - inspiring a love of books, developing the reading habit in children and encouraging reluctant readers
- Post OFSTED support work on the school library and resources
- SLS Advisers can visit schools to provide advice or practical help on site

### 4. Specialist Book Loans

We are developing specialist book packages. Currently we have:

Boys into Books

The Pink Collection for Girls

Fantasy

Mystery and Adventure

The Carnegie Shadowing Pack

Kate Greenaway Shadowing Pack.

### Pay As You Go (PAYG)

The following services are available to schools as stand-alone services or in addition to subscription services.

### Curriculum Topic Collections

Collections of books and other items to boost school resources on a termly basis, focused on specific areas of the curriculum.

## Project Loans (each)

Loan of up to 35 books	= £40 per term
Resource Topic Box	= £45 per term
Primary Art Loan	= £60 per term
Specialist Book Collection	= £40 per term

## Guarantees

We will save you money. It is far more cost effective to borrow resources and exchange these regularly than it is to buy them and then have to replace them, as subject requirements change or material becomes dated.

## Price

### Primary and special schools

For the three services the annual subscription is determined by school size. Schools pay a per capita charge based on the annual school census pupil population. This allows the school to borrow one project loan per teacher termly, or half-termly, and one or two art loans per term.

**For primary schools the charge per pupil for 2010/11 is £6.20**

**For special schools the charge per pupil for 2010/11 is £10**

### Secondary schools

Secondary schools are charged for individual services. The unit charge is £75 per loan (for up to 55 books or one art loan).

### Advisory work

For subscribing schools the preliminary visit is included in the subscription; further visits £150 per day. For non-subscribing schools all visits are £225 per day.

## Contract of Service

### The Schools Library Service Service Level Agreement

This agreement is between Diana Edmonds on behalf of the Schools Library Service (SLS) and <name> on behalf of < name of school>.

### Duration of the agreement

The agreement will continue until further notice, but may be terminated by either party with one half-term's written notice.

## Services to be provided

### 1. Project loans

One loan per teacher per term/half-term of books and resources.

If 10 or more books are outstanding from the previous loan, a further loan will not be issued until these are returned.

### 2. Primary Art Loan Scheme (PALS)

A termly loan of a box of themed items available for display and use within the school; subject to availability schools with more than 400 pupils may borrow two boxes.

### 3. Advice and support

The School Services Librarian can advise on the setting up and organisation of school libraries and can evaluate, weed and classify stock for primary schools. Support and training for library staff in schools is also available. One day's advisory work is included in the subscription.

## Obligations of Both Parties

### The Schools Library Service will provide

- Loans of books or other resources – either selected, in person, by school staff or by SLS staff in response to written requests
- Primary Art Loans which may be booked by telephone

### The School and the individual borrower

- Are responsible for the care of any books or artefacts or any other items issued to them
- Will inform the SLS immediately of any loss of or damage to books and other resources
- Will pack all books and other items, with due care, for return
- Have all loans ready by the morning of the collection date given
- Teachers should telephone before visiting

## Location of the service

The service is currently located at: Third Floor, Wood Green Central Library, High Road, N22 6XD.

Opening hours are:

Term-time Monday – Friday 9.00am – 5.00pm

Telephone: 020 8489 5043

Fax: 020 8489 2722

Email: [schools.service@haringey.gov.uk](mailto:schools.service@haringey.gov.uk)

## Service providers

Bernadette Brewster, Schools Library Service Manager

Renata Chivers, Library and Information Officer

Derek Evans, Schools Library Service Driver

## Performance standards

Loans will be delivered to the school within 10 working days of the receipt of the request. Loans will be collected from schools within three days of the due date. Schools will receive notice of collections dates.

## Penalty for Loss of Late returns

Any loans which are not returned by the due date will be subject to fines. These will be charged on a daily basis.

## Process for agreeing variations to the agreement

Contact: Bernadette Brewster – Schools Library Service Manager

## Contact Details

Bernadette Brewster

Youth and Schools Library Service Manager

Tel: 020 8489 5043

Email: [schools.service@haringey.gov.uk](mailto:schools.service@haringey.gov.uk)