



SCHOOL LIBRARY NEEDS ASSESSMENT FORM

SCHOOL INFORMATION

1. Name of School: BONYON M/A PRIMARY
2. Location / Community: BONYON
3. District: EJURA SIKYEDUMASE
4. Name of Head Teacher: SUNK BIRMI
5. Contact Number: 024 29781 22
6. Email (if any): Sunkbirmi@gmail.com
7. Total Student Population: 1192
8. Number of Teachers: 10

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:

The library has enough space but we need more reading materials to add up.

2. Room Condition (Tick and Describe)

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



• Notes:

• Floor (tiles, cement, repairs):

☐ Good ☒ Fair ☐ Poor

Notes:

The floor is made of cement

Windows & Ventilation:

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

Notes:

The frame of the window is rotten.

• Lighting:

☒ Sufficient ☐ Needs bulbs ☐ Needs wiring

Notes:

The light system is in good condition

• Door & Security:

☒ Good ☐ Needs new lock ☐ Needs door replacement

Notes:

There is a metal proof to the door.

RESOURCES & SUPPORT NEEDED FROM KAT FOUNDATION

1. Furniture Requirements

Select all that apply:

	+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
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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

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

Other renovation needs:

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 ManagementName: IBRAHIM PAPA ANIARO Position: 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: SUUK BIRMISignature: [Signature]Date: 24-11-25

School Stamp (if available)

