



Province of the
EASTERN CAPE
 DEPARTMENT OF EDUCATION

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT
 DIRECTORATE: TELE-COLLABORATIVE LEARNING & TECHNOLOGY EDUCATION
 Library Technology and Multi-Media Information Service

SECTION A

DISTRICT OFFICIAL

Name	
Designation	
Date of visit	

SCHOOL DETAILS

District	
Name of school	
Emis Number	
Telephone Number	
Fax Number	
e-Mail	
Name of Principal	
Name of EDO	

SCHOOL LIBRARIAN

Surname & Initials	
Cell	
Phone Number	

LIBRARY INFRASTRUCTURE

Is there a school library?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is the library functional?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Does the school library have shelves?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Was a classroom converted into a library (fitted with shelves)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Book collections in classrooms?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Does the library have electricity?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Building Structure	<input type="checkbox"/> Brick	<input type="checkbox"/> Mud	<input type="checkbox"/> Prefab	<input type="checkbox"/> Other
Is there a security system in place?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Type of security:	<input type="checkbox"/> Burglar Alarm	<input type="checkbox"/> Burglar Bars	<input type="checkbox"/> Security Guard	<input type="checkbox"/> Armed Response
	<input type="checkbox"/> Sensomatic Machine			



LIBRARY BOOKS & MATERIALS

Does the library have:

- Fiction Books YES NO
- Non Fiction Books YES NO
- Reference Material YES NO
- Set of encyclopaedias YES NO
- Dictionaries YES NO
- Transparencies YES NO
- Videos YES NO
- DVDs YES NO
- Cassettes YES NO
- Television set YES NO
- Radio/CD player YES NO
- Posters YES NO
- Maps YES NO
- Kits YES NO
- Overhead Projector YES NO
- Photo copier YES NO
- Educational Toys YES NO

- Other specify

Were resources acquired through departmental funding? YES NO

Were resources donated? (specify source) YES NO

Were resources acquired through fund raising? YES NO

HUMAN RESOURCES

	Yes	No	Name	Contact Details
Does the school have a qualified librarian?				
Does the school have educator/educators responsible for the library?				
Does the school use a non-educator for library responsibilities?				
There is no person responsible for the library.				

ADMINISTRATION PROCEDURES

		YES	NO
Issuing Procedures	Is the library open during school hours for educators to bring their learners to the library?		
Processing of materials	Accessioned		
	Classification		
	Cataloguing		

DEPARTMENTAL ASSISTANCE:

Type Of Visit		YES	NO
How often would you like the Subject Advisor for school libraries to visit your school library?	Once-off visit		
	Regular visits to the school		
Would you like the Subject Advisor for school libraries to train members of staff in library organisation?			
Would you like the Subject Advisor for school libraries to train learners in library organisation?			

MAINTENANCE

Does the school have a school library implementation policy? YES NO

Is there a plan for maintenance of library materials? YES NO

Is there a budget for the school library? YES NO

Is there a period allocated for the library in the school timetable? YES NO

How often do learners use the library? Specify

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Financial status of school Section 20 Section 21

TRAINING REQUIREMENTS

Number of teachers at school.

Number of teachers qualified in the field of school librarianship?

Number of teachers that prepare lessons using materials in the library.

SECTION B
FOLLOW-UP SCHOOL VISITS

Instructions: Indicate the correct answer(s) by inserting a tick ✓ in the appropriate box(es).

1. PURPOSE OF THE VISIT

The nature of interaction used during the visit

<input type="checkbox"/>	Classroom visit	<input type="checkbox"/>	Workshop
<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Demonstration
<input type="checkbox"/>	Interview	<input type="checkbox"/>	Other

2. LIBRARY INFRASTRUCTURE

Physical Infrastructure	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Comments
Furniture	<input type="checkbox"/>	Inadequate	<input type="checkbox"/>	Adequate	
Electricity	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

3. UTILISATION OF RESOURCES

				Comments	
Availability of issue cards and date slips	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Availability of circulation procedures	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

4. STATE OF LIBRARY READINESS

					Comments
Resources available	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Processed material	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Relevant	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Utilised	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Integration of Library Resources in teaching and Learning	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

5. Human resources

Availability of dedicated Library personnel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Existence of Library committee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

6. HIGHLIGHTS

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7. CHALLENGES

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8. RECOMMENDATIONS – FOLLOW UP VISITS

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9. TEACHER COMMENTS

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10. COMMENTS OF DISTRICT OFFICIAL

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I declare that the above information is correct.

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NAME OF SCHOOL LIBRARIAN SIGNATURE DATE

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NAME OF PRINCIPAL SIGNATURE DATE

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NAME OF DISTRICT OFFICIAL SIGNATURE DATE

