

Advisory Service

“Our inspecting evidence constantly shows that a good, well managed library or resource centre in a school enriches the learning experience of pupils and contributes much to their enthusiasm for reading”

Peter Daw, Specialist Advisor, OFSTED

Our Schools Library Service Advisors specialise in work to support the management and development of school libraries.

We offer a flexible service to save teachers' time, ensure that the library contributes fully to raising learning outcomes, and help raise the profile of the library and reading in school.

The different elements of our work are detailed below and frequently the school will benefit from a fully integrated approach giving excellent value for money.

Elements of our service

A PSLS advisor can provide guidance on the following:

- Library policy and development plans
- Recommendations for bookstock
- Display and arrangement of stock
- Library management systems
- Effective monitoring and evaluation of library use and reading habits
- Recruitment
- Support in training pupil librarians
- Reader development activities
- Information Literacy

Design and refurbishment of libraries

- PSLS advisors will:
 - Advise regarding shelving needs and layout
 - Liaise with library supply companies to support the school in getting the best design for them
 - Advise on developing and improving current library areas

Reader development activities

PSLS advisors are happy to:

- Read stories
- Enthuse about new books to pupils and staff
- Run special reading related activities to raise the profile of reading for enjoyment

Practical help in your school

PSLS advisors will:

- Assess books held in both the central library and classroom book corners
- Remove worn-out books for return to our Centre or disposal by the school
- Do a stock audit to identify priority areas for stock revision.

INSET in the school or at PSLS

We have a programme of courses that we run at the Schools Library Centre. Advisors will run a tailor made course for your school. We host courses run by nationally recognised trainers as part of our provision for continuous professional development.

PLAN

(Plymouth Librarians' Advice Network)

Meetings are held in October (as part of the Plymouth Association of Secondary Heads training day), March and June. This enables secondary school librarians to further their professional development:

- Discuss professional and practical issues
- Share ideas for promoting libraries and resources in schools
- Receive up-to date information on national initiatives



Advisory Service

The following are examples of how schools may choose to use advisory time:

Help with new school library areas

Are you moving or designing a new Library? The design of the library will influence how and why it is used. Plymouth Schools Library Service can support schools with planning and developing new library areas:

- Help assess the space available and what the library area will need

- Attend meetings at school with shelving suppliers at various planning stages

- Advise on informal reading areas

- Advise on integrating computer study areas within the library layout

- Advise on aspects to be considered under the Disability Discrimination Act

- Advise on health & safety in the library

- Help with stock layout, guiding, signposting, presentation

Evaluation of current book stock in the school library & classrooms

- Removal of out-of-date books from the library and classroom book corners

- Stock audit and count

- Recommendations for new titles

- Advice on book promotion

Health Check

- Evaluate library stock

- Guidelines on areas for development

- Display advice

Recruitment

- Advice regarding the job description

- Participation in the interview process

- Extra help and support for the new librarian

INSET or advice on library policy and development plans

- Facilitate a whole staff working group to create a library policy and development plan

- Write draft documents

- Work with the Headteacher / library co-ordinator to finalise plans

Reader development

- Planning and running a book week

- Promoting books and reading stories

- Developing activities to raise the profile of reading for enjoyment

- Promoting the library to Governors or PTA

- Providing staff INSET on reader development

Display

A practical workshop looking at ways to create lively displays in your school. A chance to look at different display techniques and share ideas with your colleagues. Advice on the display and management of stock in the school library and classrooms

e-mail sls@plymouth.gov.uk

www.plymouth.gov.uk/sls

