

Plymouth Schools Library Service

ROLL-BACK 2010-2011 charges frozen for 2011-2012

Introduction

When money is tight you only want to buy the best.

We deliver a professional, flexible and responsive service so that you can concentrate on reaching the goals you have set for your school. Access to our up-to-date and diverse range of resources and expert advice enhances pupils' learning experiences to raise achievement and increase enjoyment.

We are one of the most successful Schools Library Services in the country.

Part A – Core Services

We provide resources 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.

The Local Authority retained £8,237 in 2010-2011 for this service.

Part B – Traded Services

Benefits of subscribing to a PSLS package

IN ADDITION to getting more books for your money, your subscription to PSLS gives you:

- **A Saving of 40 pence per book** servicing costs (AND the plastic jacket extends the life of the book)
- **A Saving of a minimum of 125 hours staff time per annum**(Approx. 5 minutes per book sourcing new and relevant titles and performing the administration and financial activities involved in ordering and receiving books)
- An extensive range of advisory and practical support from our specialist library advisers
- Access to our quick query helpline
- Access to our School Library Handbook

Benefits of a two and three year subscription

- A reduction on the subscription cost per pupil
- Fixed charges for the subscription period to assist your long term financial planning
- Ensured financial stability for PSLS so that we can respond to new initiatives and plan long-term developments in response to your requests.
- **Pupils benefit from more top-quality, up-to-date resources**
- **Teachers have more time to teach**
- **Schools get more for their money**

Standard Package

Deposit Loan Collection

Two books per pupil (four for special schools) with a minimum collection of 200 books. The books are returned to us if a school stops subscribing.

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

Exchange Service

Twice-yearly exchanges of different titles refresh the deposit loan collection.

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.

Loan Service (Topic boxes and individual loans)

All topic collections are carefully selected to match individual needs. Collections can be renewed, subject to demand, for a maximum of two extra terms.

PRIMARY/SPECIAL	SECONDARY
Up to 2 topic collections per 30 pupils per term <i>PLUS</i> Up to 25 specialist resources per 30 pupils at any one time	Up to 30 topic collections per term <i>PLUS</i> Up to 25 specialist resources per 30 pupils at any one time

Book Purchase Scheme

15% discount on most titles bought from us. The books are classified and supplied with stationery and plastic sleeves. Books purchased from us may be exchanged through our exchange service. **“Book for Life”**

We will do book buys for customers and also take small book-buying exhibitions out to schools.

Advisory service

Every school has a visit at least every two years. Over and above that we offer a flexible service to provide advice and practical support as and when needed.

Secondary school librarian recruitment support

We can provide professional support with role profiles, the interview process and initial training.

Consultation

We do an annual user satisfaction survey and consult on at least one detailed aspect of the service every year.

School Library Staff Handbook

This is made up of fact sheets about school libraries and PSLS and is updated every year to ensure customers continue to gain the best value from the service.

We also provide:

- Training and development sessions at the Centre or in schools
- Catalogue records for schools using the computerised library management system
- Advice by telephone, email and through our website
- Our Business Plan, detailing service developments for the next three years and annual performance indicators.

Light Package

Deposit Loan Collection

Two books per pupil (four for special schools) with a minimum collection of 200 books. The books are returned to us if a school stops subscribing.

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

Exchange Service

Twice-yearly exchanges of different titles refresh the deposit loan collection.

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.

Schools can choose from the following options:

A. Topic Package

PRIMARY/SPECIAL	SECONDARY
1 topic collection per 30 pupils <u>per term</u>	Up to 15 topic collections per term

B. Advisory and Topics Package

PRIMARY/SPECIAL	SECONDARY
1 topic collection per 30 pupils <u>per year</u> 3 days from our advisory staff for advice or practical support / pre-OFSTED consultancy work.	No topic collections 3 days from our advisory staff for advice or practical support / pre-OFSTED consultancy work. 1 free Librarian's Network INSET

Book Purchase Scheme

15% discount on most titles bought from us. The books are classified and supplied with stationery and plastic sleeves. Books purchased from us may be exchanged through our exchange service. **"Book for Life"**

Consultation

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**Charges (Per pupil) for Primary and Special Schools
Frozen at 2010-2011 charges.**

	1 year	2 year		3 year		
	2011	2011 1st year	2012 2nd year	2011 1st year	2012 2nd year	2013 3rd year
Standard Package	£23.25 Max. £11,690	£22.39 Max. £11,260	£23.18 Max. £11,660	£21.50 Max. £10,444	£22.25 Max. £10,809	£23.00 Max. £11,185
Light Package	£15.50 Max. £7,800	£14.93 Max. £7,510	£15.45 Max. £7,773	£14.33 Max. £6,970	£14.83 Max. £7,220	£15.35 Max. £7,475

For existing 3 year subscribers the following charges apply:

April 2009	YEAR 1 OF 3 (2009/2010) £20.78 Maximum £10,091	YEAR 2 OF 3 (2010/2011) £21.50 Maximum £10,444	YEAR 3 OF 3 (2011/2012) £21.50 Maximum £10,444
April 2010 Standard package	YEAR 1 OF 3 (2010/2011) £21.50 Maximum £10,444	YEAR 2 OF 3 (2011/2012) £21.50 Maximum £10,444	YEAR 3 OF 3 (2012/2013) £22.25 Maximum £10,809
April 2010 Light package	YEAR 1 OF 3 (2010/2011) £14.33 Maximum £6,970	YEAR 2 OF 3 (2011/2012) £14.33 Maximum £6,970	YEAR 3 OF 3 (2012/2013) £14.83 Maximum £7,220

For existing 2 year subscribers the following charges apply

APRIL 2010 Standard package	YEAR 1 OF 2 (2010/2011) £22.39 Maximum £11,260	YEAR 2 OF 2 (2011/2012) £22.39 Maximum £11,260
APRIL 2010 Light package	YEAR 1 OF 2 (2010/2011) £14.93 Maximum £7,510	YEAR 2 OF 2 (2011/2012) £14.93 Maximum £7,510

Special Offer!

Lapsed subscribers who commit to a three year contract get a 33% reduction on the subscription in the first year. (Three terms for the price of two)

The deposit collection (2 books per pupil) will be re-instated by the end of June 2011 and exchanges start in year 2 of the contract.

**Charges (Per pupil) for Secondary Schools
Frozen at 2010-2011 charges.**

	1 year	2 year		3 year		
	2011	2011 1 st year	2012 2 nd year	2011 1 st year	2012 2 nd year	2013 3 rd year
Standard Package	£8.57 Max. £12,400	£8.25 Max. £11,940	£8.54 Max. £12,360	£7.93 Max. £11,247	£8.21 Max. £11,640	£8.50 Max. £12,047
Light Package	£5.72 Max. £8,300	£5.51 Max. £8,000	£5.70 Max. £8,280	£5.29 Max. £7,677	£5.48 Max. £7,945	£5.67 Max. £8,225

For existing 3 year subscribers the following charges apply:

April 2009	YEAR 1 OF 3 (2009/10) £7.66 (Maximum £10,867)	YEAR 2 OF 3 (2010/2011) £7.93 (Maximum £11,247)	YEAR 3 OF 3 (2011/2012) £7.93 Maximum £11,247
April 2010 Standard package	YEAR 1 OF 3 (2010-2011) £7.93 (Maximum £11,247)	YEAR 2 OF 3 (2011-2012) £7.93 Maximum £11,247	YEAR 3 OF 3 (2012-2013) £8.21 Maximum £11,640
April 2010 Light package	YEAR 1 OF 3 (2010-2011) £5.29 (Maximum £7,677)	YEAR 2 OF 3 (2011-2012) £5.29 Maximum £7,677	YEAR 3 OF 3 (2012-2013) £5.48 Maximum £7,945

For existing 2 year subscribers the following charges apply

APRIL 2010 Standard package	YEAR 1 OF 2 (2010/2011) £8.25 Maximum £11,940	YEAR 2 OF 2 (2011/2012) £8.25 Maximum £11,940
APRIL 2010 Light package	YEAR 1 OF 2 (2010/2011) £5.51 Maximum £8,000	YEAR 2 OF 2 (2011/2012) £5.51 Maximum £8,000

Special Offer!

Lapsed subscribers who commit to a three year contract get a 33% reduction on the subscription in the first year. (Three terms for the price of two)

The deposit collection (2 books per pupil) will be re-instated by end June 2011 and exchanges start in year 2 of the contract.

Pick and Mix Options

Available as an **add-on** to either of our packages.

Three year subscribers to either the standard or light package receive a 10% discount on all these options.

Topic boxes

1 collection	£52 per term
3 collections	£150 per term
5 collections	£250 per term
7 collections	£342 per term
8+ collections	£47 each

Advisory and Practical Support

Advisory

Full day (6 hours)	£250
Half day (3 hours)	£175

Practical support

Full day (6 hours)	£175
Half day (3 hours)	£100

Training event / workshop facilitation

Twilight session (1.5 hours)	£200
Half day (3 hours)	£300
Full day (6 hours)	£500

Library Loans (Book leasing)

Minimum contract of 300 books per annum (100 per term) £3.20 per book

OUR COMMITMENT TO YOU

- To deliver topic collections within 6 working days of the beginning of term
 - To undertake an extensive consultation programme.
 - To provide open access to our showroom
- For schools buying into the standard package
- To make a preliminary advisory visit within four weeks of a request
 - To follow up issues identified on the first advisory visit within 8 weeks
 - To send visit notes within three weeks of the final visit
 - To visit every school at least once every two years

YOUR COMMITMENT TO US

- To notify us promptly of any concerns regarding the resources or services provided
- To tell us about books or other material considered inappropriate by parents or staff
- To return loaned items punctually. At the end of the year we will charge schools for non-returned items:

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 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 two or three-year commitment you must inform us by the end of December.** Any benefits gained from the 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.**
- Schools will be charged for items not returned to us at the end of each financial year:
 - No charge for less than 10 outstanding items per school
 - Ten and over non-returned items per school – all items will be charged at £4.35 per item;
 - In order to sustain our small collection of specialised SEN Extra resources non-returned items will be charged at cost price (ranging from £5.50 to £75).