

## **Rotherham Library and Information Service**

### **A modern, vibrant, library service – developing a new service model for Rotherham: Consultation plan**

Rotherham's residents are invited to have their say on the future of the library service. This document sets out the plan for consultation on the current proposals. Copies of all background documents, which are available in alternative formats and languages upon request can be found at [www.rotherham.gov.uk/libraries](http://www.rotherham.gov.uk/libraries).

Rotherham's Library & Information Service aims to:

- Promote a love of reading and help to improve literacy.
- Provide a space where people can engage in informal learning, develop skills and improve their lives.
- Provide children and young people with a safe, inspiring place to learn, explore their creativity and find their talent.
- Support businesses and contribute to the sustainability and regeneration of our local communities.
- Provide welcoming spaces, open for all to use to improve their lives and their communities.
- Offer information and reading services that can improve the health and well being of customers.
- Bridge the digital divide and become, for many people, an essential point of access to online knowledge resources.

The Council has to provide a Library and Information Service:

- "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". The duty arises in relation to persons who are resident, work in or are in full time education in the borough. (Public Libraries & Museums Act 1964, section 7)

A review of the Library & Information Service has been undertaken to identify proposals for future service delivery. These proposals are based on an assessment of local need for the service and take into account the statutory requirement for the service and available resources. They are informed by the Library Strategy 2011-15, which aims to deliver a modern, vibrant library service and have been subject to an equalities assessment.

The Library & Information Service is, by its nature, open to all. Our target audience for consultation therefore is a wide one, made up of all those who live, work or learn in Rotherham, including those who do not currently use libraries.

<b>Indicative timetable for consultation</b>	
<p><b>At least 12 weeks before the consultation begins:</b></p> <p><b>Project Board formed</b></p> <p><b>Methods of consultation determined</b></p>	<ul style="list-style-type: none"> <li>• The Project Board is made up of officers from the Library &amp; Information Service, the Council's Community Engagement Team and other Council departments.</li> <li>• Meetings will consider the purpose of the proposed consultation; explore the needs of the different communities and stakeholders to be consulted; discuss the proposed methods of engagement; agree the timetable and work with appropriate partners to deliver the consultation.</li> <li>• Monthly updates to Library Review Project Board.</li> </ul>
<p><b>4-6 weeks before the consultation begins:</b></p> <p><b>Preparation of material</b></p> <p><b>Briefings</b></p>	<ul style="list-style-type: none"> <li>• Submit consultation protocol Form 1</li> <li>• Preparation of consultation material: leaflets; response forms; exhibition material; maps &amp; aerial photographs; power point presentations; posters advertising events.</li> <li>• Press release/article</li> <li>• Briefing appropriate staff, Members, stakeholder groups</li> <li>• Prepare Frequently Asked Questions</li> <li>• Confirm availability of information in alternative formats and languages</li> </ul>
<p><b>2-4 weeks before the consultation begins:</b></p> <p><b>Publicity</b></p>	<ul style="list-style-type: none"> <li>• Approval of consultation documents by Cabinet (20<sup>th</sup> June)</li> <li>• Posters put up in local venues</li> <li>• Material prepared for website</li> <li>• Email address: <a href="mailto:libraryreview@rotherham.gov.uk">libraryreview@rotherham.gov.uk</a> set up</li> <li>• Documents printed and ready for publication</li> <li>• Letters to Groups of Interest to include Older people, Young people, People with Disabilities, LGBT and Black and Ethnic minority people</li> <li>• Telephone number confirmed: 01709 823623</li> </ul>
<p><b>Consultation period:</b></p> <p><b>Maximum 12 weeks</b></p>	<ul style="list-style-type: none"> <li>• Public meetings/events. The RMBC Library Services will lead on this consultation with support from the Community Engagement Team.</li> <li>• Website live.</li> <li>• Radio interviews.</li> <li>• Press releases and interviews provided on request.</li> <li>• Information in local papers.</li> <li>• Reference documents placed in libraries and customer service centres</li> </ul>

<p><b>During consultation period:</b></p> <p><b>Workshops and events</b></p>	<ul style="list-style-type: none"> <li>• Bespoke ‘drop-in’ sessions held throughout the Borough.</li> <li>• Flyers / Posters inviting communities to drop-in to bespoke events circulated via local Parish Councils, Community Groups and Area Assembly networks.</li> <li>• Posters placed in local venues prior to events in the locality</li> <li>• Facilitated workshops with communities of interest</li> </ul> <p>Proposed timetable of drop in sessions:</p> <p>26<sup>th</sup> June: Members’ drop in session, Town Hall</p> <p>4<sup>th</sup> July: Aston Library, 2-6pm</p> <p>5<sup>th</sup> July: Mowbray Gardens Library, 2-6pm</p> <p>6<sup>th</sup> July: Greasbrough Library, 2-6pm</p> <p>9<sup>th</sup> July: Maltby Library, 2-6pm</p> <p>10<sup>th</sup> July: Brinsworth Library, 2-6pm</p> <p>11<sup>th</sup> July: Rawmarsh Library, 1-5.30pm</p> <p>12<sup>th</sup> July: Kiveton Park Library, 2-6pm</p> <p>13<sup>th</sup> July: Dinnington Library, 2-6pm</p> <p>16<sup>th</sup> July: Thurcroft Library, 2-6pm</p> <p>17<sup>th</sup> July: Wickersley Library, 2-6pm</p> <p>18<sup>th</sup> July: Thorpe Hesley Library, 3.30-7pm</p> <p>19<sup>th</sup> July: Swinton Library, 2-6pm</p> <p>23<sup>rd</sup> July: Wath Library, 2-6pm</p> <p>24<sup>th</sup> July: Kimberworth Library, 2-6pm</p> <p>26<sup>th</sup> July: Riverside House, 2-6pm</p> <p>30<sup>th</sup> July: Kimberworth Park Library, 2-6pm</p>
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<p><b>All timings post consultation close are subject to the level and complexity of the consultation response.</b></p>	
<p><b>Consultation closes:</b></p> <p><b>Review of comments</b></p>	<ul style="list-style-type: none"> <li>• Provisional date for close of consultation 31<sup>st</sup> August 2012</li> <li>• Reflection and review of the consultation activities will be undertaken during and following on from the programme of consultation</li> </ul>
<p><b>1-2 months after consultation closes:</b></p> <p><b>Internal and external feedback</b></p> <p><b>Presentation of revised options</b></p>	<ul style="list-style-type: none"> <li>• Feedback report available for staff, customers, partners, available on the Council website during August-September 2012</li> <li>• Feedback to Members</li> <li>• Presentation of revised options to Members September-October 2012</li> </ul>

## **Consultation material and cascading information**

**Documents:** Assessment of need executive summary and full document; rationale for proposals; public consultation information; equalities assessment; map based information for each library and for borough; possible questions and answers for individual libraries

**Posters:** E-poster with details relevant to any up and coming local events as and when necessary, invitations /flyers in A5 format - prepared as and when necessary. Predominantly to be circulated to Libraries, Area Assembly teams and Parish Council's to place in local community venues. Local community groups / parish councils may be willing to distribute flyers advertising local events as required.

**Website:** Web site with appropriate documentation / background papers. All details of public consultation events to be uploaded to the web page as and when known.

**Letter:** To all Council Members informing them of consultation events to take place in their area of responsibility, also to Communities of Interest, members of Friends of Library Groups and key partners

**Information:** Placed in Rotherham Advertiser, South Yorkshire Times and local press (e.g. Maltby, Dinnington) advertising dates of the consultation programme and any consultation activities

**Press releases:** To include reason for and details of any events via the Council Press Office. Follow up articles to be prepared as necessary. Full use will be made of Staff Bulletin/Staff Newsletter

**Libraries:** Reference copies of all appropriate documents will be placed in local libraries. A briefing note will be prepared for library staff to assist communities in looking at all documents and background papers

**General events and workshops:** Required for each Library and communities of interest as appropriate. These will be "drop in" sessions with no need to confirm attendance in advance. Further dates may be added if required.

**Timetable:** Workshops to take place between 4<sup>th</sup> and 30<sup>th</sup> July. Indicative date for conclusion of consultation: 31<sup>st</sup> August

### **Contact Name**

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