

Plymouth Schools Library Service

INTRODUCTION

A professional, flexible and responsive service is provided to support schools in empowering the individual learner.

Professional advice and high quality resources are combined at a fair and reasonable cost to ensure that Plymouth schools benefit from one of the most successful Schools Library Services in the country.

NEW FOR 2008/2009

- Phased increase in maximum number of topic books (from 20) to:
 - 23 in 2008/09;
 - 25 in 2010.
- Flexible book-buying options for all schools:
 - On-line ordering and direct supply to schools with Plymouth Schools Library Service (PSLS) password access to Peters Library Suppliers virtual showroom. Speedier access to new titles with all the benefits of purchase through PSLs – servicing and opportunity to exchange;
 - Opportunity to book for a small book-buying exhibition to be brought to your school.
- Facility for pupil participation in the selection of titles for your exchange.
- Re-launched and improved website with online Topic Service booking.
- Relocation to a new centre giving easier access to our showroom and training events.

SERVICE DESCRIPTION

A comprehensive package is offered comprising a substantial long-term loan collection in your school regularly updated by us; discounted book purchase from our extensive showroom collection of quality titles; and multi-faceted advice and support from our team of experienced advisers.

Part A – Core Services

Resource provision and advisory support for all non-school educational establishments and services, for example, Pupil Referral Units and colleagues in other departments of the Local Authority.

Part B – Traded Services

Deposit Loan Collection (long-term loan collection)

Your school retains the deposit collection currently held in school, comprising two books per pupil (four for special schools) with a minimum collection of 200 books. The ownership of these books is retained by the service and they are maintained

in good condition by means of regular book exchanges each year. Should a school cease their subscription these books will be removed by PSLS.

Schools with Nursery Units will receive a separate deposit of two books per fte pupil (minimum 50) for the Nursery.

Exchange Service

Your school will receive twice-yearly exchanges of different titles to refresh the deposit collection. You may select titles for exchange.

PRIMARY/SPECIAL	SECONDARY
40% of books on deposit per year 150 books minimum 500 books maximum	40% of books on deposit per year No minimum figure 600 books maximum

Nursery Units will have the total deposit collection changed annually in two exchanges.

Topic Service

Your school may borrow topic collections that are loaned for one term. All topic collections are carefully selected to match individual needs. You may renew collections by request, subject to demand, for a maximum of two extra terms.

SEN Extra resources are also available for loan to KS1 mainstream pupils.

PRIMARY/SPECIAL	SECONDARY
Up to 2 topic collections per teacher per term	Up to 30 topic collections per term

Book Purchase Scheme

You may purchase books off-the-shelf with a 15% discount, so that they are immediately available. The service applies stringent standards when purchasing books. The books are supplied with stationery and plastic sleeve, classified and ready to be added to the library. Books purchased from the service may be exchanged through the Exchange Service.

You may order books that we do not have in stock at the Centre. These will be fully processed as above with a 15% discount and can also be exchanged through the Exchange Service. You will be informed if particular titles are only available from our supplier without discount before the order is placed.

Schools can also choose to do on-line ordering with direct supply to schools using PSLS password access to Peters Library Suppliers virtual showroom. This gives speedier access to new titles with all the benefits of purchase through PSLS – servicing and opportunity to exchange.

There is also the opportunity to book for a small book-buying exhibition to be brought to your school

School Library Advisers

School Library Advisers are skilled in young people's reading, books and libraries. They gather knowledge and experience and can actively spread good practice and facilitate the sharing of ideas. They maintain their knowledge and understanding of national developments.

Customised support through structured school visits on:

- Self-evaluation of the school library for ongoing improvement and OfSTED reporting;
- Library stock audits;
- Refurbishment of libraries and the planning and design of resource areas;
- Development of computerised school library management systems;
- Raising the profile of the library in the school and ensuring it contributes fully to raising learning outcomes;
- Collection development – we can do your book-buy for you.

Priority is given to schools requiring pre-OfSTED self-evaluation support and those in special measures needing more intensive support. Every school has a visit at least every two years. Over and above that we offer a flexible service to provide advice when needed.

Following an advisory visit a brief targeted action plan is sent to you, responding to issues raised during self-evaluation.

INSET

In 2008/2009 we are focusing our Inset programme on two main themes:

- Reader development; and
- Information literacy.

There are free termly Plymouth Librarians Advisory Network meetings to contribute to the continuing professional development of school librarians and also regular briefing sessions to enable your staff to make best use of the service.

Secondary school librarian recruitment support

We can provide professional support with job descriptions, person specifications, the interview process and initial training by request.

Consultation

The service conducts a general user satisfaction survey and consults on at least one detailed aspect of the service per annum. Participation in the national CIPFA SLS User Survey occurs once every three years for national benchmarking purposes.

School Library Staff Handbook

Every year the handbook containing fact sheets about school libraries and PSLS is updated to ensure you continue to gain the best value from the service.

We also provide:

- School based INSET training;
- Benchmarking for secondary schools through annual surveys;
- Catalogue records for schools using the computerised library management system;
- Advice by telephone, email and through our website;
- Annual Value of Service summary and termly statements of use;
- Our Service Plan, detailing service developments for the next three years and annual performance indicators.

BENEFITS OF SERVICE

- Loan and purchase of quality resources supporting the national curriculum and enriching children's reading for pleasure.
- Purchase of books at 15% discount – all our books are classified and supplied with stationery and plastic sleeves at no extra cost (servicing is to the value of £0.35 minimum per book.) They can also be exchanged for fresh titles.
- Professional advice on your School Library Resource Centre from our Advisory Team to help identify areas for development through the self-evaluation framework.
- Annual Value of Service statement, termly statements of use and consultation to ensure maximum customer satisfaction.
- Regularly updated School Library Handbook.

BENEFITS OF A THREE YEAR SUBSCRIPTION

- A reduced subscription cost
- Fixed charges until 2010
- Ensured financial stability for the service so that it can respond to new initiatives and plan long-term developments to respond to your needs.

CHARGES

Part A – Core Services

The Local Authority retains £7,560 for the service as described above.

Part B – Traded Services

One Year Subscription	Primary/Special	Secondary
Per Pupil	£21.09 (Maximum £10,600 per school)	£7.78 (Maximum £11,250 per school)

Three Year Subscription	Primary/Special	Secondary
Per Pupil	£20.08 (Maximum £9,750 per school)	£7.41 (Maximum £10,500 per school)

Continuing three-year subscribers will be charged as per the agreement when the contract was signed. Please refer to the table of charges included in the Value of Service package mailed to schools in January.

Non-subscribers who are interested in subscribing should contact us to discuss current charges.

OTHER TERMS AND CONDITIONS

- You will receive a 10% discount on all additional charged PSLS services if you subscribe for three years.
- To retain your deposit collection you must continue to subscribe to us.
- **If you are approaching the end of your one or three-year subscription you must inform us by the end of January if you do not wish to renew your subscription.** You must return the deposit collection by the end of April.
- **If you wish to opt out of your three-year commitment you must inform us by the end of December.** Any benefits gained from the three-year subscription must be paid to PSLS and the deposit collection of books returned to PSLS by the end of April.
- **If you do not notify opt out by the dates above you will be charged proportionally for services received in the new subscription year.**
- We reserve the right to renegotiate services and charges in circumstances where unanticipated external events render the service unsustainable in its current format.

OUR COMMITMENT TO YOU

- To deliver topic collections within three weeks of the beginning of term
- To make a preliminary advisory visit within four weeks of your request (we always give priority to schools that require pre-OfSTED support)
- To follow up issues identified on the first visit within 8 weeks
- To send visit notes within three weeks of the final visit
- To enable open access to our showroom
- To visit your school bi-annually
- To undertake an extensive consultation programme.

YOUR COMMITMENT TO US

- To submit your topic requests to our deadline
- To notify us promptly of any concerns regarding the resources or services provided
- To feedback on books or other material considered inappropriate by parents or staff

- To enable access to your school at least every two years to enable the service to effectively support library and resource provision in your school
- To return loaned items punctually. At the end of the year outstanding loans will be identified:
 - No charge for up to 10 outstanding items per school;
 - Ten and over missing items per school – all items will be charged at £4.00 per item;
 - In order to sustain our small collection of specialised SEN Extra resources outstanding overdues will be charged at cost price (ranging from £5.50 to £55).

FURTHER DETAILS

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