

Shropshire School Library Service Primary



Service Level Agreement 2019/20

Introduction from Service Lead

Dear Head Teacher, Chair of Governors and School Business Manager

Welcome to the Service Schedule for the School Library Service, which provides details about our new and improved service.

NEW: Our prices are discounted for a three-year commitment to the service and bandings introduced based on numbers on roll (NOR).

Gold schools to choose which e-resource they wish to receive;



Curriculum Visions – All of your curriculum needs in one place for EYFS to KS3. Includes teaching resources, 1500 Class Clips, SATS Tests, lesson plans, toolkits, timelines and display materials. Visit www.curriculumvisions.com for your free trial.

OR



Fiction Express – is designed to improve reading habits by exciting KS2 children about reading and turning them into eager readers through the power of engagement. Visit www.fictionexpress.co.uk for your free trial.

Please indicate which resource your school would like included in your Gold Package in the schedule below.

Subscribe Y/N	Tick One Box Only	<input type="checkbox"/>	CV
	Curriculum Vision (CV) OR	<input type="checkbox"/>	FE
	Fiction Express (FE)		

If you would be interested in a bespoke package for your school, we are very willing and able to facilitate this. As a team we are excited by the opportunity to grow our network of schools, and to ensure that students are able to benefit from our resources.

We look forward to working with you.

Donna Taylor

School Library Service Manager

Description of our service

The School Library Service for Shropshire and Telford & Wrekin supports schools in their aim of progressing and enhancing learning across the curriculum. The service works in partnership with schools, ensuring teachers have the resources they need to help all children.

The service offers skilled and experienced staff to support resource selection and planning. A door-to-door collection and delivery service of topic collections, with online ordering and reservations, is available.

Individual responsibilities of our staff

Roles	Responsibilities
School Library Service Manager	<ul style="list-style-type: none"> • Management and delivery of the service as set out in the schedule.

Our obligations and requirements

What we will do for you:

Deliver a professional and cost-effective service to meet the needs of the curriculum.
Ensure topics are delivered directly to schools within a specified timeframe.
Provide network meetings for school librarians and literacy co-ordinators as required.
Offer telephone support during office hours and online ordering.

Maintain catalogue of searchable School Library Service resources https://u015706.microlibrarian.net/
Arrange discounts with Peters Booksellers for all subscribing schools.
Provide bespoke training opportunities for library and teaching staff.
Access to Storysacks containing toys, music and books for all subscribing schools.
<p>For Gold level subscribing schools:</p> <ul style="list-style-type: none"> • Two topic collections of 30 books per class per term plus 30 classroom fiction • E-Resources package: Peters Booksellers online e-Library • Access to Either Curriculum Vision OR Fiction Express • 6 group reading sets per teacher per half- term - sets may be returned & swapped • Artefact loans at a cost of £15 for two weeks. • 1 day of Consultancy included.
<p>For Silver level subscribing schools</p> <ul style="list-style-type: none"> • One topic collection of 30 books per class per term • Artefact loans at a cost of £20 for two weeks. • Group Reading Sets available at an additional cost of £20.00 per set
<ul style="list-style-type: none"> • Arrange for additional services as and when required by the customer.
<ul style="list-style-type: none"> • Provide advice and consultancy service as required.

What we require from you...

Maintain and take responsibility for stock on loan.
Audit and return topic collections on a termly basis.
Return overdue items when requested, losses may be charged for.
Group Read Sets maintain complete set - SLS may charge for incomplete sets.
Ensure access is available for School Library Service delivery van.
Inform School Library Service of any potential decision to opt-out of subscription, with all School Library Service stock to be returned within one month of the notice being provided.
Non-subscribing schools will be charged for lost or damaged stock at the recommended retail price.

Days/times during which Services are to be available

Office hours	Monday to Wednesday: 09:00 - 17:00
	Friday: 09:00 - 16:00
	Term time late opening
	Thursday: 09:00 – 18:00

Contact information

For more information	
Contact name	Donna Taylor
Role	School Library Service Manager
Telephone	01743 255030
Email	donna.taylor@shropshire.gov.uk

Charging and enquiries

For details on the various packages available for this service, including pay-as-you use options for subscribing schools, or if you have any queries or issues regarding your service arrangements please contact us on the above contact details.

The net cost of the service to individual schools is based on the following pricing model:

Primary Gold – 3% discount for a three-year commitment avoiding any inflationary increase.

£495 plus £6.00 per pupil for schools with more than 251 pupils on roll.

£400 plus £6.00 per pupil for schools with 100 – 250 pupils on roll.

£250 plus £6.00 per pupil for schools with less than 100 pupils on roll.

Primary Silver – 3% discount for a three-year commitment avoiding any inflationary increase.

Fixed element of £295 per establishment plus £4.90 per pupil.

Additional Services

Additional services ('pay as you go') will be available for subscribing schools.

A free (maximum 1 hour) consultation will be provided to scope and cost out the work required.

Service	Cost
Additional E Resource- Curriculum Vision OR Fiction Express- GOLD Subscribers	£249
Consultancy - full day	£525
Consultancy - half day	£275
Additional topic collections	£70
Additional group read sets	£15 Gold £20 Silver
Artefacts 2-week loan	Gold Schools: £15
Artefacts 2-week loan	Silver Schools: £20
Provide a termly Reading Update Service – latest recommended book list of fiction and non-fiction books that are tailored to the school market.	£98 per annum
Provide a tailored book quiz for Years 2- 6.	£30 per year group
Special Offer for new customers - project tasters of 30 resources to provide an introduction to the service for one term only .	£60 for 30 resources

Selection of Artefacts:



We have a range of Historical, Religious, Scientific and Multicultural Artefacts available to loan. Please contact us for more details and to check availability.

Shropshire SLS provides FREE access to Peters ebooks as part of our Gold Package.

Peters eplatform - the world of books at your fingertips <https://shropshiresls.wheelers.co/>

Peters Booksellers offers schools a secure eBook library which is easy to use and rich in features that will inspire and educate your readers.

We deliver over 300,000 eBooks that include the latest titles as well as the largest content than any other eBook platform.