



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

May 2004

Dear Colleague,

Public Library Position Statement and 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. She has also asked your authority to provide information relating to the development of your library service in response to "Framework for the Future" (DCMS, 2003).

I enclose a copy of the guidance for the submission of a Public Library Position Statement and Standards Report for 2004 (Document 11).

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 (document 12) and blank assessment form (document 13) on the public library position statement web site (www.libplans.ws), which I encourage you to consult.

Please send your completed Public Library Position Statement and Standards Report 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