

Secondary School

Guidance for School Libraries

Suffolk Community Libraries is committed to ensuring school libraries across Suffolk are up to date and filled with engaging books and smart shelving. Our experienced staff can offer 1-2-1 guidance and advice to schools looking to enhance their library spaces.

AT A GLANCE...

Who

School leaders and key staff
with library oversight

Where

Schools requesting support

Positive impacts

- ✓ Ensures school libraries are positive and engaging spaces
- ✓ Promotes engagement between schools and public libraries
- ✓ Boosts the culture of reading in schools

FIND OUT MORE

Visit our website:
suffolkcommunitylibraries.co.uk

Or email our Children's Librarian:
erin.hamilton@suffolk.gov.uk

Secondary School

Teacher's Library Card

Suffolk Community Libraries offers opportunities for schools to purchase a Teacher's Library Card. This allows one class teacher to borrow up to 35 books for a longer loan period of 17 weeks. Useful for creating class reading corners, building research skills, or curating a specific unit of work. The cards cost £50 per card per year and schools can purchase up to eight cards. Books can be searched and reserved via our online system and librarians are often able to help recommend books for school staff.

AT A GLANCE...

Who

Teachers

Where

All library locations

Positive impacts

- ✓ Promotes library services to school staff
- ✓ Access to a range of resources
- ✓ Supports curriculum topics
- ✓ Encourages use of library to students and families

FIND OUT MORE

You can browse our online catalogue here: suffolkcommunitylibraries.co.uk/borrow/our-catalogue

Or email our Children's Librarian:
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Secondary School

Reading Quest

Suffolk Community Libraries has created a bespoke Suffolk based summer reading programme. Formally launched in 2024, this programme aims to encourage reading for pleasure and visiting the library over the six-week summer holiday. Children and families can sign up in their local library every July and begin their quest to discover, “Where will reading take you this summer?”

AT A GLANCE...

Who

Children and families across Suffolk

Where

All libraries in Suffolk

Positive impacts

- ✓ Increased engagement in reading for pleasure
- ✓ Supports family bonding
- ✓ Improved literacy and reading skills

FIND OUT MORE

[suffolkcommunitylibraries.co.uk/
children-and-teens/reading-quest](https://suffolkcommunitylibraries.co.uk/children-and-teens/reading-quest)

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Secondary School

Curated Booklists

Our librarians and stock team have a lot of expertise in children's literature and can curate booklists to fit in with a theme or unit of work. These suggested titles could then be borrowed via the Teacher's Library Card. These booklists can also be shared with your community to encourage reading a range of genres, styles and types of text, and for further research.

We regularly publish booklists on our website, and these can be downloaded and shared. Visit website link to be confirmed.

AT A GLANCE...

Who

EYFS, Key stage 1,2,3,4

Where

Suffolk Community Libraries website

Positive impacts

- ✓ Encourages reading for pleasure
- ✓ Promotes exploration of subjects and themes
- ✓ Introduces readers to new titles

FIND OUT MORE

[suffolkcommunitylibraries.co.uk/
borrow/recommendations/for-
children](https://suffolkcommunitylibraries.co.uk/borrow/recommendations/for-children)

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Secondary School

Duke of Edinburgh

Students aged 14+ who take part in the Duke of Edinburgh scheme can opt to volunteer within Suffolk Community Libraries as part of their award. They will perform a variety of tasks suited to the role and their abilities. Duke of Edinburgh students are treated similarly to work experience students, giving them a broad introduction to libraries and the core programmes on offer. Full details can be requested from the local library.

AT A GLANCE...

Who

Key stage 3 and 4

Where

Most library locations (check with manager at local library)

Positive impacts

- ✓ Allows students to gain essential employability skills
- ✓ Boosts social skills and confidence
- ✓ Encourages involvement within the local community
- ✓ Promotes library service to young age groups

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Work Experience

Secondary school students can apply for work experience in libraries across Suffolk. There are volunteer policies and recruitment packs available from Suffolk Community Libraries. Work experience can be for one or two weeks (at the discretion of the library managers) and the students will be expected to perform a variety of tasks suited to their abilities. Students are encouraged to continue volunteering with Suffolk Community Libraries beyond their placement.

AT A GLANCE...

Who

Key stage 3 and 4

Where

Most library locations (check with manager at local library)

Positive impacts

- ✓ Allows students to gain essential employability skills
- ✓ Boosts social skills and confidence
- ✓ Encourages involvement within the local community

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Secondary School

Reading Quest volunteering

Students aged 12+ can apply to volunteer during the summer months to assist libraries in the running of Reading Quest, the summer reading programme for children aged 2-12.

They will perform a variety of tasks suited to the role and their abilities within the confines of Reading Quest. Details can be found on the Suffolk Community Libraries website or by speaking with your local library.

AT A GLANCE...

Who

Key stage 3 and 4

Where

Most library locations (check with manager at local library)

Positive impacts

- ✓ Allows students to gain essential employability skills
- ✓ Boosts social skills and confidence
- ✓ Encourages involvement within the local community
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The Blank Page Project

Funded by the Department for Education's Holiday Activity Fund (HAF), The Blank Page Project is an exciting programme of workshops run by local creatives in libraries during the longer school holidays. The Blank Page Project workshops give 10-16 year-olds the chance to express their creativity through a range of mediums. Each workshop runs from 9:45am to 3:30pm and includes a lunch.

Families eligible for free school meals can access free places on workshops. Anyone not eligible for a free space can pay £15 per day for a place. Students can book onto as many workshops as they like. All are designed to offer something different each day so young people can attend multiple workshops.

AT A GLANCE...

Who

Key Stage 2,3,4

Where

Selected library locations

Positive impacts

- ✓ Builds confidence
- ✓ Nurtures creativity
- ✓ Encourages reading and choosing books
- ✓ Engages the local community with the library

FIND OUT MORE

suffolkcommunitylibraries.co.uk/children-and-teens/the-blank-page-project

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Power of Libraries Conference

Suffolk Community Libraries has previously hosted two successful conferences aimed at teachers across Suffolk. The purpose of the conferences was to engage with library offers, browse the range of books and activities available as well as network with colleagues from schools across Suffolk. Workshops and talks led by literacy experts, consultants and authors have been offered and well-received.

This is a free event and dates and locations are announced ahead of each event, normally scheduled for March.

AT A GLANCE...

Who

English or literacy leads, librarians and staff with a keen interest in reading for pleasure

Where

Held in different locations each year

Positive impacts

- ✓ Sharing ideas and approaches
- ✓ Networking with literacy professionals across Suffolk
- ✓ Encourages staff engagement with reading for pleasure
- ✓ Introduces new research-based thinking and ideas

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