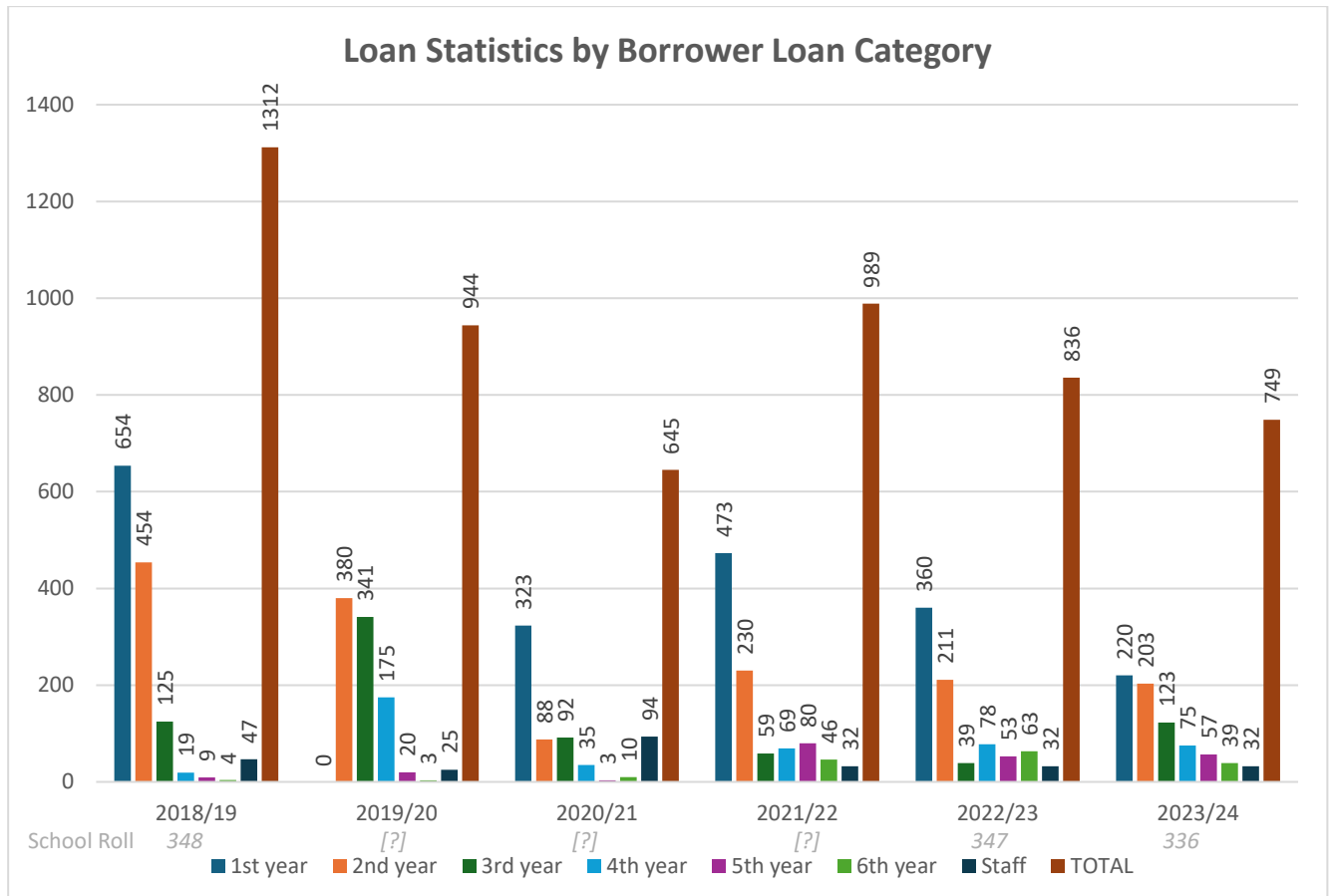


ANNUAL REPORT 2023-24

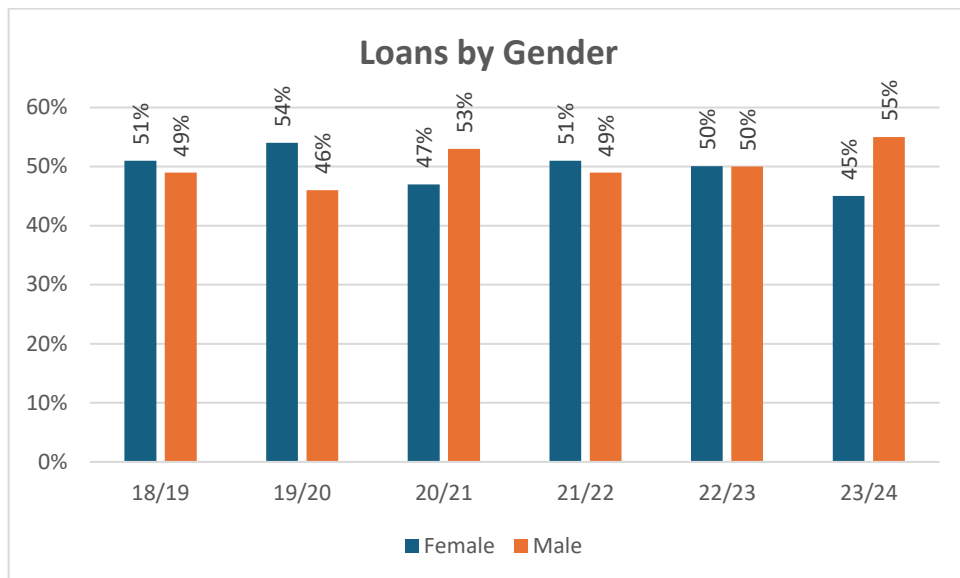
This report is a re-launch of the statistical annual report produced prior to 2020, which rarely, if ever, was reviewed or acted upon. The new style of report will focus on the activities of the library and the librarian in a bullet-point style. Entries are mostly based on diary entries made by the librarian. Comments or brief overviews may be given.

STOCK CONTROL (Reports run immediately after change of timetable in June)

- Borrowing, returns, overdues



- Fluctuations in loans roughly correlates with school roll.
- Borrowing doesn't necessarily correlate with actual reading.
- Disappointing, though, there has been a downward trend.
- As always, disappointing that so few senior phase students borrow books, whether for reading for pleasure or academic research.
- Going forward, there will be more promotion of reading for pleasure built into the S1 library induction as well as discussions in S2 library periods. (S3 have them timetabled, but don't necessarily come every week.



- **Purchasing - overview of types of resource purchased**
 - Pupils and staff are reminded to put requests in, but few do.
 - No set budget but worked with previous ones of ~£1200
 - Total spend (according to library records**) £1220.53
 - Purchases made on basis of informal discussion with pupils, Teen Titles magazine, school librarian forums, which help keep up with trends.
 - Books: 57.3% - New Orkney books; Rugby / football fiction / AR titles - challenging reads / empathy & diversity / Alternate fiction for fans of Kinney, Walliams
 - Stationery (book covering, etc): 10.45%
 - Magazines from DLT: 24.47%
 - SLA sub: 7.78%

*** Library figures are based on committed spending but for most orders, I don't see invoices, sent direct to Finance, like I used to a few years ago so can't keep accurate track of spending.

- **Weeding - ongoing throughout the year.**
 - 100 copies weeded.
 - Mostly non-fiction over 10 years old
 - Some fiction
 - Worn or damaged
 - Not borrowed in 10+ years
 - Definitely have much more to do in coming years. Non-fiction, particularly is very dated and I would estimate half the stock could go, thus making newer books, mostly reading for pleasure types, much more visible and accessible. Unfortunately, there can be a backlash against me weeding. There isn't a recognition of professional stock management practices in some quarters. A case of "just in case they might be read", or "they are on AR".
- **Collection Development Policy** - work has been done on updating library policy, in particular the collection development, to cover challenged materials, in the event of us having a challenge, as well as including references to the Equalities Act 2010 and the UN Convention on the rights of the Child. ~~This has been in process for over a year, and am still waiting on a meeting to get it checked and 'ratified'.~~ Ideally needed done before P7 transition and pupil consent forms, due to the nature of the automatic opt-in policy for pupils to be able to borrow any book from the library (with content warnings where appropriate/possible). Otherwise we need to address allowing pupils to borrow anything,

and require parental consent for them to read more 'mature' content, eg. S1 to be able to read young adult (upper years in AR) or senior fiction, involving them sending a letter to us or filling in a form which can be sent home.

Edit - posted on School website and Library Blog Aug '24.

- **Stock check** - due Easter '24. Postponed to summer due to ill health. Carried out during the summer holidays - summary at end of document.

ACTIVITIES & EVENTS

- **National Poetry Day (October)**
 - Usual snacks and poetry games and reading, and the ever-popular tongue twister game. In library periods during that week pupils spent some of the time doing the Poetry Snakes and Ladders Game.



- **Spooky Happenings (October)**
 - Annual ghost storytelling event
 - Well attended



- **World Book Day (March)**
 - Annual event where we share what we are reading. Discuss books and have snacks in a relaxed atmosphere.
 - Well supported by staff this year.





- **Book fair (November)** - Fairly well attended, but clashed with Children in Need Fundraising. We just made the commission threshold, but that was due to the librarian purchasing some books. The next book fair has been booked for September 2024.



- **Lunchtime Activities (Library@Lunchtime)**
 - Miniature Painting - Started strong, but tailed off in February/March and in the run up to exams
 - Pupil Librarians - Six pupils volunteered. One dropped off. Three regularly helped, including under their own initiative. One was about and attended meetings when they remembered and did tasks then but didn't work during other times of the week.
 - Board Games
 - Wellness Wednesday - No access to computers. Pupils can read, chill (quietly), play board games, or anything else that doesn't need the use of technology. Note: Mobile phones not allowed out in the library any day. (started in April 2023)
 - D&D with Logan Brown - a game on Thursday, and LB helping with character creation on other days
 - Inclusion Group meetings - held in the library on a Wednesday lunchtime a couple of times a term
 - British Sign Language with Barbara Balcombe
 - Computers for leisure use (work always gets priority)





- **Dungeons & Dragons**
 - Tuesday after school - 7 pupils on average. More experienced players and pupil DMs
 - Thursday lunchtime D&D (latterly LB, also ran a session on Tuesday lunchtimes, prior to him leaving school).
 - Friday activities - 20-35 on average over the session
 - 3-4 groups
 - 3-4 pupil DMs and Mrs Sinclair



- **Miniature Painting Competition**
 - September 24 saw the results of the miniature painting competition with several entries. We had the honour of having a previous, none the least ex-pupil and first winner of the Golden Goblin trophy judge the competition for us.



CLASSES

- **English**
 - S1 & 2 English library periods
 - Book selection, borrowing & returning
 - Reading
 - AR Star Reader testing and quizzing
 - Library induction - layout; Intro to OLIVER (catalogue); finding books borrowing; why read?
 - Book tasting (WBD)
 - Book Jenga (WBD)

- Snakes & Ladders poetry
- Book suggestions
- 'Can you follow instructions?' activity



- S3 English
 - Remembrance Day presentation research and presentations (JH)
 - Recording poems
 - Reading and research
 - Computer bookings
- S4 English
 - Research for writing
 - N5 Presentations in upper library
- S5 English
 - Poetry Activity (JH)
- Textbook issue
- S1 History - Ancient Civilisations
 - Planning and notetaking lesson
 - Background reading - 2 periods
 - Research skills
 - Research



- S2 History - Explorers research
- Maths - textbook issue
- S3 RME
 - YPI prep
- S1 Science
 - Using the space
 - Plant research
 - Swabbing surfaces for agar plates



- PE
 - S6 - referencing and bibliography - intro to MyBib, a referencing and citation tool
 - Use of computers (regular booking)
- Other
 - Some S6 using upper library for study.
 - Often individuals or small groups of pupils sent from class to use the space for working in.

LIBRARIAN ACTIVITIES

- **Website management**
 - Daily bulletin - edited to remove names except where recognising achievement (full bulletin now available on library Team)
 - Termly updates - eg. AR timetable; PE lunchtime activities
 - Annual updates
 - check of department pages
 - course choice
 - both of the above require staff to be prompt with the updates!*
 - Term calendar (OIC)
 - Set up a blog space for the Head teacher - this has yet to be used so am considering removing the link tile from the website for the meantime.
 - Consolidation of Business Studies and computing pages
 - Addition of mental health resources and support links
 - Staff updates (main list and on department pages)
 - Edit / correct/ update and part as and when required or noted
- **Facebook** - Being asked to place posts on the school Facebook page more often. Is it worth having a list of people who are able to do this issued to staff? Also, requests need to come with a written post.
- **Accelerated Reader**
 - Collation of reading ages, ZPDs on a spreadsheet, so comparisons over time can be easily made, and gives ALL staff access to some data to help them support reading across the school.
 - Production of 'books read' images for the AR display in the foyer and statistics for houses - (points acquired; Word counts) - LR puts them up.
- **Working groups**
 - Inclusion - held in the library at lunchtime
 - Literacy

- **CPD** (Logbook - [CPD Log1.xlsx](#) - the opportunities for CPD since the pandemic have increased due to much being online. This has enabled me to keep in contact with my professional colleagues south. Much of it is free, with one or two having a cost.
- **Fereday Project Review**
 - Invited to be on a group of parents, Orkney Heritage Society, and history teachers to have a look at how the S2 History project - Fereday Project, is promoted and managed.
 - Addressed concerns about the stress it causes families, but became clear that communication about it and the perception of the project was inconsistent in terms of the fact firstly it is an internal assessed project on Orkney history, with the best projects being put forward to the prize.
- **Library Blog**
 - Manage the library blog which also acts as a library website which has more information than the single library page on the school website.
 - Not been as fastidious in updating as it can be time-consuming writing posts.
- **SLA Mentor** - I have done mentoring of new school librarians for a few years now. This year I had two under my wing, one in England and one in Scotland. It is a valuable process for both mentor and mentee.
- **CILIPS North Branch**
 - Attended online meet up / AGM, and took on management of North Branch page on the CILIP Scotland website.
- **Canva** (for presentations, posters, etc.) - learning how to use it.
 - Free education account so have access to many features and art. Used to do library bulletin entries, create posters, and presentations. Very powerful tool.
- **Exploration of Generative AI**
 - Early 2023 started exploring implications of AI and possible uses and ethical concerns. Introductory presentation created for staff, but never got the opportunity to present it - ongoing work

OTHER

- Heating - varies. Lows of 15 or 16 to highs of 26 degrees.
- IT & Printing - computers need to be much better maintained, inc. keyboards and mice cleaned

“The value of your library collection is not the amount of money that has been put into it.

It is the number of readers who find themselves in these books.” Kristina Holzweiss. ALA School Librarian of the Year. Twitter 7/8/23

Development Priorities

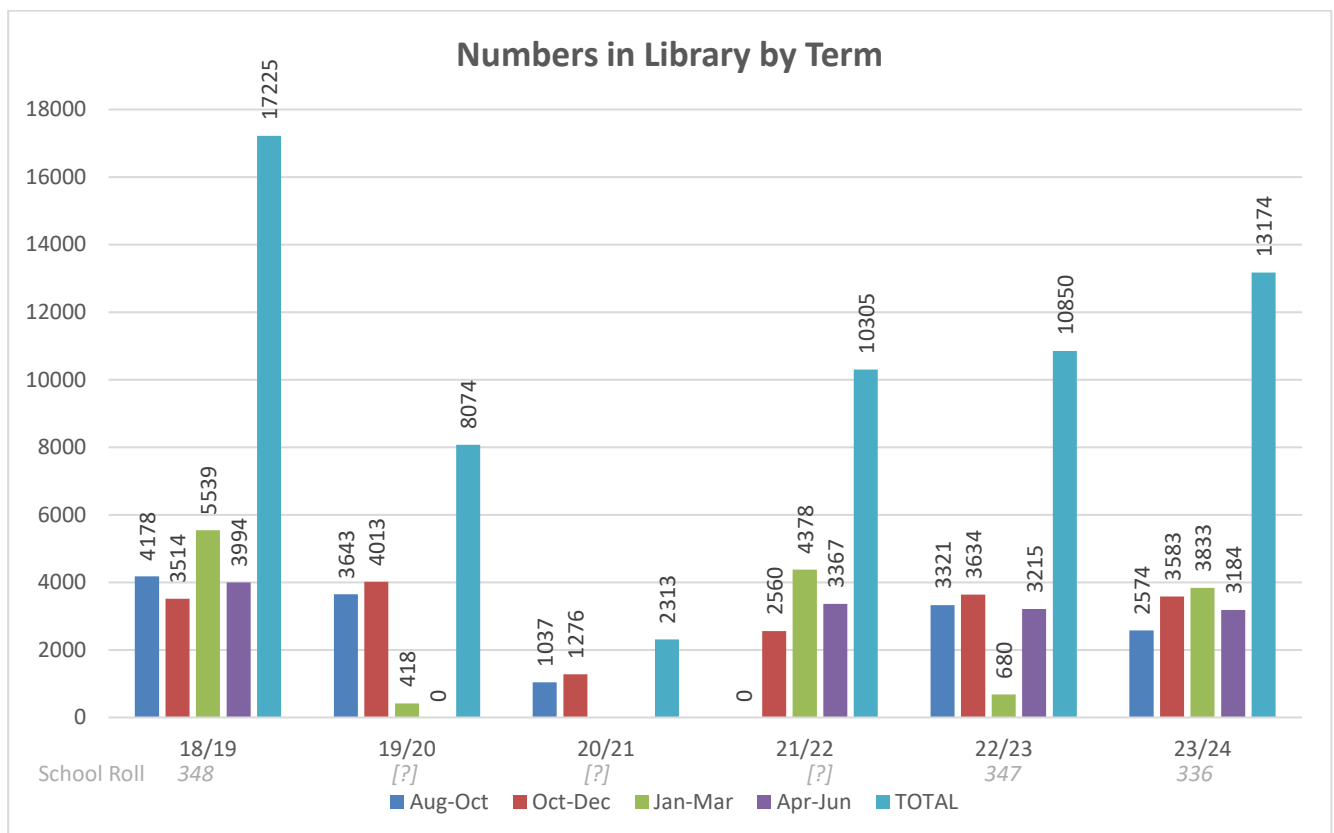
- Revamp of library induction course
- Continued familiarisation with AI / ChatGPT and provide presentation to staff (*hoped to present this in person at a staff meeting, but other items took priority*)
- Consistent promotion of reading and encouraging students to make sure they continue to do quizzes on the books they read (if done during leisure time, lunch, interval, before registration, give house points)
- Further facilitation of students to run own activities at lunchtime - D&D beyond the Thursday lunchtime. Library Leader to oversee miniature painting
- Continue working with Inclusion Group and Literacy group
- Start considering succession planning, in run up to retirement in the next few years.

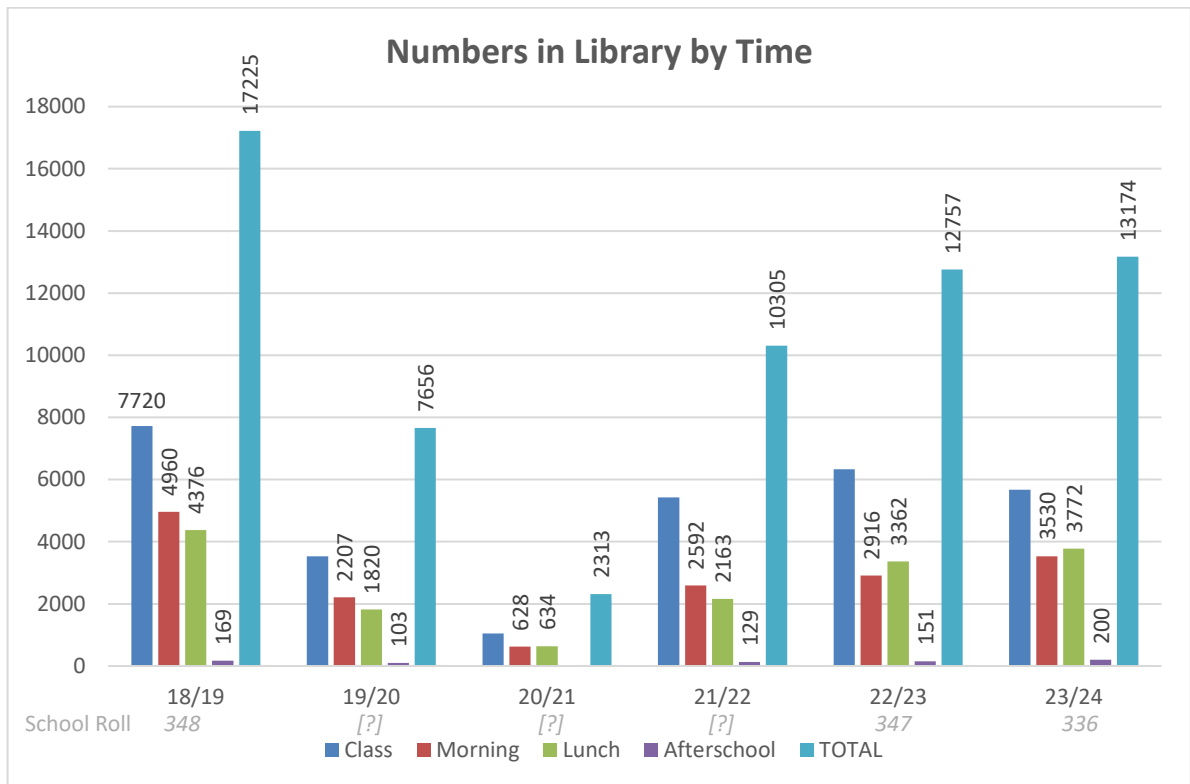
Library Use Statistics

Note: Fluctuations in school roll roughly correlate with numbers in library. Roll noted also includes non-attenders in the number

Counts are taken before classes start, each period, and lunchtime (2 counts and averaged) and after 3.35pm. It only gives an indication of how often the library is used and is not an accurate figure of how many are actually using the library as users often come and go before and after the count is taken.

- Fluctuations in school roll roughly correlate with numbers in library
 - Roll noted also includes non-attenders in the number
- Class use still showing decline. S1 and 2 Geography have contributed to this drop as the library is not used anywhere as much as they used to.
- Lunchtime is popular with a range of pupils.
 - Used for: board games; computers (work and leisure); reading; chat / chilling; D&D; miniature painting





from School Library Association

Overall Average - £9.31	
Board Books	- £7.29
Picture books	- £9.04
Beginner readers	- £6.25
Children's fiction	- £7.89
Children's non fiction	- £9.98
Teen fiction	- £8.76
Teen non fiction	- £12.91
Graphic novel	- £12.36
Manga	- £9.35

Cost - / Price - Actual cover price of book has been used 'Cost' will be the one to look at for asset purposes, although many of the older books, pre- and electronic LMS (2002) won't have this information. Thus, value of the stock is not accurate. Where I can put in actual cost, I will, but as I don't get to see any invoices I often can't determine it. thus actual price is used.

Closing stock: 4984

		Missing	Total	Average cost
Total Stock	4.3%	222	5206	
Fiction	8.7%	129	1476	£ 1,130.04
Graphic Novels	1.5%	4	271	£ 49.44
Issue Desk	0.0%	0	18	£ -
Non-Fiction	2.0%	40	2045	£ 516.40
Orkney Books	2.5%	15	614	£ 375.00
Reference	1.0%	1	101	£ 25.00
Role Playing Games	0.0%	0	57	£ -
Senior Fiction	3.4%	18	534	£ 204.84
Staffroom	37.0%	15	41	£ 255.00
Study Support	0.0%	0	49	£ -
				£ 2,555.72

4.3% of overall stock missing (rounded up)

In trade nonfiction, the mean average RRP of a hardback has jumped £1.21, from £20.10 in 2019 to £21.31 in 2022, while paperback average RRP's have increased by 51p, from £11.83 to £12.34. personal development book by more than £1.50.

PublishersWeekly.com. (2023). *London Book Fair 2023: Despite Recommended Retail Prices Rise, Books Have Never Been Cheaper*. [online]. Available at: <https://www.publishersweekly.com/pw/by-topic/international/london-book-fair/article/92012-london-book-fair-2023-recommended-retail-prices-are-rising-but-books-have-never-been-cheaper.html> [Accessed 2 Sep. 2024].

Mostly board games and 2 tablets

£25 OB are substantially more expensive or irreplaceable - using base of £20 per book.

£25

£40 RPG books appros £40 on average

£11.38

£17