



Library Advisory Services to Schools

Contact

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Introduction

The Library Service offer an advisory service to schools. This comprises visits to schools and includes story telling, book taster sessions, and advice on school libraries and book corners in classrooms. In addition a pre-OFSTED report and book buying service is also available. This service is offered to all schools, whether or not they are in Kingston upon Thames.

Service Available To Purchase

1. PACKAGES

- There are no packages available.

2. PAY AS YOU GO

- Library Advisory charged at £40 per hour i.e. advice on school libraries/book corners. Schools outside Kingston upon Thames requiring this service will also be charged travel costs (normally return train travel).
- Pre-OSTED Report on school libraries £160 flat rate. This includes time spent assessing the school library/book corners, travel costs and preparing the report.
- Book Buying Service. The charge is 5% of the amount the school spends on books using this service. For this service, we will endeavour to source the best books in the topic/fiction area the school require, order the stock and arrange delivery. Where travel to a show room is required, travel costs will be in addition to the 5% charge mentioned above. The travel costs are generally about £20.
- Please note that non-LEA schools or out of borough schools requiring the above service will be charged VAT in addition to the costs above. Any travel costs will not be included in the variable charge.
- Book taster sessions/Storytelling sessions will be £10 per hour or part thereof.

Service	Charge
Library Advisory Service	£40/hr (+ travel costs if school outside RBK)
Pre-OSTED Report on School Libraries	£160 flat rate
Book Buying Service	5% of spend using this service (+ travel to show rooms where applicable)
Book taster/story telling sessions	£10 per hour or part thereof

3. GOVERNOR TRAINING

- There is no Governor training available.

How To Purchase A Service

If you wish to purchase any of these services, please contact Mike Treacy (see top for contact details).

Notice required for Pay As You Go is a minimum seven days.

Payment Arrangements

Payment should be made by cheque (for cheque book schools), made payable to "Kingston Corporation", or by journal transfer (for general ledger schools).