



Writing an Annual Report on the School Library

Why write an annual report?

This gives you a chance to showcase your school library and all its achievements during the previous year to others who maybe are unable to get into it as much as they/you would like.

Record what you have done over the previous year. However – do not make it any longer than 2 sides of A4 or it will not be read by people who have little time.

Try to add graphics - photos, infographics, graphs - to make it attractive and break up text. Much can be done with whizzy platforms like Canva, Padlets, Wakelets, Sways, etc – but the facility to easily print off is key here.

Start with the library mission statement/aims.

How does the library fit into the overall school improvement plan? Constantly refer to what the library can contribute to this and general teaching and learning as well as wellbeing.

Keep asking with everything you add to the report – ‘So what?’ ‘How does it benefit the school/pupils?’

What to include?

- Number of library staff, volunteers, pupil library assistants (What do they do? How do they benefit?)
- Regular events
- Special events
- Statistics – use LMS reports
 - New items added to stock, hard copies and online resources
 - Number of issues
 - Number of booked and team-taught lessons
 - Numbers of clubs and those attending
 - Numbers using the space in breaks, before/after schoolIt is the benefit of these that is important, not the numbers
- CPD undertaken and what you have put into practice as a result/how it has improved the library offer

Be positive.

Use examples of departments who use the library well, but don't criticise those that don't.

Use one line comments from other staff praising the help from the library resources/staff.

Pinterest has some great visual ideas.

Finish off with future developments (and how it will benefit school).