

Summary Sheet

Key Question 4: How well does LRC provision meet pupils' needs?

Strand 4b : How well the provision of LRC resources meets the needs of the school's pupils and staff

Reason for choice of key question and strand: _____

Indicator	Level awarded in last evaluation (if applicable)	Evidence collected	Level Awarded (1-5)	What should the LRC do to improve?
i. Are LRC spending decisions linked to priorities in the SIP and in School Policies?				
ii. Are resources adequate in terms of quantity, range, quality, relevance, currency, condition and cultural relevance?				
iii. Reading materials: does the LRC provide access to a plentiful supply of material catering for all levels of reading ability and interest?				
iv. Are resources regularly weeded and updated to meet the needs of pupils and staff?				
v. Are resources well organized to meet the needs of pupils and staff?				
vi. Is effective use made of new technology?				
vii. Is effective use made of outside agencies?				
viii. Are LRC resources adequately promoted throughout the school?				

Support required to enable the LRC to improve:

Overall level reached:

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THE TOOLS

N.B. These survey questions are suggestions: you may need to edit or adapt them for different Year Groups etc. Questions 1-5 are for the indicators in strand 4a (question 5 only applies where the careers collection is part of the LRC); questions 6 and 7 relate to the indicators in this strand, 4b; questions 8 to 11 are for the indicators in strand 4c.

When laying out your version of the questionnaire, make sure that you leave enough space for answers.

Y LRC User Survey of Pupils

Using the LRC outside lesson times:

1 Do you use the LRC outside lesson times?

No Yes

If no – please go on to question 2

1.1 *If yes, On average, how often do you use the LRC apart from lessons?*

Every school day

Up to once a week

A few times in a Term

Less than once a Term

No regular pattern

Other, please say what

Please tick one box only above

1.2 *If yes, What sorts of things do you do in the LRC outside lesson time?*

1.3 How useful is the LRC when you are doing homework? In what ways?

1.4 How well does the LRC cover your own interests or things that you are trying to find out, apart from lessons and homework?

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- 1.5 Would you like the LRC to offer any other resources or activities? If so, what? *(keep it legal please!)*

Please go on to question 3.

- 2 For people who don't use the LRC outside lesson times: Are there any changes to the LRC and what it does that would get you to use it outside lessons? If so, what changes?

- 3 Do you usually know what activities are taking place in the LRC?

No Yes

- 3.1 *If no* – What could staff do to make sure that you know about LRC activities?

- 3.2 If yes - How do you usually find out what is going on in the LRC?

Any other ways?

- 4 Who is the LRC mainly intended for?

- 4.1 Are there any groups of pupils who don't use the LRC? If so, which groups?

- 4.2 Why do you think that these groups don't use the LRC?

- 5 Do you ever use the careers and further study information in the LRC?

No Yes

If no – why is this?

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If yes – how useful do you find this information? In what ways?

Turning to what is in the LRC:

6 Please tick **all the boxes that you agree with:**

- I have a good idea of what is in the LRC and what the staff can do for me
- I can usually find the schoolwork or homework books I want in the LRC
- There is plenty of interesting reading material there
- I can usually find the schoolwork or homework information I want there
- The LRC is a good place to get information on other things that I am interested in
- Most of the books in the LRC are up to date
- There is enough material in the LRC that reflects life in my own local community
- It is clear where things are and how they are arranged in the LRC
- I can nearly always find where things are in the LRC
- There are usually enough computers in the LRC
- I can usually get access to websites when I need them using the LRC computers

6.1 If you think that the LRC does poorly in any of these listed areas, which ones?

6.1 What could the LRC do to improve in these areas?

7 When was the last time that you **couldn't find** something you were looking for in the LRC?

7.1 What were you looking for?

7.2 What did you do to try to find it?

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Now, thinking about the space and layout of the LRC:

8 Is there usually enough space in the LRC for you to do different things, such as read, work with your friends, or use a computer?

No Yes

If no – What do you have problems doing? When does this happen?

9 Is the LRC always open when you need it and can you always get in?

No Yes

If no - When can't you use it?

10 What do you think of the way the LRC is furnished and decorated?

10.1 Do you like the library/LRC displays?

11 Do you like working in the LRC? Why?

Thank you for completing this user survey. Please return it to

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See also LRC User Survey for Pupils Y from strand 4a above – this covers the whole of Key Question 4

Z Interview questions for teaching staff

- What do you think of the LRC resources for your subject area?
 - Is there a wide enough range of good quality material?
 - Is it generally up-to-date and in good condition?
 - Does the material adequately cater for the range of pupils and for the cultural diversity of the school?
- Do you know about the LRC booking arrangements for classes and small groups of pupils?
 - Are these arrangements adequate for you?
- Do you feel that you know your way around most of what is in the LRC?
 - Is there anything that we have or do that you would like to know more about?
- Do you actively promote use of the LRC by pupils?
 - *If yes*, In what ways?
- Does the LRC do enough to promote itself to pupils?
 - If no, what else should be done?