

**December 2018**  
**Management Circular No. 29**

To **Heads of all educational establishments**

## **Secondary Schools – Access to Library Accommodation**

### **1. Ownership**

- 1.1 The school library remains part of the secondary education estate and within the scope of the PPP contract.
- 1.2 The book stock, resources, fixtures and shelving and the ICT equipment available for exclusive use by the librarian are the property of Glasgow Life.
- 1.3 ICT equipment, desks and chairs for use by children and young people remain the property of the school and of Education Services.

### **2. Supervision**

- 2.1 The librarian will have responsibility for the operation of the library during the periods they are onsite. These periods will be agreed with the headteacher and be subject to local agreement.
- 2.2 When the librarian is not on site, the library will be available for use by the school, but children and young people will require to be supervised at all times. Headteachers, however, have the discretion to allow senior school pupils to work unsupervised in the library but the school remains liable for any loss or damage incurred during these periods.

### **3. Physical Security**

- 3.1 The librarian will be the principal keyholder for the library, but he/she will not be permitted to remove the keys from the school premises. These should remain within the school office at all times, or another appropriate secure location within the school as determined by the headteacher. A record must be maintained in the school office of the issue and return of keys and this will represent an important reference document in the case of malicious damage or theft being discovered (please see below). In schools where there is no separate lockable library door, the school and Glasgow Life will agree procedures for access and supervision.
- 3.2 The school must ensure that the library remains locked during those periods where no supervision is available, subject to senior school access referred to in 2.2 above.

#### **4. Malicious Damage**

- 4.1 In the event of theft or malicious damage being discovered by a member of staff within the school, the headteacher must be informed in the first instance. It is the duty of the headteacher, or delegated officer, to inform Glasgow Life of the circumstances of the theft or malicious damage. Glasgow Life will then initiate an investigation, in liaison with the headteacher.

#### **5. Accidental Damage**

- 5.1 In the event of accidental damage being discovered by a member of staff within the school, the headteacher must be informed in the first instance. It is the duty of the headteacher, or delegated officer, to inform Glasgow Life of the circumstances of the damage. Glasgow Life will then initiate an investigation, in liaison with the headteacher.

#### **6. Liability**

- 6.1 Glasgow Life will be liable for any loss or damage during the period of time when the librarian is onsite. The school/Education Services will be liable for any loss or damage during the period of time when the librarian is not onsite.

#### **7. Line Management**

- 7.1 As from 1 November 2010, librarians are employees of Glasgow Life. It is the responsibility of the librarian to contact their line manager in the event of sickness absence. A contact number has been provided to all librarians and is listed below. Glasgow Life will then contact the headteacher, or delegated officer, to advise of the situation. In the event of a longer term absence (in excess of three days), Glasgow Life will provide appropriate cover for the school, where practicable.
- 7.2 In the event of an unexpected and unexplained absence, the headteacher, or delegated officer, should contact Glasgow Life to advise of the situation.

#### **Glasgow Life Contact Details:**

##### **Ian Lebeter (Principal Librarian)**

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##### **Audrey Sutherland (Community Library Operations Manager)**

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