

Community Managed Libraries



Application Pack

For organisations and groups interested in running a
Community Managed Library

v.1 4 September 2017

 inderby.org.uk/libraries  

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1. INTRODUCTION

This document sets out Derby City Council's plans to introduce Community Managed Libraries (CMLs) and how you can get involved.

In common with local authorities across the country, Derby City Council continues to face significant pressures on its budgets. All parts of the Council have therefore been looking for ways to reduce costs while continuing to deliver high quality services.

Derby has 15 libraries, providing a highly valued service that is used by thousands of residents every week. However the Council does not have the resources to continue running them in their present form, and so on 12 July 2017 Council Cabinet agreed a new model for libraries in the city. A copy of the relevant report can be found on the Council's website, or by clicking on [this link](#).

Under the new model the Council will continue to run five libraries, and will offer a Grant to groups / community organisations willing and able to take over each of the remaining ten (listed below) and run them as Community Managed Libraries:

- Allenton
- Allestree
- Blagreaves Lane
- Chaddesden (The Phillip Whitehead Memorial Library)
- Chellaston
- Derwent
- Mackworth
- Sinfen
- Spondon
- Springwood

A Community Managed Library (CML) is a library which is run by a local community organisation with support from a Local Authority. There are many different models and sources of more information about Community Managed Libraries can be found at Appendix 2. This pack sets out the Council's vision for Community Managed Libraries and the support available for communities in Derby to establish and run Community Managed Libraries.

The Council is strongly committed to the success of Community Managed Libraries, and will therefore offer, as well as an annual Grant, a range of additional support packages to help community organisations take over libraries and make them sustainable.

Section 2 of this Application Pack deals with the CML offer. It describes the Minimum Standard Resource that CMLs must provide. It also explains about the annual Grant that will be available, and a range of other support that will also be offered to groups running a CML. Groups are not required to operate out of existing library buildings, but for those that choose to do so Section 2 also describes their potential legal obligations in relation to the library building.

Section 3 explains who can apply to run a CML, and outlines the criteria for making decisions on Applications.

Section 4 describes the Expression of Interest process for groups that wish to apply run a CML.

CMLs will continue to offer a book lending resource, and public access to wi-fi and the internet on the premises. We also welcome new ideas and the introduction of additional and complementary activities in and from the premises to maximise the benefits and opportunities for local people.

Alongside this Application Pack, the Council has prepared a tailored Library Information Pack and a Library Catchment Profile for each of the ten potential CMLs. Groups preparing an Expression of Interest should read the Information Pack and Catchment Profile for their library alongside this Application Pack. All the documents referred to here, and any updates that are issued later, can be downloaded from www.inderby.org/runalibrary.

The deadline to register an interest to run a CML is **midday, Monday 9 October 2017**. A sample Registration Template is included at Appendix 3.

The deadline to submit an Application to run a CML is **midday, Monday 4 December 2017**. A sample Application Template is included at Appendix 4.

2. THE CML OFFER

2.1 The Annual CML Grant

2.1.1 Introduction

The Council will establish an annual Grant fund of £175, 000 until at least 31 March 2022. Groups will be able to access the fund through the Grant Application Process, further details of which will be made available after the Registration of Interest deadline in October 2017. The Grant fund will not be annually adjusted for inflation.

The Grant fund equates to an average indicative annual Grant, inclusive of books, of £17,500. However, the actual amount each library may receive could be more or less than this sum, as each Grant will be awarded based on needs and merits. The Grant for the first year of operation may be subject to a pro-rata adjustment, reflecting the point in the Council's financial year when each CML becomes operational.

Through its Library Service, the Council aims to improve life chances by encouraging reading, informal learning and digital access in a safe and welcoming environment. Groups making Grant applications are encouraged to reflect these principles in developing their vision. The purpose of the Grant is to support and enable groups to deliver that vision, giving them the freedom to develop their ideas, but offering the support needed at the start of and through their journey.

In order to qualify for a share of the Grant fund in the first year of operation, each group/organisation will be required to demonstrate how accessing a Grant will contribute to its ability to provide the Minimum Standard Resource. The Minimum Standard Resource is described in more detail in Section 2.2.

Whilst the Council wishes to encourage groups' freedom to carry out their proposals, it recognises the challenges in taking on such activity. The Council is offering additional support options which may be taken up to assist the groups in establishing a solid foundation for their proposals. The support that is available is described in Sections 2.3 to 2.8.

2.1.2 Funding for the purchase of new books

From the total Grant fund of £175,000, the Council will ring fence £55,000 as a New Books Reserve, to be used solely for the purpose of acquiring new books and audio books. This may be used in accordance with Enhanced Support Package (1) OR provided as part of the Grant if Enhanced Support Package (1) option is **not** taken up.

The Council is offering Enhanced Support Package (1), which is described in more detail in Section 2.3, to enable groups / organisations the opportunity to work more closely with each other and with the Council, should they choose to. However, books/audio books purchased under this Package will remain the property of the Council and the group/organisation will be guardians of them for and on behalf of the Council.

Where Enhanced Support Package (1) is **not** taken up, books/audio books purchased with money from the New Books Reserve, forming part of the grant monies, will be owned by the group/organisations. Groups accessing the New Books Reserve in this way will be required to demonstrate that the money provided, will be or has been properly applied towards the purchase of such books and/or audio books.

Whether or not Enhanced Support Package (1) is taken up, books and/or audio books in a library, or on loan from it, on the day it becomes a CML will remain the property of the Council; the group/organisation will be guardians of the books for and on behalf of the Council.

2.1.3 Funding to cover CML running costs

Excluding the New Books Reserve of £55,000, the total annual grant fund available is £120,000, which equates to an average indicative annual Grant of £12,000. The actual amount each group/organisation will receive could be more or less than this sum as each Grant will be awarded based on demonstrated need and merit.

While there is an annual fund of £120,000, the Council reserves the right to determine how the fund will be spent in each year. This is a limited fund that must be available to spread across all prospective Grant applicants, and there is a need to ensure fairness and equal treatment.

Groups will be required to support their Grant applications with evidence of need over a period of four years, and to demonstrate that there are no other revenue sources available to them. In subsequent years up until March 2022, i.e. beyond the initial grant, groups will be required to demonstrate why the level of the annual Grant they apply for is required. The Council therefore does not guarantee that all Grant amounts applied for will be awarded.

As stated earlier, the Council's award of a Grant is to enable and support groups to implement the vision set out in their Expression of Interest proposals, and may be awarded for components of the Minimum Standard Resource. Each Grant funding application must reflect the unique costs of running the CML from the identified premises, and to meeting identified needs.

Indications of the current costs the Council incurs for individual library premises are contained in the Library Information Packs. The figures provided are based on the most accurate information available at 30 June 2017. They reflect current Council contracts and are therefore for guidance only. It will be the responsibility of the group to arrange contracts for the supply of all services and utilities (except in relation to those areas covered by Enhanced Support Packages (1) and (2) if those packages are taken up).

Groups that do not wish to utilise premises from which the Council currently operates will be required to provide robust information about the anticipated running costs needed to operate from any alternative building, alongside any other details required to support their application for Grant funding.

Should a group choose to relocate the CML after a Grant has been awarded, the Council reserves the right to review the Grant amount awarded and adjust it if appropriate. Should the group choose to operate from more expensive premises, there is no obligation on the Council to award a Grant to cover those increased costs.

2.1.4 Making a Grant Application

The Grant Application and further details about the Grant will be available to download from www.inderby.org.uk/runalibrary after the Registration of Interest deadline in October 2017. There will also be a FAQ factsheet which may assist.

2.1.5 Proposed review

The annual Grant fund of £175,000 will be established until at least 31 March 2022. When it agreed, on 12 July 2017, to create CMLs the Council's Cabinet also decided that they should be reviewed after a period of operation.

The review is scheduled to take place between October 2020 and March 2021. It will cover levels of Grant, the Grant allocation process, the Enhanced Support Packages and other issues as appropriate. Changes resulting from the review, if any, would be implemented from April 2022, meaning that groups / community organisations running CMLs would receive 12 months' notice.

2.2. Minimum Standard Resource to be provided by a CML

CMLs must provide the following Minimum Standard Resource:

1. Operate and manage a Community Managed Library for the benefit of the Community in the immediate vicinity of the premises, and of other members of the public.

2. Provide a resource that helps improve life chances by encouraging reading, informal learning and digital access in a safe and welcoming environment.
3. Provide a neutral and accessible space that is welcoming to all sections of the Community.
4. Ensure that the library building is safe for its users, its staff and volunteers and that it complies with all health and safety legislation at all times.
5. Provide for users of the Community Managed Library:
 - a book lending resource that is relevant to the varied needs and interests of local people, regardless of their age or background.
 - access to the internet and wi-fi on the premises.
6. Provide opening hours that offer reasonable access to the facility and reflect the needs of people wishing to make use of it, publishing a consistent pattern that will give customers confidence about access arrangements.
7. Promote the Community Managed Library to adults and children.
8. Subject to the proposal being reliant on access to a Council grant and/or the use of existing Council premises, liaise with the Council's Community Libraries Development Team as and when needed, in particular when material changes to the facility are proposed.
9. Have in place appropriate methods for consultation with the community to ensure that local people have an opportunity to participate in the planning of library resources, in particular when material changes to the facility are proposed.
10. Where appropriate, direct customers of the Library to Council library services for example the Home Library Service, the eBook loans service, the eReference Service and the Derby Local Studies and Family History Library.

<p>2.3. Enhanced Support Package (1): Acquisition and management of book stock, and access to the Library Management System</p>

Historically libraries have been able to improve the service they offer to their local communities by being part of a wider library network. The reasons for this are discussed in a separate document headed "*Libraries Better Together – The Public Library Ethos*," which is set out at Appendix 1.

The Council therefore would like to work with CMLs to continue to support their acquisition and management of books and audio books, and is offering Enhanced Support Package (1) for CMLs signing up to the *Libraries Better Together* ethos.

The support package will be available for a peppercorn charge and will offer CMLs a number of benefits including:

- Access to and training in the use of the Library Management System (LMS). The LMS is the computer system that manages the records of stock, membership and loans.
- Provision and maintenance of the computers, other equipment, software, licences and network connectivity needed to operate the LMS.
- Support with book selection, ensuring regular supplies of new books are delivered, catalogued and shelf-ready, direct to the library.
- The same discounts on book purchase as are available to Council-run libraries.
- Advice and support from experienced library staff to help them with the day-to-day management of stock.
- Exchanges of books with Council-run libraries and other CMLs.
- A holds (reservations) system, allowing users of the CML to access books and audio books from the stock of other libraries when a title is not in stock locally.
- Taking part in relevant promotional events and activities, such as the Summer Reading Challenge.
- Guidance from the Community Library Development Team, including an allocated first point of contact, in relation to the day-to-day operation of a book lending resource at the facility. Where necessary the Team will signpost the CML to the Library Service expert best able to deal with their query.

In accepting Enhanced Support Package (1) a CML will forego certain freedoms: for example, it will be bound by the Council's loan periods and charging policies for late fees and holds, be tied to the Council's procedures for most of the books it buys, and be required to obtain and maintain IT relevant networks through the Council's relevant internal procedures. The CML will agree to:

1. Work co-operatively with Council-run Libraries and CMLs in Derby to enable all users to enjoy the benefits of service delivery via an integrated libraries network operating across the city, utilising the Council's Library Management System.
2. Support the principle of an integrated libraries network by:
 - a. adhering to Council policies / procedures relating to the management and operation of loans, including but not limited to loan periods, borrowing limits and borrower categories.
 - b. applying the Council's agreed charges covering loans, late fees ("overdues"), holds ("reservations"), lost/damaged books and audio books and lost tickets. The CML will retain the income generated from applying these charges (excluding income from holds supplied through the Inter-Library Loan System).

- c. agreeing that the Council will spend that element of the Grant ring-fenced for the purchase of books on its behalf. Most orders will be generated through "Supplier Selection", and the Council will actively consult with the CML on a suitable, locally-tailored specification. The CML will benefit fully from the discounts available to the Council, and the stock will be delivered direct to the library catalogued and shelf-ready at no additional cost.
 - d. participating in stock exchange rotas and stock management processes devised by the Council in relation to books and audio books that it (the Council) owns, and items purchased with the Grant. The CML is encouraged to extend this arrangement to include items it has purchased with funds raised locally and items that have been donated to it, but may opt out if it wishes.
 - e. making available to the Council's holds service books and audio books in the CML's stock that are owned by the Council, and those purchased with the Grant. The CML is encouraged to extend this arrangement to include items it has purchased with funds raised locally and items that have been donated to it, but may opt out if it wishes. Users of the CML will be able to place and collect holds, drawing on its own stock, and stock in other Council-run and participating CMLs as appropriate.
 - f. discharging any stock that is returned to the CML but which was borrowed from another participating CML, a Council-run library or a library run by Derbyshire County Council (and members of other East Midlands library services, as may be agreed from time to time), and by returning the stock to its originating library as soon as possible via the inter-library van delivery system. Under a reciprocal arrangement stock borrowed from the CML may be returned at any other participating CML or Council-run Library.
3. Co-operate with reciprocal arrangements between the Council's Library Service and the library service provided by Derbyshire County Council (and other East Midlands library services, as may be agreed from time to time) including, but not limited to:
- a. allowing people who are members of Derbyshire Library Service (and other East Midlands library services, as may be agreed from time to time) access to the book lending service.
 - b. allowing people who are members of Derbyshire Library Service (and other East Midlands library services, as may be agreed from time to time) access to the internet from public computers.
 - c. providing books from the CML's stock to supply requests (holds) placed by users of libraries operated by Derbyshire County Council (and other East Midlands library services, as may be agreed from time to time).

4. Participate in relevant joint initiatives such as the Summer Reading Challenge, and promote these locally.
5. Pay due regard to the CML Stock Management Guidelines.

Important Note: Although CMLs opting for Enhanced Support Package (1) would work closely with the Council and work within many of its procedures, this is a voluntary choice, and organisations / community groups can provide the Minimum Standard Resource without accepting the package.

2.4. Enhanced Support Package (2): Internet and Wi-Fi

Enhanced Support Package (2) is an additional offer of support to CMLs in the provision of internet and wi-fi access. For a peppercorn fee the Council will:

- Provide network connectivity to support internet and wi-fi access.
- Provide, maintain and replace as necessary one PC and the appropriate software to manage / control public internet access, including the required licences. Note: the system for managing access to the internet is linked to the LMS and will therefore only be available to CMLs that have also accepted Enhanced Package (1).
- Provide, maintain and replace as necessary two PCs giving library users access to the internet and Office, including the required licences. The CML can fund the purchase of additional or replacement PCs from its own funds, but these must be procured and installed by the Council. *
- Provide, maintain and replace as necessary one printer linked to the public internet service. The Council will not fund printer consumables, but the CML can set its own charges for internet printing.
- Provide guidance from the Community Library Development Team, including an allocated first point of contact, in relation to the provision of a public internet and wi-fi service at the facility. Where appropriate the Team will act as the interface between the CML and Council staff with the right technical knowledge / expertise.

* In addition the Council will maintain any other public access PCs that are on site on the day that the library becomes community managed until they are five years old or until repair is judged by the Council no longer to be cost-effective.

In accepting Enhanced Support Package (2) a CML will forego certain freedoms: for example:

- It will be required to provide internet and wi-fi access to library users free of charge.
- It will be required to procure any additional PCs that it wishes to buy, with funds raised locally, through the Council. Configuration / set up of these PCs must be undertaken by the Council.

Important Note: Although CMLs accepting Enhanced Support Package (2) would work closely with the Council and work within many of its procedures, this is a voluntary choice, and organisations / community groups can provide the Minimum Standard Resource without accepting the Package.

2.5. Obligations on the CML relating to the Library building

The following section assumes that the CML operates out of existing library premises. However, groups should note that this is not mandatory, and they may choose instead to operate out of alternative premises. It should also be noted that at Derwent and Sinfin Libraries the Council is itself a tenant, so the leases to CMLs at these libraries will also reflect any conditions with which the Council must comply under its leases.

2.5.1 The Lease

The lease is a legally binding contract governing the occupation and use of the library building, between the Council (landlord) and the CML (tenant). Listed below are the proposed heads of terms of the standard leases for CMLs operating out of existing library premises owned by the Council. The detailed terms of each lease will be tailored to the unique circumstances of a specific library, taking these standard conditions as a starting point:

- The lease will expire on 31 March 2022.
- The tenant will be able to break the lease upon giving six months' notice at any time.
- A peppercorn rent will be payable.
- The building is to be used as community book lending/borrowing resource. Other complementary and ancillary activities may be permitted, subject to the prior consent in writing of the Council.
- The tenant will be responsible for the cost of utilities (for example electricity, gas, water) and business rates.
- The tenant will be responsible for decorating internally and for the floor coverings.
- The tenant will be responsible for maintaining any gardens and open spaces belonging to the library.
- The tenant will not be permitted to carry out any alterations to the building without first obtaining the consent of the Council. All work must have planning and building regulations approvals (as appropriate) and be

compliant with the Construction (Design and Management) Regulations 2015.

- The Council will be responsible for the maintenance and repair of the building, the plant and external decoration, as well as maintaining any car parking provision linked to the library building. The tenant will be given information and support with respect to the building, and will be given details of appropriate contacts at the Council to report any building problems.
- At Derwent Community Library and Sinfin Library, the Council is itself a tenant, so the leases to CMLs at these libraries will also reflect any conditions with which the Council must comply under its leases.

2.5.2 Health and Safety Responsibilities to be taken on by the CML

The CML will be responsible (under the Health & Safety at Work Act 1974, and other legislation) for the day to day health and safety of library users, its staff and volunteers. The Council will carry out risk assessments relating to fire, water, electricity, gas and to asbestos (as applicable) as landlord, but the CML must take on the day to day implementation of these.

Training with respect to the safety of the library building will be given.

Examples of some of the day to day responsibilities in this regard are:

- Ensuring that fire alarms and emergency lighting are working, making sure fire escapes are clear;
- Visual checks on electrical items, regular PAT testing of portable electrical items;
- Water hygiene temperature tests;
- Ensuring that if there is an asbestos register at the property (which will be provided by the Council), that it is shown to anyone who is to carry out any work on the property;
- Ensuring that cleaning chemicals are stored and used in accordance with relevant legislation;
- Ensuring that all CML staff and volunteers are adequately instructed in health and safety matters.

2.6. Pump priming fund

The Council has established a one-off budget of £90,000 to support the transfer of libraries to community management. This sum will act as a pump priming fund into which groups / community organisations can bid in order to help pay for their establishment and launch as CMLs. It could help cover, for example, the legal costs associated with becoming constituted, promotion and publicity for the new community venture or the purchase of small items of furniture and equipment.

Bids into the pump-priming fund will be considered from organisations whose Applications to run a CML have been approved. Details of how to bid for a share of the fund will be available after 9 October 2017 on www.inderby.org.uk/runalibrary.

2.7. Training

The Council will provide a comprehensive induction training package for organisations whose Application to run a CML has been agreed. This will cover:

- management of the building, including Health and Safety responsibilities and library service operations;
- library operations – the basics of delivering a lending library service, including transactions and stock management;
- customer service, including Equalities issues;
- delivery of library events and activities.

CMLs taking up Enhanced Support Package (1) will get induction training on how to use the Library Management System, as well as ongoing support and additional training where needed on the Library Management System, stock management, customer service and the delivery of activities and events.

2.8. Additional support

The Council will provide the following additional support for organisations wishing to run a CML:

2.8.1 Briefing sessions

On 18 and 19 September, briefing sessions will be offered for organisations or groups of individuals with an interest in applying to run a CML. These sessions will:

- introduce the Expression of Interest process, and answer questions about the Library Information Pack and other supporting documentation;

- provide basic information on the steps that groups of individuals would need to take in order to set themselves up as a Relevant Body under the Localism Act (see Section 3.1 below);
- provide basic information and answer questions on the practicalities of library operations.

The sessions will take place in the Derby Guildhall Theatre at the following times:

Monday 18 September

- 10.30am-12.30pm;
- 2pm-4pm;
- 6pm-8pm.

Tuesday 19 September

- 11.30am-1.30pm;
- 2.30pm-4.30pm;
- 6pm-8pm.

2.8.2 Support in completing an Application and beyond

The Council recognises that setting up and shaping a voluntary organisation capable of managing a library building and everything that happens within it, as well as properly administering a substantial Grant and raising additional funds, will be very challenging. It proposes to engage, for a period of up to 12 months, a local infrastructure organisation to support groups / community organisations as they develop and, where appropriate, implement their proposals to run a CML.

More information about the local infrastructure organisation and the support it will be able to provide to groups making an Application will be available after 9 October 2017 on www.inderby.org.uk/runalibrary.

In addition, subject to local demand, the Council will organise an informal drop-in session at each potential CML, where staff will be on hand to answer questions on the practicalities of library service operation. They will also be able to respond to further queries about the Expression of Interest process. More information on drop-in sessions will be available after 9 October 2017 on www.inderby.org.uk/runalibrary.

Where appropriate, questions received by the infrastructure organisation and Council officers during this period, and the responses given, will be captured in FAQs and published on www.inderby.org.uk/runalibrary. This will help ensure that relevant information is shared as widely as possible.

3. APPLYING TO RUN A COMMUNITY MANAGED LIBRARY

3.1 Who can apply to run a CML?

The process of transferring some of Derby's libraries from Council control to community management is shaped by the Community Right to Challenge, which is part of the Localism Act 2011. The Community Right to Challenge gives voluntary and community groups, local authority employees and others the right to submit an "Expression of Interest" to take over and run a local authority service.

Only Relevant Bodies can submit an Expression of Interest. The Localism Act defines Relevant Bodies as follows:

- A voluntary or community body;
- A body of persons or a trust which is established for charitable purposes only;
- A parish council;
- Two or more employees of the relevant authority;
- Any other person or body as may be specified by the Secretary of State by regulations.

A voluntary body means a body which is not a public or local authority, the activities of which are not carried out for profit. It can generate a surplus provided it is used for the purposes of its activities or invested in the community.

A community body is a body which is not a public or local authority, the activities of which are primarily for the benefit of the community.

Links to sources of more information on the Community Right to Challenge are given at Appendix 2.

3.2 Will Applications be accepted from groups newly formed for this specific purpose?

Yes. The Council welcomes Applications both from existing community organisations with an interest in the areas served by the libraries that are due to become CMLs, and also from new groups formed specifically to take over the running of their local library.

3.3 Is the Council specifying the legal structure of groups that can submit an Application?

No. Various legal structures would meet the criteria of a Relevant Body under the Localism Act, and could be suitable for groups applying to run a CML. The Council

welcomes Expressions of Interest to run a CML from any Relevant Body. Groups should describe their (proposed) legal structure in their Applications.

3.4 Can a group apply to run more than one library?

Yes. Each library should be the subject of a separate Application, and each Application must be tailored to show how community benefits will be delivered at the library in question. This will enable us to compare and evaluate competing Applications to run the same library.

3.5 What are the criteria for evaluating Applications?

Applications to run a CML will be evaluated with reference to the following criteria:

Minimum Standard Resource	Does the Application demonstrate a robust plan to deliver the Minimum Standard Resource?
Ambition	Does the Application demonstrate ambition to improve benefits to the community, by extending the service offer beyond the Minimum Standard Resource?
Equalities	Does the Application demonstrate a commitment to a service offer that is relevant and welcoming to all sections of the community, in line with the Equality Act 2010?
Engagement	Does the Application demonstrate that local people have been engaged in its development? Is there evidence of a commitment to continuing engagement with local people?
Governance	Does the Application demonstrate plans for sound governance of the CML?
Deliverability	Does the Application demonstrate that sufficient volunteers have been identified to deliver the proposed service offer, and that those volunteers have an appropriate mix of skills and/or experience?
Sustainability	Does the Application demonstrate a financially viable and sustainable service delivery model? Is there evidence that the model could be adapted to withstand any changes in Council support for CMLs that may result from the review that is proposed to take place between October 2020 and March 2021?

3.6 Do CMLs have to operate out of existing library buildings?

No. The option to operate out of existing libraries is available, but not compulsory. Groups should describe their proposal in the Applications.

3.7 How to submit an Application

This is explained in the following section, which outlines all stages of the Expression of Interest process.

4. THE EXPRESSION OF INTEREST (EOI) PROCESS

4.1 Overview of the Expression of Interest (Eoi) process

The Expression of Interest (Eoi) process will comprise four stages, as follows:

- Stage 1: Registration
- Stage 2: Application
- Stage 3: Evaluation
- Stage 4: Decision

4.2 Registration

The purpose of this stage is to collect basic information about groups / organisations that have, or may have, an interest in running a CML. The Registration process will require only a limited amount of information. Registrations will not be evaluated, and groups preparing and submitting one do not need to wait for a formal acknowledgement before moving on to Stage 2.

The process of asking interested parties to register their interest is intended to be helpful, by enabling the Council to:

- Identify existing groups, and groups in the process of formation, that are interested in running a CML. This will provide contact details for those groups, and will therefore allow the Council to provide them with further information and offers of support.
- Identify if there are areas where there may be little or no interest in running a CML. This will allow the Council to direct additional action to generate interest to those parts of the city where it is most needed.

A copy of the Registration template is shown at Appendix 3. It is available as a Word document and can be downloaded from www.inderby.org.uk/runalibrary. When completed it should be sent as an email attachment to the following address: libraries@derby.gov.uk. The deadline is **midday, Monday 9 October 2017**.

All Registrations will be acknowledged by email on or shortly after 9 October 2017. Where appropriate or necessary, groups submitting them will be sent updates or additions to the Application Pack and/or relevant Library Information Pack; updates will also be published on www.inderby.org.uk/runalibrary. Groups do not need to wait for a formal acknowledgement before starting work on their full Applications.

4.3 Application

This part of the process will collect additional information from groups which have submitted a Registration, enabling the Council to make decisions about the viability of proposals. We will be prepared to accept and consider Applications from groups that have not previously submitted a Registration.

A copy of the Application template is shown at Appendix 4. It is available as a Word document and can be downloaded from www.inderby.org.uk/runalibrary. When completed it should be sent as an email attachment to the following address: libraries@derby.gov.uk. The deadline is **midday, Monday 4 December 2017**.

Groups / organisations applying to run a CML may also wish apply for an annual Grant from the Council. The Grant Application form, and guidance on completing it, will be available after 9 October 2017, online from www.inderby.org.uk/runalibrary. Grant applications should be submitted alongside Applications to run a CML.

We will be prepared to accept and consider Applications from groups that have not previously submitted a Registration, or whose Registration was received after the deadline.

4.4 Evaluation

An Evaluation Panel will scrutinise each Application carefully, and may meet with representatives of the groups / community organisations to ask them more about their proposals. Where necessary, the Panel may ask for proposals to be amended or developed further before making a final recommendation about the transfer of a library to community management.

The Evaluation Panel will begin meeting in December 2017.

4.5 Decision

The 12 July Cabinet delegated final decisions on the groups / organisation to run each CML to the Strategic Director of Communities and Place, in consultation with the Cabinet Member for Leisure, Culture and Tourism. Decisions will be made and communicated to applicants from January 2018 onwards.

4.6 Handover

Once a group or community organisation has been identified to run a particular library, the Council will work with it to arrange handover as soon as practicable. It anticipates that the process could take up to six months, but will work with each

successful group / community organisation to achieve handover swiftly, enabling the energy and enthusiasm of the volunteers to be harnessed and budget savings to be delivered promptly. Training and support will be provided by Library staff as required.

Libraries Better Together – The Public Library Ethos

Derby currently benefits from a network of 15 libraries. Each individual library is relatively small, with its own unique character, reflecting the community it serves. Being responsive to local needs is an important element of a successful library, but equally if not more important for their success is that they belong to a wider network, with each service point in that network sharing common practises and a common pool of book stock on which to draw.

Customers who mainly use their local neighbourhood library can be confident that their membership card will allow them the same experience should they choose to use the Riverside Library or any of the other neighbourhood libraries in the city. They can drop their returned books off wherever is convenient for them, all the same services they are used to will be available for them whichever library they visit, and above all their reading choice is not limited to what they can see on the shelves. This commonality enables small libraries to punch above their weight, and Derby Libraries are seeking to work with community groups to maintain these key strengths alongside the benefits of having community-run, independently managed neighbourhood libraries.

One of the greatest strengths of public libraries is that they are open to everyone, providing a neutral and welcoming space which anyone can come in to, pick up a book or magazine and start reading, without charge, proof of ID or other barriers to entry. For those who wish to make greater use of the service, a single joining process gives access to a network of service points with the same loan periods, charges, IT provision, procedures and rules. This consistent customer experience, made possible by shared systems, is the real strength of the service.

No library is an island – an individual library may hold tens of thousands of books, but an isolated collection can become dated and irrelevant in a very short space of time and no longer of interest to customers. A solitary library wishing to offer a balanced and wide-ranging choice of reading material will quickly fall behind in being able to supply its readers, who want the latest fiction titles, a wider range of their preferred genre such as science fiction, romance or crime, or up-to-date travel guides and other non-fiction.

The central plank of the '*Libraries Better Together*' ethos is undoubtedly the reciprocal arrangements relating to book stock. Working together, Derby's Council-run and Community managed Libraries can, between them, offer readers almost half a million books to choose from; if a specific title is not on the shelf, for a small charge it can be delivered to a library of choice within a few days. In addition, collections are also circulated between libraries, allowing for periodic refreshment of stock at each service point.

These arrangements reach beyond the city; Derby has a long-standing and mutually beneficial arrangement with Derbyshire, meaning customers in both city and county have a collection of over 1.5 million titles available to them via the Online Public Access Catalogue (OPAC). Together with the regional and national inter-library loan system, all this adds up to make each library in the network something much, much bigger than can be contained by four walls.

Not only can these shared arrangements transform CMLs into portals of information and reading pleasure, they also bring resilience to adversity and tremendous cost savings, not only in procuring and administering the underpinning IT systems, but also purchase of book stock, allowing us to keep as many people happy as possible on a surprisingly small budget.

Other sources of information

[“Community Libraries: Key considerations for community organisations seeking to take over library services and assets.”](#) Published by Locality in 2016, “this guide forms part of a series of resources produced for the My Community programme, which is funded by the Department for Communities and Local Government. [It] explores the subject of community managed and/or owned libraries, and contains advice that is relevant to both established and new community organisations ... who are interested in exploring how they may play a role in supporting and developing local community library services and buildings.”

[Community managed libraries: good practice toolkit.](#) “This is a best practice guide, produced by the Leadership for Libraries Taskforce [in 2016], for communities and heads of library services in establishing community libraries.” The section of “case studies from the community library perspective,” may be a particular interest to organisations interested in running a CML in Derby, although it should be noted that no two councils and not two CMLs are the same. Derby City Council does not wish to promote, endorse or make judgements on any of these examples. They are provided to give a flavour of the type of approaches that have been developed elsewhere.

[Community Libraries: 10 Case Studies.](#) “These case studies were researched and prepared by Locality in August 2012. Each case study included a review of key documents and telephone interviews with library service officers, relevant councillors and community representatives.” These case studies give a number of examples of CMLs in other parts of the country. No two councils and no two CMLs are the same, and therefore some of these case studies are likely to be more relevant than others to the situation in Derby. In total, however, although perhaps a little dated they give some interesting insights into the challenges and possible opportunities for organisations hoping to run a community library. Derby City Council does not wish to promote, endorse or make judgements on any of these examples. They are provided to give a flavour of the type of approaches that have been developed elsewhere.

[NCVO's "Knowhow Nonprofit" website.](#) “NCVO champions the voluntary sector and volunteering because they're essential for a better society. We do this by connecting, representing and supporting voluntary organisations.” The website provides a range of information likely to be relevant to groups interested in running a CML, including “how voluntary organisations work, information about setting up a charity, and

guidance on how to get started in the voluntary sector,” and “tips and guidance on bringing money into your charity or voluntary organisation - from individual giving and legacies, to bidding for grants and digital fundraising.”

[Localism Act 2011.](#) A link to the full text of the Localism Act 2011, published on the gov.uk website.

[Community Right to Challenge.](#) Statutory Guidance on the Community Right to Challenge, published on the gov.uk website.

[Plain English Guide to the Localism Act.](#) This guide gives an overview of the measures of the Localism Act 2011 under 4 headings:

- new freedoms and flexibilities for local government;
- new rights and powers for communities and individuals;
- reform to make the planning system more democratic and more effective;
- reform to ensure that decisions about housing are taken locally.

CML EXPRESSION OF INTEREST PROCESS

***SAMPLE* REGISTRATION TEMPLATE**

Groups / organisations wishing to register an interest in running a CML should complete the following template. It is available as a Word document and can be downloaded from www.inderby.org.uk/runalibrary. The completed template must be submitted as an email attachment to the following address: libraries@derby.gov.uk. **THE DEADLINE IS MIDDAY, MONDAY 9 OCTOBER 2017.**

What is the name of the library to which this Registration applies?

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Is the Registration of Interest being submitted by an existing organisation, or is a new organisation being set up with the specific aim of running a library?

Existing organisation / new organisation	[Please DELETE ONE]
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Applications must be submitted by a Relevant Body under the Localism Act 2011. Which of these describes the body that is proposing to submit an Application to run a CML?
[Please TICK ONE BOX ONLY]

A voluntary or community body	
A body of persons or a trust which is established for charitable purposes only	
A parish council	
Two or more employees of the relevant authority	
Any other person or body as may be specified by the Secretary of State by regulations	
<i>To be confirmed in the full Application</i>	

(IF APPLICABLE) What is the name and remit of the group / organisation submitting this Registration of Interest? If you have a website please provide the link.

Name of organisation:

Remit / details of organisation:

Website (if applicable):

Contact details. Please provide a name / address / telephone / mobile phone / email for someone who has been nominated as the first point of contact for your group / organisation.

Contact name:

Role within group / organisation (for example, Chair Person or Secretary):

Address:

Telephone:

Mobile:

Email:

How are you engaging / proposing to engage the local community in developing your plans?

What information and support do you anticipate needing to help you develop your Application?

CML EXPRESSION OF INTEREST PROCESS

SAMPLE APPLICATION TEMPLATE

Groups / organisations wishing to submit an Application to run a CML should complete the following template. It is available as a Word document and can be downloaded from www.inderby.org.uk/runalibrary. Applications to run a CML will be evaluated with reference to the criteria described in section 3.5 of the Application Pack.

The completed template must be submitted as an email attachment to the following address: libraries@derby.gov.uk **THE DEADLINE IS MIDDAY, MONDAY 4 DECEMBER 2017.**

Groups / organisations wishing to apply for an annual Grant from the Council to support the proposal described in this Application should also complete a separate Grant Application, and submit it alongside this form. The Grant Application form, and guidance on completing it, will be available after 9 October 2017, online from www.inderby.org.uk/runalibrary.

1. Your proposal: introducing your group / organisation

1.1 What is the name of the library to which this Application applies?

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1.2 What is the name of the group / organisation submitting this Application? If you have a website please provide the link

Name of organisation:
Website (if applicable):

**1.3 Applications must be submitted by a Relevant Body under the Localism Act 2011.
Which of these describes the body submitting this Application? [Please TICK ONE BOX ONLY]**

A voluntary or community body	
A body of persons or a trust which is established for charitable purposes only	
A parish council	
Two or more employees of the relevant authority	
Any other person or body as may be specified by the Secretary of State by regulations	

1.4 Contact details. Please provide a name / address / telephone / mobile phone / email for someone who has been nominated as the first point of contact for your group / organisation.

<p>Contact name:</p> <p>Role within group / organisation (for example, Chair Person or Secretary):</p> <p>Address:</p> <p>Telephone:</p> <p>Mobile:</p> <p>Email:</p>

2. Your proposal: About your group / organisation

2.1 Outline when and why the group / organisation was started, and its purpose and aims:

2.2 Describe the legal status of your group / organisation. If this is not already in place please indicate the intended legal structure and your plans to implement it:

2.3 Tell us about the financial status and/or track record of the group (if appropriate):

2.4 Outline the organisational structure of your group / organisation including, if relevant, members, committees / boards (for example Chair / Treasurer / Secretary), volunteers and paid staff

2.5 Tell us about the skills and relevant experience of the key people in your organisation:

2.6 How have you engaged local people in shaping your Application?

3 Your proposal – some basics

3.1 Are you likely to sign up to Enhanced Support Package (1): Acquisition and management of book stock, and access to the Library Management System?

Yes / No / Not sure [PLEASE DELETE AS APPROPRIATE]

3.2 If you have answered “no” or “not sure” to question 3.1, please tell us about your alternative proposals for (a) managing membership and loans, (b) maintaining a catalogue of the library’s stock, and (c) acquiring new stock:

Managing membership and loans

Maintaining a catalogue of the library’s stock

Acquiring new stock

3.3 Are you likely to sign up to Enhanced Support Package (2): Internet and wi-fi?

Yes / No / Not sure [PLEASE DELETE AS APPROPRIATE]

3.4 If you have answered “no” or “not sure” to question 3.3, please tell us about your alternative proposals for providing internet and wi-fi access:

3.5 What are your proposed opening hours, and how do they reflect the needs of the community?

3.6 How many volunteers will you need to deliver your proposal? Include volunteers who will staff and manage the CML, as well as those carrying out other activities such as fund raising and promotion. How many do you have at present? Between them what range of skills and experience do your volunteers possess?

3.7 [IF APPROPRIATE] How will you recruit the extra volunteers needed to deliver your proposal, and/or to fill gaps in the range of skills and experience available to the CML?

4 Your Proposal: Contributing to positive outcomes

The Council wishes to see CMLs in Derby contribute to the following six positive outcomes, which are closely related to the Minimum Standard Resource (see Section 2.2 above). For each, please tell us what you understand by the outcome, and how your proposals will contribute to it. Where appropriate your responses should show how you have taken into account the library's catchment profile, details of which have been provided in a separate document, when drawing up your proposals.

4.1 Supporting a diverse and confident local community of readers (maximum 500 words)

4.2 Supporting a digitally enabled and connected community (maximum 500 words)

4.3 Supporting a connected and well-informed learning community (maximum 500 words)

4.4 Ensuring a welcoming and accessible facility (maximum 500 words)

4.5 Ensuring a safe and well managed facility (maximum 500 words)

4.6 Ensuring a viable and sustainable facility (maximum 500 words)

5 Your proposal: Ambition for the service offer

The Council wishes to encourage organisations to think creatively about how to maximise the advantages and opportunities it provides for local people. Please tell us about your ambitions for the service offer, and the ways – if any – in which you envisage delivering additional community benefits by moving beyond the “traditional” library offer. Include information on any additional services you hope to provide:

6 Your proposal: Equalities

6.1 Welcoming all sections of the community

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Under the Act it is against the law to discriminate against anyone because of:

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation.

In recognition of the Equality Act 2010 the Council's Minimum Standard Resource requires CMLs to provide "a neutral and accessible space that is welcoming to all sections of the community" and to provide "a book lending resource that is relevant to the varied needs and interests of local people, regardless of their age or background." How will your plans achieve this?

6.2 Responding to the Equalities Impact Assessment

As part of the Libraries Review, the Council has undertaken an Equalities Impact Assessment (EIA) to help it explore where and how its proposals may have a disproportionate impact on groups protected under the Equality Act 2010. The EIA observes that because of the demographic and socio-economic profile of library catchments, changes made at the following libraries *may* have a disproportionate impact on the groups listed against them:

- **Allestree** – disproportionate impact on older people
- **Blagreaves** – disproportionate impact on people from minority ethnic communities
- **Chaddesden** – disproportionate impact on older people
- **Mackworth** – disproportionate impact on disabled people
- **Sinfin** – disproportionate impact on people from minority ethnic communities
- **Spondon** – disproportionate impact on older people

If your Application is to run one of the libraries listed above please use the box below to describe what you think are the implications for your proposal. What will you do to avoid or minimise any negative impact on the group(s) in question? How might the Council support you in this?

7 Your proposal: finance

Please provide an estimate of cash flow, and a summary of projected income and expenditure covering a period of four years (2018/19, 2019/20, 2020/21 and 2021/22). If you prefer you may append your cash flow forecast and other information on projected income and spending in spreadsheet form.

8. Your proposal: Timeline / action plan

Please provide a simple timeline / action plan showing your understanding of the steps leading to the library becoming community managed:

9. Your proposal: Other

Please provide any other supporting information you feel is relevant: