

Section 4

# Equality Analysis Toolkit

**Library Collection Management and  
Development Policy**

**For Decision Making Items**

**Spring 2018**

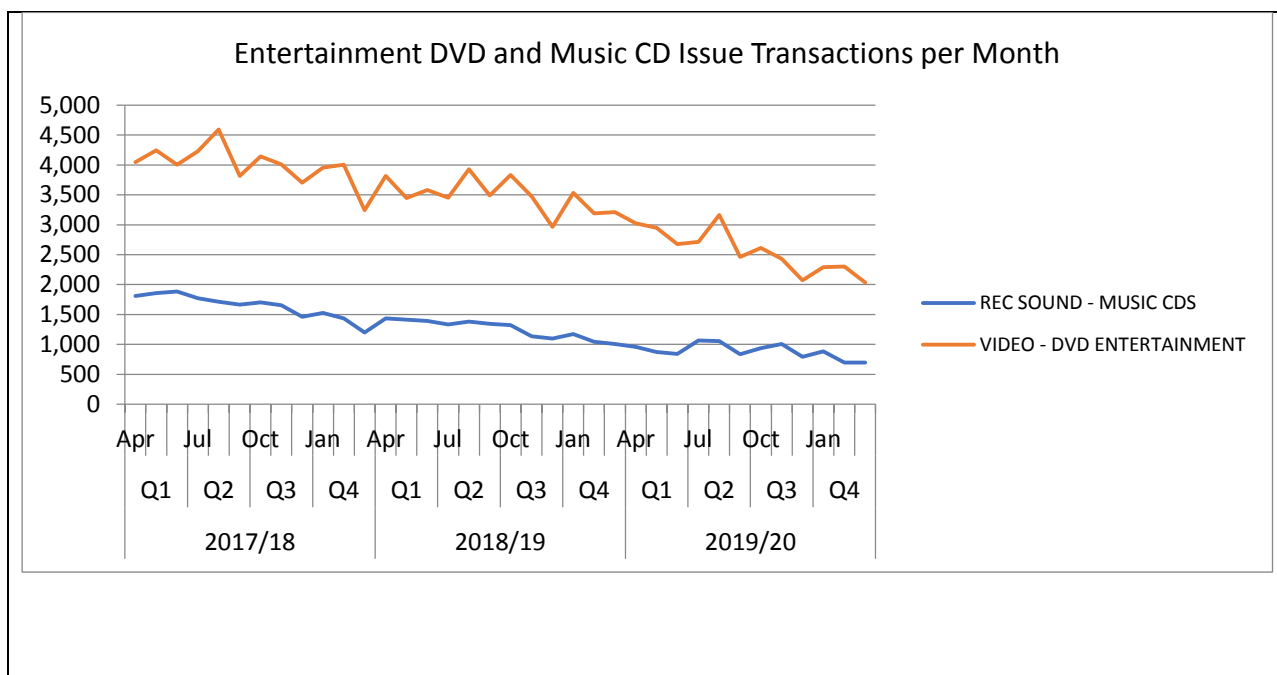
**Question 1 - What is the nature of and are the key components of the proposal being presented?**

The Library Service has undertaken a review of its collection management and development policy to make sure that it is up to date and reflects current national standards. The review has resulted in the creation of a high level policy which replaces and consolidates a number of other documents which made up the previous policy. It is hoped that the new policy will provide information and clarity for staff to assist them in caring for their collections on behalf of those living, working and studying in Lancashire.

**Question 2 - Scope of the Proposal**

Is the proposal likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected?

The policy review has looked at all collections held across Lancashire by the Library Service and also the Lancashire Printed collection held on behalf of the Library Service by Lancashire Archives Service. The review itself has not resulted in any proposed major policy changes but there are some proposals which will affect library members who borrow DVDs and music on CD. The proposal is to hold all DVD and music CDs at a central location and make these available for reservation rather than having a limited range of these formats available to borrow in a selection of branches. It is further proposed that music CDs are no longer added to the collection due to very limited demand for this format. The table below shows the issue figures for DVD and CD issues in public libraries between the 1 April 2017 and the 31 March 2020 (note that no DVDs and music CDs have been issued since the beginning of the Coronavirus pandemic.)



### Question 3 – Protected Characteristics Potentially Affected

Could the proposal have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

And what information is available about these groups in the county's population or as service users/customers?

The proposal will affect those who wish to borrow CDs and DVDs from their local library which may previously have held their own collection. This would not apply to all as many libraries do not hold their own collections as it stands now. This may include some people who have protected characteristics such as older people and visually impaired

people who may prefer to listen to music on physical formats rather than use other formats such as streaming services.

#### **Question 4 – Engagement/Consultation**

How have people/groups been involved in or engaged with in developing this proposal?

The proposal to cease buying music CDs has been looked at before outside of the collection policy review due to a very sharp decline in issues of these formats. The proposal to cease buying has been taken to the county council's visual impairment forum; none of those present at that meeting raised an objection.

There are a small number of customers who have been vocal in their support of the continuing purchase of music CDs but it is not known if those people have protected characteristics.

There has been no public consultation on centralising the DVD and CD collections.

#### **Question 5 – Analysing Impact**

Could this proposal potentially disadvantage groups sharing protected characteristics and if so which groups and in what way? This pays particular attention to the general aims of the Public Sector Equality Duty:

- To eliminate unlawful discrimination, harassment or victimisation because of protected characteristics.
- To advance equality of opportunity for those who share protected characteristics;
- To encourage people who share a relevant protected characteristic to participate in public life;
- To contribute to fostering good relations between those who share a relevant protected characteristic and those who do not/community cohesion;

It is not thought that the policy will have detrimental impact on any of the general aims of the public sector equality duty.

### **Question 6 – Combined/Cumulative Effect**

Could the effects of this proposal combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

There are no other known factors which may exacerbate any impact.

### **Question 7 – Identifying Initial Results of Your Analysis**

As a result of the analysis has the original proposal been changed/amended, if so please describe.

No changes are proposed.

### **Question 8 – Mitigation**

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

Additional digital services have recently been purchased which may mitigate the impact of centralising the physical DVD and CD collections.

This includes Medici TV which features over 3,500 musical works filmed from the 1940's through to the present day and 2,000 films including live concerts, documentaries, operas, ballets and master classes which are available for library members to watch for free on laptops, tablets, phones or internet TVs.

The service also provides free access to Oxford Music Online which is a resource for music research with articles written describing the diverse history and cultures of music around the globe.

There is no proposal to cease or to reduce the budget allocation for Audiobooks on CD.

There is a small collection of Bollywood films on DVD in Hindi which will be held as part of the collection.

The centralisation of stock will be communicated to library members via the service internet pages and via social media channels and, via email where members have opted in, instructions on how to reserve items will be issued.

Exemptions from charges for borrowing CDs will continue as detailed below:

- People under the age of 18
- People with long term ill-health or disability
- People who are unable to read or use books because of visual impairment, dyslexia or learning disability

Exemptions from charges for DVDs will continue as follows:

- People who are unable to read or use books because of visual impairment, dyslexia or learning disability

The new central collection will be held at a Band A Library which has five collections/deliveries per fortnight. This should ensure that the majority of requests are satisfied within a week. This will, in most cases, result in increased speed of access to reserved items as previously items may have been held in smaller branches with fewer deliveries and collections.

## **Question 9 – Balancing the Proposal/Countervailing Factors**

This weighs up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of the analysis.

There will be a small budget saving if we cease buying new music CDs. There is such low demand for the format from a very small number of members that the buying of this stock does not represent best use of the book fund for the majority of members. The money could then be spent on other formats which are still in high demand.

## **Question 10 – Final Proposal**

In summary, what is the final proposal and which groups may be affected and how?

The Library Service has undertaken a review of its collection management and development policy to make sure that it is up to date and reflects current national standards. The review has resulted in the creation of a high level policy which replaces and consolidates a number of other documents which made up the previous policy. It is hoped that the new policy will provide information and clarity for staff to assist them in caring for their collections on behalf of those living, working and studying in Lancashire.

## **Question 11 – Review and Monitoring Arrangements**

What arrangements will be put in place to review and monitor the effects of this proposal?

Issues of CDs and DVDs will continue to be monitored if they are moved to their new central location to see if their continued holding as a reserve collection can be justified given the alternative forms of access to music which are now available such as Spotify and iTunes. Customer feedback will also be monitored.

Equality Analysis Prepared by: Gareth Jones

Position/Role: Library Resources Manager

Equality Analysis Endorsed by:

Line Manager and/or Service Head

Decision Signed Off by:

Cabinet Member or Director

For further information please contact

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