

Redbridge Schools' Library Service



Service Information

Our Objectives

- To support the curriculum and help schools raise standards of education.
- To enhance learning and encourage reading for pleasure.
- To provide a cost effective, value for money, flexible service which is tailored to suit the requirements of individual schools.



Service Information

Advantages of subscribing to the Schools' Library Service:

- Access to our professional librarians for advice on books, literacy, library development and management.
- Access to reader development initiatives including the Redbridge Children's Book Award.
- Targeted training and development for your library staff and teachers.
- Access to a reduced price book purchase scheme and library exchange facility to support your school library.
- A regular supply of up to 100 new books for each classroom
- Substantial value for money when you take full advantage of your subscription.

For a school with 630 pupils you can borrow materials worth at least £60,480 for as little as £3,906 saving you £56,500 per year.

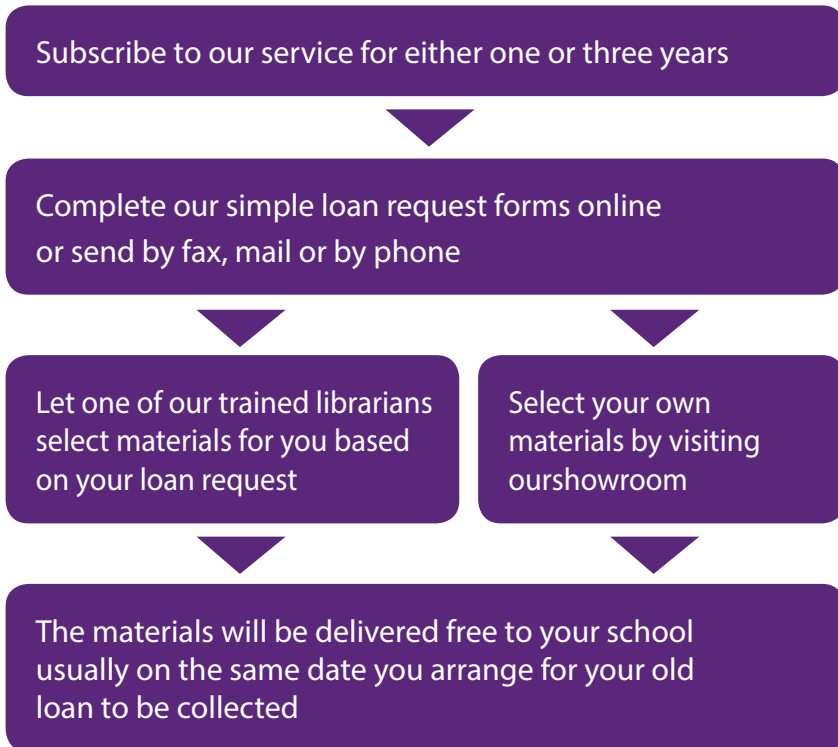
Save even more money by signing up for 3 years and enjoy no increase in your subscription rate during that period.

"The project loans are invaluable as we do not have enough resources in the school"

Loans Service

Support your teaching with engaging materials included in our low-cost subscription

How it works



Loans Service

Every term each class teacher may borrow:



Fiction Loan

30 books including dual language,
large print, big books plus story
CDs



Topic Loan

30 books plus posters, picture packs,
CDs and DVDs



Reading Pack Loan

6 sets of 6 books,
fiction or topic



Story Sacks

One sack which contains a story book
plus a selection of supporting
toys, puppets and games to make story
times exciting and engaging



Artefacts

1 artefact box per school per term

Loans Service

Material Selection

Our resources are regularly updated in line with national curriculum requirements and in response to teachers' requests.

Teachers are welcome to select materials themselves by visiting our showroom at Ilford Central Library where one of our members of staff will be available to help.

Alternatively, teachers can request materials by completing a Loan Request.

Whether loans are selected by our staff or personally chosen, they are delivered FREE directly to your school in strong blue storage boxes.

All loans are issued for a full school term but may be renewed or exchanged on request.



For your School Library



You can broaden and refresh the stock in your school library with our Library Loan. Choose to exchange these loans in part or whole annually over a three year period from our continually updated stock.

Secondary Schools

- Select and purchase up to 500 fiction books per year
- Very affordable rates

You can refresh the fiction stock in your school library with our very affordable offer. Select and purchase up to 500 books per year from our up-to-date stock.

Professional Support

Advisory

Trained librarians from Redbridge Schools' Library Service are available on request to offer advice and support to the Heads, teachers and support staff on:

- Establishing and managing your school library.
- Purchasing books and library equipment.
- Automating your school library.
- Advising and training library coordinators.
- Training and insets.

Book Promotion

Librarians can come into your school to promote reading for pleasure:

- Foundation and Key Stage 1:
picture book stories are read interactively to classes.
- Key Stage 2 and 3:
a selection of age appropriate fiction books is brought to the classroom. Part of the story is told, stopping on a cliff-hanger so students will be keen to read the rest themselves.

Library Skills Sessions

Librarians can come into your school to:

- Explain various aspects of a book such who the author, illustrator and publisher are and what the difference is between contents and index pages.
- Demonstrate the difference between fiction and non-fiction.
- Show how fiction and non-fiction books are arranged in a library.

Children's Book Award

Take part in our local book award, which highlights the best new reading for children and teenagers.

Aims

- To inspire children to read for pleasure.
- To encourage children to read, review and debate and thus appreciate good quality literature.
- To encourage an ethos of independent reading within schools and across the borough.
- To introduce children to the world of book awards.
- To give children the opportunity to meet authors.

The Process

- Autumn term - Schools and libraries sign up to the award and staff select 30 books for the long list.
- December/January–long list books delivered to participating groups.
- March – groups send in a list of their top 10 favourite books. Shortlist is announced
- End of May – Final Voting.
- July – Awards Ceremony



"I loved the whole thing. It's a brilliant experience and the first time I've met authors"

Book Purchase Scheme

We offer a service whereby schools can buy books with up to a 30% discount (20% non subscribing schools) from our supplier.

- Schools place orders directly with the supplier through their online bookselling service.
- Books are delivered free of charge direct to the school.
If required, books can be serviced at an additional cost.

In addition we can:

- Visit the school to do a stock check to identify missing subject areas.
- Invite schools to view SLS stock in order to identify good up-to-date resources that can be bought for their own libraries.



School Librarian

We can provide schools with the services of a professional librarian on a regular basis to ensure your library is strategically managed and continuously developed as well as open and available to children as much as possible,

A professional librarian will:

- Promote enjoyment of, and excitement about, reading
- Establish skills for independent learning and assist in the delivery of information skills teaching in the school
- Buy quality resources for the school library and classroom libraries
- Manage, maintain and promote the school library and teacher resources
- Manage the computer library system, if in place.
- Manage the Schools' Library Service contract
- Provide training and supervision for support staff and pupil librarians in basic library routines
- Ensure consistency and maintain the quality of the school library on a long-term basis and regardless of changes in personnel.

Many schools find that in just half a day a week the library flourishes and the librarian has time to work with children as well as manage the library and keep it operational so that it can be used throughout the week, with the support of library assistants or volunteers.

“A library is more than a room full of books. It should be run by trained professionals who encourage reading, advise on using information and help children develop essential literacy and research skills.”

Anne Mauger (CILIP Chief Executive)

What else can I get from SLS?

Support for National Reading Initiatives and Shadowing Book Prizes

Subscribing schools can receive extra boxes of resources if they wish to shadow national book prizes such as Carnegie or Greenaway or take part in Reading Initiatives, for book weeks, author visits or other special events.

Secondary School Librarians' Meetings

The Secondary School Librarians network meetings are held once a term in different schools across the borough. They are held after school and offer support and advice for anyone working in a secondary school library.



Subscription Form

Fill in and return this form to sign up for our great value service.

I hereby appoint Redbridge Schools' Library Service to provide resources and advice in accordance with the conditions set out in the Service Level Agreement.

Type of Subscription:

- Primary
 - Secondary (Please tick overleaf for subscription services required)
 - Other (Please specify)
-

Location of School:

- London Borough of Redbridge
 - London Borough of Waltham Forest
 - London Borough of Newham
 - Other (Please specify)
-

Type of School:

- LMS
 - Private
 - Other (Please specify)
-

Continued overleaf

Subscription Form

Term of subscription:

- 1 year
- 3 years

I am interested in a professional librarian in my school library

- Yes
- No

I note and agree that any additional services outlined in the document Service Level Agreement will be undertaken only upon my express instructions and at additional cost.

Signed _____

Head Teacher/Bursar

School _____

No. Pupils _____

Date _____

Please return this form to:

Schools Library Service
Central Library
Clements Road
Ilford
Essex
IG1 1EA
email: nina.simon@visionrcl.org.uk

Subscription Form

Secondary Schools only

I would like to subscribe to the following services:

- Refresh your Stock (max 500 per year)
- Redbridge Children's Book Award
- E-books Subscription
- Full Secondary School Package

In addition, secondary schools have access to these services on a **pay as you go** basis:

Advisory Visits

Book Talks

Box of Books

Individual Items

Training Courses

Carnegie Loan

Help with computerisation

The following services are **complimentary**:

Termly Meetings

Newsletter

Email Information Service

Telephone/email helpline

Opening Hours

Monday 9.30 am to 5.00 pm

Tuesday 9.30 am to 5.00 pm

Wednesday 9.30 am to 5.00 pm

Thursday 9.30 am to 5.00 pm

Friday 9.30 am to 5.00 pm

Saturday Closed

Sunday Closed

Early and late visits may be made Monday to Friday by prior arrangement.

For more information call 020 8708 2423/4

www.redbridge.gov.uk/libraries