

OVERVIEW & SCRUTINY BOARD

IMPACT OF THE REVIEW OF LIBRARY SERVICES TASK GROUP

FINAL REPORT

March 2021



Bromsgrove
District Council
www.bromsgrove.gov.uk

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CONTENTS

1. Membership of the Task Group
2. Foreword from the Chairman
3. Summary of Recommendations
4. Chapter 1 - Promotion and Location of Libraries in the District
5. Chapter 2 – Areas for Consideration by Worcestershire County Council
- 6 Areas of Note
- 7 Conclusion
- 8 Background Information
- 9 Appendix 1 – Terms of Reference
- 10 Appendix 2 – Background Papers
- 11 Appendix 3 –Witnesses
- 12 Appendix 4 – Questions for Councillor Lucy Hodgson
- 13 Appendix 5 – Library Opening Times and Facilities

MEMBERSHIP OF THE TASK GROUP



Councillor Steve Colella (Chairman)



Councillor Sue Douglas



Councillor Janet King



Councillor Adrian Kriss



Councillor Maria Middleton



Councillor Caroline Spencer

Supporting Officer Details

Jo Gresham – Democratic Services Officer

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Foreword from the Chairman

The purpose of this report is an 'Investigation into the effects of the impacts of Library Service Changes in Bromsgrove'.

The Task Group took a very pragmatic view looking at the overall impact on Library Services in the Bromsgrove District, taking the opportunity to question Worcestershire County Council senior Officers and WCC Cabinet member for Community Services Councillor Lucy Hodgson.

The recommendations made by this Task Group are focused on ensuring that the review of the Library service has not undermined service delivery to an extent that public amenity in Bromsgrove has been disadvantaged and that there has not been any long-term loss and derogation of service.

The task group heard how Libraries are dynamic, far reaching excellent services offering a varied and high-class public amenity. The review highlighted the wide range of age groups, social demographics and stakeholders that rely on libraries and how enthusiastic local people are ensuring its survival. However, there is a 'but'; under the service review the County Council's objective is to reduce costs through staff reorganisation, cost reduction and income maximisation.

The Task Group identified several important issues that although have not formed recommendations should be noted. The review of Library Services has resulted in an organisational restructure, staff role and responsibility review, added pressures on the voluntary sector and in many cases resulted in pressures on other organisations to make financial contributions and a shifting of asset management to local administrators.

Whilst I personally welcome greater local control by local stakeholders there is a balance between the statutory duty of Worcestershire County Council and the sustainability of local communities to pick-up the impact of such service changes. To expect the voluntary sector and district and parish councils to fund service gaps merely moves the problem rather than addresses the long-term existence of the service as we know it today.

Continuation of this strategy would mean that services in Libraries being reduced further. To date the County Council's review has been met with enthusiasm by local communities and ward councillors to ensure that the overall public amenity is maintained. The pressure to continue to backfill service changes by local stakeholders would result in an unsustainable over reliance on goodwill and third-party funding.

Agenda Item 7

I would like to thank the Democratic Services' Officers for their hard work and dedication to this task group and fellow councillors for their valuable contributions, and importantly sincere thanks go to Worcestershire County Council officers and Portfolio Holder for their open and transparent approach to this Task Group.

I strongly believe that the value of undertaking this Task and Finish Group is reflected in the thanks given by the Portfolio Holder that this district is the only one to hold such a review.

Councillor Steve Colella
Chairman, Impact of Review of Library Services Task Group

Summary of Recommendations

Chapter 1 – Promotion and Location of Libraries in the District

Recommendation 1
That all Members continue to receive up to date information in relation to any proposed changes to libraries in their Wards.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Recommendation 2
That all Members be consulted when any proposed changes are to be made to the Strategic Libraries in the District.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Recommendation 3
That a publicity campaign be undertaken to promote the facilities available at Libraries.
Financial Implications for recommendations: There may be a small financial implication, depending on the type of the publicity campaign.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: Officer time.

Chapter 2 - Areas for Consideration by Worcestershire County Council

Recommendation 4
That Worcestershire County Council ensure that any grant funding received is distributed to Libraries accordingly.
Financial Implications for recommendations: There are no direct financial implications in relation to this recommendation.
Legal Implications for recommendations: There are no direct legal implications in relation to this recommendation.
Resource Implications: There are no direct resource implications

Background Information

Councillor S. Colella presented a topic proposal form containing proposed terms of reference for a Task Group entitled 'Investigation into the Effect of the Impact of Library Service Changes in Bromsgrove' supported by other Councillors and library users, many of whom attended the Library consultation meetings. Councillor Colella wished this Task Group to investigate the Library Service Review which had been undertaken by Worcestershire County Council (WCC) in order to ascertain the effect on Bromsgrove's Libraries.

At the Overview and Scrutiny Board meeting on 13th January 2020, during consideration of the topic proposal 'The Wigan Deal' was discussed with Members of the Board and Councillor Karen May, Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships. During this discussion, the main Overview and Scrutiny Board were informed that an announcement was only 10-12 weeks away regarding libraries in the District and therefore this Task Group may not be needed. However, Members agreed that they would like more certainty around the potential closures of certain libraries as there was some confusion between a statement made by the Member of Parliament and information from the Place Partnership. It was therefore agreed at that meeting that a Task Group should be established and Councillor S. Colella was appointed as its Chairman. The Membership and quorum were set at the meeting of the Board held on 10th February 2020.

Although the first meeting was held on 11th March 2020 when the work programme and witnesses for the investigation were agreed, the impact of Covid-19 meant that there was a delay in the subsequent meeting, which was held virtually on 30th June 2020.

The Task Group held six meetings (two of which were not quorate) in total which included scrutinising the research carried out in respect of services the libraries currently provided and interviews with officers and Councillor L. Hodgson, the Cabinet Member with responsibility for Communities from Worcestershire County Council. During these interviews, the witnesses were provided with questions prior to the meeting in order for them to provide members with as much detail as possible during the session.

Chapter 1 – Promotion and Location of Libraries in the District

During the investigation, the Task Group agreed that an area that they wanted to understand more fully was what activities currently took place in libraries across the District and it was agreed that the Democratic Services Officer would undertake research to ascertain library facilities pre-Covid. The research provided Members with a clear picture of what was available to residents and enabled Members to understand what services, if any, might not be included following the implementation of the new strategy (see Appendix 5). There was also detailed discussion throughout the investigation regarding the promotion of meeting rooms within the libraries (which had the potential to also create a small income stream) and whether residents were aware that there were rooms available for hire. It was noted by some Members that although there was some pricing information available on the WCC website it was difficult to navigate and might be an area that required clarification to encourage increased use of the facilities for residents. In addition to the room hire information some Members queried the facilities that were included on the website and whether it was all up to date. The Democratic Services Officer contacted WCC and it was clarified that their officers did aim to keep the web pages updated and that a check of the web pages would be completed shortly. This was welcomed by Members of the Task Group.

During the interview with Hannah Perrott, Assistant Director for Communities and Carol Brown, Head of Service for Libraries, WCC it was acknowledged that advertising within the communities had not always been successful. However, officers confirmed that future plans included greater use of social media, webpages and the use of more local channels including Parish Councils to publicise libraries and the facilities that were available within them.

As a result of this discussion Members agreed that further efforts were required to inform residents and businesses of those facilities and meeting room spaces that were available in libraries. It was felt that this was particularly important, in light of the positive changes to the Digital Strategy including the upgrade of library PC's to Windows 10 and the introduction of digital champions and the potential for an income revenue stream from room hire.

Councillor Lucy Hodgson, Cabinet Member with responsibility for Communities - WCC attended a meeting of the Task Group in December 2020 and a number of questions regarding areas of interest were provided prior to the meeting. During the interview she provided information regarding the shared plans for a new community hub with multi-purpose modular functionality which was being considered for Rubery Library, as there had been little investment at this library for many years. It was confirmed by Councillor Hodgson that Members had been kept up to date with the

Agenda Item 7

plans and that updates would also be sent to all Ward Members and further consultation would be undertaken in wards that had a library, in due course. Although this was welcomed by Members, they were keen for assurances that the provision of up-to-date information regarding any proposed library changes would continue to be provided to Ward Members in the future.

Throughout the investigation all Members were in agreement that the new strategy was dynamic and had the potential to be a positive step forward for libraries in the District.

The Task Group therefore recommends the following:

Recommendation 1

That all Members continue to receive up to date information in relation to any proposed changes to libraries in their Wards.

Recommendation 2

That all Members be consulted when any proposed changes are to be made to the Strategic Libraries in the District.

Recommendation 3

That a Joint publicity campaign be undertaken to promote the facilities available at Libraries.
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Chapter 2 - Areas for Consideration by Worcestershire County Council

During the interviews with Councillor Lucy Hodgson and officers from WCC further information was provided to the Task Group regarding the implementation of the Strategy. It was confirmed that it was hoped that the strategy would deliver efficiencies to the service and it was explained to Members that a library should be considered as a community asset that was used as much as possible and should be a vibrant community hub. This opinion was echoed by the Task Group who were pleased that this had been considered as part of the new strategy.

It was discussed that WCC needed to make budget cuts of £300k across the service, however officers explained that they would not be made by taking a certain amount of money away from each library across the County and indeed the District. It was reported that some libraries may change, and some may not change at all. It was noted that the decrease in budget would be managed predominantly by restructure and remodelling, in addition to some potential streams of Covid-19 funding which had been received to support libraries during the lockdown. Members were informed that as part of the restructure new roles of a Library Services Development Manager and a Library Service Communications Manager had been established to help develop the services. In addition to these, a new staff position was to be established who would be responsible for identifying and bidding for extra funding for libraries e.g., Arts Council funding.

Members were keen to clarify whether the Open Plus staffing model utilised in some libraries was not being considered for the District. It was explained that the Open Plus model was a system that allowed libraries to provide more flexible hours, making them more accessible to the community. Members were in agreement that staffed libraries, whether supervised by voluntary or paid staff, were more appropriate and although it was recognised that staffing had been identified as the largest potential cost saving, the consultation undertaken by WCC had indicated that residents were still keen to have a service where staff were present during opening hours.

During the investigation, the Chairman shared the current experience at Hagley Library with Members of the Task Group. It was explained that the Parish Council (of which he was the Chairman) currently paid for the 'bricks and mortar' of the library. This had been possible due to the support for the library from the residents of Hagley who were satisfied that some of their Parish Council precept taxes be used to manage the upkeep of the library there. However, the Chairman did raise concerns regarding this approach and highlighted that in addition to the Parish Council precept taxes, library services were reflected directly through precept council tax being included in WCC. It was thought by the Chairman that this might not be a resilient

Agenda Item 7

approach to library support going forward as residents (in a parished ward) could feel that they were paying for the service twice and that Parish Councils were being asked to financially support the continuation of the service. (Further reference to this is highlighted in the areas to note section of this report.)

The Task Group therefore recommends the following:

Recommendation 4
That Worcestershire County Council ensure that any grant funding received is distributed to Libraries accordingly.

Chapter 3 - Areas to Note

Some of the Members of the Task Group wanted to further understand the Green Thread within the new library strategy. There was a discussion that a potential recommendation might be appropriate regarding any future remodelling and new build libraries, as there may be the potential to include solar panels on those new buildings. This would not only provide an opportunity to encourage a more sustainable library service but might be beneficial in areas where budget savings needed to be made. This was raised with WCC officers and it was advised that when any library property remodelling scheme was pursued, improvements were identified in order to increase energy efficiency for the scheme. It was clarified that the installation of solar panels would be managed as part of any corporate facilities management initiatives. The Task Group therefore felt it was not appropriate to include a recommendation in this respect but wanted to highlight this within its report that this was something which they had considered and had raised with WCC.

Members also wished to highlight that during the interview with Councillor Hodgson the Task group were thanked for taking the time to consider the Impact of the Review of Libraries and the new strategy. She advised that Bromsgrove District Council was the only Council to have done so. Members were pleased to hear this as it confirmed the importance of the scrutiny process in areas of particular interest for the residents of Bromsgrove.

Members raised concerns that public support of the library services was being reflected directly through precept council tax being included in WCC as well as in Parish Council precept taxes (for those parished wards). The Task Group therefore wanted to highlight that residents could feel that they were “paying for the service twice” and that Parish Councils were being asked to financially support the continuation of the service. It was questioned whether this was sustainable for the Parish Councils in the long term.

OVERVIEW & SCRUTINY BOARD – Impact of the Review of Library Services Task Group

Terms of Reference as at March 2020

The Impact of Library Service Task Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of the Impact of the Review of Library Services in the District.

1. The Task Group be made up of 7 Members with a quorum of 4. The Task Group will meet throughout the next six months at intervals to be decided by the Group.
2. The Task Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Task Group is able to make recommendations to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The Task group is expected to complete the investigation in six months and provide its findings and recommendations to the Overview and Scrutiny Board in a written report at that time.

Aims and Objectives of the Task Group

Scrutiny of the Impact of the Review of Library Services Task Group will cover the following areas, although this list is not exclusive:

- The task group proposes to review the outcome of the consultation and the implications for Library services across the district of Bromsgrove.
- Determine any loss of service, any degradation of service and impacts on local communities that each Library servers.
- BDC to consider what support it can give to the continuity of the Library Service

Background Papers

External Documents

Worcestershire County Council Library Strategy 2020-2025
The Wigan Deal

Witnesses

The Task Group considered evidence from the following sources before making its recommendations:

External Witnesses

Hannah Perrott, Assistant Director (Families, Communities and Partnerships) -
Worcestershire County Council

Carol Brown, Head of Service for Libraries - Worcestershire County Council
Councillor Lucy Hodgson, Cabinet Member with responsibility for Communities -
Worcestershire County Council

Questions for Councillor Lucy Hodgson

1. We have considered the content of the Worcestershire Library Strategy 2020-2025 as part of this review and noted the changes included within the plan. What implications, if any, would the actions detailed in this strategy have for library services in Bromsgrove District specifically?
2. Will there be an expectation that Bromsgrove District Council provide budgetary support for their District libraries as part of the new strategy?
3. Do you think that there will be a degradation of any Bromsgrove library services once the Worcestershire Library Strategy 2020-2025 is fully implemented?
4. As Hagley, Rubery Bromsgrove and Catshill now form a Bromsgrove North Group of Libraries what are the differences between this and the previous grouping in terms of Management, Budget and Resourcing (including IT and books)?
5. As Members we tend to receive queries from the public about libraries and their services. Are there any guarantees we can have to reassure residents that any changes that are made as part of the strategy will not impact negatively on their local library service?
6. This year's savings and changes to the library service has been disrupted by Covid-19. Has this changed future year's changes or budget savings?
7. Is there anything further that you would like to add for our consideration?

Library Services and Opening Times in the District

Alvechurch

Birmingham Road
Alvechurch
Birmingham
B48 7TA

Normal Opening Times

- Monday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Tuesday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Wednesday: Closed
- Thursday: 2.00pm – 5.00pm
- Friday: 9.00am – 1.00pm, 2.00pm – 5.00pm
- Saturday: 10.00am - 1.00pm, 2.00pm - 4.00pm

Adult Learning Courses

French for Improvers - £30.00 or £50.00

Spanish Continuing Beginners - £40.00

Watercolours for Improvers - \$50.00

Notices and Promotions

Children's Spoken Word Promotion:

Keep your children entertained by borrowing any Children's Spoken Word Cassettes or CDS for FREE.

Alvechurch Library is working as part of an Eco Communities project with the local schools and a village nursery to encourage sustainability together and individual in our settings. The Library has adopted very different ways of using our resources in order to be able to reduce our impact, support our community and apply for a Green Flag award.

Events at Alvechurch Library

Showing 1 to 5 of 5 events.

Baby Bounce & Rhyme at Alvechurch Library – weekly, free

Bounce and Rhyme - weekly, free

Saturday Story time at Alvechurch Library - weekly, free

Tuesday Story Time at Alvechurch Library - weekly, free

Alvechurch Readers Group - meets: Last Tuesday of the month, free

Alvechurch Library Meeting Room for hire (see charges in appendix 1)

Size: medium

- Capacity: up to 15 people
- Category: Bronze, Silver

Facilities: Available during opening hours (closed Wednesdays)

- Toilets
- Chairs / Tables
- Plug sockets
- Flip chart
- Suitable for exhibition space
- Vending Machine

Bromsgrove Library

Parkside
Market Street
Bromsgrove
B61 8DA

Normal Opening Times

- Monday: 9.00am - 7.00pm
- Tuesday: 9.00am – 5.00pm
- Wednesday: 9.00am – 5.00pm
- Thursday: 9.00am – 5.00pm
- Friday: 9.00am – 5.00pm
- Saturday: 10.00am - 4.00pm

Author and Poetry Event – An Afternoon of Poetry with Jo Bell at Bromsgrove Library

Cost: Free

Author Event – An Evening with Philip Caine, author of the Jack Castle series of adventure novels at Bromsgrove Library

Cost: £3

Adult Learning Courses

Computer Skills Stage 2 - £144.00/Free (subject to conditions)

Computer Skills Stage 3 - £144.00/Free (subject to conditions)

Weekly Events

Baby, Bounce and Rhyme at Bromsgrove Library – **weekly, free**

Bounce and Rhyme at Bromsgrove Library - **weekly, free**

Bromsgrove Readers Group - **one day every month, free**

Code Club at Bromsgrove Library – **weekly, free (term time only)**

Job Club at Bromsgrove Library – **weekly, free**

Sewing Group at Bromsgrove Library – **weekly, free**

Talking About Books Group at Bromsgrove Library - **one day every month, free**

Bromsgrove Library Meeting Rooms (see charges in appendix 2)

Medium Room

- Capacity: Up to 15 people

Agenda Item 7

- Category: Bronze, Silver

Small Room

- Capacity: up to 6 people
- Category: Bronze, Silver

Facilities for both rooms:

- Vending Machine access
- Tables and Chairs
- Equipment available on request
- Late night opening on Monday

Catshill Community Library

The Community Room
Catshill Middle School
Meadow Road
Catshill
Bromsgrove
B61 0JW

Normal Opening Times

- Monday: 9:15am - 12:15pm
- Tuesday: 3:00pm - 7:00pm
- Wednesday: Closed
- Thursday: 3:00pm - 5.30pm
- Friday: 9:30am - 12:00pm
- Saturday: 9:30am – 12:30pm
- Sunday: Closed

Adult Learning Courses

None available

Activities

Baby, Bounce & Rhyme at Catshill Library – ***weekly, free (term time only)***

Catshill Readers Group – ***2nd Monday of every month, free***

Saturday Storytime at Catshill Library – ***weekly, free***

Hagley Library

Worcester Road
Hagley
Stourbridge
West Midlands
DY9 0NW

Normal Opening Times

- Monday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Tuesday: Closed
- Wednesday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Thursday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Friday: 9.00am - 1.00pm, 2.00pm - 5.00pm
- Saturday: 9.00am - 1.00pm, 2.00pm - 4.30pm

Adult Learning Course

None available

Activities

Active Tots at Hagley Library Every Monday – **weekly, free (term time only)**.

Book Buzzers at Hagley Library on the First Thursday of Every Month – **weekly, free (term time only)**

Bounce and Rhyme at Hagley Library Every Monday – **weekly, free (term time only)**

Bounce and Rhyme at Hagley Library Every Other Wednesday – **every fortnight, free (term time only)**

Hagley Library Book Club Every Month – **once a month, free**

Hagley Library Healthy Walking Group - **1st and 3rd Wednesday of each month, free**

Storytime at Hagley Library Every Thursday – **weekly, free (term time only)**

Hagley Readers' Group - **third Thursday of the month**

Rubery Library

7 Library Way
Rubery
Birmingham
B45 9JS

Normal Opening Times

- Monday: 9:30am – 5.00pm
- Tuesday: 9:30am – 5.00pm
- Wednesday: Closed
- Thursday: 9:30am – 6.00pm
- Friday: 9:30am - 5.00pm
- Saturday: 10.00am – 2.00pm

Activities

Easter Wreath Meeting £30.00

Baby, Bounce & Rhyme at Rubery Library – **weekly, free**

Creative Writing Group at Rubery Library – **fortnightly, free**

Rubery Stitchers – **weekly, free**

Rubery's Readers Group - **fourth Thursday in the month, free**

Walkers Group for adults at Rubery Library – **weekly, free**

Rubery Library Meeting Room (see charges in appendix 1)

Size: medium

- Capacity: up to 12 people
- Category: Bronze

Facilities: Available during opening hours (closed Wednesdays) °Toilets access

- Vending Machine access
- Table
- Chairs
- Flipchart
- Plug sockets
- Space on the upper floor for hire

Wythall Library

Woodrush Community Hub
Shawhurst Lane
Hollywood
Birmingham
B47 5JW

Normal Opening Times

- Monday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Tuesday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Wednesday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Thursday: Closed
- Friday: 9.30am - 1.00pm, 2.00pm - 5.00pm
- Saturday: 9.30am - 1.00pm, 2.00pm - 4.00pm

Adult Learning Courses

None available

Activities

Baby, Bounce & Rhyme at Wythall Library – **weekly, free**

Chatterbooks Group at Wythall Library – **weekly, free**

Digital Champion Computer Training at Wythall Library – **weekly, free**

Hollywood and Wythall Mental Health Group at Wythall Library – **weekly free**

Lego Club at Wythall Library – **once a month, £1**

Library Readers Group at Wythall Library - **free**

Saturday Storytime at Wythall Library - **weekly, free**

Tuesday Storytime at Wythall Library - **weekly, free**

Library Facilities

	Alvechurch	Bromsgrove	Catshill	Hagley	Rubery	Wythall
Library Service at Home	✓	✓	✓	✓	✓	✓
Wi-Fi	✓	✓	✓	✓	✓	✓
Exhibition facilities	✓	✓				✓
Meeting room	✓	✓				✓
Internet public access terminals	✓	✓	✓	✓	✓	✓
Printing (A4) b&w and colour (costs incurred)	✓	✓	✓	✓	✓	✓
Scanner		✓	✓	✓	✓	✓
Access for wheelchairs	✓	✓	✓	✓	✓	✓
Self-Issue Terminal	✓		✓	✓		✓
Photocopying A4 and A3	✓	✓			✓	
Public toilets	✓	✓	✓			
Disabled toilets	✓	✓	✓		✓	✓
Baby changing facilities	✓	✓			✓	✓
USB Memory Sticks available to buy	✓	✓	✓	✓	✓	✓
Reading Glasses available to buy	✓			✓		✓
Earphones available to buy	✓	✓	✓	✓	✓	✓
Children's Events and activities	✓	✓	✓	✓	✓	✓
Local History publications on sale		✓				
Energy Saving Monitors				✓		
Cafe						✓
Vending Machine						✓

Worcestershire County Council

Libraries & Learning Service Meeting Room & Library Space Hire – Pricing Matrix

*Equipment availability will vary at each location, please check with venue prior to your event	Size		
Facilities (equipment used in room)	Small (less than 6 people)	Medium (6-12 people)	Large (12+ people)
Standard (*tables & chairs)	Bronze	Bronze	Silver
Intermediate (*As 'standard' plus flip chart, whiteboard etc)	Silver	Silver	Gold
High (*Projector, electronic smart board, plasma screen, DVD player, WiFi)	Silver	Gold	Gold
Executive – The Hive only (*Very high standard of equipment/very large sized room)	Platinum	Platinum	Platinum

Non-profit making (per hour or part of an hour)	Profit making (per hour or part of an hour)	
Bronze	£8.25	£16.50
Silver	£11.00	£22.00
Gold	£13.75	£27.50
Platinum	£22.00	£44.00
Hiring library space (where available) - Daily rates are based on 50% of the Bronze full hourly category- £4 per hour for non-profit making or £8.25 per hour for profit making. The Hive rates are based on the full hourly bronze category - £8.25 non-profit making/£16.50 profit making.		
Prices exclude Public Liability Insurance - 10% of the hire fee or £2 whichever is the greater.		
Activities promoting the work of Libraries & Learning – Free of charge		

Direct costs attributable to the letting to be in addition to the above. Staff costs outside normal working hours of caretaker or other staff is currently charged at the rate of £10.00 per hour. Please check with the Library Manager at the venue if these are payable.

Commercial organisations using the premises in connection with a profit-making business may be charged an additional fee dependent on the circumstances at the discretion of the Head of Libraries & Learning.

All activities of commercial organisations and profit making activities of non-profit making bodies attract the full rate.

All wishing to hire library premises will be asked to sign and agree to the standard list of terms and conditions.

A £50 damage waiver deposit may be requested for non-standard activities, e.g. Children's parties