

Draft Copy

Wirral Schools' Library Service

Wirral School s' Library Service is currently available to all maintained state nurseries, primary schools and special schools and staff hope to re-establish a service offer to secondary schools at some time in the near future. We provide a range of up to date resources which support the national curriculum and reading for pleasure. We also offer advice and practical solutions to help schools provide excellent school libraries.

Our team of librarians have the experience and curriculum knowledge to compile collections of resources tailored to your needs and are always willing to offer advice on any aspect of your school library.

The SLS is funded via Wirral Schools Forum and is £7.89 per pupil. We are not a traded service.

1. What we offer

- Non-fiction books to support the national curriculum
- Fiction books- from picture books to teen fiction
- Poetry sets
- Resource packs- author collections, photo/poster packs etc
- Artefact loans
- DVD's to support author packs
- Class sets of 30 copies
- Group sets of 6 copies
- CD's, big books, story sacks

2. How do we work?

Project Loans

- One loan per year group per term.
- These are resources collected together for each individual request. They comprise of books, DVDs, CDs, posters. The number of items will vary with availability and the number of classes in each year group.
- Normally a school can expect between 20-40 books per year group.
- All resource loans are delivered to and collected from schools at the beginning and end of each term.

Literacy support

- A block loan is available to all schools of 250 books to enhance their library.
- One class set OR 5 group sets of six books of the same title OR one author set per year group

- Class sets are available and these are 30 copies of the same title, including DVD or CD where appropriate.
- Author/illustrator sets are a set of books by a significant author/illustrator including biographical information, posters, DVD or CD as available.

Artefact Loans

- Artefact loans are one loan per year group.
- Artefact loans support History, RE, Art and Design topics. The number of items vary with availability but will normally be between 5 and 15.
- CD-Roms and White board actives are available and these are also one loan per year group.
- A list of items is available on our website.
- All resource loans are delivered to and collected from schools at the beginning and end of each term.

3.Staffing

- The service at present has a staff of 2 $\frac{3}{4}$ FTE which includes 1.5 professionally qualified librarians.
- Temporary staff are employed at the beginning and end of terms to expedite collection and delivery of resources.

4. Operational procedures and guidelines:

Requests

- Requests and books can be made by fax, phone, email or in person. All loan requests should be made before the half term break of the preceding term. All items will be delivered to school in the first two weeks of term.
- Lists of artefacts, class sets, whiteboard CD- Roms and author packs are available on request or via our SLS website.
- If requested resources are unavailable, a suitable substitute will be provided.

Delivery and Collection of Resources

- The school will agree to make sure all resources are returned or are available for collection by 9am on the due date.
- SLS will notify schools of the collection date when resources are supplied. The contracted courier will also remind schools by email of the date they are calling to collect the resource boxes.

Loans

- Although items are issued to individual teachers, it is the school's ultimate responsibility to ensure all loans are returned on time.
- SLS reserves the right to charge for overdue loans, damaged books and damaged artefacts.
- We also reserve the right not to provide loans to individuals who have not returned previous loans by their due date.

School Responsibilities

- To nominate a member of staff as a contact/liaison for the SLS.
- Resource loans requests to be completed and returned to SLS by end of term.
- Resource loans to be ready for collection on dates agreed and returned in their original packaging.

5. Performance indicators

- % of schools using the SLS.
- % of satisfaction with resources.
- Numbers of resources borrowed.
- Number of school libraries visited.

6. Comparison with other authorities

- Wirral SLS £7.89 per pupil.
- Knowsley SLS £12.40 per pupil
- Cheshire SLS £11.75 per pupil

Both Cheshire and Knowsley charge extra for additional services including artefact loans, author packs and story sacks which Wirral provide for no additional cost. Library planning and reorganisations are also extra.

Average cost of children's hardback book 2015 - £12.88

Average cost of children's paperback book 2015 - £5.99