



Department for Culture, Media and Sport
Libraries and Communities Division
2-4 Cockspur Street
London SW1Y 5DH

May 2004

Dear Colleague,

Public Library Standards Report, 2004

The Secretary of State has asked that all public library authorities in England should provide information about their response to the national public library standards published in “Comprehensive, efficient and modern public libraries” (DCMS, 2001) and the local targets referred to in that document. Your authority is exempt from the full public library position statement and standards report process (unless you would like to pursue it). However, in line with the Secretary of State's powers under the Public Libraries and Museums Act 1964, you are asked to provide information about your authority's performance against the standards and any local targets set. The following sets out options for how you may provide this information.

I enclose a copy of the Guidance for the submission of a Public Library Standards Report for 2004 (Document 1) This Guidance provides options for exempt authorities to provide a full Public Library Position Statement and Standards Report, a simpler Standards Report, or a very simple commentary on your authority's achievement of the standards and local targets. The guidance for a full Public Library Position Statement and Standards Report (Document 11) and supporting documentation can be downloaded from the website (www.libplans.ws). I encourage you to submit at least a Standards Report which will give information about the position of the library service within your authority, but there will be no penalties for authorities that choose to provide the very simple commentary.

We wish to be as transparent as possible in relation to the drafting of your document, so we have provided a copy of the assessment framework and blank assessment form for public library standards reports on the public library position statement web site (www.libplans.ws) which I encourage you to consult. These are documents 2 and 3.

Please send your completed document to me and to IPF by 30th September 2004 for assessment. The electronic Public Library Standards Achievement Report (which is also available from the public library position statement web site) should be completed and returned to IPF by Friday 23rd July 2004, so that the analysed information may be made available to the assessors.

Yours sincerely,

Keith Gibbins

Keith Gibbins
Head of Public Library Policy