



worcestershire
countycouncil



SCHOOLS' LIBRARY SERVICE



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SERVICE LEVEL AGREEMENT

AIMS:

The Schools' Library Service supports educational establishments in their aims to improve reading, literacy and learning. Use of our service provides a cost effective means to help raise achievement levels from Foundation stage to Key Stage 3 and 4

SERVICES

You can buy our full service or you can mix and match services to meet your needs.

FULL SERVICE comprises:

<u>MOBILE LIBRARY SERVICE</u>	2 visits per year
<u>PROJECT LOAN SERVICE</u>	unlimited, subject to availability
<u>LITERACY PACKS AND PLAYSSCRIPTS</u>	unlimited, subject to availability
<u>PROFESSIONAL SUPPORT AND DEVELOPMENT</u>	3 hours access to consultancy time

CONSORTIA/SMALL SCHOOL SERVICE allows any mixture of the above within a fixed number of items per pupil

MENU SERVICES of any of the above can be bought in separately according to individual school needs

BENEFITS OF USING OUR SERVICE

- More cost effective way of providing a wider selection of up to date high quality resources in your school
- Helps meet recommended book number levels for fraction of cost of buying own stock
- Added value to pupils' literacy standards
- Professional expertise from a range of experienced library staff
- Local access to a large stock of resources directly related to your curriculum needs
- Confidence that the stock has been selected to ensure all books offered for loan meet high standards of quality and suitability in terms of content and physical design
- Flexibility of choice and friendly, personal service
- If choosing the full service, no need for commitment to limited number of projects

FUNDING

The funding for the Schools' Library Service is delegated to Primary and Special Schools

Charge for the Service

The charge for the full service for 2012/2013 will be £1,395 lump sum and £6.25 per pupil.

Charges for individual services are available separately

Services are charged and supplied for the financial year 1 April 2012 – 31 March 2013

Because of the need to let all schools know their costs for the beginning of the financial year, if schools have not contacted SLS by half term February 2012, it will be assumed that they will continue with their current service and be charged appropriately. Any subsequent alteration to this, will incur an administrative charge.

The Annual Loan can be delivered for the academic year but charged for the financial year.

Other Information

If schools choose not to buy into the mobile or annual loan service, all stock currently on loan to the school will need to be returned to SLS in April/May.



OUR STAFFING

The service is provided by a team of committed professional staff. Experience of schools and public library services to children as well as teaching and access to CPD ensure that all our staff are responsive to the changing needs and demands placed on schools, teachers and children.

The team consists of:

Dawn Woods	Manager, SLS
Penny Neville	Librarian: job share
Estelle Williams	Librarian: job share
Anne Buckley	Assistant Librarian: annualised hours
Anna Oates	Senior Library Assistant
Ali Oxtoby	Senior Library Assistant
Phil Gromski	Senior Library Assistant / Driver
Stuart Cholerton	Senior Library Assistant / Driver
Sue Carroll	Administrative Assistant: job share

How to contact us

For more information about the range of services on offer, please contact us on:

Tel: 01905 420273 Fax: 01905 748619

e-mail: slslib1@worcestershire.gov.uk

Schools' Library Service, Sherwood Lane, Lower Wick, Worcester WR2 4NU

www.worcestershire.gov.uk/sls

We are open

Monday to Thursday 9.00 am – 5.00 pm

Friday 9.00 am – 4.00 pm

This includes school holidays.



SERVICES AVAILABLE TO ALL EDUCATIONAL ESTABLISHMENTS

Service	Resources offered	Benefits	Key Stage available
Mobile Library	Up to 50 items per class	Library Service to your doorstep Pupils are able to experience selecting from a well stocked, organised library from a range of approximately 4,000 items Information on local and national educational initiatives	KSF - KS3
Project Loan	Up to 20 items per project	The sets can be tailor-made for your individual needs or supplied from our pre-packed sets compiled to meet the needs of the national curriculum. Projects ordered by a notified cut off date will be delivered and collected for no extra charge	KSF - KS3
Literacy Packs and playscripts	6 or 7 items per pack	Group reading sets in fiction and non-fiction, big books and playscripts to support literacy teaching	KSF - KS3
Professional Support and Development	Information, advice and consultancy visits are available from professional librarians	Speed up the organisation of your school library Training offered to all library 'helpers'	KSF – KS4

Pick and Mix Loan: Primary <i>Previously known as Annual Loan, this now reflects its flexibility</i>	250 items	Choose yourself or SLS librarians can compile a collection according to your requirements Resources collected and delivered directly to and from school More than 1 collection can be ordered	KSF – KS2
Pick and Mix Loan: Secondary <i>Previously known as Annual Loan, this now reflects its flexibility</i>	200 items	Choose yourself or SLS librarians can compile a collection according to your requirements Resources collected and delivered directly to and from school More than 1 collection can be ordered	KS3
Reading Group	4 copies of 6 titles	Schools can determine their own titles to study, or shadow a national or local award	KSF - KS3
Associate Membership	Telephone advice and short term loans from our staff library resources	This service is intended to support individual librarians and teachers in the management of their school library.	KSF - KS3
Consortia/Small schools service	7 books per pupil to use as schools wish – mobile library or project loans	Provision of resources at cost effective price, yet capping cost to schools	KSF – KS2
Online subscription discount to JCS	Online subscriptions on offer through <i>Joint Collections for Schools</i>	Huge discounts on vital online subscription resources necessary for pupils in our digital age	KS3 – KS5