

## Section 7: Appendices

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### Appendix A – Background to DCMS’s Regional Agenda

There have been four main developments that have affected the importance of DCMS’s involvement in the regions. They are:

- the Comprehensive Spending Review;
- the establishment of DCMS posts in the regions;
- Regional Cultural Consortia; and
- the creation of MLAC.

#### Outcome of the Comprehensive Spending Review

The Department for Culture Media and Sport conducted a Comprehensive Spending Review (CSR) of its activities in 1998. At the end of July, it published the outcome of the CSR in “A New Approach to Investment in Culture” and invited comments on a range of proposals. These proposals included taking a broader view of the Department’s sectors and, in particular, increasing delegation to the regions. This reflected the importance of the regions under the Government’s new constitutional agenda and recognised the economic importance of DCMS sectors. However, the administration of DCMS sectors in the regions is fragmented and many decisions are still taken at national level. A key objective was therefore to provide a more coherent and effective regional voice for the Department’s cultural and economic sectors.

The existing Regional Library Systems form a well organised but voluntary structure for libraries. The CSR therefore set out the aim of:

“ensuring that the public library system operated more effectively at the regional level”.

To achieve this, the Department sought views on the proposal:

“to develop a stronger regional library structure encouraging all libraries within a region to work together and which embeds public libraries within the emerging regional cultural and economic structures”.<sup>3</sup>

It was proposed that a strong regional library structure could provide:

- a regional focus of expertise and a single coherent and efficient source of advice to other regional and central bodies;
- a mechanism for implementing a regional library and information strategy, involving cross-sectoral co-operation and co-ordination, marketing and the promotion of services, co-ordinated acquisition, IT development, and co-ordination of policies for preservation, conservation, dispersal and disposal; and
- a focus for considering Lottery applications with a library element.<sup>4</sup>

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<sup>3</sup> “The Comprehensive Spending Review: A New Approach to Investment in Culture” Department for Culture Media and Sport, July 1998.

<sup>4</sup> *ibid.*

Following the consultation process on the proposals that came out of the CSR, the Department published “A New Cultural Framework” in December 1998, setting out the responses received and decisions taken. There was almost unanimous support for the proposal to strengthen Regional Library Systems and it was announced that the Department would encourage the development of regional structures for libraries and archives.<sup>5</sup>

### **Establishment of DCMS Posts in the Regions**

The CSR announced that a new Division within DCMS has been established to co-ordinate regional and local authority relationships, as well as European and international business. It was also announced that, for the first time, the Department would have staff in each of the nine Government Offices in the regions. This will allow local authorities and regional bodies to have much more direct communication with the Department than before. These staff took up their posts in the summer of 1999. They will initially act as the secretariat for the Regional Cultural Consortiums.

### **Regional Cultural Consortiums**

Many of the Department’s areas of work are represented in the regions by a range of structures. As well as the Regional Library Systems, there are also Regional Arts Boards, Area Museums Councils, Regional Tourist Boards, and regional offices of English Heritage and Sport England. As part of the CSR, the Department has also asked the National Council on Archives to help develop regional arrangements which will raise the profile of the archive sector, address strategic issues for the sector and ensure that its voice is heard in the developing regional structures.

Each region had already established an informal grouping of regional bodies, called a regional cultural forum, to act as a focus for discussion. The CSR proposed increased emphasis on regional bodies and sought views on a range of options, from strengthening the existing regional cultural fora to the establishment of one new executive body for the Department’s sectors. Responses to these proposals expressed strong support for libraries and archives representation on regional cultural fora. Library respondents were divided between creating a new body from those already in existence and creating a new cross-sectoral executive body. The Department announced that it would build on the foundations already laid by the regional cultural fora to establish a new strategic body in each region which will draw in representation from a wide range of interests including local government and the creative industries.

In January 1999, the Department issued a consultation paper on the establishment of these new strategic bodies, the Regional Cultural Consortiums. Following this consultation, a Framework document was issued in the summer. This describes the proposed scope, membership, selection procedures, working methods, organisation and funding of the Consortiums. The Consortiums will be established as independent advisory bodies, with Chairs appointed, at least initially, by the Secretary of State. DCMS has committed £25,000 over the next three years to each Consortium as a contribution to its set-up costs. The Department will also be making available funds towards the cost of preparing regional cultural strategies. It is expected that additional resources, including staff time, will be contributed by participating organisations.

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<sup>5</sup> “A New Cultural Framework: Decisions from the Departmental Spending Review and Funding Allocations 1999-2002” Department for Culture, Media and Sport, December 1998.

The Framework Document says that the Consortium should seek to cover all cultural and creative interests in the region and its Board members should be representative of and accountable to the region. Members are appointed to serve the interests of the cultural sectors as a whole. Each Consortium will have between 15 and 25 members, including members nominated by regional cultural agencies and local government, and representatives of other sectors such as the creative industries and the voluntary sector. As well as the Board members, it is envisaged that a second tier of senior officials from regional bodies will take forward the work of the Consortium, preparing papers, exchanging and collecting information, conducting or commissioning research, and drafting the regional cultural strategy. The Consortia will work to the same boundaries as the Government Offices for the Regions.

The Consortia will:

- provide a single focal point and voice for cultural and creative interests in each region;
- help to deliver the Department's aims of access, excellence, education, social inclusion and regeneration, and promoting the creative industries; and
- help those with responsibility for delivering the wider Government agenda, such as Regional Development Agencies (RDAs), by providing a clear picture of priorities for cultural development in their region.

The preparation of strategies will be a key role for the Consortia. Their aims are to:

- set agreed cultural priorities and themes and reconcile competing demands;
- show how DCMS aims relating to access, excellence, education, social inclusion and regeneration, and promoting the creative industries are being implemented and achieved at regional level;
- develop links with national policies, such as social inclusion and sustainable development, the regional strategies of National Departmental Non-Departmental Public Bodies and others, and the cultural strategies of local authorities;
- contribute to RDA economic strategies and Lottery Distributors' strategies; and
- assist members organisations in obtaining funding for particular policies, activities and projects.

The existing regional cultural fora have been preparing framework documents to feed into the development of the RDAs. The Consortia will build on these framework documents and existing sectoral strategies.

### **Creation of MLAC**

The CSR also recognised the common ground that exists between museums, galleries, archives and libraries. The Department invited views on the case for establishing a new strategic body to replace the Museums and Galleries Commission and the Library and Information Commission. The proposal attracted a large number of comments and responses were divided. A majority of responses supported the proposal, with more responses from the library sector in favour of a cross-sectoral body and more from the museum sector against the idea. The Department believed that the arguments for bringing together the two sectors are sound and announced that a new body, provisionally called the Museums, Libraries and Archives Council (MLAC), would be established by 1 April 2000. The Chairman has been appointed, the Chief Executive and other Board appointments will be made soon.

## Appendix B – Comparative Table of Regional Library Systems

	No. of members	No. of Staff	Management Structure	Total budget (1999/00)	Fees and charges (1999/00)	Interloans within region (LISU 1998)	Items transported (1998/99)
North Western RLS	50 (21 public, 19 academic, 10 special)	8	Company Ltd by C'tee Registered Charity Executive Committee elected by AGM	£285,098	Usage figures for previous year year used to allocated subscription income between members Public libraries £3,483 plus £2.67 per unit Academic/Special £672	24,918	118,460
East Midlands RLS	42 (13 public, 25 academic, 4 special)	2 half-time	Registered Charity Regional Council	£39,410	Public libraries £5 per 1000 pop. University libraries £50 Others £15 Plus in-kind contributions from members	23,600	206,000
West Midlands RLS	22 (14 public, 8 university)	3.5 + 2 temp	Voluntary Association/Co-operative Managed by AGM (22 Chief Librarians) Executive Committee elected by AGM	£302,000	Public libraries £22 per 1000 pop. University libraries £500 p.a. Transport charged on voucher system	10,733	81,000 vouchers (excludes BLDSC)
Information North	38 (13 public, 15 college, 5 industrial, 5 learned societies)	4	Registered Charity Executive Committee (Chief Librarians and other representatives) Development Sub-Committee Honorary Officers	£140,000	Public libraries charged according % of the region's pop. in their area University libraries £2,585 Plus additional charges for R&D, transportation and Interlibrary Loans	12,787	61,838
Yorkshire Libraries and Information	32 (15 public, 8 university, 9 medical)	14	Contracted to Wakefield Metropolitan District Council Council (local authorities and other members) Management Committee (professional members)	£546,399	£250 per member Plus charge for use of service (calculated as difference between expenditure and income, based on members usage of the service)	18,231	158,680
LASER	69 (54 public, 1 academic, 14 special)	11.5 + 4 EARL staff	Company Ltd by Guarantee Registered Charity Board of Directors (15 members) Advisory Panel (11 members)	£2,210,773	Public libraries per 1000 head of population, from: (according to type of authority) £12.95 – £25.91 Plus credits and debits for items borrowed and lent. Subscribing members £379 and debit and credit for ILL use Other services charged according to type	76,947	782,000
South Western RLS	75 (22 public, 41 college and 12 special)	7	Registered Charity Regional Council (heads of libraries) Executive Committee (34 members) Honorary Officers	£229,900	Public Libraries: £29.50 per 1000 pop. Academic and Special libraries £54 Plus unit charge of 4.43p per monograph borrowed within the RLS. Borrowing/lending adjustment of £1.60	57,332	285,153

## North Western Regional Library System

1. NUMBER OF MEMBERS  
50. Consisting of 21 Public Library Authorities, 19 Academic Institutions, 10 Special libraries.
2. NUMBER OF STAFF  
8 Staff  
Company Secretary  
Customer Liaison Officer/Deputy Company Secretary  
Information Officer  
Company Accountant  
Co-ordinator ILL  
Senior ILL Officer  
ILL Officer  
Administrative Assistant
3. MANAGEMENT STRUCTURE  
Company limited by guarantee, registered charity, A company controlled by local authorities.

### **Executive Committee**

#### **Elected officers:**

Chairman  
Deputy Chairman  
Honorary Treasurer  
Administrative Director

#### **Elected Members:**

Two representatives of public libraries in Cheshire County  
Two representatives of public libraries in Lancashire County  
Three representatives of public libraries in Greater Manchester other than Manchester Metropolitan District Council  
Two representatives of public libraries in Merseyside other than Liverpool Metropolitan District Council  
Two representatives of Academic Libraries  
Two representatives of special libraries  
One representative of public libraries in Liverpool City  
One representative of Public Libraries in Manchester City

New unitary authorities are collectively allocated one seat and hold a ballot to determine representation. NW Unitaries: Blackburn with Darwen, Blackpool, Halton Lee and Warrington.

## 4. TOTAL BUDGET

	1996-97	1997-98	1998-99
Total income	£272,499	£285,098	£297,686
Total costs	£275,525	£273,602	£296,867
Surplus/(deficit)	(£3,026)	£11,496	£819

## 5. FEES AND CHARGES

	1996-97	1997-98	1998-99
Subscriptions	£131,017	£138,417	£142,946
Sales-transport	£122,055	£125,041	£128,669
Sales-other	£5,012	£3,827	£2,088
Contributions	£1,280	nil	£5,333
Bank interest	£13,135	£17,813	£18,650
<b>Totals</b>	<b>£272,499</b>	<b>£285,098</b>	<b>£297,686</b>

## 6. NUMBER OF INTERLIBRARY LOAN TRANSACTIONS

29,918

## 7. NUMBER OF ITEMS TRANSPORTED

	1996-97	1997-98	1998-99
Between NWRLS members	50,132	46,399	45,751
Returned loans to BLDSC	39,143	38,433	37,849
To libraries in other regions	18,987	18,747	17,765
From libraries in other regions	14,388	14,881	14,006
<b>Total</b>	<b>122,650</b>	<b>118,460</b>	<b>115,371</b>

## 8. OTHER SERVICES

**Range of Services:**

**Interlending** – NWRLS is committed to the provision of an effective interlibrary lending ILL system which resulted in the investment in the development of the Unity Combined Regions Database.

**Transport** – NWRLS provides an interlibrary transport scheme to ensure savings on postal costs. The scheme serves all members of the System and visits BLDSC twice weekly and links into the inter-regional transport schemes.

**Developing a National Interlending System for Visually Impaired People** . Proposal to the Library and Information Commission. This proposal has now been accepted.

**Database management** – NWRLS operates a rolling programme for the extraction of member library catalogues to ensure that the Unity database is as comprehensive, accurate and up-to-date as possible by identifying, extractive loading and updating all relevant computerised library catalogues extant in the North West. As part of a survey collating information on the resources available in the Region, NWRLS is identifying rare and unique material in uncatalogued reserved/special collections with a view to future inclusion in Unity.

**NWRLS Code of Practice** – NWRLS' commitment to providing quality services is supported by the adoption of a Code of Practice which seeks to establish standards in levels of service and requirements for effective inter-library lending to take place.

**Training and Support Services** – Guides and handbooks are provided and maintained on all aspects of ILL. NWRLS runs a help desk. NWRLS actively supports its members by arranging user groups, training and relevant seminars.

#### **Groups:**

**NW European Information Group** – established 1997, bringing together representatives from NWRLS, NW Network of European Relays, Government Office for the NW and other regional and local bodies to exchange experience and promote an effective co-ordinated approach to EU information provision in the region.

**NW Open Learning Group** – NWRLS has established a North West Open Learning Group to implement a programme of events to support open learning service providers within the Region.

**NEWSPLAN** – The NEWSPLAN North West Report (1990) has now been revised. Over 100 new titles have been identified and all preservation work undertaken in the interim is being recorded. The resulting database will be published on the Internet.

**NW Libraries ICT Forum** – The Forum aims to:

Exchange knowledge and experience of ICT projects and products

Prevent reduplication of effort

Share technological resources regionally (e.g. via a regional intranet)

Develop collaborative ICT projects (e.g. content creation, digitisation)

North West libraries to assess/negotiate en bloc for online products

Help develop best practice and establish standards

Publicise the ICT work of North West libraries as a whole

**Other support groups include:** NW Music Librarians Group, Inter-library Lending Group, Unity users Group, Alternative Formats Group

**Publications** – Annual Report, newsletter, NW Union Catalogue of Vocal Sets and various publications as part of the bibliography of NW England Series.

#### 9. WEB SITE ADDRESS

[www.nwrls.org.uk](http://www.nwrls.org.uk)

#### 10. CONTACT TELEPHONE NUMBER

Tel: 0161 234 1947 Fax: 0161 236 3813

E-mail: [nwrls@nwrls.bdx.co.uk](mailto:nwrls@nwrls.bdx.co.uk)

## East Midlands Regional Library System

1. NUMBER OF MEMBERS  
42. Consisting of 13 public libraries, 23 academic libraries and 4 special libraries.
2. NUMBER OF STAFF  
Two part time staff. A Regional Librarian and a Regional Assistant.
3. MANAGEMENT STRUCTURE  
EMRLS is a Registered Charity. Its Regional Council consists of: Chief Librarians or deputies of the subscribing public library authorities in the region, the Director of the British Library Bibliographic Services and Document Supply, or representative, and four librarians from non-public libraries, or their deputies.
4. TOTAL BUDGET  
£39,410. This figure is slightly higher than usual due to UNITY CD Rom sales, the budget is normally around £30,000.
5. FEES/CHARGES  
Public libraries are charged £5 per 1000 head of population. University libraries are charged £50 plus a unit charge for location information. Other libraries are charged £15. The system relies heavily on in-kind contributions from members.
6. NUMBER OF ILL TRANSACTIONS  
23,600
7. NUMBER OF ITEMS TRANSPORTED  
The transport scheme, which is run by Leicestershire County Council, has over fifty customers within the region and dealt with 206,000 items in 1998/99.
8. OTHER SERVICES  
**NEWSPLAN** – Recent projects have included and update and index to the original EMRLS NEWSPLAN report of 1989, consideration of the Smethurst Review and participation in the national NEWSPLAN bid to the Heritage Lottery Fund.  
**CILLA** – EMRLS participates in CILLA, the Indic language co-operatives scheme organised by LASER.  
**Publications** – *Annual Report; Music for Choirs (1997)*  
*East Midlands Playset Lists (1997)*
9. WEBSITE ADDRESS  
None
10. CONTACT TELEPHONE NUMBER  
Tel: 01473 584 556 Fax: 01473 584 549  
alison.wheeler@libher.suffolkcc.gov.uk

## West Midlands Regional Library System

### 1. NUMBER OF MEMBERS

22. Consisting of 14 public and 8 university – 100% in each of these parts of the LIS domain in the region. Others not able to join but welcome to the Forum and some involved in “Futures Together”

### 2. NUMBER OF STAFF

3.5 permanent

Director (f/t)

Regional Projects Officer (f/t)

Administrative Officer (f/t)

Support Officer (p/t)

2 temporary

Regional Libraries Telematics Officer (on secondment from Walsall, funded by SCL-WM)

Futures Together Research Assistant (on 2 year contract financed from LIC grant).

### 3. MANAGEMENT STRUCTURE

Voluntary Association/Co-operative managed by AGM (Chief Librarians x 22 as above) with Executive Committee elected by AGM.

### 4. TOTAL BUDGET

5 year spread to nearest £1K

1995-6

Income £279K Expenditure £275K Surplus £4K Reserves £28K

1996-7

Income £257K Expenditure £274K Deficit £17K Reserves £11K

1997-8

Income £291K Expenditure £288K Surplus £3K Reserves £14K

1998-9

Income £356K Expenditure £348K Surplus £8K Reserves £22K

1999-0 (projected)

Income £302K Expenditure £302K Surplus £0K Reserves £22K

### 5. FEES/CHARGES

Public Library subscriptions at £17 per 1,000 (1995-6) rising to £22 per 1,000 (1999-0) net of refunds for items & sets supplied.

University Library subscriptions at a flat rate rising from £0.4K (1995-6) to £0.5K (1999-0).

Transport charged on voucher system per item carried ranging from £1.23p for regional/BLDSC returns to £1.45p for inter-regional (up from about £1 level in 1995-6).

SEALS (European Fiction) collections hired out at £1.2K per 300 books per year

Telematics “special” contributions levied at flat rate of £2.3K per authority (ie x 14)

Futures Together “special” contributions levied at £0.5K per member (ie x 22)

6. NUMBER OF ILL TRANSACTIONS

10,733

7. NUMBER OF ITEMS TRANSPORTED

Only figures are for number of vouchers sold = 81,000 which includes intra-regional movements (items sent to WMRLS members), inter-regional movements (items sent to users of other English Transport Schemes) and returns to BLDSC; in the WM no BLDSC deliveries have been made since 11.98 when the scheme was restructured

8. OTHER SERVICES

WMRLS, as a neutral focus for regionally based collaboration, continues to manage a number of longstanding cooperative arrangements and services.

**Interlending Support** – For public libraries, this is provided through a West Midlands node of VISCOUNT in a partnership agreement between WMRLS and LASER (which manages the network). The service includes on-line bibliographic checking, locating and requesting facilities and there are over 20 access points in the Region. The VISCOUNT database hosts over three million locations for book titles held in West Midlands public and university library systems. Vocal sets are recorded on a separate database maintained and held at WMRLS HQ and including eight public and university collections. Fiction is catered for through the Provincial Joint Fiction Reserve in which WMRLS participates along with other Regions.

**Transport** – Movement of library materials within and beyond the Region’s borders (including a link to the British Library Document Supply Centre and other English Regions) is negotiated, and contracts are managed, by WMRLS.

**Language Materials** – The SEALS scheme provides circulating collections of French, German, Italian and Spanish language fiction and bibliographic/promotional support with each public library authority hiring the number of collections it requires. Signposts on the Internet is managed by WMRLS (part-funded by LINC, the Library and Information Cooperation Council), helping librarians to meet the demand for materials in languages other than English.

**Partnership Projects** – WMRLS is also involved in a wide range of projects in partnership with specialist librarians and other agencies to extend and demonstrate the benefits of collaboration. Much of this work is funded by earmarked contributions or external grants from library and information sector sources.

***Futures Together:*** This is an LIC funded research project, managed by WMRLS, to investigate specialist collections and resources in academic, public and special libraries across the West Midlands with a view to developing new access strategies. It is due to report in February 2000 at a dedicated conference and has already led to collaborative approaches to content development in the region, embracing higher education libraries, museums, Archives and other partners in the cultural and educational sectors as well as public libraries.

***Building the Future:*** Managed by WMRLS for the Society of Chief Librarians (West Midlands) this is a Regional Telematics initiative. It aims to assist all the public libraries of the Region to address the agenda being set by the *New Library: The People's Network* report, and to provide a regional input to EARL. Grants from ERDF and DCMS/Wolfson will bring in £1.4 million for the creation of a broadband infrastructure linked to MidMAN as a result of this project. A strategy for public library ICT (Moving Forward Together) has also been developed and launched at the 3rd Regional Libraries Telematics Conference.

***Literature:*** The Lit-Net website is managed by WMRLS with several of its public library authorities and funded by West Midlands Arts, aiming to be “a virtual literature centre for the West Midlands and beyond”, providing information and resources for writers and readers, librarians and literature workers in the Region. The Developing Together in Literature Promotion programme, now in its 5th year, is coordinated by WMRLS (supported by the Arts Council of England/West Midlands Arts Libraries Fund to equip and training public library staff across the Region).

***Strategic representation:*** The Director of WMRLS represents libraries on the West Midlands heritage and Leisure Agencies Group and the Advantage West Midlands/Government Office West Midlands ICT Steering Group.

**Other Specialisms** – WMRLS supports specialist regional groups: the Music Librarians Group (music specialists in public and university libraries), the Training Officers Group (covering both sectors), the NEWSPLAN West Midlands Implementation Committee (preservation of and access to the Region's local newspaper collections), the SPICE Group (Ethnic Minority Services and management of the CILLA scheme for the Midlands), and the Public Information Relay Group (European Information).

9. WEBSITE ADDRESS  
Website <http://www.wm-libraries.org.uk/wmrls.htm>  
Lit-Net <http://www.lit-net.org>
10. CONTACT PHONE NUMBER  
Main Office Tel 0121-303-2613

## Information North

1. NUMBER OF MEMBERS  
52. Consisting of 13 public library authorities, 5 university libraries, 24 college libraries, 5 industrial libraries and 5 learned societies.
2. NUMBER OF STAFF  
4. Manager, assistant librarian, library assistant and driver. IN also contracts with, or sub-contracts to, independent consultants in furtherance of its own operational objectives or in order to complete external commissions.
3. MANAGEMENT STRUCTURE  
IN is a Registered Charity (as Northern Regional Library System) No. 529874.

### Management

**Executive Committee:** comprises the Chief Librarian of each public and university library, one learned society Librarian, one (representative) industrial Librarian and one (representative) College Librarian. The School of Information Studies at the University of Northumbria at Newcastle and the British Library Bibliographic Services and Document Supply have Observer status.

**Development Sub-Committee:** considers future policy and new initiatives and reports to Executive Committee.

**Honorary Officers:** Chair, Vice Chair and Honorary Secretary and Treasurer. The Chair alternates between public and academic librarians.

4. TOTAL BUDGET  
£140,000
5. FEES/CHARGES  
There is a core subscription of £2,585 (in 1999/2000) charged to each public and university library. The public library amounts are cumulated and reapportioned according to population. There are additional charges, based on use, for R&D, Transportation and Interlibrary Loans.
6. NUMBER OF ILL TRANSACTIONS  
120,787
7. NUMBER OF ITEMS TRANSPORTED  
61,838
8. OTHER SERVICES

**Document Delivery** – Since 1928 IN has managed a regional union catalogue in a number of different formats. It is a contributor to and regional member of Unity, the Combined Regions Database cooperative. IN provides location data to members for their interlibrary loans which cannot be obtained immediately from the British Library Document Supply Centre. Requested

items and loan material are moved around the Region, to and from BLDSC and to other library Regions by IN's Transport Scheme van service – established in 1977 and the first such scheme in the country. Over 120,000 items per annum are carried, and the scheme saves its members more than £150,000 each year.

**In addition to its basic document delivery services, IN provides a range of services which are available to its members and to the wider library and information community at local, regional, national and international level:**

**Research and Development** – In the last decade, IN has obtained almost £0.5 million in research and development grants from a number of local, regional and national organisations to carry out region-based or nation-wide research. IN is acknowledged as an expert organisation on a number of key issues.

**Consultancy** – IN has provided library and information consultancy services to a wide range of organisations including: Department for Culture, Media and Sport, Library and Information Commission, British Library Research and Innovation Centre, Library and Information Cooperation Council, Northern Regional Health Authority and Northern Arts.

**Conferences, Exhibitions and Events Management** – IN has managed for itself and other organisations a wide portfolio of regional, national and international library and information conferences, regional and national information technology exhibitions, and a number of other professional or promotional events – see <http://ilm.unn.ac.uk/pm3>.

**Publishing** – All of IN's research and development consultancy and conference activity has been reported and published. A full catalogue of publications is available on request.

**Information Service** – IN maintains databases of Vocal Sources in the Northern Region, Playsets in the Northern Region (both available in published form) and an extensive mailing list (4,000) of library and information individuals and organisations in the UK and Ireland.

**Meeting and Forum Facilities** – IN coordinates meetings within the Region of NEWSPLAN Northern Region, Northern Interlend and the Newcastle Libraries Joint Working Party. IN attends meetings of Northern Informatics, Unity Cooperative Council, CONARLS and the LINC NEWSPLAN Panel.

9. WEBSITE ADDRESS

Regional Information Service <http://www.thenortheast.com>  
 Information North <http://www.ris.niaa.org.uk/heritage-north/info-north>  
 CONARLS <http://www.zebra.co.uk/conarls>

10. CONTACT PHONE NUMBER

Michael Long  
 Information North, Bolbec Hall, Newcastle upon Tyne, NE1 1SE  
 Tel: ++44 (0)191 232 0877  
 Fax: ++44 (0)191 232 0804  
 Email: [michael.long@dial.pipex.com](mailto:michael.long@dial.pipex.com)

## Yorkshire Libraries and Information

### 1. NUMBER OF MEMBERS

32. Consisting of 15 public libraries, 8 academic libraries and 9 special libraries.

### 2. NUMBER OF STAFF

14

### 3. MANAGEMENT STRUCTURE

YLI is a member organisation operated through a Service Contract with Wakefield Metropolitan District Council.

The YLI Council is responsible for determining the policy of YLI . Local Authorities representing public library members are entitled to elect two representatives to Council with all other members entitled to appoint one representative.

The YLI Management Committee is responsible for the day to day operation of YLI. All members are entitled to one representative on the Management Committee.

Both Council and Management Committee have a formal structure with Chair and Deputy Chair and Honorary Secretary. YLI also has an Honorary Treasurer. These are elected on an annual basis.

### 4. TOTAL BUDGET

£546,399

### 5. FEES/CHARGES

An annual subscription of £250 per member is payable. In addition the members cover the shortfall between the budget expenditure and budget income, based on their usage of the services.

### 6. NUMBER OF ILL TRANSACTIONS

18,231

### 7. NUMBER OF ITEMS TRANSPORTED

	1996/97	1997/98	1998/99
Between members	14,118	15,085	14,564
From other regions	11,063	10,646	10,065
To other regions	9,572	9,001	8,915
From British Library	103,894	102,286	92,894
Returns to British Library	35,717	35,030	32,242
<b>Total</b>	<b>174,364</b>	<b>172,021</b>	<b>158,680</b>

## 8. OTHER SERVICES

**Interlending Services** – All public library members in the Region have their own access to the Unity Combined Regions Database, which provides over nine million records and over 30 million locations.

All requests from academic members and requests for serials are forwarded direct to the British Library Document Supply Centre (BLDSC), usually by automated systems. When BLDSC sources fail, details of requests are circulated to members by fax for final check.

**Representational Role** – YLI represents the Region at local, national and international levels by playing an active part in the Library and Information Cooperation Council (LINC), CONARLS, Unity Groups and the Forum for Interlending (FIL), and it provides a forum for discussion of and response to documentation from the Department for Culture, Media and Sport, the Library and Information Commission, and the British Library.

**Reserve Collections** – Maintained at Wakefield, the Reserve Collections form an integral part of the interlending process. They comprise 40,000 volumes of fiction including the N-S section of the Provincial Joint Fiction Reserve and 27,000 children's fiction items. Specialist collections of motor manuals and census returns for 1841-1881 are also held.

**Transport Scheme** – The transport network delivers daily from headquarters to public library members' central libraries and university libraries. A daily service also operates to BLDSC and links with other regional networks. An estimated 200,000 items are carried annually by the two vehicles operated by YLI.

**Healthcare Library Service** – The member libraries aim to “aid the process of education and training of all healthcare workers, contributing to the achievement of academic standards and maintenance of competency of patient care, in accordance with locally defined needs”. The group members cooperate in joint book purchase, cataloguing, location and inter-lending arrangements.

**Music and Drama Section** – YLI manages a major collection of over 500,000 music items including part-songs, sets of instrumental parts and multiple copies of vocal scores. Over 90,000 play-texts are in stock comprising over 3,500 sets of one-act plays and 3,500 sets of full-length plays available for loan. The service can be used by libraries outside the Region at a charge.

**NEWSPLAN** – An active Implementation Committee has compiled a Cumulative Update (1990-95) of the regional NEWSPLAN Report (1990), together with an Index to local newspapers by place. In 1997 the Region was successful in obtaining funding from the Mellon Project to microfilm valuable newspapers. The group contributed to the NEWSPLAN Heritage Lottery bid and is currently looking at placing the NEWSPLAN Reports on the Internet.

**Forum on Asian Languages** – Representatives meet to discuss the improvement of provision of Asian language and multicultural material within the Region. Among the topics discussed are standard transliterations, literature initiatives, promotion and training.

9. WEBSITE ADDRESS

None

10. CONTACT PHONE NUMBER

Library HQ Switchboard 01924 302210

## LASER

### 1. NUMBER OF MEMBERS

69 full members, 54 Public Library, 1 Academic, 14 Special

LASER have other "types" of membership according to the relationship. e.g. c.1000 users of the transport scheme who consider themselves members, 25 additional users of VISCOUNT not in the Region, 40 VISCOUNT CD ROM Users, 60 Co-operative of Indic Language Library Authorities (CILLA) Members. LASER also have a number of 'casual' users/members, who use its services on an ad hoc basis c.15-20. LASER is a University of London Company.

### 2. NUMBER OF STAFF

11.5 FTE. This excludes:-

Electronic Access to Resources in Libraries (EARL) staff – whom LASER employs (4), CILLA staff paid piece rate on a daily basis (10), Any consultants working on special projects (e.g. European Union (EU)). Of the 11.5 FTE c.4 are fully funded from income generating activities.

### 3. MANAGEMENT STRUCTURE

Company Limited by Guarantee. Charitable Status.

Board of Directors with Chair and Deputy Chair. Total Membership of 15, with 6 from University of London, 1 Special, LASER Membership Categories, British Library, Co-options. Advisory Panel with Chair and Deputy Chair. Membership total of 11 representing each type of member.

### 4. TOTAL BUDGET

Latest figure, turnover £2210,773, surplus 1998-99 £132,636. Trend + 5% on turn over and + 20% on surplus from 97/98.

Breakdown, less than 30% from membership subs. Remainder from other activities e.. CILLA, Transport, Cataloguing, Research and Development etc. Trend. Turnover has increased over last 9 years. Surplus increase over last year (see above), but with one blip the trend has been one of gradual increase.

### 5. FEES AND CHARGES

Public Libraries per 1000 head of population ranging from (according to type of Authority) £12.95 – £25.91. Also credits and debits for items borrowed and lent. Flat rate £379 for subscribing members and debit and credit ILL use. In addition other services charged according to type.

### 6. NO OF ILL LOANS BETWEEN MEMBERS OF LASER

76,947

Trends – slight decrease, but LASER investigations and plans predicted this on the basis that:- Electronic delivery is now more common, Public Library Funding is going down, Trends in Public Libraries are switching from reading to purposeful activity.

### 7. ITEMS TRANSPORTED

782,000 in 98/99

## 8. OTHER SERVICES

**Cataloguing services and Retrospective conversion** – Current projects include Garrick, Royal United Services Institute for Defence Studies (RUSIDS) and Courtauld.

**Transport plus specials** – Includes Berkshire, London Research Centre (LRC), Association of London Government (ALG), Metropolitan Police and Camden etc.

**CD ROM** – Regular and One off production.

**CILLA Service** – Materials in ethnic minority languages (A social inclusion service)

**Consultancy** – e.g. in last 6 months, British Council in Saudi Arabia, Department of the Environment, Transport and the Regions (DETR) Bristol.

**Training** – e.g. Internet, Advanced New Public Library, ILL etc.

**Consortia purchase** – e.g. Bookdata products, Chadwyck Healey Know UK, OCLC First Search etc.

**Research and Development** – e.g. EU Contemporary Culture Visual Archives in XML (COVAX), EU People and Resource Identification in Distributed Environments (PRIDE), Library and Information Commission (LIC) Cable Study, Heritage Lottery Fund (HLF) (Needs Assessment).

**Developmental** – Visually impaired policy, Music and Non-Book material, Access, Networking – SEEDA, London Networking Strategy etc.

#### **Referral Service**

**Conferences/Seminars** – e.g. Ufi in September etc.

**Articles in professional press** – Frequent

**Membership of major bodies** – e.g. London Learning Network Group (LLNG), United Kingdom Online Library Networking Centre (UKOLN), Regional Cultural Consortia, Library Information Co-operation Council (LINC), University for Industry (Ufi), The South East England Development Agency (SEEDA), Cultural Strategy Partnership for London, New Opportunities Fund (NOF) pre implementation and other ad hoc groups.

**Newsletter** – LASERLink and occasional publications e.g. Library and Information Briefings (LIBS), Annual Report, Memorandum, Handbook, Standards, Guidelines, CILLA rules, CILLA Translation, CILLA Bibliography etc. Plus web proceedings of seminars etc.

### **Seminar programme**

**Joint Fiction Reserve** – Co-operative purchase and retention scheme for English Language fiction since 1948

**LASER Subject specialisation scheme** – for non fiction material published in UK 1950 onwards

**The Internet** – LASER are currently training a member of staff as a Web Master. LASER host 6 Web sites at present and will host and manage more.

### **Projects/ongoing developments:-**

**NEWSPLAN** – LASER was the first to put NEWSPLAN on the Web. LASER are also developing the scheme, they have recently done a survey in the Region of Local Newspaper use and will be promoting it.

**Regional Digitisation project and Web presence** – Co-ordinating scheme across the region. Web site etc.

**Music** – Planning a major regional (possibly national) retro/conversion scheme with all LASER libraries

**Visually impaired** – Recently set up a regional Task Group to promote access across the region.

**European Union 5th Framework project** – on technological aspect of Museums, Archives, Libraries – successful in June 1999 call – COVAX

**Networking** – Two regional networking schemes being devised

**Non-Book material** – Working across the region on access to non-book material.

**Access and gap analysis** – Working with the British Library (BL) on these aspects. Holding national strategic seminar in November at St Pancras with BL and LINC.

**Standards and performance of resource sharing services** – Via LASER's Standards Working Party an ILL Standards and performance times. Laser publish monthly performance stats to member libraries on this.

### **Projects coming on stream:**

Digitisation

Electronic Document Delivery

Full Web based access to V3

Authentication

Copyright

Alerting services etc.

Setting up a cross-regional/cross-domain consultative strategic group for Museums and Libraries and Archives. Reciprocal arrangements on relevant Committees being planned.

9. WEBSITE ADDRESS

[www.viscount.org.uk/laser](http://www.viscount.org.uk/laser) and also Metrolibs [www.viscount.org.uk/metrolib/index.html](http://www.viscount.org.uk/metrolib/index.html)

10. CONTACT NUMBERS

General Enquiries – 0171 702 2020

## South Western Regional Library System

### 1. NUMBER OF MEMBERS

Total 75. Consisting of 22 public libraries, 41 academic libraries and 12 special libraries.

### 2. NUMBER OF STAFF

Full time equivalents 5.5

People 7

### 3. MANAGEMENT STRUCTURE

The Regional Council comprises a senior librarian or sub from all member libraries (meet at AGM)

Executive Committee: 20 public library chiefs, 8 university librarians, an elected member from Bristol CC (host authority, British Library representative (ex-officio); two elected representatives from smaller academics/special libraries, 3 local authority elected members, The Executive Committee elects Honorary Officers (Chair, Vice-Chair, Hon. Sec., Hon. Treasurer) Currently this is two public librarians and two university librarians.

SWRLS holds two meetings a year. SWRLS is a registered charity:

### 4. TOTAL BUDGET

Total Budget for 1999-2000 of £229,900, an increase of £500 on the previous year. SWRLS tries to keep subscription rises small as the majority of its members have funding difficulties. The transport scheme aims to be self-financing.

### 5. FEES/CHARGES

Public libraries for 1999-2000: £29.50 per 1,000 population

Academics and special libraries: £54 + unit charge of 4.43p per monograph borrowed from other SWRLS members. SWRLS operates a borrowings and lendings re-adjustment for academics/specials: net borrowers charged further 1.60p on difference between borrowings and lendings. Net lenders receive a credit of 1.60p on the difference.

### 6. NUMBER OF ILL TRANSACTIONS

Number of Interlibrary Loan Transactions for 1998-99 and trend over 1997-98:

Public libraries borrowed 44,069 (-21%) within SWRLS and loaned 39516 (-29%) to other SWRLS members.

Public libraries borrowed 17,215 (-0.02%) from British Library and 9549 (-6%) from other libraries; they loaned 10,547 (-14%) to other libraries.

Academics/special libraries borrowed 1,114 (-15%) from SWRLS members and loaned 8,708 (-12%) to SWRLS members.

They borrowed 95,284 (-5%) from British Library and 13,063 (+14%) from other libraries; they loaned 11,544 (-8%) to other libraries.

### 7. NUMBER OF ITEMS TRANSPORTED

216, 603 (-3.8%)

## 8. OTHER SERVICES

**Interlending** – The Unity database takes the full automated datasets of members libraries, which are matched and merged with BNB and BLDS records. Unity is updated regularly with addition/deletion information sent direct to Talis Information Computing Ltd, the Unity Supplier, or via the SWRLS Office.

Unity provides access to BLDS's ARTTel service. The Unity Electronic Request System, (UERS), which will allow members to make requests to other Unity Users via the Internet, is being developed by Libris.

Available from the Unity Co-ordinating Office are two Unity CD-ROM products: Unity SW CD-ROM which contains bibliographic records with SWRLS locations and BLSDC locations if the same title is held; and the Unity Bronze CD which has ISBN numbers and locations from the eight participating Unity Regions and services.

SWRLS Office staff carry out bibliographic verification and locations finding on behalf of member libraries and will arrange urgent loans if requires.

**Transport Service** – A transport scheme to exchange inter-library loans on behalf of all local authorities and 16 of the academic and special libraries in membership was set up in 1991. The Consortium for Purchasing and Distribution, based in Trowbridge, runs the scheme on behalf of SWRLS and arranges transportation of loans between participants in the South West Region, the six other regional transport schemes and BLSDC.

**Cooperative Acquisitions Schemes:**

*Plymouth/SWRLS Music Scheme:* The scheme was established in 1969 to acquire extra performance sets of music for interlibrary loan. An annual SWRLS grant is made to cover the purchase and binding of sets and to contribute towards staff costs. Devon ran the Scheme, based at Plymouth Music and Drama Library, until April 1998 when Plymouth City Council became a unitary authority.

*Subject Specialisation Scheme:* SWRLS has supported the scheme since 1959. All public libraries (except Channel Islands) contribute by purchasing new books listed in BNB in specific subject areas. Following a recent review by the Bibliographical Services Officers Group some allocations were amended to take account of Local Government Reorganisation and the advent of Dewey 21. A new Guide and Directory for the Scheme was issued in 1998.

*Provincial Joint Fiction Reserve:* The scheme was set up in 1962 to ensure the continued availability of out-of-print fiction. Each Region was allocated a section of the alphabet and individual members purchase and conserve fiction by their allocation of authors. SWRLS is responsible for authors beginning T-Z.

**SW/CILLA:** CILLA, the Cooperative of Indic Languages in Library Authorities, organised by LASER, provides an on-approval book selection service and a forum to assist those providing a service for minority ethnic groups in the London and South East area. A South West group was set up in 1986, the members of which pay a subscription to LASER for the service. The group meets quarterly to select material from the approvals collections and to review the operation of the scheme, comment on the collections, and discuss the development of services for minority ethnic groups within the Region.

**NEWSPLAN** – The survey and report on the holdings of local newspapers in the South West, carried out by a project officer in 1983/84 in collaboration with the British Library, marked the start of NEWSPLAN, the UK and Ireland cooperative scheme for newspaper preservation and access.

**Training and Staff Development** – Training, discussions and Unity demonstrations are arranged for member library staff, colleagues from other RLSs and others with an interest in interlending and partnership. SWRLS also assists in City and Guilds courses, other library training and arranges seminars and workshops for member library staff.

**Other Working Groups** – These are established as the need arises, facilitated by SWRLS staff. Several working groups contribute to the smooth running of projects:

**Bibliographical Services Officers Group:** advises on all aspects of bibliographical services including the Subject Specialisation Scheme and the fiction reserves;

**Music Librarians Group:** reviews music services and their development within and outside the Region.

**Unity – SW Users Group:** plans Unity development in the Region, provides support to interloans staff and feedback to the national groups and Tails to assist in Unity development.

**Publications** – Annual report, introduction to SWRLS, Newsletter, Directory of Member Libraries, Guides to Transport Scheme and Subject Specialisation Scheme.

9. WEBSITE ADDRESS

None.

10. CONTACT PHONE NUMBER

Central Library, College Green

Bristol BS1 5TL

Tel: +44 (0) 117 927 3962

Fax: +44 (0) 117 923 0216

swrls@ndirect.co.uk

## Appendix C – CONARLS Research Project

CONARLS has recently submitted, and had accepted, a bid to the Library and Information Commission (LIC) for funding for a research project “The New Library Regions. Models for New Library Regions: Sectoral Positioning in a Changing Cultural Environment”. The project will be a strategic management review and will take account of recent developments. It will define a minimum standard for a new library region, with transferable lessons than will enable library regions to construct models which take account of different circumstances and priorities.

The CONARLS research project will provide a valuable input to future decisions about the role and organisation of Regional Library Systems. The Department hopes that the research will consider and take forward the issues raised in this paper.