

## PSLS FACTSHEET 1

### Exchange service

- The school receives twice-yearly exchanges of different titles to refresh the deposit collection.
- From April 2007 secondary schools will have the option to **select** books on a half-termly basis, visiting the Centre up to six times a year. **Returned** books will continue to be collected from the school twice a year. Schools can opt to continue with the twice-yearly exchange system.
- The main aim of the exchange is to enable you to send back to us unwanted titles. The tattier and more out-of-date the book, the better.
- We will accept any book that has been purchased or loaned from PSLs for exchange. (Devon or Plymouth Schools Library Service stationery)
- Entitlement

<b>PRIMARY/SPECIAL</b>	<b>SECONDARY</b>
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
<b>Nursery Units</b> To exchange the total number of books on deposit per annum (2 books per pupil) - 50 books minimum	

- We give you advance warning of the dates, the amount of books in the next exchange, and the number of books that you need to return to the Centre.
- A guide is given for the ratio of fiction and non-fiction you could return. You may vary the ratio if you wish, enabling you to focus on priority areas of stock.
- You are very welcome to come to the Centre to select your own exchange titles or we will make the selection for you.
- To ensure sustainability of the service we fix an upper limit of £18.00 to the value of books we provide through the exchange service. However, if you require a book from our shelves above this value we are happy to include it in your selection and count it as two titles.

## You Can Get It From Us

### **Some tips for making the best use of the exchange service**

- When you receive notification of the exchange, please tell us if there are particular areas of stock you would like us to focus on. If a School Library Advisor has recently done a stock assessment, we will use the notes from the assessment to highlight your requirements.
- Do trawl through the whole school for old books to return to us. Quite often it is the books in classroom collections that most need exchanging.
- Do remove any sticky labels and cross out school name stamps before returning books to us if you think we will be able to make further use of the book. We do recommend not marking books up that you have received from us.
- Do try to involve all staff in the withdrawing of stock from the school and the allocation of the new stock when it arrives - this is the best way to ensure everybody is aware of the new resources available.
- If you have specified priority areas for us to cover in your exchange and you are not happy with any of the titles provided do tell us - we will change them.
- Do organise a school assembly around the arrival of the new collection to highlight specific titles to pupils and promote the library in your school.