

**Summary Sheet**

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

**Strand 4c : How well the LRC accommodation allows the curriculum to be taught**

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. Is the accommodation large enough in relation to population of the school?				
ii. Is the LRC accessible to all pupils?				
iii. Is the space well organized to meet the needs of pupils and staff (e.g. spaces for different types of use)?				
iv. Are the furnishing and décor suitable?				
v. What steps are taken to ensure pupils' welfare, health and safety in the LRC?				
vi. Is the LRC open at convenient times for pupils and staff?				

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 strand 4b; questions 8 to 11 are for the indicators in this 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?

6.2 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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## **AA Accommodation Checklist**

*The focus of this review of the main aspects of LRC accommodation should be the needs of the school and its pupils, and it can be usefully informed by national and local recommendations or guidelines. Recommendations and further details are available in the 'Management of Accommodation' chapter in the Library Association Guidelines for Secondary School Libraries, prepared by Anthony Tilke (1998) and in the Department for Education and Skills Area Guidelines for Schools (2002) ([http://www.teachernet.gov.uk/doc/2661/AG%20Intro%20\(P2\).pdf](http://www.teachernet.gov.uk/doc/2661/AG%20Intro%20(P2).pdf)).*

*'LRC' is used in this Accommodation Checklist to indicate one or more LRC sites within the school.*

- 1. Area (metres<sup>2</sup>)**
  - Number of rooms/sites:
  - Layout:
- 2. Location of the LRC within the school**
  - Which floor is it on?
  - Is it in a prominent position?
  - Is it accessible for all pupils?
- 3. Signing and guiding**
  - Is the LRC signposted within the school?
  - Are there signs within the LRC (e.g. at the entrance, on bays, on shelves) to indicate where information is located?
  - Is there a map of the LRC?
  - Are signs easy to read for all pupils? (Size, colour etc.)
- 4. Use of the LRC**
  - Is the space used for other purposes (e.g. classroom, Sixth Form area, meeting room)?
  - For how many hours per week is access to the LRC restricted? For what reasons?
- 5. Décor**
  - Is the décor attractive and appealing?
  - Is there adequate lighting/natural light?
- 6. Furniture**
  - Shelving (amount available, height, type of shelving)
  - Storage available for other materials (e.g. CD ROMs, videos, maps, periodicals, pamphlets)
  - Issue counter
  - Computing facilities
- 7. Seating**
  - Number of study places
  - Are different types of seating available (e.g. low chairs, study carrels, tables for group work)?
- 8. Organisation of space**
  - Can a whole class use the LRC alongside individual pupils studying in the LRC?
  - Is there space available for group work?
  - Is there an area for quiet, individual work, away from computers and other distractions?
  - Is there an area for less formal activities e.g. reading for enjoyment?
  - Is there an area for ICT activities?

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**9. Displays**

Are there displays of:

- pupils' work
- information about new materials
- reading promotion
- LRC activities and facilities
- guidelines for LRC use?

**10. Security**

- Is the main counter well positioned to see most areas?
- What security systems are installed?

**11. LRC administration/management space**

- Size
- Suitability for LRC management and administration tasks.