



Report to Policy Committee

Author/Lead Officer of Report: Hilary Coulson,
Head of Libraries Archives and Information Service
/ Alison Jobey, Central and Collections Manager

Tel: 07867188650

Report of: *Ajman Ali, Executive Director Neighbourhood Services*

Report to: *Communities, Parks and Leisure*

Date of Decision: *25 September 2023*

Subject: Sheffield Library Collection Management Framework.

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 2300				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

Purpose of Report:

Sheffield City Council has not previously had a documented approach to Collection Management in the Libraries, Archives and Information Service. By Collection Management we mean how we select, manage, promote and dispose of library stock, including hard copy books, electronic books, magazines and newspapers.

The service has been operating within this framework for a number of years, which is in line with other Library Authorities across the UK. As part of our commitment to being open and transparent we are seeking approval of the framework in order to make this publicly available.

The Framework applies to statutory Libraries within Sheffield and also covers the Co-delivered Libraries, where the Libraries, Archives and Information Service purchase new materials.

As all Libraries use the library catalogue, all material on the catalogue must follow the principles and spirit of the Collection Management Framework.

Note: This Library Collection Management Framework covers library materials including the Local Studies Library. The City Archive collections are covered by an existing policy document.

Recommendations:

To approve and endorse the content in the Library Collection Management Framework.

Background Papers:

See attached document- Appendix A: **Library Collection Management Framework (Sheffield Libraries, Archives and Information Service)**

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Holly Nicholl
	Legal: Rebecca Lambert
	Equalities & Consultation: Ed Sexton
	Climate: Hilary Coulson (as advised by the sustainability team)
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	SLB member who approved submission: <i>Ajman Ali</i>
3	Committee Chair consulted: Richard Williams
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: <i>Hilary Coulson</i>
	Job Title: <i>Head of Libraries, Archives and Information Service</i>
Date: 13 September 2023	

1. PROPOSAL

Sheffield City Council ('the Council') has not previously had a documented approach to Library collection management within the Libraries, Archives and Information Service. By collection management we mean how we select, manage, promote and dispose of library stock, including hard copy books, electronic books, magazines and newspapers.

The service has been operating within this framework for a number of years, which is in line with other Library Authorities across the UK. As part of our commitment to being open and transparent we are seeking approval of the documented framework in order to make this publicly available.

The Library Collection Management Framework ('the Framework') is in line with our Professional Organisation - The Chartered Institute of Library and Information Professionals (CILIP) statement: Intellectual Freedom, Access to Information and Censorship 2005

"It is the role of a library and information service that is funded from the public purse to provide, as far as resources allow, access to all publicly available information, whether factual or fiction and regardless of media or format, in which its users claim legitimate interest. [In some cases this will be limited to those areas reflecting the primary purpose of a parent institution; in others it will be generalist in nature]. Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest. The legal basis of any restriction on access should always be stated".

As a statutory library service, it is our duty to 'Provide a comprehensive and efficient library service for all who live, work or study in the area.' We aim to provide fair and impartial access to library materials.

The Framework, if approved, will be shared with staff, customers and the wider public on our website and in hard copy in all Libraries.

2. HOW DOES THIS DECISION CONTRIBUTE?

The Framework guides our approach to selecting and managing library stock aiming to

- Promote reading as an essential life skill and as a source of pleasure and enjoyment.
- Reflect the widest diversity of cultural backgrounds and social views.
- Provide material in languages other than English to reflect the City's diverse and dynamic multicultural population.

- Satisfy the need for appropriate formats for people with diverse needs
- Ensure that the funds allocated for stock purchase are used effectively to provide value for money: to ensure a consistent, fair and equitable approach: and to maximise the availability and use of items across the city.

This supports the Council's strategic goals:

- Fair, inclusive and empowered communities
- Happy young people who have the start they need for the future they want
- Healthy lives and wellbeing for all

3. HAS THERE BEEN ANY CONSULTATION?

3.1 The Framework seeks to make transparent and open how the Library Service manages its collections. There are no changes to our long-standing approach, but we are seeking to document and share our to Collection Management Framework in written form for the first time.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 The Framework document aims to inform our members, staff and customer's how we acquire, select, manage and promote our Collections. We are a statutory service and have a duty to provide an efficient and comprehensive library service to all who live, work and study in the area. The Council as a Public Authority has legal requirements under the Equality Act 2010. Section 149(1) contains the Public Sector Equality Duty, under which public authorities must, in exercise of their functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that connected to protected characteristics and prohibited by or under this Act;
- (b) advance equality of opportunity between those who share a relevant protected characteristic and those who do not;
- (c) foster good relations between those who share a relevant protected characteristic and those who do not.

The EIA undertaken specifically addresses the protected characteristics of Health, Age, Disability, Sexual Orientation and Poverty and Financial Exclusion. We continue to review our Collections and how they support Equality, Diversity and Inclusion. There are no anticipated negative Equality, Diversity and Inclusion implications arising out of the implementation of the Framework.

4.2 Financial and Commercial Implications

4.2.1 There are no financial or commercial implications within this framework.

4.2.2 It outlines the aims, principles, legislation and practices relating to Collection Management within the service. Decisions on approval of how we procure our materials are contained in a separate report to committee. Any contracts are negotiated with the Council's sourcing and procurement departments. The Collections are managed within existing library service budgets.

4.3 Legal Implications

4.3.1 The Public Libraries and Museums Act 1964 ('the 1964 Act') sets out the statutory provisions governing public libraries in England. Section 7(1) of the 1964 Act places a duty on Local Authorities (as the Library Authority for their administrative area) to provide a '*comprehensive and efficient*' library service for all those living, working or studying full time in their area. Section 7(1) states as follows:

'It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof...'

'Comprehensive and efficient' are not defined under the 1964 Act. It is therefore the responsibility of each Local Authority to determine how to deliver public library services in the context of local need.

4.3.2 In fulfilling its duty to provide a '*comprehensive and efficient*' library service local authorities shall under section 7(2) of the 1964 Act, '*in particular have regard to the desirability -*

(a) of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children; and

(b) of encouraging both adults and children to make full use of the library service, and of providing advice as to its use and of making available such bibliographical and other information as may be required by persons using it; and

(c) of securing, in relation to any matter concerning the functions both of the library authority as such and any other authority whose functions are exercisable within the library area, that there is full co-operation between the persons engaged in carrying out those functions.'

The implementation of the Framework formally documents the principles

and practices which the Council uses for the selection, purchase, management, promotion and disposal of library stock and in doing so allows the Council to show evidence of its compliance with the requirements of consideration under section 7(2)(a) of the 1964 Act.

The mission statement, principles, stock selection and Appendix A sections of the Framework also allow the Council as Library Authority to satisfy the second and third desirability considerations set out at section 7(2)(b) and (c) of the 1964 Act.

The Council therefore has the necessary authority to consider and approve the Framework under the provisions of section 7 of the 1964 Act.

4.3.3 On 6th February 2023 the Communities, Parks and Leisure Committee approved the commissioning and purchase of library books and other materials for the next 3 years through the joint arrangement with the North-west and Yorkshire Book Consortium. The Council therefore has the necessary authority in place in order to carry out the Stock Selection processes referred to under section 7.1 of the Framework.

4.3.4 In addition to complying with its duties under the 1964 Act all Local Authorities should also consider a number of other legal obligations when drawing up their library strategies and plans including those contained within:

- The Equality Act 2010 and the Public Sector Equality duty (as detailed at section 4.1 of the report)
- Best Value Duty 2011 guidance
- Localism Act 2011
- Human Rights Act 1998

4.4 Climate Implications

4.4.1 There are no direct Climate Implications, however loaning library books to customers is a greener option than individuals purchasing themselves. When disposing of unwanted library materials the firms we use seek to sell on first before disposal. They all have the necessary regulatory paperwork.

4.5 Other Implications

4.5.1 There are no other implications.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Not applicable

6. REASONS FOR RECOMMENDATIONS

- 6.1 We are bringing our Collection Management Framework to Committee for approval. We have been following this approach, which is in line with other Library Authorities and supports the 2005 national Chartered Institute of Library and Information Professionals (CILIP's) statement on intellectual freedom. To increase openness and transparency we are documenting this approach to inform staff, customers, Elected Members of the Committee and the wider public.

This page is intentionally left blank