

## PART A - Initial Impact Assessment

**Proposal Name:** Collection Management Framework

**EIA ID:** 2300

**EIA Author:** Alison Jobey

---

**Proposal Outline:** We are sharing the Library Service Collection Management Framework with Committee as although we have been working with this framework for a number of years it has not been formally approved by committee. It outlines how the service acquires, selects, maintains and promotes the materials in our collections. This will provide useful background and wider knowledge of the general principles by which we operate, including the legislative framework.

---

**Proposal Type:** Non-Budget

---

**Year Of Proposal:** 23/24

---

**Lead Director for proposal:** Lisa Firth

---

**Service Area:** Libraries Archives and Information

---

**EIA Start Date:** 17/08/2023

---

**Lead Equality Objective:** Leading the city in celebrating and promoting inclusion

---

**Equality Lead Officer:** Ed Sexton

**Committees:**

Policy Committees

- Communities, Parks & Leisure

**Portfolio****Primary Portfolio:**

Neighbourhoods

**EIA is cross portfolio:**

No

**EIA is joint with another organisation:**

No

**Overview of Impact****Overview Summary:**

Our statutory duty under The Public Libraries Act 1964 is to provide a comprehensive and efficient library service for all those who live, work or study in the area. The Framework outlines our approach to providing a fair and inclusive service to all. It is anticipated that the Collection Management Framework will not impact negatively on those with protected characteristics.

**Impacted characteristics:**

- Age
- Disability
- Poverty & Financial Inclusion
- Race
- Sexual Orientation
- Health
- Gender Reassignment

**Consultation and other engagement****Cumulative Impact**

**Does the proposal have a cumulative impact:**

No

---

**Impact areas:**

## Initial Sign-Off

**Full impact assessment required:**

Yes

---

**Review Date:**

17/08/2024

## PART B - Full Impact Assessment

### Health

**Staff Impacted:**

Yes

**Customers Impacted:**

Yes

**Description of Impact:**

All our libraries have 'Reading Well Collections' these include: Books on prescription: Mood boosting books: Dementia: Long term conditions: mental health: Children and teens. Our collections include reading group sets. Social reading activity can promote wellbeing, combat isolation and bring people together. There is evidence that creative reading including novels and poetry can reduce stress and boost mood.

**Name of Lead Health Officer:**

**Comprehensive Assessment Being Completed:**

No

**Public Health Lead signed off health impact(s):**

## Age

**Staff Impacted:** Yes

**Customers Impacted:** Yes

**Description of Impact:** The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections include materials aimed at all ages from birth to later life. Our collections include 'Memory boxes' and books aimed at stimulating memories for those who have dementia. Our Home Library Service provides books and other materials directly into customers' homes. Many of these clients are elderly. There is significant evidence that learning to read at an early age improves children's life chances as they develop. Every library has significant resources and activities to encourage reading from birth.

## Disability

**Staff Impacted:** Yes

**Customers Impacted:** Yes

**Description of Impact:** The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections include books in large print format and talking books. The text size can be increased on items taken out from our e-library, and our online newspaper service has a listen facility. Our home library service delivers books and other materials directly into customers' homes if they are unable to visit a library. We also provide autism-friendly times so that parents and children can use our autism materials in a safe environment.

## Gender Reassignment

**Staff Impacted:** Yes

**Customers Impacted:** Yes

**Description of Impact:** The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. We maintain a specific LGBTQ+ collection, and LGBTQ+ authors are reflected across our lending materials. Our children and young adult collections contain material that reflect the diverse nature of society, including the wide variety of modern day family units. More recently we have included material reflecting the Transgender debate.

## Poverty & Financial Inclusion

**Staff Impacted:** Yes

**Customers Impacted:** Yes

**Description of Impact:** The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections provide access to a wide range and choice of materials, which is not limited to the library they use. All customers have access to any stock that is on the library catalogue via free reservations. Customers using the library do not have to purchase books themselves. In addition the removal of late fines should help to remove any barriers to lending material. Our collections include material on managing budgets and family finances. Customers who do not have internet access at home can use our free PN machines and access a wide range of magazines and comics, and newspapers.

## Race

**Staff Impacted:** Yes

**Customers Impacted:** Yes

**Description of Impact:** The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Titles can be checked on our catalogue using specific search terms, such as Black History. We aim for our collections to reflect equality, diversity and inclusion. We have acquired material that relates to the

Black Lives Matter campaign, and regularly promote material that reflects the diversity of cultures within Sheffield. We have collections of Chinese, Urdu, Arabic and Polish materials in our collections. We review information on demographic changes, and review feedback on language provision from customers. Where there is still demand for material in community languages we will aim to support this. We continue to supply Urdu digests at Firth Park Library, as they remain popular. The Ukrainians arriving in Sheffield either spoke or wished to learn English. We have however provided children's bi lingual books to assist with integration.

## Sexual Orientation

**Staff Impacted:**

Yes

**Customers Impacted:**

Yes

**Description of Impact:**

The Framework informs our staff and customers how we acquire, select manage and promote the materials in our collections. We maintain a specific LGBTQ+ collection, and LGBTQ+ authors are reflected across our lending materials. Our children and young adult collections contain material that reflect the diverse nature of society , including the wide variety of modern day family units. More recently we have included material reflecting the Transgender debate.

## Action Plan & Supporting Evidence

**Outline of action plan:**

We will continue to review our Collections to ensure that they reflect current interests, and are relevant to those who live work or study in Sheffield. We will investigate improvements to our catalogue search facility to highlight areas of interest, related to EDI. We will continue to monitor the demographic information covering communities and languages spoken by Sheffield residents and take appropriate action.

**Action plan evidence:**

**Changes made as a result of action plan:**

## Mitigation

**Significant risk after mitigation measures:** No

**Outline of impact and risks:**

## Review Date

**Review Date:** 17/08/2024

This page is intentionally left blank