

Loans to schools from your local public library



Key features of the school ticket:

- Schools may borrow up to 100 books at a time on this ticket
- The ticket is assigned to the school, not an individual teacher
- Schools may keep the books for eight weeks at a time
- Items may be renewed in person, online or by telephone
- Fines will not be charged on the books issued on this ticket, but we would appreciate it if you would renew items, as this helps us keep track of our stock and ensure that reservations placed by other users can be actioned as quickly as possible

You may wish to use this ticket to:

- Enable a number of teachers to each borrow a selection of books to support work in the classroom
- Focus on reading in one or two classes with a larger selection of stock
- Bring a class into the local library to choose books
- Borrow multiple copies of a title for reading groups at school. To do this, you will need to reserve copies (free of charge) approximately three weeks in advance and will be subject to availability of the title you have requested across all Kent libraries

Benefits:

- Easier access to books for schools from all public library locations
- A wider range of stock available to schools
- More class visits to our libraries and improved library links with schools at a local level
- A service that teachers value highly
- Support to raise standards of literacy
- Access to the huge range of services that we provide to schools.

The offer is open to all schools – Primary, Secondary, Special and Independent.



CUSTOMER SERVICE EXCELLENCE

Libraries & Archives



This service will be available from September 2010.

How the ticket works

The ticket is valid in any Kent Library. A teacher can therefore pick up the ticket from school and choose books on their way home from work (or during the school day) at their most convenient library. There is no need to limit your choice to the library closest to your school or to the town centre library. Indeed, it would suit us if the books were borrowed from a variety of locations to minimise demand at individual branches.

There is no need to return the books to a particular library; the Easy Return Service means that you can return books to any Kent library, including mobiles, or via out of hours returns boxes at many libraries.

We hope you will make the most of the variety of stock that we hold, by borrowing picture books, fiction, high interest non fiction (eg pets, football, dinosaurs), graphic novels, and children's spoken word. You may exchange books as frequently as you like. Don't forget to consider how you will transport your books, if you are thinking of choosing a large number at once!

You may reserve books free of charge on this ticket. We welcome suggestions for new stock via our "You Choose" cards.

Books are for school use, rather than for pupils to take home. We would also like to provide your pupils with their own, individual tickets. Please ask at your local library for details.

The Head Teacher is responsible for the ticket and the items loaned on this ticket.

The school will be responsible for ensuring that all books are returned by the date due back.

We will not charge for occasional damage or loss, but would have to invoice you if a large number of items were too badly damaged to use again, or if a school failed to return their books. You might like to appoint one member of staff to have an overview of your loans, but please remember that it is a **school** ticket, rather than the responsibility of an individual teacher.

You could consider appointing a Library Champion: a parent or other volunteer who would administer this ticket for the school. We may be able to find a volunteer for you through our Time2Give library volunteering scheme; why not call in and ask for details?

You will not be able to borrow rental items (DVDs and music CDs) on your school ticket. This is because:

- a) We would be breaking the terms of our licence agreement if we allowed a DVD to be viewed by a group. They are for private use only.
- b) These items have a very short loan period.

Working together

Balancing the needs of the school with the needs of the public coming into our libraries can be a challenge, so if you need a number of titles on a particular subject, please reserve and collect them in advance, rather than taking all available titles from the shelves. If a child comes in independently to borrow a book for their homework and everything on that topic has been borrowed by a school, their disappointment may mean that they won't come back to the library.

We hope you will take advantage of this new, free service, and look forward to seeing you and your pupils in a Kent Library very soon.

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