

## Community Managed Library Models

### Library Access Points

Community managed libraries, supporting community need providing a book lending service as well as additional services where appropriate.

#### NCC provide:

- Access to LMS, Self-service and computer terminal for this purpose
- Connection to the PSN
- Initial book stock at agreed level
- An agreed amount of annual new/top up stock
- Agreed number of Peoples Network terminals for public internet access
- Initial training (to be cascaded)
- Monthly support from Community Co-ordinator
- Stock reservation service and regular deliveries
- Membership cards
- A Service Level Agreement
- Access to Section 106 monies where appropriate

#### Community Organisation to provide:

- Secure, accessible premises to house LAP
- Appropriate minimum opening hours
- Access to online services via the Peoples Network provided
- All associated property running costs
- Indemnity and other insurances
- All staffing, paid or voluntary
- DBS costs as appropriate
- Sound Business Plan
- Agreement to code of conduct
- Performance data
- Printing/copying (if required)
- Annual financial report demonstrating re-investment into library of income generated through library fines and fees

#### Property

- Lease/sale agreements where applicable will need to be agreed separate to SLA

### Library Access Point Lite

Not statutory – community managed, providing lending service only.

#### NCC provide:

- Access to LMS, via Self service only
- Initial book stock at agreed level
- An agreed level of occasional top-up stock
- A Service Level Agreement

#### Community Organisation to provide:

- Secure, accessible premises to house LAP
- Appropriate minimum opening hours
- Hard or wireless Connection to the internet for Self service terminal
- All associated property running costs
- Indemnity and other insurances
- All staffing, paid or voluntary
- DBS costs as appropriate
- Agreement to code of conduct

#### The following services will not be available from Library Access Point Lite sites

- Payment of fines and fees
- Requesting of stock from other libraries
- Joining the library service
- Access to the internet via the People's Network
- Enquiry service and additional council services

#### Property

- Lease/sale agreements where applicable will need to be agreed separate to SLA