SAL 101: LIBRARY PRE-INSTALLATION ASSESMENT FORM

Start a Library is a Kenyan reading promotion initiative that enhances access to supplementary reading materials for children and nurtures a culture of reading for pleasure. We do this through innovative reading promotion programs and development of libraries in schools.

Please fill out the following details to help us determine your library needs (USE BLOCK LETTERS)

PART 1: Contact details
1. Full name of the school ________________________________
2. Category of school: Government ☐ Private ☐ Community ☐
3. Year of establishment ________________ County ________________
   Physical location ________________________________ Road/Street ___________________
   Nearby landmark ________________________________
4. Please provide details of names and contacts for the following, where possible:
   a) School Tel. ________________________________ E-mail__________________________
   b) Head teacher ________________________________ Phone________________________
      Email ________________________________
   c) BOM- Chairperson ________________________________ Phone ______________________

PART II: School population & performance
1. What is the total population in your school? Class 1-8 ___________ ECD___________
2. Please indicate total number of students per class and the latest overall mean score

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3. How many students have any form of disability? Boys_______ Girls_______
   Physical ☐ Visual ☐ Hearing ☐ Other _______________________

4. Please indicate your KCPE mean score for the last 3 years
   2014 _______ 2015 _______ 2016 _______
PART III: About the current library

1. Do you have a school library (print or digital)? Yes [ ] No [ ]
   - If No;
     a) Is there appropriate space that can be set aside to be used as a library? Yes [ ] No [ ]
     b) Does your school have shelves that would accommodate the books? Yes [ ] No [ ]
   - If yes;
     a) How many of the books are: Eng storybooks _____ Kiswahili Storybooks _____ Textbooks _____
     b) How did you acquire the books? (tick where appropriate and indicate number of books)
       - Purchase from FPE funds [ ] _____________
       - International donations [ ] _____________
       - Local donations [ ] _____________
       - Purchase by parents [ ] _____________
       - Any other: ____________________________
     c) When was the last time you bought or received the storybooks? ______________________
     d) Do you have any partners who have supported your school through donation of books and
        furniture, infrastructural development or pupils feeding programme? Yes [ ] No [ ]
        - Provide details and contacts where possible ____________________________

2. Do you have a dedicated library teacher? Yes [ ] No [ ]
   - If yes, please provide details: Name _____________________ Tel No.: ________________
   - If no, please nominate a teacher: Name _____________________ Tel No:________________

3. Does your school observe the weekly library lesson for all classes as provided for in the
   curriculum? Yes [ ] No [ ] (if yes, please attach photo of timetable reflecting library lessons)

4. Kindly attach a letter requesting for a library and indicate its value to the pupils, teachers and
   parents. (Address it to the Start a Library Brand Manager: 0710205229).

5. Additional information____________________________________________________
   __________________________________________________________________________

Name ___________________________ Signature ___________________________
Date ____________________________ Stamp ____________________________

Please note: By filling this form your school has been enlisted as a potential beneficiary of a library from Start a Library. While we make every effort to mobilize resources to start libraries in all public primary schools in Kenya, this form does not guarantee a library for your school.