

*“Many thanks for your help, our children love the red box arriving with the beautiful books that you find for us.”*

### What does the Schools' Library Service offer?

- Termly loans to individual teachers – project loans, class readers and more, plus our NEW enhanced learning packs, fairy tale packs and big book packs
- An annual fiction loan to the whole school
- Advice on how to develop your school library
- Information about books, libraries and reading
- We have almost 80,000 books in stock, and buy new titles every week
- We work with schools outside Salford too – for further details please contact Emily Stock, Schools' Library Service Co-ordinator.

### How do I access the Schools' Library Service?

- Check whether your school has signed up to our service – if you're not sure, just ask us.
- You can contact us by email at [schools.library-service@scll.co.uk](mailto:schools.library-service@scll.co.uk) or by phone during opening hours at 0161 778 0936.
- Our opening hours are:
  - o **Monday – Thursday 8.30am - 5pm**
  - o **Friday 8.30am - 4.30pm**
- We are open as usual during all school holidays except Christmas.

### How do I order termly loans?

Please use our order form, downloadable from our website:

[www.salfordcommunityleisure.co.uk/libraries/sls](http://www.salfordcommunityleisure.co.uk/libraries/sls)

- Order by email to [schools.library-service@scll.co.uk](mailto:schools.library-service@scll.co.uk) or by phone to 0161 778 0936.
- Include:
  - o Your name
  - o Your school
  - o Year group
  - o Topic(s) required – include as much detail as you like, as we will hand-pick a selection of books to meet your needs. For details of big books, class readers and other sets please check our Resources List, downloadable from our website.

- Date required – please allow a week for your orders to be made up, although at quieter times of term we can often do them more quickly.
- Alternatively, drop in any time to choose your own selection.
- Termly loans can be ordered up to a year in advance. This is particularly popular for class readers.

### **How many termly loans can I borrow?**

- At any one time, you can have one of each of several types of loan – eg a project loan, class reader, mini class reader and author box, etc. Please see our “Termly Loans” sheet for a full list. All loans are subject to availability.
- Loans are usually stamped out to you until the end of term, but can always be returned sooner and exchanged for new topics.

### **What happens if books I have borrowed get lost or damaged?**

- We will sometimes contact you to remind you to return overdue books, especially if they are required by another school.
- When books are being used in schools, we understand that some may be damaged or go missing.
- We never charge schools or teachers for lost or damaged books.

### **Do you also organise class visits to libraries?**

- Our colleagues in Salford Community Libraries offer a range of free class visits to public libraries. Please ask us for details of who to contact for your area.

### **Salford Schools’ Library Service**

Ordsall Neighbourhood Office

2 Robert Hall Street

Salford

M5 3LT

(Entrance is through the gates on Cambridge Place / Carmel Avenue, off Robert Hall Street)

**0161 778 0936**

[schools.library-service@scll.co.uk](mailto:schools.library-service@scll.co.uk)

[www.salfordcommunityleisure.co.uk/libraries/sls](http://www.salfordcommunityleisure.co.uk/libraries/sls)

Emily Stock, Schools’ Library Service Co-ordinator

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