

End of Term Update

Dear Colleagues

We hope the new academic year has started well and that you are enjoying your loan resources. This Autumn term we have issued 2,510 loan requests! We have had positive feedback so far, but please get in touch if we can do better.

As planned, we are moving to more efficient *and* sustainable working at IELS. This term we switched to electric vans for all our deliveries. In our aim to go paperless, you should now receive a list of items on loan by email when your artefact resources are issued. We hope it helps your lesson planning to get the loan box contents in advance.

Get the most out of the Service:

Submit loan requests early

This helps manage the short Christmas turnaround period and guarantees an early delivery for you in 2025.

Put in loans for the whole school

It helps build our green efficiency to reduce the number of repeat deliveries we make to each school. You can request for other teachers too if that's easier.

Visit the Library Service, individually to browse, or as a group/school for an inset.

Explore our range of books, artefacts, costumes & posters to help plan lessons for next term. You are welcome to choose your own resources and either take them with you or have them delivered. We are open weekdays and in the holidays.

Consultancy—we are here to help make the most of your own school library

We can weed out of date books, re-spine label your stock, advise on furniture and Library Management Systems and, if required, help catalogue and advise on new book purchases.

Borrow Class Reading Sets

The sooner you request a class reading set the more likely we will have your first choice title in stock.

Thank you for your continued support

SUBMIT YOUR SPRING LOAN REQUEST

At: www.iels.org



End of Term Collections

Collections Start:

MONDAY 9 DECEMBER TO THE END OF TERM

We will be emailing school offices with each schools collection date.

If you miss your allotted date get in touch ASAP and we will try to send a driver.

It is a busy time so we may not be able to get back to you until after Christmas.

NEW RESOURCES

We are always adding to our collection—here's a taste of some beautiful new Ancient Greece costumes made especially for us: put your loan request in, first come first served!



OVERDUES:

Before collections you will receive an email listing all resources you have on loan. This includes current loans and overdue items. Please have a really good rummage around the classroom. We need to get resources back so someone else can borrow them. Don't panic though: if items are lost, just reply to the email and we will remove them from your record. Anything broken or damaged just return in your box and we will deal with it.

Email notifications are sent from lbisli@cirqahosting.com so please add address to your trusted senders