

connect

with Libraries & Archives



Photograph reproduced by kind permission of Opening the Book

Kent School Library Advisory Team

School Library Services for Independent and Medway schools 2009/10

We provide and promote quality information and expertise to support those involved in education



Libraries & Archives



About the Kent School Library Advisory Team

The Kent School Library Advisory Team provides expertise to support those involved in education. We offer a high quality service recognised with the Charter Mark and Investors in People.

We support the delivery of the National Curriculum, The Creative Curriculum, International Primary Curriculum, QCA Schemes of work, and the Primary Strategy.

Service Summary

- Support and help for schools in the management, organisation and development of their own resources through advisory and training services.
- Support for self-review and OfSTED preparation or follow up.
- School library software purchase, assisted installation, cataloguing and training.
- Book loans.
- Training courses.
- Secondary School Library Support Group.
- Three issues of Leading Edge Newsletter each year.

Contact details

Address: Kent School Library Advisory Team
Gibson Drive
West Malling
Kent ME19 4AL

Email: school.libraries@kent.gov.uk

Website: www.kenttrustweb.org.uk/Advisory/kslas.cfm

General Enquiries and Helpline:	01622 605216
Petra Hall	petra.hall@kent.gov.uk
Gillian Potipher	gillian.potipher@kent.gov.uk
Beverley Pearless	beverley.pearless@kent.gov.uk
Lynne Downey	lynne.downey@kent.gov.uk

Manager: Janet Davies 01622 605211



School Library Development

We provide assistance with the development, organisation, classification and promotion of resources within school libraries. Why not visit us at Kings Hill to see recommended examples of school library shelving?

Choose from the following options:

School Library Development

Package A1

Option One: One hour advisory visit

A librarian will visit for one hour to assess the school's library needs; includes pre and post OfSTED advice. A written report will be sent following the visit. We can also help schools to make use of the DCSF Self-Evaluation toolkit.

Package A2

Option Two: Three hour advisory visit

A librarian will visit and work with the person responsible for the library for three hours. The librarian will assess and prioritise the school's library needs and offer assistance with a selection of the following:

- Guidance in formulating an action plan and library policy.
- Guidance in planning your library layout including advice on shelving and furniture.
- Training and assistance in editing the library stock.
- Training and assistance in classifying the stock.*
- Training in repairing, covering and labelling books.*
- Advice on selection and promotion of stock and resources for the school library.

Recommendations and advice will be verbal, rather than written.



Package A3

Option Three: Further work

Further work can be booked in blocks of half or whole days. We will tailor our visit to suit your school's requirements.*

***There will be an additional cost for the Library Development Pack, which includes 900 coloured labels, 1000 protective acetate labels, non-fade pens and a simplified Dewey classification scheme.**

Package A4

Option Four: Library Refresher

Designed for schools that have purchased a Kent School Library Advisory Team package within the last two years, this package offers an opportunity for a re-evaluation of your School Library. We will undertake a general "health check" to include stock-editing, classifying and general advice to ensure that your library continues to benefit from our up-to-date professional expertise.

Package A5

Option Five: Book buying

We can use our expertise to select books on your behalf and so save you the inconvenience of releasing a member of staff from the classroom.

Secondary School Library Support Group

Package B

Become a member of the Secondary School Library Support Group. The nominated member will receive a membership card plus:

- A discount on training courses.
- Email of useful information and news.



School Library ICT Purchase

Package C1

We can advise you on what to look for in a library software package, to help you manage your loans, book reviews and library statistics. Discounts are available on certain systems; please ask. We can also help you get your system up and running.

School Library ICT Work

Package C2

If you have just bought Junior Librarian or Eclipse, we can save you time. Choose one or more of these options:

- Installing the software (standalone systems only).
- Getting started day
- Basic training
- NEW-Termly maintenance
- Further training
- Further cataloguing days
- Inset for whole school staff.

Book Loans

Package D

A wide selection of recently published material, suitable for nursery to Key Stage 2.

Resources include fiction and non-fiction books, videos and information packs. Loans are valid for one year and can be exchanged as often as required during this time. This is on a rolling basis. This is a self selection/return service.

Loyalty Card

Collect a stamp every time you visit us to borrow books or attend one of our training courses. We will reward you with 20 extra books when you have six stamps on your card.

Why not bring a group of up to ten pupils to help make your selection? A risk assessment for the building is available on request.

No time to visit us and collect the books yourself? Why not send a volunteer to collect your books? A parent helper (provided by your school) or a library volunteer (from the Time2Give project run by CSV) could use your "shopping list" of fiction or non-fiction to select and collect from Kings Hill. All you pay is their travel costs — more cost-effective than releasing a teacher from the classroom.

Training

Package F

We run regular training sessions. For the latest news please see our Kent Trust Web page: www.kenttrustweb.org.uk/Advisory/kslat_training.cfm

Examples of our courses:

Effective Library: Effective Learning

Tutor: Anne Harding

Running a secondary school library

Tutor: Anne Harding

Reading for pleasure: it's a boy thing

Tutor: Jerry Hurst

"I've got loads of ideas how to begin my new challenge"

Mari Honkanen, Igtham Primary

"Fab, I will look forward to looking at your website and getting more inspirational ideas"

M Bowley - Swan Valley School



2009/10 Prices

Package	Package Description	Code	Price One-off	Pay as you use
School Library Development	One hour advisory visit including written report	A1	£100.00 (£25.00 refund when booking a full day A3)	£220.00 - Full day
	Three hour advisory visit	A2	£150.00	£120.00 - ½ day
	Further work	A3	£220.00 - Full day	£45.00 per hour (all prices are per person)
	Book Buying	A4	£120.00 - ½ day	
	Library Refresher	A5	£45.00 per hour (All prices are per person)	
Secondary School Library Support Group		B	£20.00 per annum	
School Library ICT	Purchase	C1	Contact provider for details	
	Work	C2	£220.00 - Full day £120.00 - ½ day £45.00 per hour (All prices are per person)	
Book Loans	100 items - items can be exchanged as often as required throughout the year at no extra cost. Price depends on when contract begins.	D	Contract begins: Apr 09 £110.00 Sep 09 £80.00 Jan 10 £40.00	
Training Courses	Package F		£110.00 per delegate (unless otherwise stated)	

To purchase a package from the Kent School Library Advisory Team...

Simply sign and return a contract to:

KENT SERVICES for Schools, Kent County Council
Room 2.54, Sessions House,
County Hall, Maidstone
Kent, ME14 1XQ

Helpline: 01622 694208

Email: school.services@kent.gov.uk

All contracts operate within the 2009/10 financial year with a three month notice period to withdraw (unless otherwise stated). Full Terms and Conditions for 2009/10 are available on request.

Customers will have access to the book loans at Kings Hill, West Malling in order to select and return their own materials by means of pre-arranged appointments.

Customers will be responsible for payment for any resources lost or damaged whilst on loan to them.

KENT SERVICES *for Schools*

Contract/Order Form 2009/10

Please return this form to: KENT SERVICES *for Schools*, Kent County Council, Room 2.54, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Helpline: 01622 694208 **Fax:** 01622 221584 **Email:** school.services@kent.gov.uk

Contact Position

Customer Name

Address 1

Address 2

Address 3

Town

County

Postcode

Phase
Category

To formalise this contract, please sign and date against the package(s) you require.

KENT SERVICES *for Schools* Terms and Conditions for External Customers (2009/10) apply.

Kent School Library Advisory Team

All contracts operate within the 2009/10 financial year. Full Terms and Conditions are available on request.

Package	Package Description	Contract Start	Charge Amount £ (+ VAT)	Charge Period	Customer signature	Date
School Library Development	Package A1	01/04/09	£110.00 (£25.00 refund if A3 booked)	One-off		
	Package A2	01/04/09	£160.00	One-off		
	Package A3	01/04/09	£220.00 - Full day £120.00 - 1/2 day £45.00 per hour (Prices per person)	One-off		
	Package A4					
	Package A5					
Secondary School Library Support Group	Package B	01/04/09	£20.00 per annum	One-off		
School Library ICT Purchase	Package C1	01/04/09	Contact provider for further details			
School Library ICT Work	Package C2	01/04/09	£220.00 - Full day £120.00 - 1/2 day £45.00 per hour (Prices per person)			
Book Loans 100 items within financial year exchanged as often as required	Package D	01/04/09	£110.00	One-off		
		01/09/09	£80.00			
		01/01/10	£40.00			
Training Courses	Package F	01/04/09	£110.00 per delegate (unless otherwise stated)			



CUSTOMER SERVICE EXCELLENCE

Libraries & Archives

