



Tideswell Library Information Pack

For groups and organisations interested in
running a community managed library in
Derbyshire.

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Introduction

This *Library Information Pack* provides details about Tideswell library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

This pack should be read alongside the *Community Managed Libraries Information Pack* which has more details on what Derbyshire County Council are offering; and what a CML would be expected to provide, as well the *Expression of Interest Pack*.

All relevant documents are available on our dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire

You can print this pack at your local library free of charge or you can request a printed copy to be sent to you, or if you require the documents in another format, by contacting us at community.libraries@derbyshire.gov.uk or telephone on 01629 536166.

Current Location of Tideswell Library

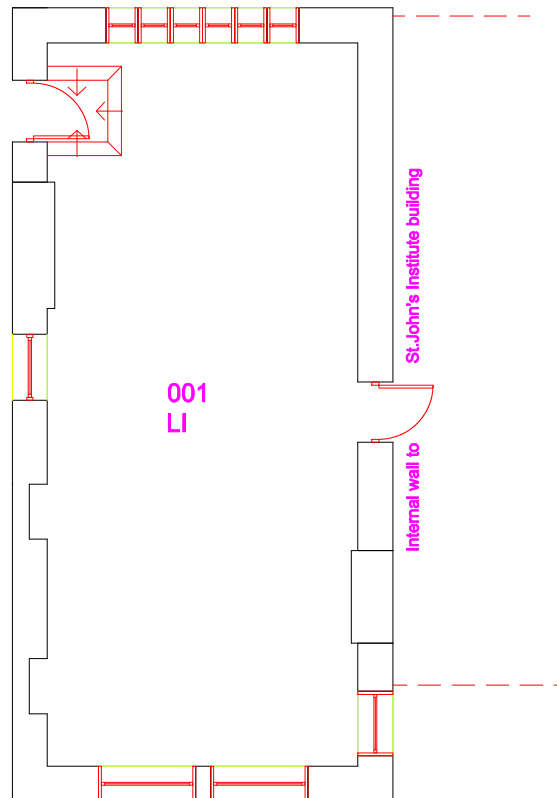


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Tideswell Library
St John's Institute
St John's Road
Tideswell
Derbyshire
SK17 8NE

Tideswell Library Floorplan

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Do not scale

Use only written dimensions. All dimensions must be verified prior to the works being put into hand and any discrepancies reported to the originator

Rev.	Details of Revision	Date	Initial

Derbyshire County Council
Corporate Resources

County Property Division
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Project
TIDESWELL LIBRARY

UPRN Number
1863/01/01-GF-B-D001

Drawing Number	Revision

Title
**SITE 01
BLOCK 01
GROUND FLOOR**

Scale 1:100	Drawn BW	Checked NSB
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Original Size A4	Date 24.4.07	Date JUN 07
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Status A

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February 2019

Current Building Information

Tideswell library is situated behind the church in the buildings of the former Robert Pursglove Grammar School which was founded in 1559. The school closed in 1927 and Tideswell library occupies part of its former halls of residence.

The library is all on one level, and is fully accessible. The library is an open plan space with a dedicated junior area. The main counter area is situated close to the entrance. There is a kitchen and toilet inside the institute, which staff currently use. These are accessible through an internal door. Continued use of these facilities would be subject to agreement with the landlord.

- Tideswell library covers 63m² in a shared property which was formerly part of the Grammar School.
- Tideswell library is part of a Grade II listed building. See <https://britishlistedbuildings.co.uk/101215791-building-occupied-by-the-county-library-service-tideswell> for more information
- Tideswell library is situated in a Conservation area. See <https://www.peakdistrict.gov.uk/looking-after/living-and-working/your-community/conservation-areas> for more information.
- Any proposals to change the use of the library or alter the building may require planning approval and/or building regulation approval. Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
- Derbyshire County Council does not own this building, but leases it from a landlord. Derbyshire County Council will require the landlord's consent for any sub-letting of the building, and the terms of the sub-lease will reflect those in the head lease. This is subject to agreement by all parties.
- Free on street parking is available on the main road through the village in front of the church.
- In terms of accessibility, the building has:
 - Level access
 - A hearing loop at the counter
- This building does not require a Display Energy Certificate as it is less than 250m²
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to an organisation.
- See also the full building condition report attached as **Appendix 1**

Alternative Premises

If you are interested in running Tideswell library from different premises, this may be possible. Please talk to library officers at the open day or contact us at community.libraries@derbyshire.gov.uk for a discussion.

Equipment and Furniture

Derbyshire County Council will transfer equipment and furniture in the library on the day of handover to the CML as follows:

- Fixtures and fittings will become the property of the CML for the duration of the agreement. The CML will take on the responsibility for their maintenance and repair or replacement and disposal.
- Furniture will also become the property of the CML for the duration of the agreement. The CML will take on the responsibility for its maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 fixed library counter
 - 17 bays of wall mounted shelving with book stops
 - 7 bays movable shelving (various sizes) with book stops
 - 1 paperback 'spinner'
 - 2 wooden 'dump bins' (various sizes)
 - 2 wooden 'kinder boxes'
 - 1 shelving trolley
 - 15 chairs (various sizes/styles), and 1 draughtsman chair
 - 1 table
 - 1 set of metal drawers
 - 1 metal cupboard
 - 1 storytime rug
 - 1 children's floor cushion
 - 1 red box
 - 1 table top leaflet holder
 - 2 pieces of artwork with a local interest
- ICT equipment connected to the Derbyshire County Council network will be provided to the CML on handover. As at December 2018 this comprises:
 - 2 computers for volunteer use with accessories and software to enable volunteers to use the Library Management System.
 - 4 public access computers with accessories and desks
 - 1 combined printer and photocopier
 - A people counter

- 1 VOIP¹ telephone
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 analogue telephone and phone line
 - 1 microwave
 - 1 till
 - 1 fan heater
 - 1 shredder
 - 1 guillotine
 - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
- Derbyshire County Council branded stationery items and forms which will be needed to run the library, such as date labels, will be provided to the CML.
- Generic publicity material for countywide services will also be provided subject to capacity, but the CML will be expected to create and provide their own library specific promotional materials.
- Cleaning equipment and materials on site will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
- A supply of winter maintenance materials will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
 - Including a quantity of grit; bucket and shovel

Current Library Operating Information

Current opening hours

Monday	14.00-17.00		
Friday	14.00 – 19.00		
Saturday	9.30 – 13.00		
Total 11.5 hours per week			

This library must continue to open for 11.5 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm and 3 hours at weekends.

¹ VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

Current staffing

There are currently 0.44 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Tideswell library is transferred to community management.

Current volunteers

There are currently no volunteers at Tideswell library.

Current materials (as at December 2018)

Tideswell library currently houses approximately 4,600 items. Books and audiobooks in stock or on loan will remain the property of Derbyshire County Council, but they will be retained in the CML for use by their users.

After Tideswell library is transferred to community management, Derbyshire County Council will continue to provide some new stock. Stock circulation between branches on a regular basis will ensure that it continues to work well and remain fresh in all libraries.

Tideswell library currently offers a local newspaper. If a CML wishes to provide newspapers after the library is transferred, they will be responsible for supplying and paying for these.

Regular library activities

- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Tideswell library is transferred to community management. Training will be offered if volunteers wish to continue with any of these activities.

Security and alarms

There are 3 fire extinguishers. The building has a fire alarm system, and an intruder alarm covered by First County monitoring. Out of hours activations are currently attended by nominated key holders. The CML will be responsible for making its own arrangements to deal with out of hours activations.

There is a fixed panic alarm on the library counter. Details will be discussed with the organisation prior to handover.

Cleaning

Currently the library is cleaned for 2.5 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Tideswell library.

Insurance

Derbyshire County Council currently pays all the insurance necessary to run Tideswell library. Arrangements for insurance after handover can be found in the *Community Managed Libraries Information Pack*.

Use of Tideswell Library

According to figures from 2015, the draft catchment area of Tideswell library (determined using the postcodes of active borrowers) has a population of 1,771 Derbyshire residents, which is 0.2% of Derbyshire's estimated population. 19% of this population are aged 0-17, and 30.9% are aged over 60. The area has an Indices of Multiple Deprivation score of 9 (with 1 being the most deprived and 10 being the least deprived).

At Tideswell library in 2016-2017 there were:

- 7,351 visits
- 8,965 issues
- 585 Computer reservations

There were 302 active members of Tideswell library in March 2017, which represents approximately 17.1% of the estimated Derbyshire residents living in the catchment area of Tideswell Library.

There are currently no external groups who use Tideswell library on a regular basis.

Running Costs of Tideswell Library (1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£205
Rents (including National Non-Domestic Rates*)	£1,500
Trade Waste Services	£229
ICT Costs**	£1,913
Total	£3,847

***A note on National Non-Domestic Rates**

For more information on rates in Derbyshire Dales, see <http://www.derbyshiredales.gov.uk/services-business/business-rates>. The CML will take on the responsibility for rates. Depending on the nature of the organisation taking over, it may be possible to apply for Business Rate Relief, reducing the amount payable. This would need to be discussed with the relevant District Council.

****A note on ICT costs**

ICT costs include PC support & replacement, lease of printers, replacement toner and TV licence.

Income at Tideswell Library (1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£268
Request charges	£199
Printing/ photocopying charges	£45
Audiobook Hire	£3
Room Hire	£0
Book Sales	£18
Other general charges	£11
Total	£544

Service standards for income

There are legal requirements outlined in the *Public Libraries and Museums Act* (1964) which require local authority libraries to “lend books and other printed material free of charge for those who live, work or study in the area”. This is reiterated in *The Library Charges (England and Wales) Regulations* (1991). This means that CMLs, as part of our statutory libraries network in Derbyshire, cannot charge people to be a member of the library or borrow books.

Derbyshire County Council do not charge library users for access to our public computers or Wi-Fi, and CMLs would have to commit to this policy.

CMLs must adhere to Derbyshire County Council's Libraries Charging Scale, including any future changes. For full information, see the *Community Managed Libraries Information Pack*.

Grants for Tideswell Library

Derbyshire County Council will provide the organisation managing Tideswell library with grants or equivalent services up to a total of:

Year 1	£4,300
Year 2	£3,100
Year 3	£2,400
Year 4	£1,600
Year 5	£1,200

Equivalent services might mean that, for example, an organisation would prefer Derbyshire County Council to continue paying utility bills on their behalf rather than receive the equivalent amount of grant for a the first year or two. This will be negotiated on a case by case basis.

Information for Anyone Wishing to Submit an Application to Manage Tideswell Library

Obtaining further information or support

It is suggested that you take time to consider all of the information available on the dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire, which will be kept up to date, and will be used to share important information and dates. Please read the *Community Managed Libraries Information Pack* carefully.

If you would like to get in touch with someone at Derbyshire Libraries with questions or queries about CMLs, email is recommended on community.libraries@derbyshire.gov.uk. Alternatively, you can telephone our call back number on 01629 536166. Staff who answer this number will not be able to answer any questions, but can take your details and arrange for someone to call you back.

An open day has been arranged at each of the 20 libraries proposed to move to community management. At the open days, there will be council staff available to answer any questions you may have and show you around. The open day at Tideswell library will be on 28th March 2019.

You are welcome to visit the library during opening hours to have a look at the public areas and to get a feel of the library. However, please be sensitive to the library staff and be aware that they will not be able to answer questions about this process, or show you around. If you cannot make the open day and you would like to ask any questions or have a look around the whole building, you can contact us at the email or phone number above.

Applying to run Tideswell library

If you are interested in applying to run Tideswell Library, please complete the form in the *Expression of Interest Pack* which contains the EOI form alongside guidance on the completion and scoring of the form. Successful organisations will be invited to submit a *Business Case*.

The EOI form also gives organisations an opportunity to identify any support they would need, for example with becoming a constituted group or advice around writing a business case. This will enable Derbyshire County Council to signpost your organisation to relevant support or information where possible.

Key Dates for Tideswell Library	
Open Day	28 March 2019
Expressions of Interest submission deadline	25 April 2019

Thank you very much for your interest.

Condition Survey Report

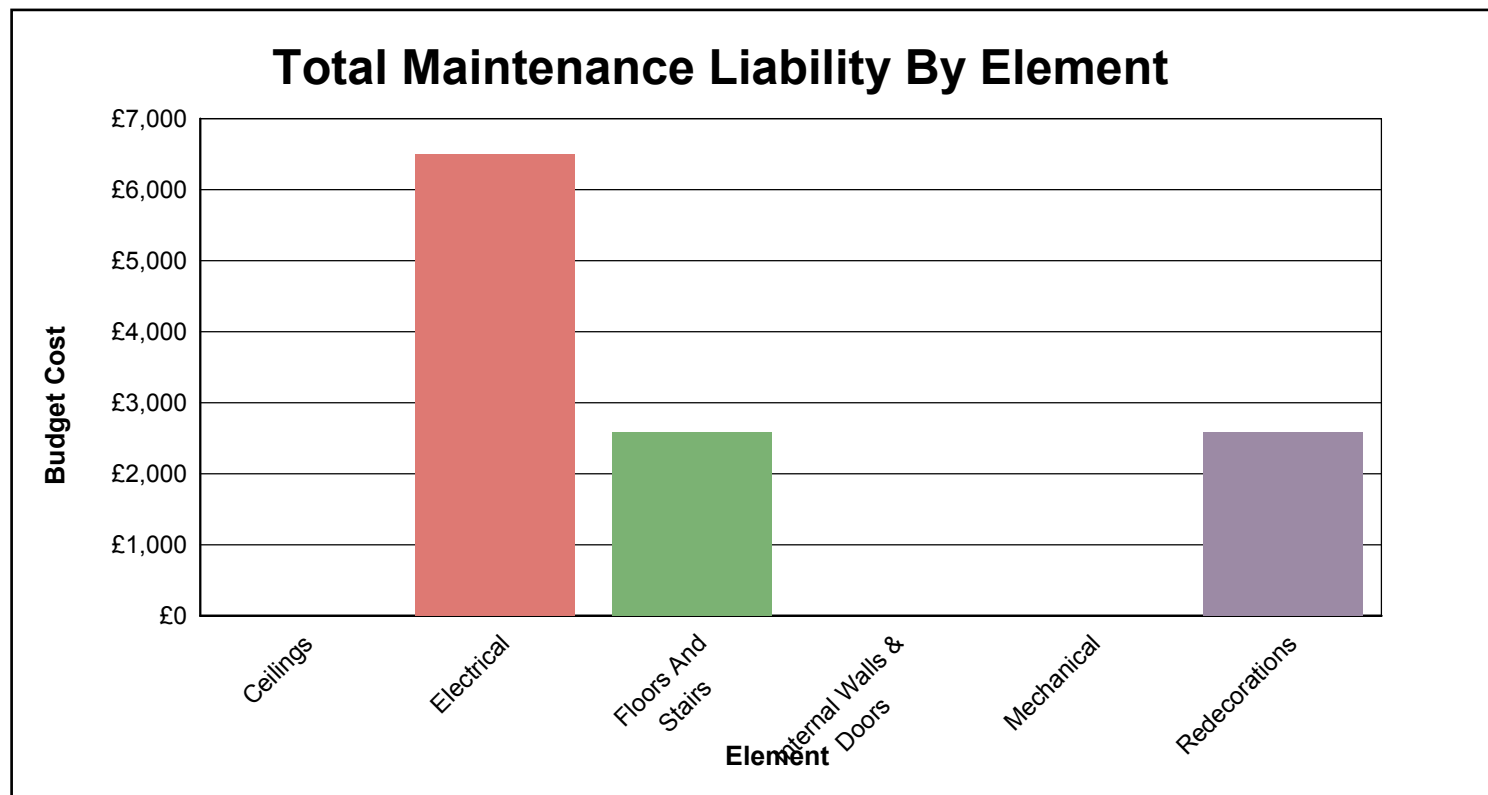
1863-01

Tideswell Library

Building Survey Date: 22-June-2018

Mechanical Survey Date: 12-June-2018

Electrical Survey Date: 15-June-2018



Condition Survey General Guidance Notes

1) Scope of Survey

- a) The condition surveys have comprised of a visual assessment of the condition of all exposed and accessible building, electrical and heating elements within each building, and all external works (excluding soft landscaped areas), to identify significant defects and items of disrepair.

2) Unique Property Reference Number (UPRN)

- a) Every establishment, site, building, and room has been allocated a UPRN, in the following format:

1234-01-01-001

- b) The first four digits are the establishment reference, the fifth and sixth digits are the site, the seventh and eighth are the building or block, and the last three are the room number, the first of which indicates the floor level.

- c) Within the survey data floor levels are referenced in the following way:

- 1 Basement or lower ground floor level
- 0 Ground floor, or the level where the main entrance is located
- 1 First floor
- 2 Second floor

Note: Mezzanine levels are indicated with a '+' for example +1

3) Site Plan

- a) The site plan shows the land and buildings **occupied**, this is not necessarily the same as the legal ownership.

4) Priorities

- a) All building elements surveyed have generally been given three ratings:
 - i) Type
 - ii) Priority
 - iii) Condition
- b) There are three exceptions to the above, where only a single priority rating is entered:
 - i) Recommendations (Rating R)
 - ii) Further investigations (Rating I)
 - iii) Energy improvements (Rating Q)
- c) Examples and further details of the priorities can be found in Appendix A.

5) Element Breakdown

a) All building elements are categorised into three main groups:

- i) Element – e.g. Roofing
- ii) Sub Element – e.g. Flat roofs
- iii) Attribute – e.g. Felt

6) Year

- a) This is the year a defect is identified, priority altered, or cost adjusted.
- b) A year entry of 51 identifies that the item is in a satisfactory condition and will not require any maintenance or replacement within the survey period.

7) Costs

- a) Costs are budget prices at the time of the survey and include for preliminaries and contingencies.

Appendix A

Summary Table of Condition Ratings

Rating 1 (Type)		Rating 2 (Priority)		Rating 3 (Condition)	
E	Environment Improvement	1	Urgent work to prevent closure of premises Or Serious risk	A	Good Condition Performing as intended and operating efficiently
F	Fire Precaution				
G	Consequential Damage Risk				
H	Health & Safety or Hygiene Issue	2	Essential work required within 2 years	B	Satisfactory Condition Performing as intended but minor repairs required
I	Investigation				
L	Loss of Service	3	Desirable work required within 3 –5 years	C	Poor Condition Exhibits major defects
R	Recommendation				
S	Security	4	Long term work outside the 5-year period	D	Life Expired Serious risk or imminent failure
Q	Energy Improvement				

Appendix A

1) Type Rating

- a) **E** - Environment Improvement
 - i) Example - internal decoration
- b) **F** - Fire Precautions
 - i) Example - repairs to fire doors
- c) **G** - Consequential Damage Risk
 - i) Example - failing roof coverings
- d) **H** - Health & Safety and / or Health & Hygiene
 - i) Example - poor decorations in a kitchen
- e) **I** - Further Investigation Recommended
 - i) Example - cracking to brickwork
- f) **L** - Loss of Service
 - i) Example - possible boiler failure
- g) **R** - Recommendation
 - i) Example - upgrading and improvements beyond maintenance
- h) **S** - Security Implication
 - i) Example - boundary fencing
- i) **Q** - Energy Improvement
 - i) Example - installation of double glazing

2) Priority Rating

a) Priority 1 (Urgent work) - Examples

- i) Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- ii) Ground problems, such as wells, major ground faults, and mine shafts. Condemned temporary premises already out of use or likely to be soon out of use.
- iii) Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- iv) Presence of friable asbestos.

b) Priority 2 (Essential work) - Examples

- i) Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
- ii) Urgent problems with mechanical and electrical services, e.g.: lead drinking water pipe-work, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less).
- iii) Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

c) Priority 3 (Desirable work) - Examples

- i) Defective mechanical and electrical services, e.g.: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- ii) Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

3) Condition rating

- i) **A** - Good. Performing as intended and operating efficiently
- ii) **B** - Satisfactory. Performing as intended but exhibiting minor deterioration
- iii) **C** - Poor. Exhibiting major defects and/or not operating as intended
- iv) **D** - Life Expired and/or serious risk of imminent failure

4) Rating Combinations

- a) An element with a Condition D rating will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples.

Element	Condition	Priority	Comment
External walls, windows and doors	D	4	External cladding of mobile building badly decayed and beyond economic repair. The building however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal walls, windows and doors	B	1	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority
Electrical services	A	1	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

1863-01 Tideswell Library

Building Survey Date: 22-June-2018 Mechanical Survey Date: 12-June-2018 Electrical Survey Date: 15-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks		
			Mechanical	External Services	External Gas Services					Rented from Church. Main rises externally; enters building at kitchen U6 gas meter.		
			Mechanical	External Services	External Water Services					External main on boundary. 100m. Main to part of Alfreton.		
			Mechanical	Heating Controls	Motorised Valves					2xHoneywell F1-9616 for zones		
			Mechanical	Heating Plant	Boiler					Viessmann 30kw combi boiler		
Total Condition Liability for Block = £0												
01			Electrical	Control Gear	Distribution Boards					Incoming mains not accessible the library room is rented and only library accessible at time of survey. Sub board for the library is located high level within the library being a 6 way single phase Crabtree Polestar main switch being 63A RCCB. No spare ways (note- front protective cover is missing). Distribution board is dated but will remain serviceable for the duration of this survey		
01			Electrical	Fire System	Alarm Panel	H	4	C	2018	0.00	£4,000	Terrier battery call point and sounder unit located behind counter. Adequate for size of library and fire procedure represents this system.
01			Electrical	Fire System	Emergency Lights	H	2	D	2018	0.00	£500	No emergency lighting present recommend installing an emergency fitting
01			Electrical	Lighting	External Lighting	H	3	C	2018	0.00	£2,000	SON lamp bulkhead at entrance door controlled via timeclock. No emergency coverage externally, recommend installing additional light on front elevation
01			Electrical	Wiring	Lighting							All lighting within the library being T8 5ft twin linear fluorescent fittings with prismatic diffusers showing signs of age. Will remain serviceable for duration of this survey
01			Electrical	Wiring	Power							Adequate number of socket outlets, visible additions installed as required. All power is RCD protected and should remain servable for the duration of this survey
01	0	001	Ceilings	Finish	Plastered Ceiling							
01	0	001	Floors And Stairs	Floor Screed & Finish	Block Flooring							Herringbone pattern
01	0	001	Floors And Stairs	Floor Screed & Finish	Carpet	E	3	B	2018	63.00	£2,583	Ribbed carpet finish. Generally fair condition with minor stains/marks.
01	0	001	Internal Walls & Doors	Doors & Glazed Screens	Internal Doors							Original panelled door with glazed vision panels - to adjoining building (non DCC)
01	0	001	Internal Walls & Doors	Walls & Partitions	Plastered Wall							Historic penetrating damp near corner of room under window. Cost included under decoration.
01	0	001	Mechanical	Heating Distribution	Heat Emitters and TRVs							All radiators with TRV
01	0	001	Redecorations	Internal	Decoration	E	2	C	2018	63.00	£2,583	Fair/poor condition, area of defect in rear rh corner at top of wall and coving due to water ingress.

1863-01 Tideswell Library

Building Survey Date: 22-June-2018 Mechanical Survey Date: 12-June-2018 Electrical Survey Date: 15-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
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Total Condition Liability for Block 01 = £11,666

Total Condition Liability for Site 1863-01 = £11,666