

Shropshire School Library Service Secondary



Service Level Agreement 2019/20

Introduction from Service Lead

Dear Headteacher, 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 new services include a Reading Update, Book Quiz and Project Tasters.

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 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 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 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 on book purchases from Peters Booksellers for all subscribing schools.
Provide bespoke training opportunities for library and teaching staff.
Arrange for additional services as and when required by the customer.
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.
Ensure access is made available for the School Library Service delivery van.
Inform School Library Service of any potential decision to opt-out of subscription, with any School Library Service stock to be returned within one month. Missing stock will be charged for 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 additional 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 cost of accessing the service is offered at a number of levels, based on the number of books/items borrowed per annum, as detailed in the table below.

Books/item per annum	Cost
200	£1,500
300	£2,025
400	£2,500
500	£3,025
600	£3,500
700	£3,995
800	£4,200
900	£4,550
1,000	£4,995

Offer includes 100 additional 'free' books on long term loan for the school library. The first 60 e-book logins are also free to subscribing schools.

Additional Services

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

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

Service	Cost (per hour unless otherwise stated)
Consultancy - full day	£525
Consultancy - half day	£275
E-books	£1 per pupil minimum of 60 logins

Service	Cost (per hour unless otherwise stated)
Artefacts	£20 for 2 weeks
Network meetings	Free to Subscribers £50 per annum to non-subscribing schools
Group Read Sets	£15 each set
Curriculum Visions	£249
Additional Non-fiction topics	£70 per topic box
Carnegie shortlist of titles and Shropshire Teenage Book of the Year	£50 per set
Termly Reading Update Service - latest recommended fiction booklist tailored to the school market.	£98 per annum.
Secondary book quiz – tailored for KS3-4	£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 for loan. Please contact us for more details and to check availability.

E-Resources



All of your curriculum needs. All in one place.

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.

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.