

Appendix C: Barnet Libraries Product Catalogue

Proposed menu of services to be delivered across the Barnet Public Library Network

1. What is the Barnet Libraries Product Catalogue?

The product catalogue sets out the basic range of services to be delivered by each type of library.

The catalogue is split into the following five service areas:

- Developing Literacy and Reading
- Developing Learning
- Developing Culture
- Developing Communities
- Developing Health and wellbeing

Each service area links to key outcomes within the London Borough of Barnet Corporate Plan. This is demonstrated in the diagram below.



2. How to read the product catalogue

There are three elements to each entry within the product catalogue: *Table 1*, *Chart 1*, and *Chart 2*.

- *Table 1* lists the main components of the offer within that service area, with examples of specific initiatives, projects and schemes. For instance, reading groups, author talks and Cittyread are all examples of Reading Events for Adults.
- *Chart 1* provides a visual overview of how each component combines to form an overall service offer within each type of library. Each component is represented by a block of colour, with each block sized to reflect the relative number/ scale of events and projects that are likely to take place within that type of library. For instance, there will be a larger number of reading materials for loan in Core Plus than in Core and Partnership libraries.

- *Chart 2* provides a visual comparison of each component by library type. Each type of library is represented by a different colour, with the size of the bar reflecting the comparative number/ scale of events and projects likely to take place within that type of library.

3.1: Developing Literacy and Reading

Table 1	
Service Area Components	Offer
Reading materials for loan	Child, teen and adult general reading
	Large print reading materials
	Community language reading materials
	Quick reads/ adult literacy reading materials
	child, teen, adult audio books
Digital reading materials	e-books, e-audio books and e-journals
Trained staff on site	Library staff knowledgeable about resources for literacy and reading
Access to trained staff off-site	Library staff knowledgeable about resources for literacy and reading
Reading events for adults These events promote a love of reading, develop adult literacy and creative skills in adults in Barnet and help to support local writers. Collectively they encourage adults to make more use of their local library and to experience reading in all its many different formats, including digital reading.	Reading Groups
	Author talks
	One-off activities
	Cityreads
	Barnet libraries Festival – a Barnet Libraries festival celebrating reading
	Creative writing groups
Reading events for children These events support children's reading skills from the development of key communication skills and language acquisition in the Early Years to promoting a love of reading for pleasure amongst older children and young people. As with events for adults they encourage children to use the library and to extend and experiment with their reading choices.	Baby Rhymetime (or equivalent)
	Toddler Read and Rhyme (or equivalent)
	Sensory Rhyme & Play (or equivalent)
	Toddler Rhyme & Play (or equivalent)
	Author events and talks
	Beyond the Book Festival- a Barnet Libraries festival celebrating reading
	Positive Activities for Young People (PAYP)
	One-off reading events and activities
Education visits (facilitated)	Tailored class visits to develop a love of books and reading and promote library use
Education visits (un-facilitated)	Class visits delivered by school staff
	Self-led class visits following LBB libraries class visit pack
literacy schemes for adults	Reading Ahead (formerly the six book challenge) developing adult literacy skills
literacy schemes for children	Summer Reading Challenge developing children's reading skills
	Bookstart developing early readers and school readiness
	Carnegie Medal Shadowing with secondary school reading groups

Chart 1

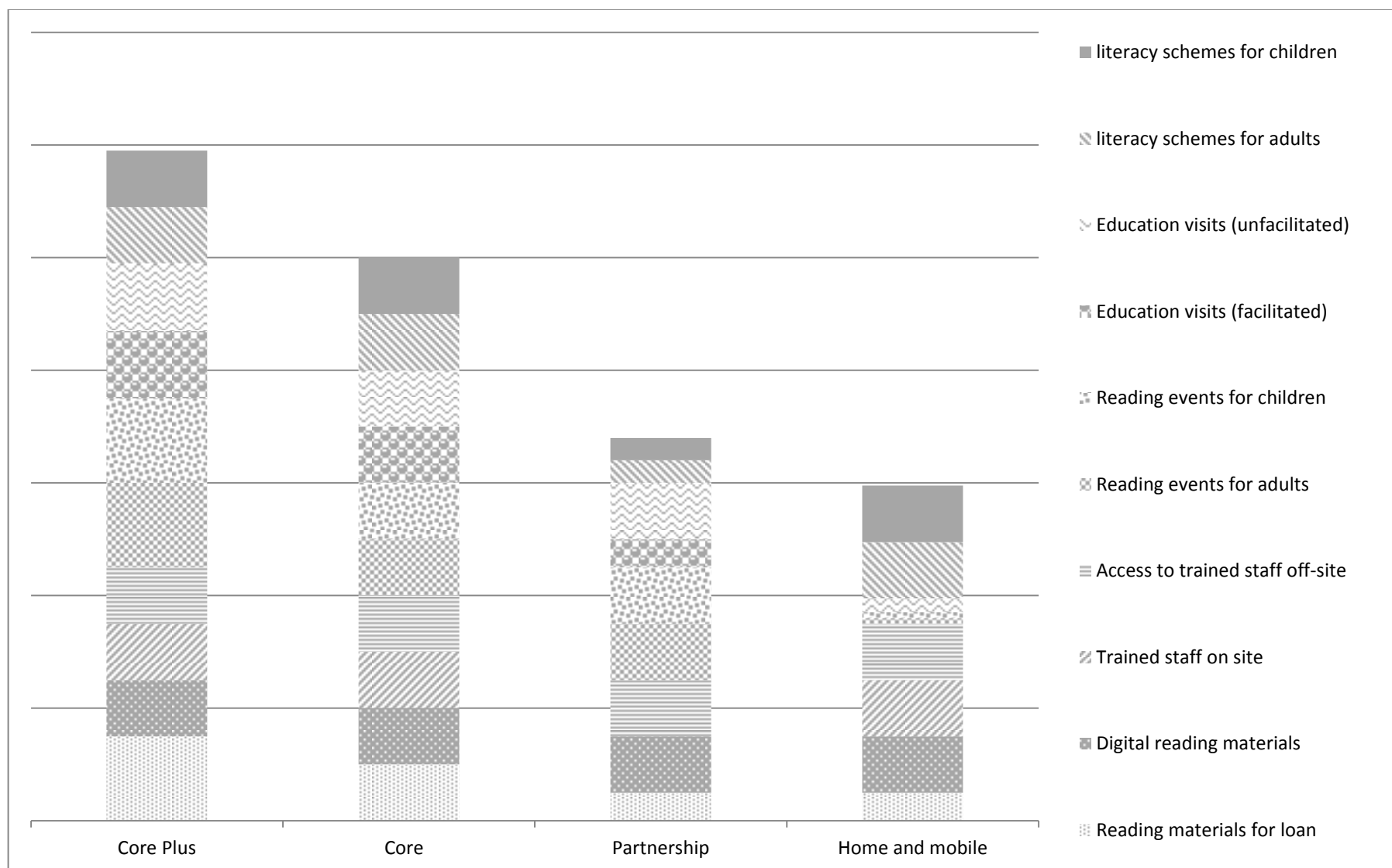
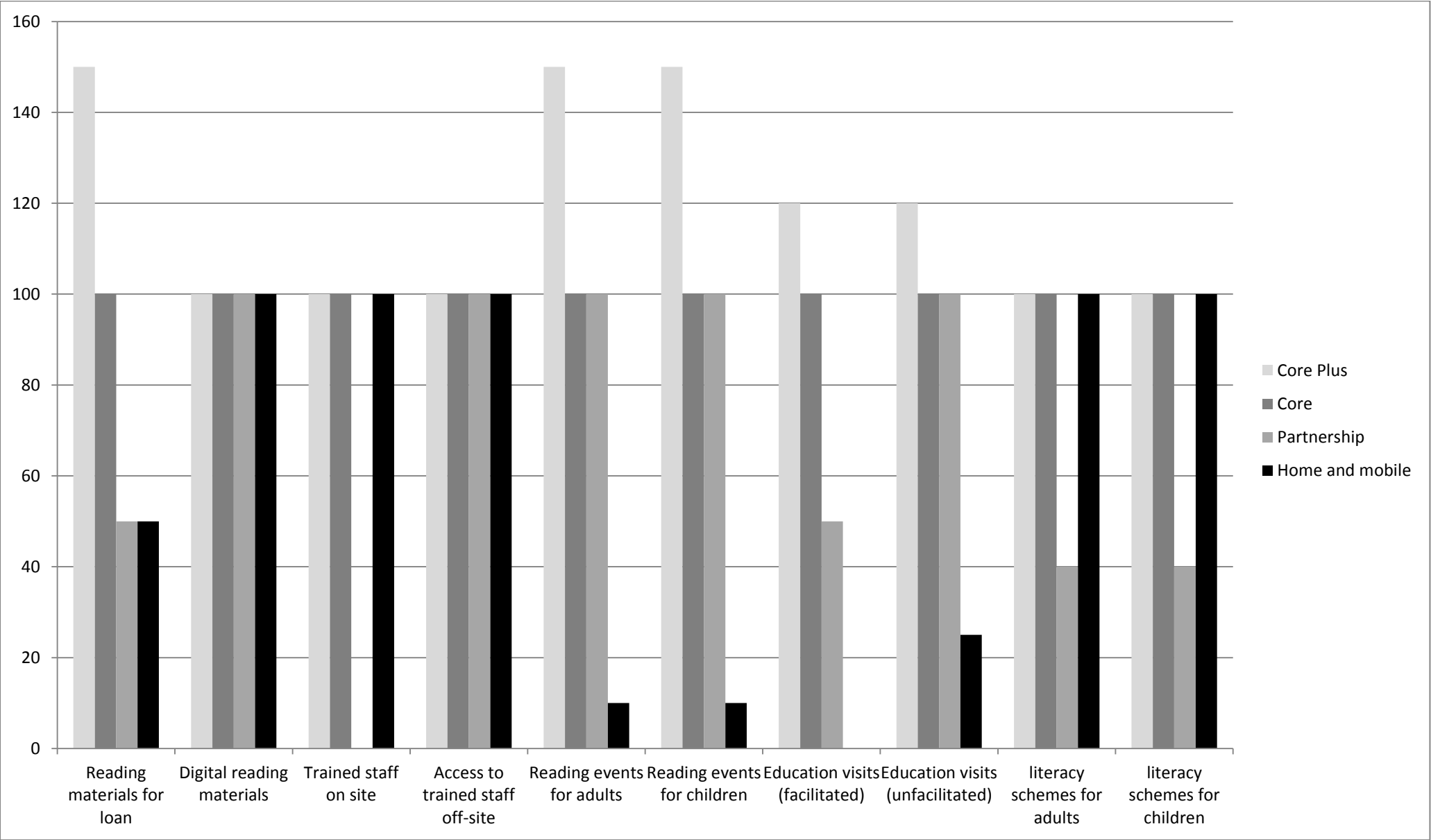


Chart 2



3.2: Developing Learning

Table 1	
	Current offer
Study space	study desks in an environment suitable for both group and individual study
Trained staff on site	Library staff knowledgeable about resources for learning
Access to trained staff off site	Library staff knowledgeable about resources for learning
Learning resources for loan and reference	Non-fiction resources for children, teens and adults including formal study guides
	Reference collections
Learning resources for sale	Education workbooks and charts
Digital learning resources	24/7 online reference library of education and learning databases, e-journals
	Access to PCs/ laptops/ tablets for internet and office software with tailored lists of recommended learning sites and volunteer ICT buddies as additional support.
	Printing/ photocopying facilities
Education visits (facilitated)	Tailored class visits to support the development of learning in and out of school and to promote library membership. Targeted list of schools.
Education visits (un-facilitated)	Class visits delivered by school staff
	Self-led class visits following LBB libraries class visit pack
Learning events/ sessions for adults	ICT classes teaching basic PC and internet skills – broaden to include all tech
	Job clubs & CV support barnet college
Learning events/ sessions for children These events help to teach key skills such as team work, concentration and problem solving and support children and young people in learning how to access and use information from non-fiction books/ resources	Homework clubs/ email homework enquiries service
	FututreVersity courses for young people
	Chess clubs (or equivalent)
	Lego clubs (or equivalent)
	Coding clubs (or equivalent)

Chart 1

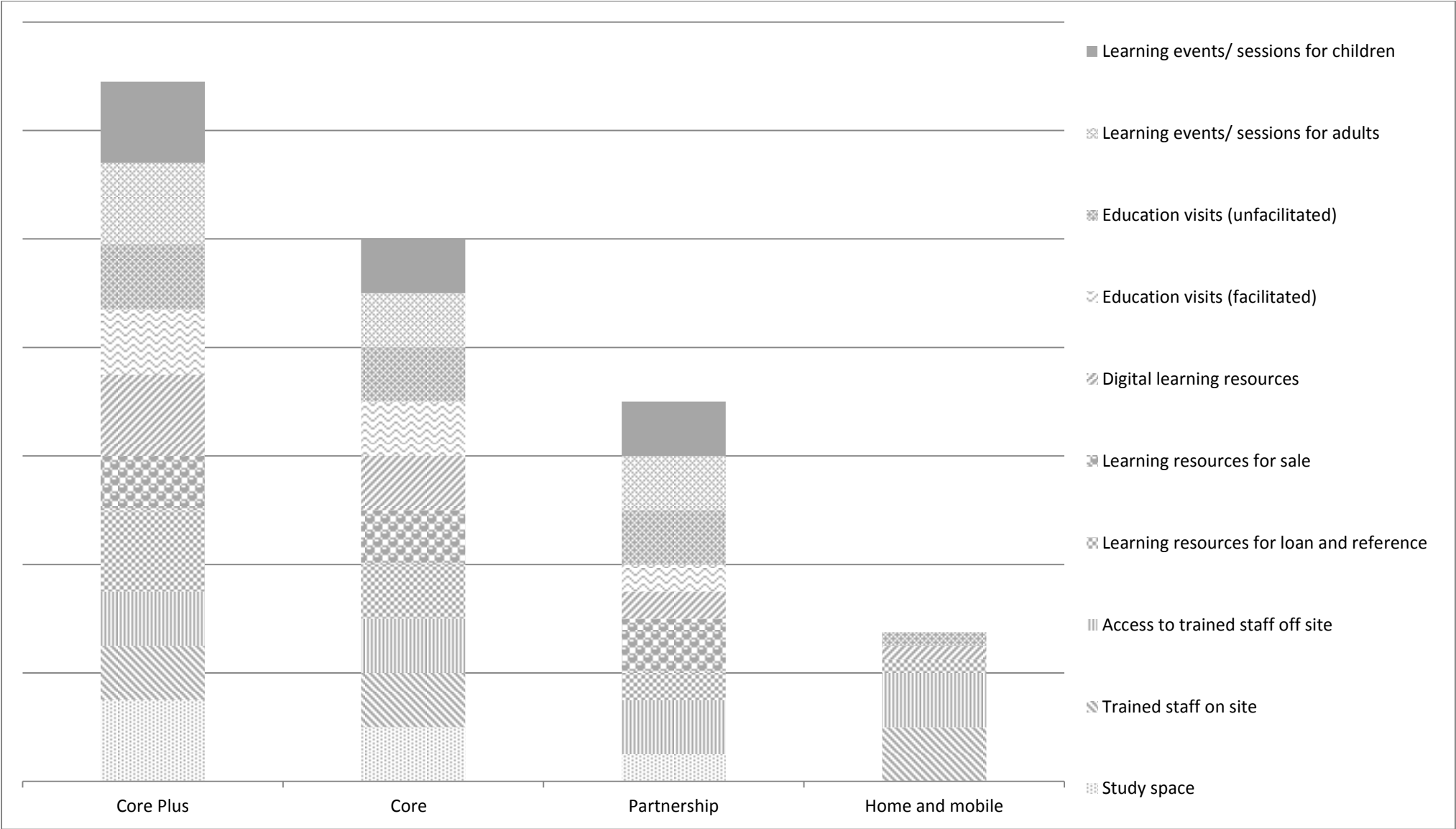
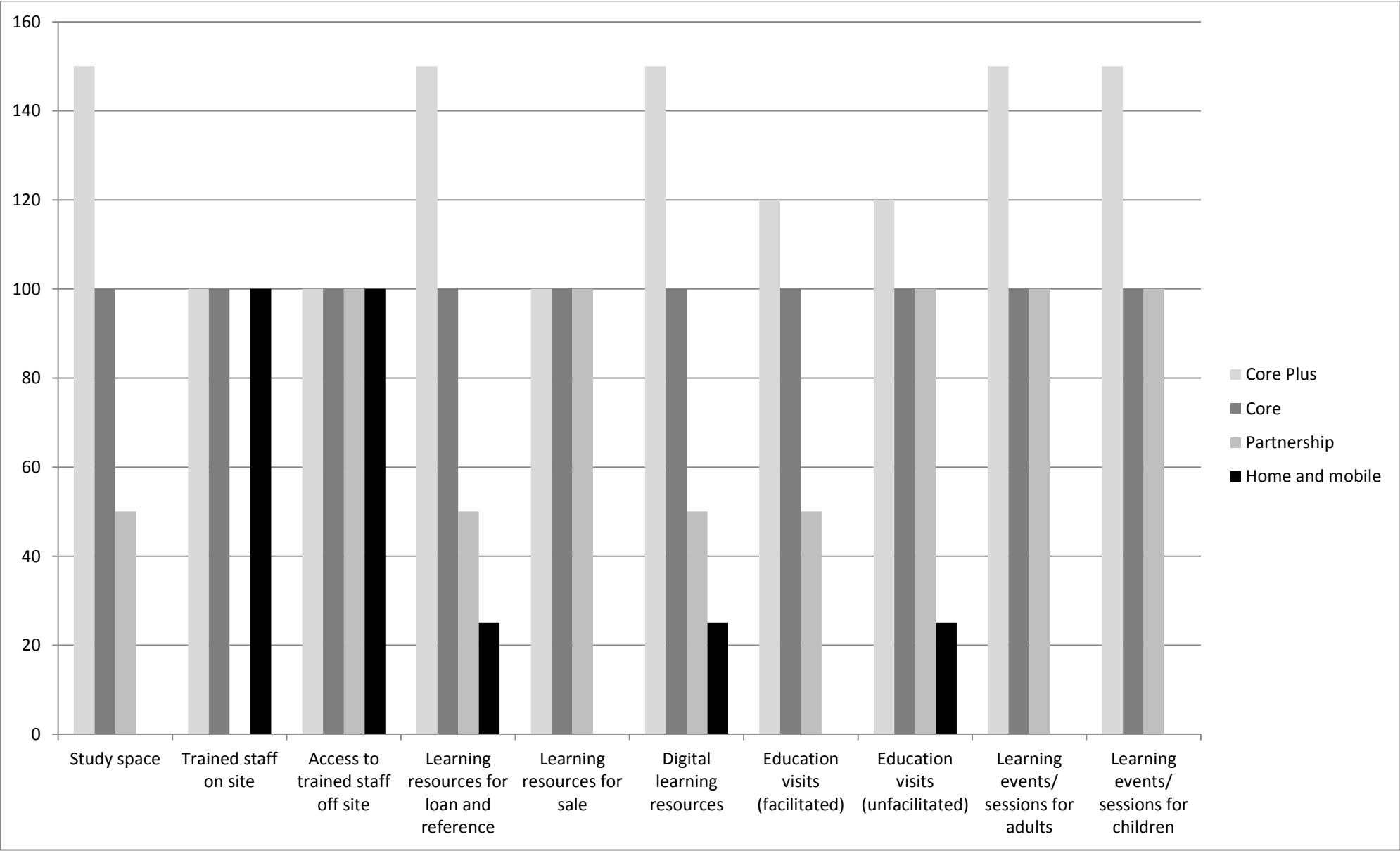


Chart 2



3.3 Developing Culture

Table 1	
	Current offer
Specialist resource collections	Vocal scores for local choirs
	Play sets for local play groups
	Local history resources
cultural events	One-off cultural events
Exhibition space/ cultural commissioning	Floor and wall space for art exhibitions
Access to trained staff onsite	Library staff able to signpost to local cultural events
Access to trained staff off-site	Library staff able to signpost to local cultural events

Chart 1

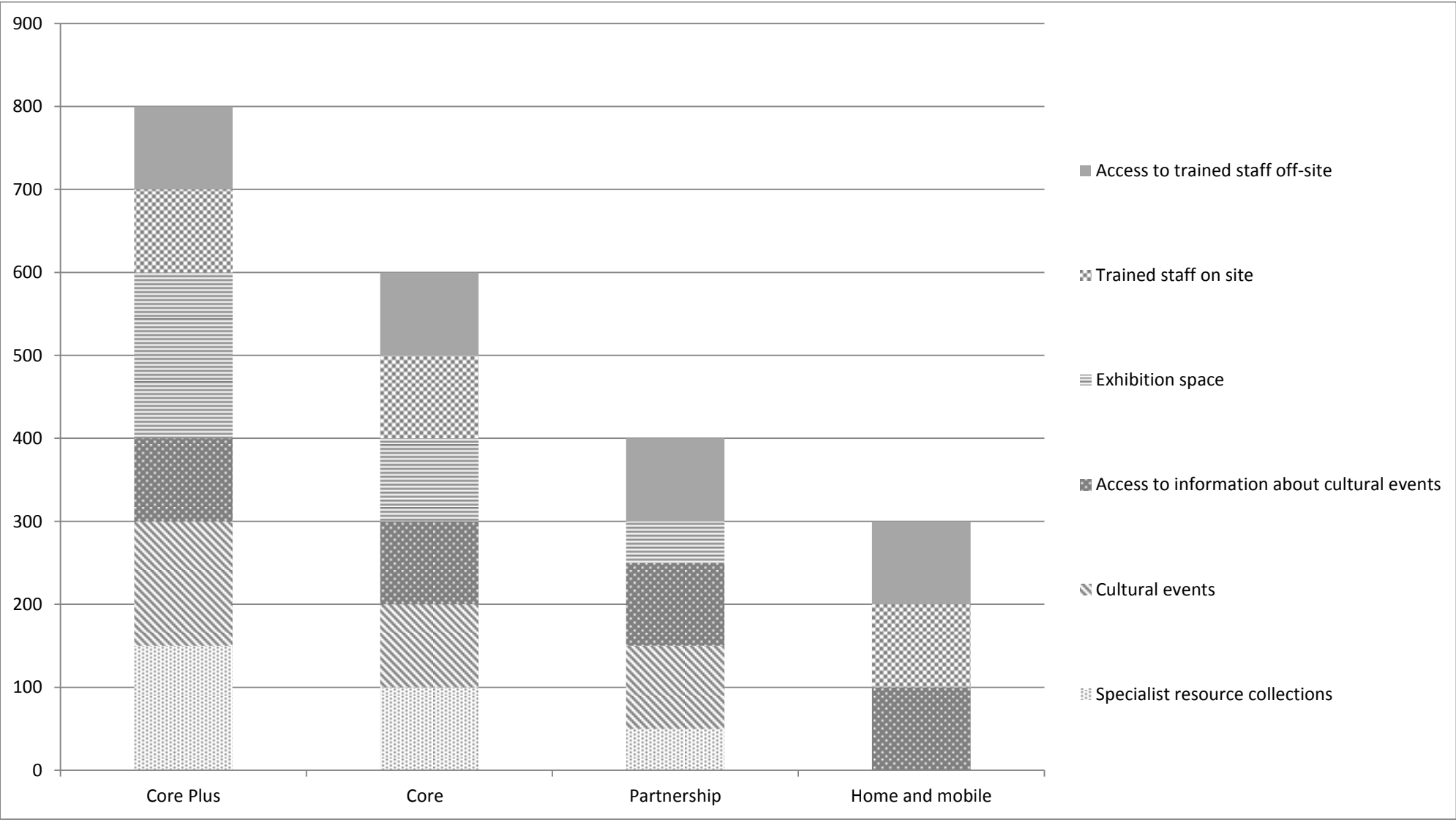
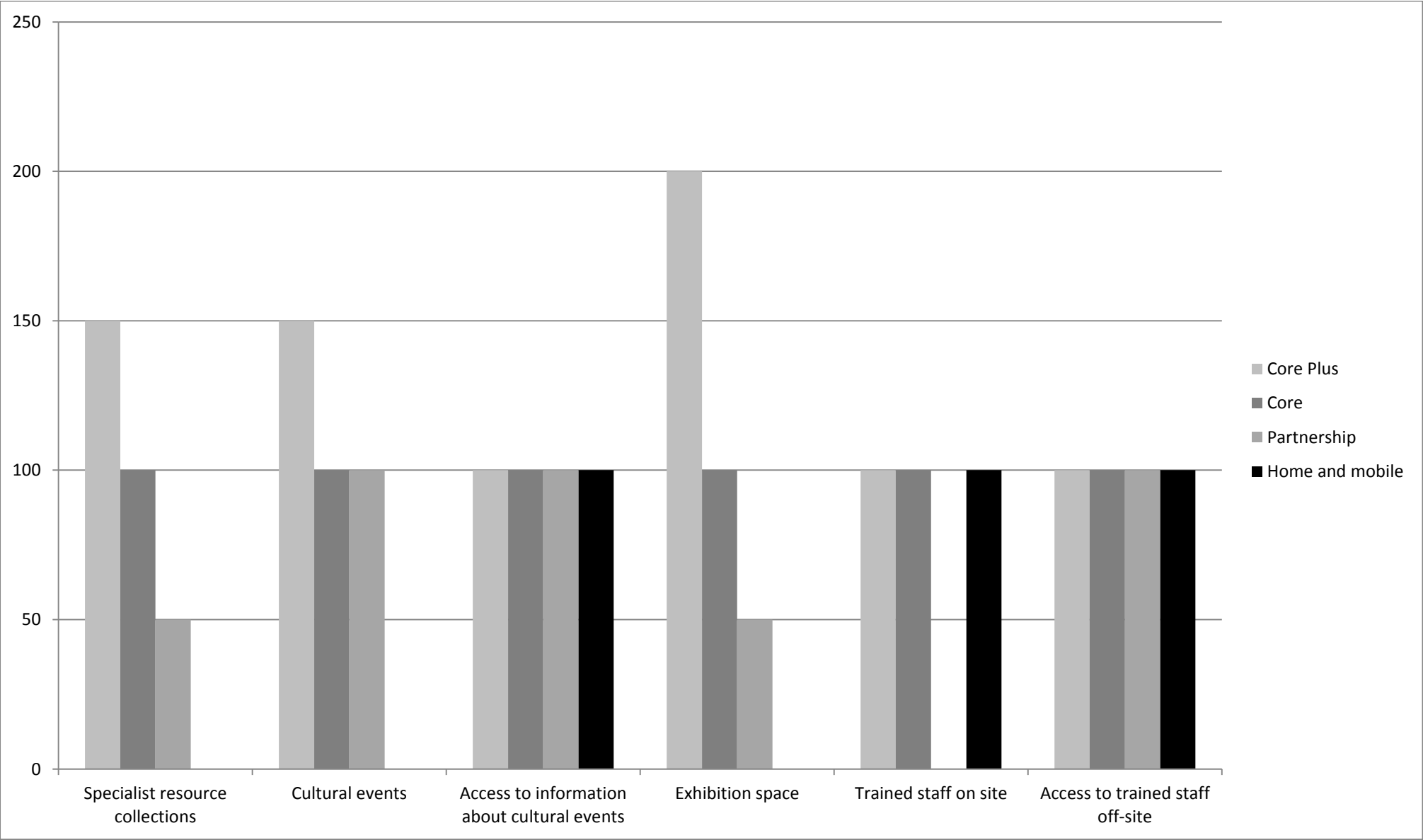


Chart 2



3.4 Developing Communities

Table 1	
	Current offer
Volunteering Opportunities	Adult volunteering programme
	Youth volunteering programme
	Summer reading challenge volunteers
	Work experience/ placements (all ages)
	Duke of Edinburgh Award
	Reparation volunteering for Youth Offenders
Library space	Rooms for hire (varying sizes)
	Coffee Lounge area
	safer places scheme – providing a safe place for those with learning difficulties
	Dementia Friendly communities
Information about the local area and services	notice boards/ print info
	Free PC access for online information
On-site access to other services	Parking permits for sale
	Health advice sessions
	MP and Cllr surgeries
	Housing benefit document checking
	Local police advice children's centres
	PC access for Universal credit applications
Remote access to other services	PC access for Blue Badge renewal
	PC access for Freedom pass renewal
	PC access for Job Centre Plus
	Online access to council services via free PC access and My Account
Support for local businesses and organisations	Glass cabinets to display products and promote services & market place advertising
	Window display units to display products and promote services
	Enterprise workshops to support local businesses
	Carers
Community library membership categories	Nurseries/ preschools

	Reading groups
	Play reading groups
	orchestras/ choirs
Events to reduce social isolation and promote community cohesion	Conversation café
	Knit and natter
	Coffee mornings
Access to trained staff on-site	Library staff trained to find information and to signpost

Chart 1

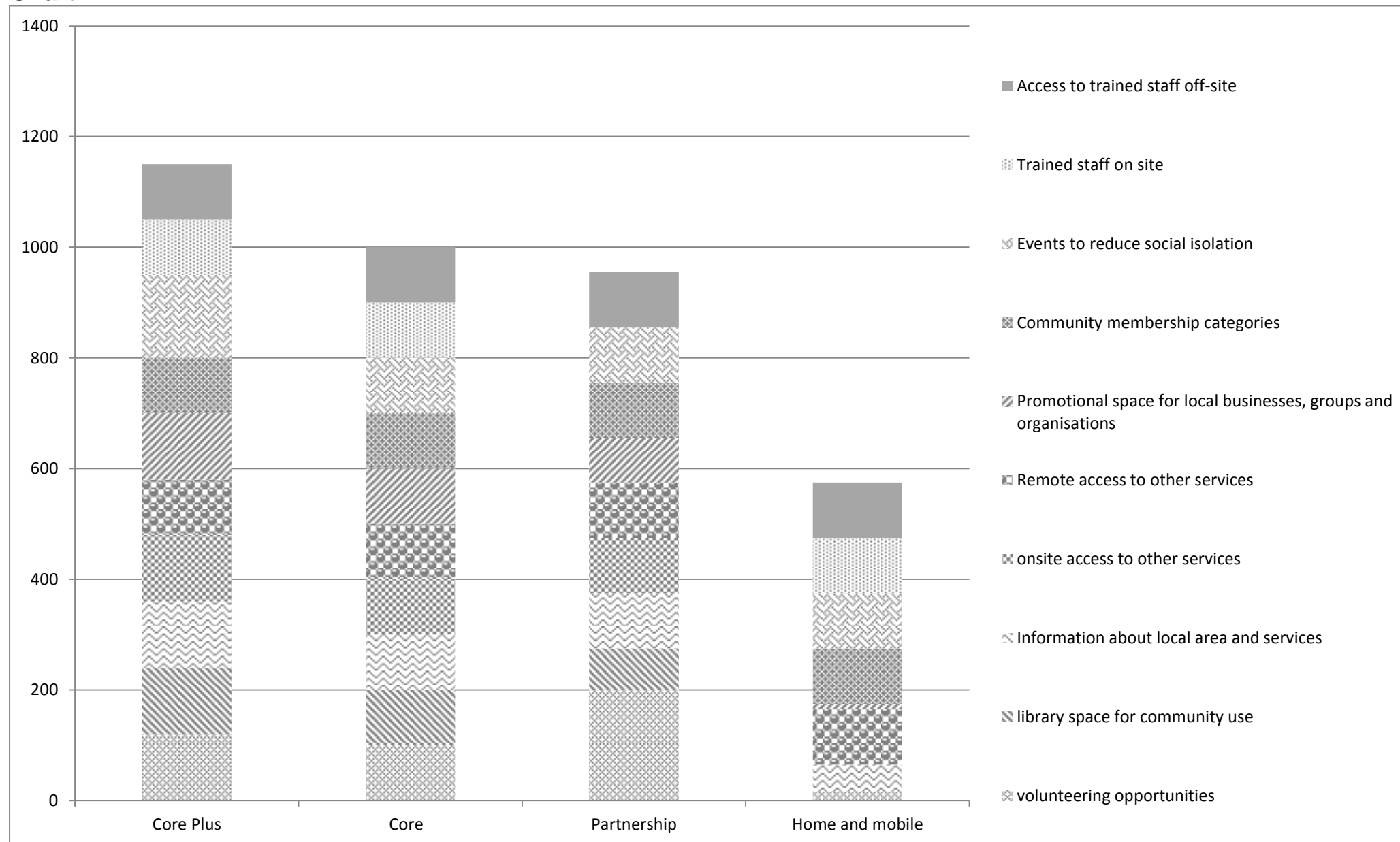
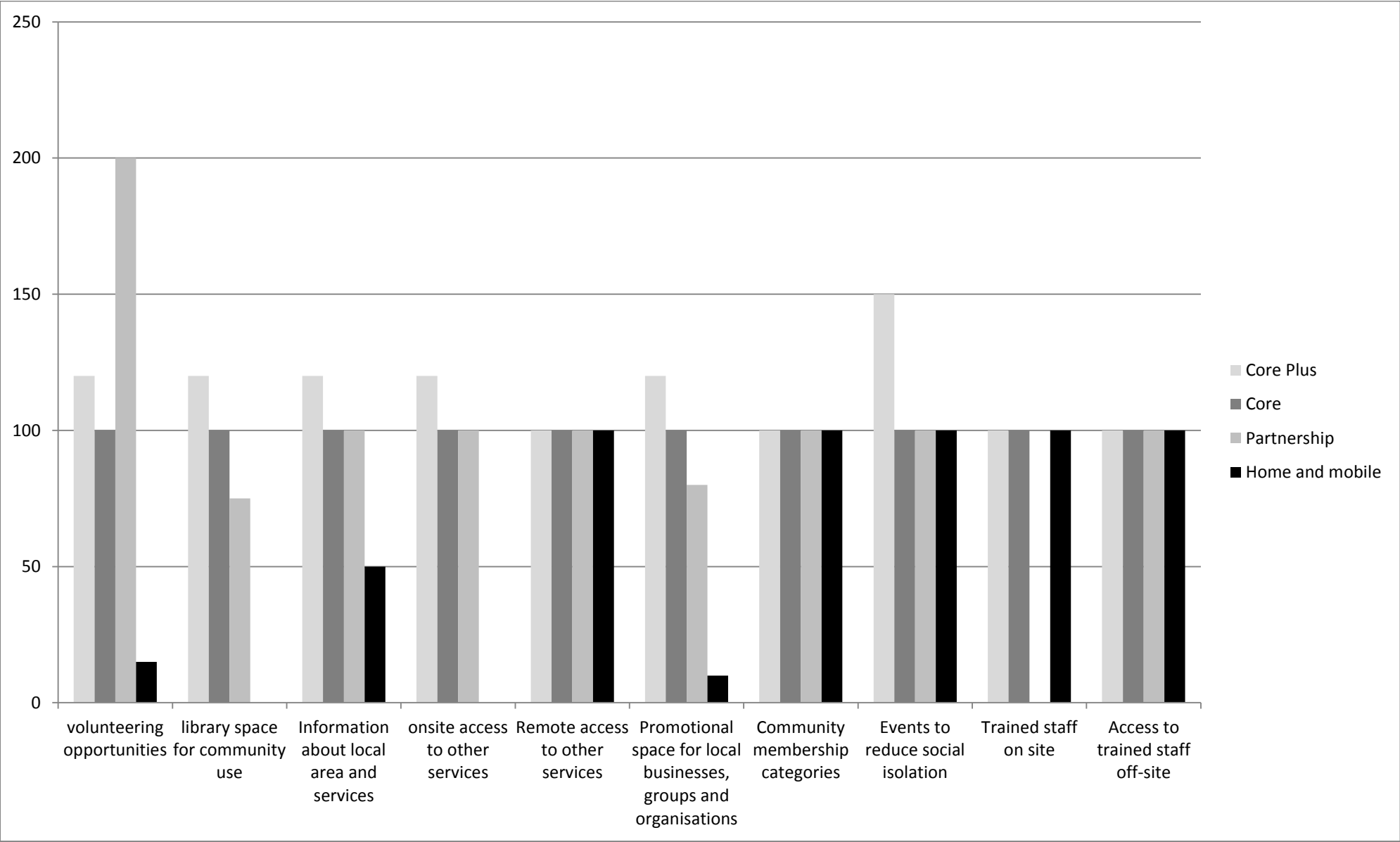


Chart 2



3.5 Developing Health and Wellbeing

Table 1	
	Current offer
Health books/ resources for loan	General books/ resources on healthy living, health conditions and treatment, self help Books on prescription: Dementia collection Books on prescription: Mental Health collection
Health/ wellbeing events	Libraries used for physical activity and stress management sessions such as Yoga, Tai Chi, reflexology etc.
Access to onsite health information/ services Information is available on a wide range of topics and in a wide range of formats from leaflets about local walks, to on-site advice from health professionals to online information about local leisure centres and doctors	Health advice sessions providing guidance on condition management Sessions delivered by health providers as part of the Children's Centre link activity Promotion of local and council health initiatives
Access to remote health information/ services	Paper and electronic information such as Local Drs surgeries and dentists. Book appointments online
Trained staff on site	Library staff knowledgeable about resources and information to resolve health based queries
Access to trained staff off-site	Library staff knowledgeable about resources and information to resolve health based queries

Chart 1

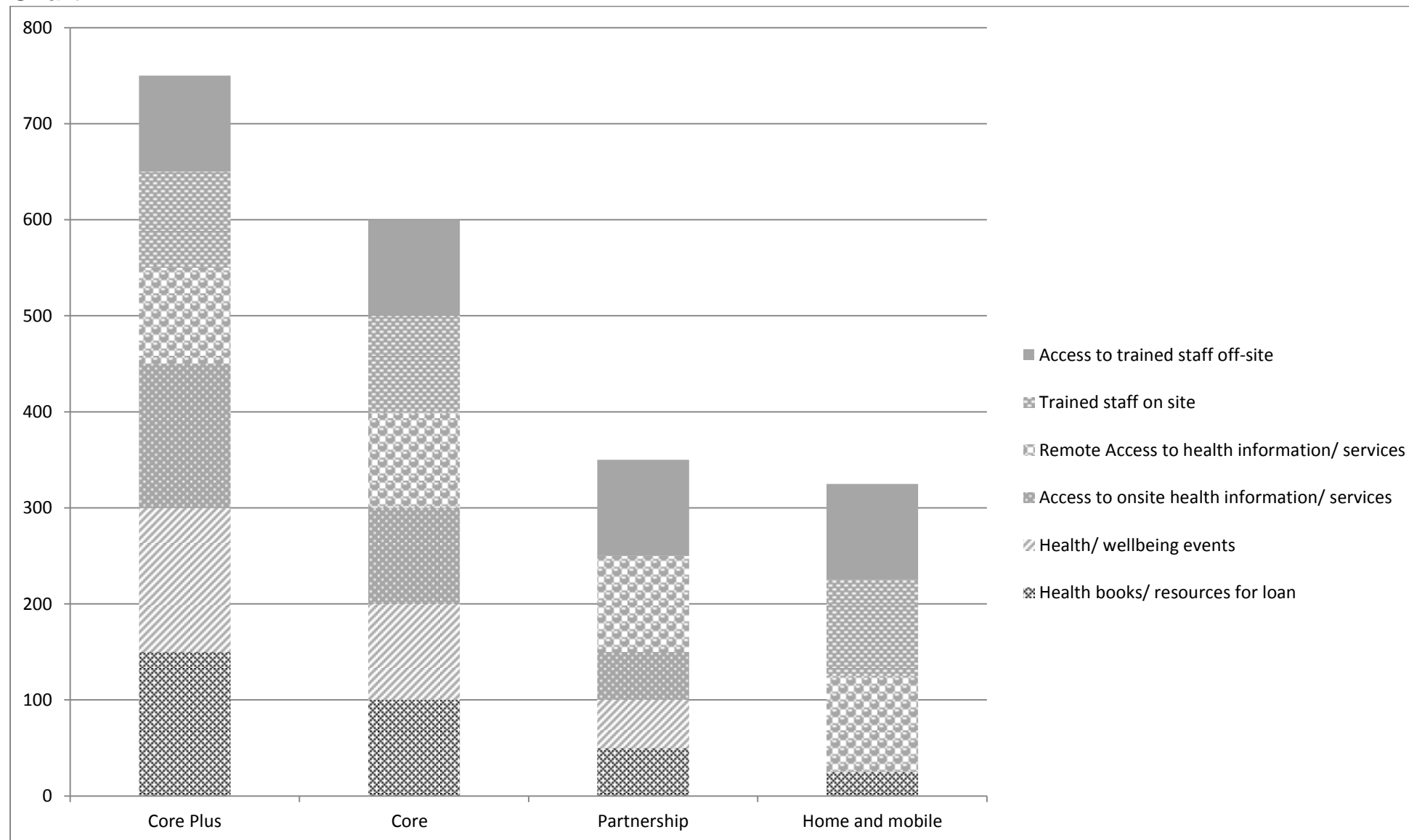


Chart 2

