



Hampshire School Library Service

Service Level Agreement for
Hampshire maintained and
academy schools

Secondary Schools

From April 2023

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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 are able to 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, 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.

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.
- We will respond to requests 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 regular email updates 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. Reader development
4. Digital offer
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 i.e., 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 a stock diversity audit
- Recruitment, induction and training of library staff
- 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 the pupils, that provide information, enrichment and support, and that are current in format and content.

- Resources include materials suitable for all abilities at all ages, for example Hi-Lo titles
- 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 are provided annually with stock delivered to and collected from school
 - School staff can also exchange stock by appointment at their local centre
 - A request and collect service is offered subject to availability
- Resources to support special requests can be provided at any time, returns will need to be booked through the education courier service
- Subject to availability, a school may borrow up to six group sets of seven books a term to support reading in school. This may include two sets of the same title
- SLS @ Home service to provide pupils least likely to have access to books at home with targeted reading material over the longer school holidays, in addition to the regular quota of book stock
- Access to Hampshire SLS digital library. This extensive collection of age-restricted titles include a large selection of:
 - eAudio
 - eComics
 - eMagazines
 - eBooks in Modern foreign languages, Ukraine and Cantonese
- Access to large print titles on request
- 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
- Annual trip to a library supplier

Optional Services

- Additional resources above the standard allocation may be leased by arrangement at a cost per item
- Additional group sets above your school's generous allowance can be borrowed for an additional fee

3. 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 and current issues are available to download from our virtual learning environment (Moodle) and are regularly updated to ensure they are current and relevant
- We provide forums for the exchange of recommendations by both SLS staff and school staff e.g., Teach Meets, online professional forum
- Access to transition booklists for pupils going into Year 10 and for those going into Year 7
- SLS attendance at staff meetings to raise awareness of new resources and authors
- Support for author visits arranged by the school
- Access for designated Key Stage 4 pupils to the latest new stock as part of our Teen Book Reviewer scheme

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 delivered virtually

4. Digital offer

Core service

The SLS support subscribing schools to achieve best practice in using 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
- Unlimited access to our virtual learning environment (Moodle) including advice and guidance for the school library
- Support and advice on using the SLS digital library effectively and safely
- Access to Hambase, our catalogue database which saves schools time by downloading data for the resources that schools have borrowed through the SLS

Optional Services

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

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, information literacy package 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 session by arrangement on library or reading related topics
- 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 have been 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 be easily removed.

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

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

Schools must work with the Hampshire School Library 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.

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
- Schools must support a stock audit conducted by SLS staff at least once every four years. 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 resources at the average cost per copy amount
- 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 2023-24	
SLS Standard	
<ul style="list-style-type: none"> • Two physical resources per pupil plus eBooks • Access to all core advisory services including reader development and current awareness • Access to all core training and development services • Access to all core IT services • Access to all core purchasing facilities 	£1286 per school plus £5.36 per pupil
SLS Essential	
<ul style="list-style-type: none"> • One physical resource per pupil plus eBooks • Access to all core advisory services including reader development and current awareness • Access to all core training and development services • Access to all core IT services • Access to all core purchasing facilities 	£1286 per school plus £3.83 per pupil
SLS Enhanced	
<ul style="list-style-type: none"> • Three physical resources per pupil plus eBooks • Access to all core advisory services including reader development and current awareness • Access to all core training and development services • Access to all core IT services • Access to all core purchasing facilities 	£1286 per school plus £6.62 per pupil
Optional service – Charges 2023-24	
In-school training sessions	£65 per hour
Additional leasing facilities	£3.75 per item
Additional group sets	£10 per set
Average resource price for losses over 3% a year	£6.25 per item

Hampshire County Council reserves the right to review prices annually in line with inflation and market conditions.

All prices will be reviewed annually and communicated to schools via School Communications.

Billing and payment method

- The premium will be payable annually in April or May via internal transfer for schools using the County Council's IBC accounting system, or in response to an invoice for those using a different accounting system
- Charges will be detailed in the school's IBC statement with transfers being regarded as accepted unless disputed within 28 days. Similarly, invoices should be settled within 28 days of receipt
- Schools choosing additional options will be charged either through IBC or 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 2023 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:

Shelley George
Head of Libraries Strategic Development
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 c/o 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

Hampshire School Library Service

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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