

**Scenarios 4: How well does the library meet pupils' needs?**

**Scenarios 4: Evidence Gathering**

***Evidence collection activities and types of evidence used*** (tick appropriate boxes to show what you used)

**1 Analysis of stock records to highlight appropriateness:**

- Analysed records of materials purchased to assess their overall quantity, quality, relevance, condition and cultural relevance.
- Identified total number of stock items and divided this by number of items purchased in previous year(s) to find annual stock renewal rate. Identified the stock per pupil figure. Then compared these with national/local guidelines.

**2 Examples of documents to show promotional activity:**

- Kept examples of dated posters, leaflets, dated photos of displays, notes of talks to pupils about the library.

**3 Asking pupils\*** (different years and levels of ability)

- Asked pupils: what sorts of things are kept in the library  
what library-focussed activities they know about  
whether they can usually find the information they need or the books they want in the library (for school work, reading for enjoyment and hobbies)  
whether they have found gaps in what is available

**4 Records of external service provision arrangements** (if any, e.g. INSET, advice, stock loans)

- Kept records (e.g. contracts, letters) of service agreements with School Library Service (if available), School Library Association or other agencies

**5 Short interviews with staff who borrow materials from SLS** (if School Library Service provides loans - keep a record of replies)

- Asked about the range of materials borrowed, availability of material to meet needs of particular cultural or ethnic groups, how often materials are renewed, how they are used in teaching, whether this material fills gaps in library stock or extends choice of material, and how satisfied teachers are with this service.

**6 Records and review of library organisation**

- Kept brief description of:

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\* You will probably want to get teaching colleagues to share the questioning. Make sure that everyone asks the same questions – and notes the replies.

#### Key Question 4: How well does the library meet pupils' needs?

the computer facilities available in the library/holding library stock information

the classification system

cataloguing arrangements (i.e. how books etc. are described in library records)

how loans are recorded

examples (e.g. dated photos) of guiding used

size, plan of layout and comments on suitability of library space/spaces, including scope for parallel library activities, if any

opening hours and when inaccessible during school day

general state of furnishing and decoration (e.g. dated photos)

- Reviewed these against national and local guidelines.

- 7** **Other evidence gathered** (note anything else that you did instead of or as well as the above):