



# Hampshire School Library Service

Service Level Agreement for  
Independent schools and  
schools beyond Hampshire

Secondary Schools

From April 2022

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## Introduction

**The School Library Service’s vision is to support schools to have vibrant school libraries that play a central role in helping children and young people gain the knowledge, skills and attributes needed for learning, life and work.**

We support school libraries through the provision of resources and advice to foster wellbeing and achievement across the school community for each individual.

## The benefits of our services

Our highly experienced team offer advice, guidance and assisted selection of resources, ensuring you make the most of your budget and maximise the learning opportunities for your pupils.

Our services help schools to:

- Utilise school libraries as a key resource central to the implementation of the curriculum through the provision of high-quality learning resources supplied in response to changing curriculum requirements.
  - Provide a safe, trusted space for children and young people where they can be nurtured and develop independently as learners and individuals, contributing to the health literacy, social and mental wellbeing of pupils.
  - Create a whole school reading culture, achieving high standards in literacy, and encouraging lifelong reading habits through the provision of a wide selection of stock.
  - Use technology appropriately to deliver high quality and efficient digital learning in the library, ensuring access to trustworthy information.
  - Use the school budget efficiently through access to a wide range of resources providing better value for money than direct purchase.
  - Save staff time through the use of our professional expertise and practical assistance, allowing school staff to focus on core activity.
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## Our service commitment

- We will provide consistently high-quality advice and guidance using a team led by professionally qualified librarians specialising in children's publishing.
- We will provide access to physical and digital resources to support the curriculum which have been chosen for quality and appropriateness
- Requests will be dealt with within one working week.
- We will seek feedback from our subscribing schools to ensure our service develops according to their needs.
- We will regularly communicate with schools about service developments and to ensure that you get best value of money for your subscription, through our termly newsletters and virtual learning environment (Moodle) posts.

# Our services

SLS provides a wide range of resources and expert advice to support the curriculum and encourage reading for pleasure.

We offer advice and practical support in the following:

1. Running and getting the most from your library
2. Books and resources
3. Digital offer
4. Reader development
5. Training and continuing professional development

## 1. Running and getting the most from your library

### Core service

We provide on-going advice to schools on all matters concerning libraries, literacy and resources supporting them to deliver on local and national initiatives and strategies.

We offer advice and practical support in the following areas:

- Curriculum support
- Literacy strategies such as information literacy and the promotion of reading for pleasure
- Evaluation of the Learning Resource Centre (LRC) in context of the school's priorities ie. links to the School Development Plan
- Use of library related IT in the LRC
- Planning and designing libraries, their on-going development and policy planning
- Assessment of resource provision, including stock diversity audit
- Recruitment, induction, and training of library staff

We deliver advice and practical support through:

- Briefings for new senior management, English and literacy leads, and new head teachers
- Meetings with senior management to discuss the role of the LRC within the school
- Termly Library Teach Meets with CPD and networking content

## **2. Books and resources**

### **Core service**

We provide a comprehensive range of professionally selected resources to support the learning needs of pupils that provide information, enrichment and support, and which are current in format and content.

- Resources include primary material and books suitable for pupils with low literacy levels, including those working at the lower levels of the Accelerated Reader programme
- Schools will be loaned a breadth of quality material to support the curriculum, learning and reading for pleasure, rather than multiple copies of the same title
- Schools may exchange resources according to need throughout the year but a maximum of 200 resources may be exchanged at any one time
  - Two assisted selection exchanges delivered to and collected from the school
  - School staff can also exchange stock by appointment at their local centre
  - A request and collect service is offered subject to availability
- Subject to availability, a school may borrow up to 6 group sets of 7 books a term to support reading in school. This may include two sets of the same title
- Access to Hampshire SLS eBook platform including a large selection of eAudio and access to eComics and eMagazines
- Access to a package of high quality eResources selected by the SLS
- Personal Shopper - SLS staff will select suitable resources according to the specific needs of individual schools to help them spend their local book fund. This tailored service offers the opportunity for schools to realise savings in time and money
- Schools have access to an online bookshop which includes full access to SLS booklists. Competitive discounts are given to Hampshire SLS subscribing schools. The online bookshop allows schools to search for specific curriculum topics, resources to support Accelerated Reader and book banding. They can be supplied fully classified and serviced to the school's requirements at a small additional cost
- An annual trip to a library supplier

### **Optional services**

- Additional physical resources in a range of formats above the standard allocation may be leased
- Additional group sets above your school's generous allowance can be borrowed for a nominal fee

## **3. Digital offer**

### **Core service**

We support subscribing schools with all matters relating to IT in the school library.  
We offer advice and practical support in the following areas:

- Support and advice on virtual learning in the LRC
- Supporting information and guidance on computerised library management systems including how to get best value for money from them
- Information on purchasing strategies for eBooks and online resources
- Subscription to Hambase, our catalogue database which saves schools time by downloading data for the resources schools have purchased or borrowed through the SLS

### **Optional Services**

- Schools can enhance their own eBook offer by purchasing additional eBook titles via the Hampshire SLS platform
- Self directed eLearning on local library management system use and exploitation for subscribing schools

## 4. Reader development

### Core service

We provide exposure to authors and guidance towards the best appropriate texts, which can increase the enjoyment, attitudes and confidence of pupils and staff in both reading and writing.

- Annotated booklists relating to curriculum based and current issues from our virtual learning environment (Moodle) regularly updated for currency and relevance
- Online access to transition booklists for pupils going into Years 7 and 10 of recommended reads
- SLS Attendance at staff meetings to raise awareness of new resources
- Support for author visits arranged by the school

### Optional Services

- Participation in the Hampshire Book Award, open to all Year 8 pupils to encourage reading for pleasure, group debate and pupil voice
- Meet the Author events

## 5. Training and continuing professional development

### Core Service

We provide a range of learning activities to support CPD of all staff responsible for the school library

- Free annual seminar to support the continuing professional development of library staff
- Attendance of SLS staff at departmental staff meetings to inform and advise on a range of issues
- Access to eLearning and LRC-related information and guidance on the SLS Virtual Learning Environment (Moodle) including national and local initiatives and training help sheets
- Online access to SLS Information Literacy package which includes activities to teach library skills, research skills and study skills across the curriculum
- Termly Library Teach Meets focused on LRC related issues to promote current awareness and good practice and to facilitate networking opportunities
- Free annual subscription to the School Library Association, including quarterly 'School Librarian' publication and members only website

### Optional Services

- Details of our programme of chargeable courses on library and literacy-related issues will be sent directly to the school with preferential rates for subscribing schools
- School-based INSET by arrangement on library or reading related topics
- Self directed eLearning on local library management system use and exploitation for subscribing schools
- A running your secondary school library course aimed at library managers to develop their practical skills in delivering an effective library service

# Delivering the service

We operate from a number of centres throughout Hampshire with professionally qualified and experienced staff managed from SLS Headquarters, Fareham. Staff are recruited according to safe recruitment and are DBS checked.

We provide resources which are professionally evaluated and targeted for supporting the whole school curriculum. These resources are regularly reviewed and edited to ensure they meet the current educational and recreational needs of children and young people. Due care should be given to resources on loan from the Hampshire School Library Service including ensuring that any additional labelling is temporary and can easily be removed.

All SLS Lead Advisers and Advisers are experienced in their field. Their performance and development is reviewed regularly and they are expected to maintain up-to-date information and knowledge in their specialism.

Schools must work with Hampshire School Library Service staff to ensure that they regularly exchange stock to remain within their allocation to avoid being charged at the additional leasing rate for excess stock.

Our advisory and reader development activities are provided through mixed virtual and physical delivery, in flexible ways to suit school needs and for activities to have the most impact.

Monitoring of all work and quality assurance is a continuous process undertaken by Hampshire School Library Service in partnership with each subscribing school.

## Client responsibilities

- All resource exchanges will take place under local agreement with the SLS Lead Adviser and requests for specific titles or subject areas supplied in advance
  - Due care should be given to resources on loan from the Hampshire School Library Service
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- A loss rate of up to 3% of resources in any one year is acceptable. Where losses exceed 3%, schools will be required to meet the cost of replacement
  - Any resources on loan to schools from the Hampshire School Library Service remain the property of Hampshire School Library Service. Schools not subscribing to the service will be required to return all loaned resources and will be charged for all losses

# Subscriptions and charges

Core service – Charges 2022-23	
SLS Standard	
<ul style="list-style-type: none"> <li>Two physical resources per pupil plus eBooks</li> <li>Access to all core advisory services including reader development and current awareness</li> <li>Access to all core training and development services</li> <li>Access to all core IT services</li> <li>Access to all core purchasing facilities</li> </ul>	£1225/£1380* per school plus £5.10 per pupil
SLS Essential	
<ul style="list-style-type: none"> <li>One physical resource per pupil plus eBooks</li> <li>Access to all core advisory services including reader development and current awareness</li> <li>Access to all core training and development services</li> <li>Access to all core IT services</li> <li>Access to all core purchasing facilities</li> </ul>	£1225/£1380* per school plus £3.65 per pupil
SLS Enhanced	
<ul style="list-style-type: none"> <li>Three physical resources per pupil plus eBooks</li> <li>Access to all core advisory services including reader development and current awareness</li> <li>Access to all core training and development services</li> <li>Access to all core IT services</li> <li>Access to all core purchasing facilities</li> </ul>	£1225 /£1380* per school plus £6.30 per pupil
Optional service – Charges 2022-23	
In-school training sessions	£65 per hour
Additional leasing facilities	£3.60 per item
Additional group sets	£10 per set
Average resource price for losses over 3% a year	£6.00 per item

**Hampshire County Council reserves the right to review prices annually in line with inflation and market conditions. Any changes will be implemented in April and communicated with schools.**

\* Schools outside of Hampshire which are further than 40 miles from their nearest School Library Service base (according to AA Route Planner) will incur a charge of £155 to reflect additional costs.



## Billing and payment method

- The premium will be payable annually in April or May in response to an invoice.
- Invoices should be settled within 28 days of receipt.
- Schools choosing additional options will be charged by invoice.

## Memorandum of agreement

### Parties

This agreement is made between the governing body of the school (the client) and the School Library Service, Hampshire County Council (the service provider).

### Duration

This agreement will run from 1 April 2022 with a minimum duration of 1 year unless varied by agreement between the parties. A school can terminate this agreement by giving **six months' notice in writing** to the School Library Service Manager.

### Intent

The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

Schools who opt out and then wish to re-subscribe may be charged a re-joining fee.

## Resolving disagreements

Any concerns or complaints about the level or quality of service should firstly be made to the SLS Lead Adviser providing the service.

Customers who consider they have not received an adequate response from the member of staff should write to the School Library Service Manager.

Helen Bryant  
SLS HQ, Fareham Library, Osborn Road, Fareham, PO16 7EN

If there are still matters to be addressed, a formal written complaint should be made to:

Emma Noyce  
Head of the Library Service  
Hampshire County Council  
Castle Hill  
Winchester  
Hampshire  
SO23 8UL

If mutual confidence in the continuation of this service level agreement cannot be restored, it may be terminated by either party by giving six months' notice in writing to the School Library Service Manager.

## Data protection

The School Library Service will provide the services in this agreement in line with Hampshire County Council policies and will work in a way which is compliant with the General Data Protection Regulation 2018.

# Contact information

Hampshire School Library Service Headquarters	
Hampshire School Library Service Fareham Library Osborn Road Fareham PO16 7EN	01962 826660
	hq.sls@hants.gov.uk
	Head of SLS, Helen Bryant
	helen.bryant@hants.gov.uk
South and East Schools	
Hampshire School Library Service c/o Fareham Library Osborn Road Fareham PO16 7EN	01329 284238
	ses.sls@hants.gov.uk
	SLS Lead Adviser, Jill Florence
	jill.florence@hants.gov.uk
South West Schools	
Hampshire School Library Service c/o Calmore Junior School Calmore Drive Calmore Southampton SO40 2ZZ	023 8066 8481
	sws.sls@hants.gov.uk
	SLS Lead Adviser, Helen Walton
	helen.walton@hants.gov.uk
	SLS Lead Adviser, Emma Ostler
	emma.ostler@hants.gov.uk
North East Schools	
Hampshire School Library Service c/o Farnborough Library Pinehurst Farnborough GU14 7JZ	01252 375823
	nes.sls@hants.gov.uk
	SLS Lead Adviser, Abby Bunton
	abby.bunton@hants.gov.uk
North Schools	
Hampshire School Library Service c/o Chineham Library Chineham District Centre Chineham Basingstoke RG24 8BQ	01256 811089
	nos.sls@hants.gov.uk
	SLS Lead Adviser, Bridget Rowley
	bridget.rowley@hants.gov.uk

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**Hampshire**  
Services

Hampshire Services is the name used  
by Hampshire County Council for its  
traded services. For more information  
visit [hants.gov.uk/hampshireservices](http://hants.gov.uk/hampshireservices)