



SCHOOL LIBRARY NEEDS ASSESSMENT FORM

SCHOOL INFORMATION

1. Name of School: DROMANKUMA ANGLICAN PRIMARY
2. Location / Community: DROMANKUMA
3. District: EJURA-SEKTEYUMASE
4. Name of Head Teacher: PRINCE OHENE TUFFUOR
5. Contact Number: 0249657107
6. Email (if any): princeohenetuffuor@gmail.com
7. Total Student Population: 630
8. Number of Teachers: 18

LIBRARY SPACE & FACILITY ASSESSMENT

1. Current Library Situation

Select all that apply:

- ☒ We have an existing library
- ☐ We have a classroom/room that can be converted
- ☐ We do not have a library space
- ☐ We need help identifying a suitable room

Describe the current space:

2. Room Condition (Tick and Describe)

- Walls (painting, cracks, repairs):
 - ☒ Good ☐ Fair ☐ Poor



- Notes:

- Floor (tiles, cement, repairs):

☒ Good ☐ Fair ☐ Poor

Notes

Windows & Ventilation:

☐ Good ☒ Needs fans ☒ Needs window repair ☒ Needs curtains

Notes:

- Lighting:

☐ Sufficient ☒ Needs bulbs ☐ Needs wiring

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Notes:

- Door & Security:

☐ Good ☒ Needs new lock ☒ Needs door replacement

Notes:

RESOURCES & SUPPORT NEEDED FROM KAT FOUNDATION

1. Furniture Requirements

Select all that apply:

	+233 030 255 3760 +233 024 863 2100		GA-334-6912 14 Lagos Avenue, East Legon, Accra		info@katfoundation.org		P.O. BOX 5250 Cantonments, Accra
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- ☐ Bookshelves
- ☒ Reading tables
- ☒ Chairs
- ☒ Librarian's desk
- ☒ Teacher table & chair
- ☐ Storage cabinets
- ☐ Rugs or floor mats

Other furniture needs:

2. Learning & Reading Materials Needed

Select all that apply:

- ☒ Storybooks
- ☒ Textbooks
- ☒ Reference books (dictionary, atlas, encyclopedia)
- ☒ Early childhood literacy books
- ☐ English and Ghanaian language books
- ☐ STEM learning books
- ☒ Teaching aids (charts, posters, flashcards)
- ☐ Reading-level labels
- ☒ Library rules posters
- ☒ Educational wall decorations

Other materials:

3. Renovation Needs

Select all that apply:

- ☒ Painting
- ☐ Patching cracks

+ 233 030 255 3760
+ 233 024 863 2100



GA 334 6912
34 Lagos Avenue, East Legon, Accra



info@katfoundation.org



P.O. BOX 6260
Cantonments, Accra



- ☐ Ceiling repair
- ☐ Electrical rewiring
- ☒ Installing fans
- ☒ Fixing windows
- ☒ Door replacement
- ☒ Curtains/blinds
- ☐ Installing lights
- ☐ Whiteboard or notice board

Other renovation needs:

THE SCHOOL NEEDS PERMANENT CEILING AT THE LIBRARY

SCHOOL & COMMUNITY CONTRIBUTION

What can the school support the project?

Select all that apply:

- ☐ Labour for painting
- ☒ Labour for cleaning
- ☒ Provision of water for painting
- ☐ PTA contribution
- ☐ Community volunteers
- ☒ Security for library after completion
- ☒ A teacher to manage the library

Other contributions:



2. Assigned Staff for Library Management

Name: NICHOLAS BOATENG Position: SCHOOL LIBRARIAN

OTHER THINGS THAT NEED TO BE DONE

Please indicate if any of the following are needed:

- ☐ Electrical sockets installation
- ☒ Fans or ventilation improvements
- ☐ Shelving reinforcement or wall mounting
- ☒ Pest control or fumigation
- ☐ Cleaning of the environment around the library
- ☐ Repair of leaking roof
- ☒ Provision of ICT tools (optional)
- ☐ Teacher training for library management
- ☒ Support to establish a Reading Club
- ☒ Support for library rules and borrowing system
- ☐ Assistance with book stamping and classification

ADDITIONAL INFORMATION

Please provide any extra information that will help KAT Foundation prepare effectively.

CONFIRMATION

I confirm that the information provided is accurate and reflects the needs of the school.

Name of Head Teacher: PRINCE OHENE TUFFUOR

Signature: OH PRINCE

Date: 25/11/2025

School Stamp (if available)

HEADMASTER
BROMANKUMA ANGLICAN PRVL.
P. O. BOX 79, EJURA - ASH.