

School Library Service

*Supporting school libraries and staff through project loans,
discounted purchase scheme and advisory services*

SLA for Primary Schools and Special Schools

Harrow Schools Library Service supports schools in obtaining and maintaining excellent school library and classroom library resources. The Service provides schools with quality books that support curriculum requirements and responds to curriculum change. We offer an in-depth knowledge of children's literature and curriculum support, and a wide range of fiction, poetry and information books so that you can build a reading culture in your school and promote enthusiastic independent learning.

The School Library Service Manager, a chartered librarian, offers schools a professional library service including project loans, a discounted book purchase scheme and professional advice with time in schools as requested by you, and reading promotion. The charge is fully inclusive covering all aspects of the service and has not increased this year.

Nothing is more important in education than ensuring that every child can read well. Pupils who can read are overwhelmingly more likely to succeed at school, achieve good qualifications, and subsequently enjoy a fulfilling and rewarding career.

Reading: the Next Steps. Department for Education report March 2015

Contract Period

The contract will run for one year from 1st April 2019 to 31st March 2020

Contact Details

Rachel Johnston
Schools Library Services Manager
Gayton Library, Garden House, 5 St. John's Road, Harrow. HA1 2EE
0203 714 7739 school.library@harrowlibraries.org.uk

Charge for service

- Primary Schools: This service will be charged at £11.88 per FTE pupil. This is made up of £7.35 (+ VAT) for the Project Loan Service and £4.53 per pupil to buy new, shelf-ready books of your choice, plus at least one visit from a professional librarian over the course of the year.
- Special Schools: £7.49 per planned place.
- £4.53 of the charge is returned to you as new books via the purchasing service

Contact us if you would like to discuss a specialised service or consultancy for your school.

Full description of the School Library Service

The School Library Service comprises:

- **Project Loan Service**
Save money by borrowing from over 50,000 up to date and attractive books. Each collection is tailored to teachers' exact requirements and typically consists of 30 non-fiction, fiction or poetry books, worth up to £400
- **Advisory Service** by professionally qualified Librarian on all aspects of the design, organisation and administration of library collections and the creative use of books both in the library and the classroom, including author/illustrator events
- **Support and practical assistance** from the HSLs team with tasks such as classifying books, labelling, or updating records on library management systems
- **Discounted Purchase Scheme and Personal Shopper Service**
The discounted purchase scheme enables schools to make limited budgets stretch further. All books are supplied ready for the shelf with labels, jackets or sleeves to extend their durability. We offer a personal shopper service and can order books on your behalf. We have access to specialist suppliers and bibliographic databases.
- **Exhibition Collection** of over 12,000 recommended and in-print children's books for teachers to inspect prior to purchase. Advice from School Library Service staff during your visit and assistance with ordering books.
- **Harrow Junior Book Award**
Annual prize for the best children's novel as voted by children from Harrow Primary schools, including an award ceremony with guest author 2018 winner Maz Evans. Previous guest authors: Jane Elson, Lara Williamson, Cate Cain and Joshua Doder.
- **CPD** including **Library Co-ordinators' meetings** each term and **training courses**, e.g. MLS Junior Librarian/Reading Cloud user group event held in July 2018.
- **Subscription to Carousel magazine**, a quality publication containing feature articles on authors, illustrators, issues connected with children's books and book reviews arranged by age-group. Ideal for the staff room <http://www.carouselguide.co.uk/about.html>
- **Newsletter and discounts on publications**

Performance Standards

Helpdesk: Available Monday to Friday, 9am to 5pm, during term-time and school holidays. An E-mail facility is available outside these hours.

Professional staff have qualifications recognised by the Chartered Institute of Library and Information Professionals and are in membership of relevant professional organisations, e.g. School Libraries Group of CILIP.

Books ordered through the purchasing Service are normally delivered within three weeks outside school holidays and we can organise urgent orders for you.

Project loans will be delivered to your school as soon as possible following receipt of the request.

Schools' Responsibility

Schools are responsible for the care of books on loan to them and for their return when requested by the School Library Service.

We welcome enquiries regarding our services; please contact us by calling 0203 714 7739 and speak to our experienced team.

Harrow School Library Service Subscription 2019-20

Please return this form to:

Rachel Johnston
 Schools Library Service Manager
 Gayton Library
 Garden House
 5 St. John's Road
 Harrow HA1 2EE

Tel 0203 714 7739

Or email to school.library@harrowlibraries.org.uk

Please complete with the appropriate number of pupils for which your school wishes to subscribe:

Service	Cost
Full service including Project collections, discounted purchase scheme and advisory service	<i>Number of FTE pupils x £11.88</i>
Project loan service only	<i>Number of FTE pupils x £7.35</i>
Special schools	<i>£7.49 per planned place</i>

School name _____

I agree to the purchase of the services as indicated above.

Signed

Head teacher _____

Date _____