

R. THE LIBRARY SERVICE

R.1 The Library Service

Appendix R.1: School Library Requisition form

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General

R.1.1 Western Isles Libraries (Leabhairlainn nan Eilean Siar) seek to promote an effective library service to all pupils and teachers in the Western Isles by providing resources, information, advice and assistance through:

- a) The Public Library service
- b) The Education Development Centre Library

Role of the Public Library

R.1.2 The Senior Librarian Youth Services, based at the Public Library in Stornoway, has responsibility for overseeing the organization and management of school libraries in Lewis and Harris. In Uist, the Community/School Librarian, based at Sgoil Lionacleit, has responsibility for the School Library Service in the Uists. In Barra, the Senior Library Assistant, based at Castlebay School, provides the School Library Service.

School Library Requisition

R.1.3 Schools have the option of purchasing their Library Requisitions themselves or through the Public Library Service. The main advantage of using the services of the Public Library is that resources purchased for school libraries are delivered to schools ready for use i.e classified, labeled and jacketed. Schools using this service should submit their Library Requisitions to the Senior Librarian, Youth Services before the end of October each year. A sample library requisition form is included at Appendix R.1. Please note that the School Library Requisition should be used to purchase material which is suitable only for direct use by school pupils in the school library.

Public Library stock (Lewis and Harris)

R.1.4 Teachers may apply for a special Teacher's card which will allow them to borrow a large number of books on a termly basis from the Public Library in Stornoway and from branches in Shawbost and Tarbert. Teachers should register in person in the Library.

Pre-5 groups

R.1.5 The Public Library provides collections of story and factual books suitable for pre-school children on request. Please check with your local library or telephone 01851 708649 or 708631.

Class visits

R.1.6 The Library Service welcomes visits from pupils and teachers. Please contact your local library or the Senior Librarian Youth Services.

Advisory service

- R.1.7 The Senior Librarian Youth Services will give advice on all aspects of library management and organization, including
- a. Stock selection
 - b. Library planning and development
 - c. Stock organization and management
 - d. Library skills

For an advisory visit, please contact the Senior Librarian Youth Services.

Role of the Education Development Centre Library

- R.1.8 The EDC Library is part of the Curriculum Support Service based at 6 Kenneth Street, Stornoway. It is staffed by a Senior Library Assistant on a part-time basis. The library has been closed for some time to allow automation of the library catalogue to take place but it is hoped that the service will resume shortly.
- R.1.9 The library provides resources and services to support the curriculum from 3 to 14. A range of resources is available for loan as follows:
- a. Topic boxes
 - b. Fiction boxes
 - c. Videos
 - d. Gaelic
 - e. RE materials
 - f. Artefacts
 - g. Periodicals
 - h. Reading schemes
 - i. Scholastic Literacy Centres
 - j. Teachers' collection
 - k. Special Needs software (for evaluation purposes only)

Contacts

Senior Librarian Youth Services
Public Library
19 Cromwell Street
Stornoway
Isle of Lewis
HS1 2DA
Tel 01851 708631
Fax 01851 708677
mary-ferguson@cne-siar.gov.uk

Senior Library Assistant
Education Development Centre Library
6 Kenneth Street
Stornoway
Isle of Lewis
HS1 2DP
Tel 01851 708646
kay-mackinnon@cne-siar.gov.uk

Community Library
Sgoil Shiaboist
Shawbost
Isle of Lewis
HS2 9PQ
Tel 01851 710213
shawlib@eileanansiar.biblio.net

Community Library
Sir E Scott School
Tarbert
Isle of Harris
HS3 3BG
Tel 01859 502000
fmmorrison1b@eileanansiar.biblio.net

Community Library
Sgoil Lionacleit
Liniclate
Isle of Benbecula
HS7 5PJ
Tel 01870 603532
Fax 01870 602817
fbramwell1a@eileanansiar.biblio.net

Community Library
Castlebay Community School
Castlebay
Isle of Barra
HS9 5XD
Tel 01871 810471
Fax 01871 810650
castlebaylibray@eileanansiar.biblio.net