



Leeds
School Library Service

Delivering resources, inspiring discovery



Unlock your library

with books and services

**Your School's
Entitlement**
Order yours now!
Please pass to
your staff



Imagine your perfect library...

What would your perfect library look like? How would it be used?

What would your pupils, parents, governors and Ofsted Inspectors say about it?

Technologically up to date.

Staff and families love to use it too.

Shelves full of fresh books every term.

The hub for all our books, computers and other resources.

Full of quality books, all clearly catalogued.

A place where children discover the joy of reading.

Light, airy, and comfortable.

The best it can be within budget.

A space that's a pleasure to spend time in.

The focal point for cross-curricular work.

Like a magnet!

A vibrant, multi-purpose centre.

Your library resources

Is your school missing out?

Each year, the funding for your School Library Service basic entitlement is held in the Education budget. This entitles your school to thousands of pounds worth of books, resources and services:



A visit from an advisor to:

- assess what you've got (resources, budget)
- articulate your vision
- create a tailor-made action plan



Borrow boxes full of books worth more than £4,500 per year

- Topic Boxes
- Audio Fiction
- Bookworm Fiction Boxes



Hundreds of books from the fabulous stock in our own library

- choose your own
- free loans as part of your basic entitlement
- borrow a few at a time or all at once

Save time and money – buy additional new quality books for your school library through our Book Purchase Scheme (see page 11) – it's quick and easy too.

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Annual visit

Need help? We're here to support you

It's not just about books on shelves; even the best school library still needs ongoing care and attention. We can help you keep your library in the best possible shape with an annual visit and support by phone or in person.



You can change the way you run the library by taking a share in a librarian – see our additional services on page 10

You are entitled to a visit from an advisor every year to health check your library. Depending on your needs our advisor can:

- review the books you already have
- suggest what to keep, and what to get rid of
- help you make the most of your budget
- come up with ideas about the best use of space
- advise about furniture, lighting, decor etc
- discuss modern cataloguing systems
- talk through new technology
- discuss timetables, training, activities, assembly ideas, visiting authors...
- help you turn your vision into a reality
- provide you with a written report detailing the way forward.

How it works

It couldn't be easier – we will be in touch to arrange your visit, or you can contact us to book it in. Don't forget to make a note to speak to us at the same time next year.

It was great –
professional advice
combined with
practical support.

FREE
as part of your
basic entitlement

Contact us:

Tel: 0113 214 4531

Fax: 0113 214 4532

Email: sls@leedslearning.net

www.leeds.gov.uk/sls



Case Study

Help to transform a scruffy old library

When I first looked at the library, my heart sank. It was a dusty, unloved place, full of useless, dog-eared old books. Basically, it needed a **complete overhaul**.

It was such a daunting task, and I didn't even know where to start. Plus we had so little time and money. I was in despair.

Then I remembered that **our School Library Service entitlement includes an annual visit**. An advisor, Kirsty, came and talked to me about my **vision for the library**. With Kirsty's expert guidance we were able to identify what books we had and what we no longer needed.

Kirsty then sent me a fantastic comprehensive report. She identified what else we needed to do, and how to prioritise **our budget** in the short term and long term. She broke my vision down into practical steps. I was then able to delegate the tasks. **The library is now steadily transforming before my eyes** – basically, I now know exactly what to do next.

I realise now that I need to drip-feed the library with care – not a lot, but enough to stop it stagnating again. So my next step is to get some of the children and parents trained up in how to catalogue books so they can help run the library. I'll ask how to do that next year, as part of our next free consultation. **It's a brilliant service – so grab it.**

Diana Mann

Head-teacher, Iveson Primary School

Book boxes

Fantastic collections of fiction and non-fiction

We've got hundreds of book boxes for your school to choose from. Each one is packed with up-to-date, high-quality books and resources to support your classroom teaching.

Free loan **Non-fiction Topic Box**
What's inside A specially selected collection of 25 themed books (sometimes DVDs, photographs and resource packs) to help your class explore a specific subject.
What you get Two boxes per class, every term.
Cost to you **FREE!**
Value £1,200 per class per year.*

Free loan **Audio Fiction**
What's inside Each pack has six books and accompanying CDs or tapes.
What you get Three packs per school, per term.
Cost to you **FREE!**
Value £198 per year.*

Free loan **Bookworm Fiction Box for Key Stage 1**
What's inside Full of new, contemporary and classic writers, including books to challenge your readers.
What you get 50 books + one themed box per school twice a year.
Cost to you **FREE!**
Value £1,088 per year.*

Free loan **Bookworm Fiction Box for Key Stage 2**
What's inside As before, for older readers.
What you get 100 books + two themed boxes per school twice a year.
Cost to you **FREE!**
Value £2,176 per year.*

* minimum value if you were to buy the materials.

How it works

It's easy to order your free boxes:

- browse through our online order pack
- print off an order form from our website
- fill this in and post or fax it to us
- we'll deliver to your school at the beginning of term
- when it's time to return the books, we'll get in touch to arrange pick-up before the end of term.

If, on top of your basic entitlement, you want extra book boxes for special events (eg a themed assembly), just ask us.

FREE
as part of your
basic entitlement

It's a brilliant way to stay on top of **what's new** in children's publishing.

We also supply **large print books** and **audio materials** direct to visually impaired children in your school

A photograph of two young boys in a library. They are looking at a book titled 'VOLCANOES' from the 'GEOGRAPHY NOW' series. The book cover features a vibrant image of a volcano erupting with lava. The boys are sitting on the floor, and the book is resting on a blue plastic bin. In the background, there are shelves with other books, including one titled 'ANGIE RACE'. The overall scene is bright and educational.

Case Study

Explore different subjects and inspire discovery

When our 30 or so Topic Boxes arrive, they go straight to the teachers who ordered them. They're used in lots of different ways. First, **the children are allowed to explore what's in the boxes straight away**, so they start to get a good feel for a subject well before they study it. Teachers also sometimes use the **boxes as inspiration for lesson plans**. And we sometimes create our own 'pick-and-mix' temporary collections.

In a Design and Technology lesson, for example, the children may look at how musical instruments are made. They'd look in a Music Topic Box and find a book on how instruments work. Then the teacher will check the India Topic Box, because as well as books on Indian culture, geography and art etc, there will probably be something on music, too. **The Topic Boxes are so comprehensive** that we find they're great for consolidating and extending cross-curricular learning. Any school that doesn't use the resource truly is missing out.

Anne Merson

Senior Teaching Assistant,
Westerton Primary School

One book per child

Hundreds of books for your school

Our extensive library is BRIMMING with wonderful fiction for your school to borrow, from Reception to Year 6.

We constantly update our collection with new and favourite authors (including multi-cultural authors). Need advice? We're always on hand to help.

Just think of your budget: if there are 300 children in your school, that's the equivalent of around £2,000 worth of books.



Your school library could support children's reading by setting up a Chatterbooks reading group, debating the Leeds Book Awards shortlist or inviting an author to visit – see our additional services on page 10

How it works

- call us to arrange a visit, or just drop by
- browse through our fantastic range of high-quality books (we're happy to help)
- borrow one book per pupil
- use as classroom collections or to supplement your library
- anyone can come and choose – a class, a teacher, group, parents...
- turn your visit into an extra-curricular activity
- borrow a few books at a time, or all at once
- we update the stock all the time, so come again soon.

*Please note this service is subject to availability.

No one gets bored now – with **fresh fiction every year**, the children are never short of great stories to read.

FREE
as part of your
basic entitlement*

Contact us:

Tel: 0113 214 4531

Fax: 0113 214 4532

Email: sls@leedslearning.net

www.leeds.gov.uk/sls

Case Study

Filling shelves with fresh books every term

Once a term, I go to the School Library Service's own library as part of our **free 'One book per child' entitlement**. There's such a wide choice, and they've always got the most recent titles. I usually come back with about eight boxes of books, enough new fiction to fill at least two shelves in our library.

The children love it! They can't wait to see what lovely new books we've got in. You can keep the books for a year, but I like to **update our stock every term**, so that the children come across fresh titles on a regular basis. The books are all either new or in really good condition, so they're a real pleasure to use.

Going to the School Library Service's own library on a regular basis has been brilliant. I've found out so much more about what they do and what's on offer. **It's made a noticeable difference to how much our library is used.**

Maria Shillitoe

Teaching Assistant,
Kerr Mackie Primary School

Additional services

More ways to transform your library



Your library should be a place of discovery, learning, reading and activity – the hub of your school. To help you get your library fit for purpose and reach your goals we offer a series of packages in addition to your basic entitlement.

1. Vision, policy and planning

We can help you develop a tailor-made policy that embeds the library within the whole school. It'll be easy to use too, with a clear action plan and timescale that suits you.

2. Measure success

With our help, you'll be able to track, share and celebrate your progress with teachers, families and others. We can advocate on your behalf too (by giving a short presentation to your governors or parents, for example).

3. Create an inspiring space

From layout, light and furniture to décor, shelves and displays, we'll work within your budget to help you create a comfortable and inviting place and turn your library into a focal point. We can help with classification, a library management system and offer advice on classroom collections.

4. Foster a love of reading

Your school library could support children's reading – even when they're not

at school. Just imagine what a difference it would make to your pupils if entire families re-discovered the joy of reading. We've got lots of experience in creating enthusiastic readers. You'll soon see the impact for yourself.

Our **Chatterbooks Reading Group** package offers books and other materials plus teacher-training to help you set up and run school or family reading groups. We'll tailor this to suit you, but it could include:

- story-reading sessions
- extension activities
- author visits
- ...and much more!

Your pupils could even join other schools to debate the best books published this year. Our **Leeds Book Awards** package includes information about the books and how to get involved in the high-profile Leeds Book Award Day (www.leedsbookawards.co.uk).

Do any of the children struggle with literacy difficulties? If so, ask about our free **Catch Up** scheme, which will support them from level 2 right through to level 12.

5. Parents as confident readers

We can help you foster a love of reading among parents. As well as becoming confident readers themselves, they'll also discover how to choose the best books to share with their children.

6. Author or illustrator visit

Why not ask us to help you arrange for an inspiring and entertaining writer or artist to visit? You could make it the highlight of an event such as Children's Book Week, World Book Day – or even ask them to help open your refurbished school library. The local press might be interested too.

7. Story bags

We've lots of brightly coloured bags containing a popular book and interactive resources for you to enjoy.

8. Training and development

Learn how to handle books and the internet effectively and safely. We can show children and staff how to access information and turn it into knowledge in order to boost study skills. Ask about our range of courses designed to inspire and inform.

9. Share a librarian

Enjoy the expertise of one of our own qualified librarians. For one day a week they will:

- manage and look after your library
- help you to buy the books and resources your school needs
- encourage everyone in school to use the library
- promote independent learning by showing staff and pupils how best to find and handle material
- foster a love of reading among pupils and their families
- work with high schools to make transition smoother
- liaise with the School Library Service for advice, support and training.



Book purchase scheme

Buy the best books for your library at a discount

Visit our online bookstore – it's quick, easy to use and cost effective, saving you time and money.

How it works

It's easy to order:

- contact us to browse online
- enjoy instant access to high-quality, up-to-date books
- get great discounts (15%)
- see suggestion lists (national curriculum themes, study topics, publishers' databases, any gaps in provision etc) based on your specific needs
- receive shelf-ready books (Dewey-classified and covered, so there's no fiddly jacketing or labelling for you to do)
- free delivery direct to your school

Plus

If you (or a cluster of schools) have over £1,000 to spend, we can arrange for you to visit our supplier, where you can choose from hundreds more books than you'd find in your local bookshop.



I would definitely recommend purchasing the books like this

Recently, I used the School Library Service online book purchase scheme system for the first time. Our tailor-made profile was already linked to the publishers' own databases. I could see what we'd already received, along with lists of suggested titles, **which made choosing and ordering so much easier**. The order came through within two weeks, and I was altogether delighted with it.

Maria Shillitoe

Teaching Assistant,
Kerr Mackie Primary School

Prices

Annual visit	FREE!
Book boxes	FREE!
One book per child	FREE!
Develop a policy	£80
Measure success	£80
Create an inspiring space	Please ask for a quote*
Parents as confident readers	£80 for a two-hour session
Author or illustrator visit	Please ask for a quote* Sometimes it's FREE!
Story bags loan	£10 a bag
Training and development	£120 a day
Share a librarian	£140 a day (one day a week for a year, term-time)
Book purchase scheme	15% discount
Extra non-fiction Topic Boxes	£35 per box per term
Extra fiction Bookworm Boxes	£20 per box per term

*Related to your requirements

Disaster Recovery

If the worst happens and there's a flood, fire or some other disaster, we'll help you:

- work out what you've lost
- assess the damage for your insurance claim
- bridge the gap with resources until your claim is settled
- help your pupils, staff and parents choose new books
- work with you to design and restore your library.

With our support, we hope that at least some good comes out of the mess.



Leeds School Library Service

Delivering resources, inspiring discovery



About us

The Leeds School Library Service is run by Leeds City Council.

- We are passionate about unlocking the potential in school libraries.
- We're always happy to give advice on the phone or you can come and see us.
- We have lots of expertise in helping schools achieve their goals – and more!
- Our specialities are encouraging reading and teaching people how to use books, the internet and other sources of information.
- Books, DVDs, activity packs... we've got masses of high quality resources.
- Experience, training, enthusiasm and ideas... our highly qualified advisors have lots to offer professionally, too.

So don't hesitate – get in touch with us today and unlock your library.

Contact us at:

School Library Service
Foxcroft Close
Leeds
LS6 3NT

Tel: 0113 214 4531

Fax: 0113 214 4532

Email: sls@leedslearning.net

www.leeds.gov.uk/sls

