

Document name: *Library development plan: template and examples*  
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OpenLearn course: An introduction to school librarianship  
OpenLearn url: <https://www.open.edu/openlearn/education-development/an-introduction-school-librarianship/content-section-0>



## Library development plan: template and examples

### Example template

Below is an example template for a typical library development Plan. Note the headings at the top of the columns: although these are typical, they are not mandatory and you may wish to use different ones. You may choose to list your goals in order of priority, placing the most urgent first and those that may only be achieved if your workload allows it at the end. Again, however, this is entirely your decision. When populating the columns, it is important to be succinct. Using bullet points will help you keep the content brief.

#### Priority 1

The first example is of a librarian who is new in post and has inherited a library that is cramped and little-used. They have identified that the physical environment needs to be changed in order to make the library more welcoming and create a space large enough to accommodate a whole class. By re-purposing the physical environment of the library, they will be able to host library lessons and encourage teaching colleagues to visit with their classes. It might seem obvious that a cramped, over-full library would benefit from a reconfiguration of its shelving and furniture. However, it would be a lost opportunity not to include it in the Development Plan with reference to the school's Literacy Development Plan.

#### Priority 2

The second example is of a librarian whose school has recently amended their Equality, Diversity, and Inclusion guidelines. Therefore, the librarian wishes to refresh their collections to ensure they further supports the school's aims.

#### Priority 3

The third example is of a librarian who wishes to tackle the issue of long overdue books.

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Priority	Goal Visualising and describing as precisely as possible what has to be achieved.	Strategies What specific actions you will need to do in order to achieve your goal	Resources What is required to implement your strategies	Indicators of success/monitoring How you check progress so you know you are on track
1	<b>Re-purpose the physical environment to attract more users and accommodate teachers who wish to use the library for library lessons to promote reading in line with the school's Literacy Development Plan</b>	<ul style="list-style-type: none"> <li>• Reconfigure the existing shelving, tables, and chairs to create a larger and more open area</li> <li>• Weed book stock and dispose of shelving</li> <li>• Raise awareness of changes through a marketing campaign</li> <li>• Liaise with colleagues to raise awareness of new layout and the library's new ability to accommodate a whole class</li> <li>• Liaise with senior management responsible for timetabling</li> <li>• Include the library in the school's room booking system</li> </ul>	<ul style="list-style-type: none"> <li>• Support from the Site Manager to relocate or dispose of shelving</li> <li>• Funding to obtain furniture, work tables, and chairs</li> <li>• Reprographics to support the marketing campaign</li> <li>• Time to meet with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from students and colleagues</li> <li>• Increased footfall</li> <li>• Teaching colleagues bringing their classes to visit the library</li> <li>• Timetabled library lessons</li> </ul>
2	<b>Improve resources to further support equality, diversity, and inclusion in line with the newly amended school guidelines</b>	<ul style="list-style-type: none"> <li>• Purchase new/current publications</li> <li>• Download and produce leaflets and posters</li> <li>• Gather feedback from the Student Council</li> <li>• Consult with key colleagues responsible for pastoral care</li> <li>• Embed weblinks into LMS and the library's area on the VLE</li> <li>• Raise awareness of new resources through a marketing campaign</li> </ul>	<ul style="list-style-type: none"> <li>• Funding to procure new resources</li> <li>• Time to meet with colleagues and Student Council</li> <li>• Reprographics to support the marketing campaign</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from students and colleagues</li> <li>• Borrowing of new resources</li> <li>• Leaflets being taken</li> </ul>

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3	<b>Influence students to return overdue books</b>	<ul style="list-style-type: none"> <li>• Attend assemblies</li> <li>• Provide students with an alternative method for the return of books apart from visiting the library, e.g. a new book return box in a main hallway or communal space</li> <li>• Hold an amnesty book return day where students aren't charged or reprovred for returning books late</li> <li>• Raise awareness of the new book return box and amnesty return day through a marketing campaign</li> <li>• Implement Text Messaging software for the LMS's overdue report which allows you to send reminders to students and parents/carers</li> <li>• Offer rewards using the school's rewards system for the return of long overdue books</li> <li>• Discover examples of best practice from other librarians</li> </ul>	<ul style="list-style-type: none"> <li>• Funding to obtain a purpose-built book return box</li> <li>• Assistance from Site Manager to place the book return box in an allocated place</li> <li>• Reprographics to support the marketing campaign</li> <li>• Assistance from the Network Manager to install and configure the Text messaging software to enable it to 'speak' to the LMS and the school's student information system.</li> <li>• Time to attend assemblies</li> <li>• Time to connect with fellow librarians through blogs</li> <li>• Reports from LMS</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of attitudinal change</li> <li>• Fewer overdue books</li> <li>• Use of the book return box</li> <li>• Evidence of responses to text messaging</li> </ul>
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