

Schedule 1: Support available to the Partnership library

The library footprint, an allocation of book stock, ICT equipment and fixtures and fittings appropriate for the Partnership library will be made available to the Partnership library. The Partnership library will operate in accordance with Library Service policies and procedures in the administration of the library offer. Partnership libraries will also receive an annual grant and support package. This schedule sets out the offer and support available.

The library building

The designated library footprint will be available for the community body through a lease arrangement at a peppercorn rent. Each lease will be negotiated but the expectation is that the lease will be for a minimum of 10 years. The Partnership library will be responsible for the cost of utilities, rates, insurance, etc.

Book and lending resources

The council will provide the Partnership library with a core stock of books and library resources. The council will provide new book stock on a regular basis.

As the Partnership library is part of the Barnet network of libraries, the Partnership library will administer the library offer through the council's Library Management System, an on-line database of stock and library users. All stock provided by the council will be quality assured and will be part of this Library Management System. It therefore will be available for stock rotation between libraries and for reservation and borrowing by all Barnet Library members.

Stock that is on the Library Management System and that is borrowed from a Partnership library will be able to be returned to any other Partnership library or Council-managed library. Similarly, stock borrowed from any of the Council-run libraries can be returned to any Partnership library, but must be forwarded to the owning library.

As part of the library network, along with other libraries, Partnership libraries will also be sites for the collection of specialist resources (e.g. playsets, Barnet Book Club, pre-school resources etc).

Any additional stock purchased by or donated to community bodies from other than contracted Barnet Library service suppliers that does not meet the Barnet Library service selection criteria will not be added to the catalogue and therefore will not be loaned via the LMS.

All stock provided by the council at the outset, and as part of stock renewal or replacement, and all stock added to the council's catalogue, remains the property of the council.

Equipment, fixtures and fittings

The council will transfer IT, fixtures and fittings etc to the Partnership library, appropriate for the provision of the Partnership library offer.

For transferred IT to support the library offer, the council will

- provide network connectivity to support access to the council's Library Management System;
- maintain and support an agreed number of transferred PC's including the provision of existing software licences;
- maintain the transferred facilities for printing, copying and scanning under the current LBB contract
- provide a telephone system. This will not include the cost of call charges. The Council will not pay for any additional line(s) or associated rentals or call charges.

Any additional equipment introduced to a Partnership library will not be allowed to connect to the council's network.

All transferred equipment and equipment provided by the council remains the property of the council. Should furniture or other 'fixtures and fittings' require replacement during the life of the agreement, this will be the responsibility of the Partnership library and any new furniture or other new equipment purchased by the Partnership library will be owned by the Partnership library.

Annual grant contribution

An annual grant contribution will be payable to each Partnership library of:

- Year 1: £35,000
- Year 2: £28,000
- Year 3 onwards: £25,000

The grant will be payable as part of an agreed service level agreement which will set out an agreed set of outcomes to be achieved. At a minimum, this will be 15 hours of public library opening hours a week and an agreement to operate within Barnet Library Service policies and procedures.

The grant contribution will be paid on an annual basis, and will be made on the date (and subsequent anniversary) of when the lease and grant agreement have been signed.

The Partnership library must provide the core book lending library offer free of charge to the public. For additional library services where the council currently makes a charge, the Partnership library will be expected to operate the council's fees and charges.. These fees and charges are reviewed annually. Other than library fines, the Partnership library will be able to retain income e.g. from events and other chargeable activities. The charging policy of the Partnership library for any library-related activity will need approval by Barnet's Library service and will form part of the service level agreement.

Potential costs that community bodies need to consider are:

- Costs of telephone rentals / calls;
- Costs of consumables (e.g. paper and print charges);
- Costs of insurance and licences (e.g. public liability insurance, contents and building insurance, copyright licences);
- Running costs, including utilities, wi-fi, energy, rates, cleaning, grounds maintenance, building maintenance;
- Costs of offering and promoting activities
- Volunteer recruitment training and support

Partnership library loan facility

The Partnership library loan facility, interest free, is a one-off opportunity which the Council will make available to help support groups that are working with the Council to establish a Partnership library. There is no obligation to access the loan facility. The loan will only be available on set-up and will need to be paid back over an eight-year period.

It is available to support emerging community bodies or existing organisations to establish a Partnership library. For example, to support a community to establish themselves as a body with volunteer support, through to the development and implementation of proposals for the provision of a library service.

The Partnership library Transition Fund comprises two components and is able to finance up to 100% of approved costs.

The two loan components are:

1. Up to £3,000* for initiation work to help community bodies formulate and progress proposals. This will be available after an Outline Business Case has been approved. This money could be used to support costs relating to establishing the legal structure, legal advice on grant funding and leases, the design and printing of promotional material, a launch event, minor redecoration, signage, etc;
2. Up to £5,000* for each library to support funding for capital buildings work or equipment that can be used to improve the delivery of library services. It could be used, for example, to fund minor refurbishments or buy additional equipment to enable extra community services to be provided.

*These are guidelines and consideration will be given to loan applications that require a different allocation between these elements.

No funding for major refurbishment or building alterations will be considered.

Guidance and the application form for a transition loan is set out in Schedule 6.

Professional support and day-to-day operational support

Each Partnership library will have a named link Library Community Engagement Officer who is employed by Barnet's Library Service. The purpose of the Library Community Engagement Officer is to provide a source of professional support to Partnership libraries and to monitor the quality of the Partnership library offer. The link officer will make regular visits to all Partnership libraries and be contactable by telephone and email. They will be able to advise or support the following:

- Professional advice on the day-to-day operation of a library service;
- Organising or delivering training;
- Advising on volunteer recruitment and retention/development; and
- Providing guidance on policies and procedures.

Each Partnership library will be matched to a Core or Core Plus library, who will be able to offer assistance with any issues arising from the day to day operation of the library including: use of the Library Management System and library processes or procedures. This support will be available via telephone (during staffed opening hours) and email.

Training

All Partnership libraries will be offered free initial training on the Library Management System and other library procedures. Each Partnership Library will be entitled to 12 core training sessions a year (inclusive of initial training outlined above).

Additional support and training can be purchased from the council's Library service.

Service level agreement

A service level agreement will be negotiated with each community body that sets out the expectations of the Partnership library (Schedule 2) alongside the support available.

Building leases and repairs

The use of the library footprint will be offered at a peppercorn rent normally through a lease arrangement. The terms of occupation will be negotiated for each site. As a guide, it is expected that

- A lease or occupation arrangement will be for a minimum of 10 years (with break clause) and will contain a tenant flexible option exercisable upon giving 6 months notice at any time.
- that routine repairs within the library footprint will be the responsibility of the community body and non-routine repairs will remain the responsibility of the council. For example, non-routine repairs will cover roofs and heating systems which are beyond economic repair.
- That the building/footprint would be returned to the council should the library no longer be provided in the meantime.

In relation to the responsibilities associated with the building, the potential division of responsibilities between the council and the Partnership library will to some extent depend on the nature of the occupation agreement at each site. For example, if the community body as the sole occupier of a site, it is likely that different arrangements would apply than where a community body is one of a number of users of a building.

Potential future re-location of library space

At some future point, the council may wish to re-locate the library footprint, for example, as part of a regeneration scheme or a development opportunity to provide new library facilities as part of a residential or commercial development. The occupation agreement/lease will allow for these circumstances.

Employment of paid staff

No council staff will be employed to deliver a library service within a Partnership library. However, it may be that a community body is considering employing library staff to operate the Partnership library. If so, the community body would need to give consideration to what TUPE implications may arise. In these circumstances, it is recommended that community

bodies take their own advice as to the application of TUPE. Each case would be looked at individually.