

Appendix 7

**Cambridgeshire
Library Service Review
Report of Public Consultation**

Cambridgeshire County Council, November 2010

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1. Executive summary

Public consultation on the Cambridgeshire Library Service Review took place during August and September 2010. It was undertaken through a questionnaire, a series of public meetings, and a touring road show and was widely publicised using a variety of methods including press releases, e-newsletters, film, posters and postcards.

The purpose of the consultation was to engage the public in understanding and discussing the challenge facing the County Council, in providing a 'comprehensive and efficient' library service against a backdrop of unprecedented funding cuts. This will help County Council officers and Members with difficult choices about the future of the service.

There was an overwhelming response to the questionnaire, with over 5600 people completing it, far exceeding expectations. The results of the survey have also provided valuable additional information about how people use Cambridgeshire library services, and have highlighted key differences between those who increasingly use our online services and those who use libraries in a more traditional way. This will guide our approach as to how we market our services in the future.

Key Findings:

- There is strong public support to proceed with the 'Alternative Service Delivery' approach based on the idea of maximising self-service in libraries whilst reducing the number of staff. 69% of respondents supported the use of this approach in future, as an alternative to closing libraries.
- A high proportion (48%) of respondents stated that they would be prepared to support the library service by volunteering in some capacity, with the highest number (28%) prepared to be a general volunteer. 1800 people have already registered their interest in volunteering.
- There is significant support for working to establish libraries as multi-agency community hubs. 77% of respondents believe that library buildings could also be used as community meeting places for groups, exhibitions and other activities.
- Public opinion reinforces the focus on prioritising services for children and young people (59%), with weight also given to vulnerable older people (52%).
- Findings reinforce the importance of localism, a key aspect of our approach as we move forward. This is illustrated by the fact that over 50% of respondents use just one community library regularly and the high level of support for the use of library buildings as community hubs.

The consultation, with its excellent respondent rate, has provided hugely valuable information about users and non-users of library services in Cambridgeshire. It has highlighted strong public support for the Alternative Service Delivery approach and a recommendation for where it is acceptable to users to increase income. There is some additional, more detailed, statistical analysis to be undertaken. In addition to the information generated from the consultation, we will also use the results of the MLA¹ national survey² in refining and developing our approach.

¹ Museums Libraries and Archives Council

² *What do the public want from libraries? User and non-user research – full research report* published by MLA in November 2010 based on research by Ipsos MORI and Shared Intelligence

2. Purpose and scope of the consultation

The purpose of the Library Service Review consultation was to engage the public in understanding and discussing the challenge, facing the County Council, in providing a 'comprehensive and efficient' library service. This is against a backdrop of unprecedented funding cuts and the results will serve to help County Council officers and Members with difficult choices about the future of the service.

This report draws on the results of the following:

- Library Service Review questionnaire
- Library Service Review road show events
- MLA commissioned Mori report on user and non user research. Cambridgeshire Libraries took part in the 'lapsed users' part of this research, by providing (with their permission) contact details of users who had not actively used the service within the previous year.

It does not report on the consultation undertaken in connection with specific proposals for the Mobile Library Service and Library Access Points. Feedback on the changes to these services has been answered individually, and comments taken on board in planning the changes that have now been implemented.

3. Methodology

Public consultation on the Library Service Review in Cambridgeshire took place during August and September 2010. The consultation was undertaken through:

- a questionnaire
- a series of public meetings
- a touring road show

The consultation was publicised through press releases, posters and postcards, the Library Service e-newsletter, and a short film 'advertisement' which was used during the road show, online via YouTube, and on library plasma screens.

3.1 Questionnaire

The questionnaire is shown in Appendix 1. This was made available in both printed and online formats and distributed throughout Cambridgeshire Libraries, as well as given out at the road show venues and to existing consultative groups. The Council's Research Group advised that a return of 1200 questionnaires would provide a statistically valid sample. The actual number of responses numbered 5648, far exceeding expectations and demonstrating the high level of public feeling and support for library services. 3557 of these responses were received in paper format and 2091 online.

The data gathered as part of the consultation is adequately representative of people who use library services; no socio economic group is over or under represented by more than a maximum of 3% and in most cases there is less than 1% difference. The same is true when comparing respondents with the population of Cambridgeshire as a whole, with the exception of 'residents of isolated rural communities' who formed only 2.2% of respondents although this group makes up 9.4% of the population. We have analysed this information using Mosaic, a social classification/customer insight tool that uses a range of datasets to classify people into different groups and types. Three groups were slightly over-represented within the consultation: couples with young children living in comfortable modern housing, middle income families living in moderate suburban semis and young, well-educated city dwellers. Conversely, residents of successful professionals living in suburban or semi-rural homes were slightly under-represented in this consultation. Notably, residents of small and mid-sized towns with strong local roots made up 14.6% of survey respondents, which is 100% representative of their postcode area which equals 14.6% of the county.

3.2 Public meetings

Ten open public meetings were held, two in each District Council area, addressed by the County Council's portfolio holder, Sir Peter Brown, the Executive Director for Community and Adult Services, Rod Craig, and senior managers. Senior staff also attended various library friends' group meetings on request. Altogether these meetings were estimated to have been attended by around 300 people. A full list of all these meetings is given at Appendix 2.

3.3 Road show

A road show, comprising a display and literature and accompanied by staff, toured libraries and other venues such as supermarkets and shopping centres, in order to encourage interest in the consultation. These events particularly aimed to engage non-users, lapsed users and those who have difficulty completing questionnaires unaided. A full list of the road show dates and venues is given at Appendix 3.

Please note that throughout this report, percentages have been rounded to the nearest whole number for ease of reading.

4. Current use of library services

Whilst the Service collects and uses a great deal of data about the use of library services – both within libraries and online – less detail is available about which services people are using, how often and why. The questionnaire sought to help answer some of these questions, in order to build up a better picture of the current use of library services, and to identify any differences between those who operate online and those who don't. This information can now be used to build 'user profiles' in order to better define, segment and market library services in future. From the answers to the questions and, more particularly, from the further comments contributed on the questionnaires we can analyse need in relation to library and information services and provide evidence of the ways those needs are being met and of the benefits and outcomes of using the services for individuals and communities. Finally, we also sought to find out more about why people *don't* use libraries, usually a much more difficult question to answer, in order to address issues and barriers that are preventing people making use of these services.

4.1. How often do people use library services?

43% of respondents visit a library at least once a week, and a further 46% visit at least once a month. This indicates that the vast majority (89%) of current library users are in the library 'habit' and have a regular pattern to their visits, presumably based around their rate of borrowing and returning items.

However, these totals mask a significant difference (highlighted below) between those who responded to the paper questionnaire and those who responded online. Whilst nearly half of the former visit at least once a week, only a third of the latter visit once a week and more visit monthly. Since those who completed the questionnaire online are also those most likely to be using online library services (see Table 2), this is strong confirmation that the ability to request and renew items, and to find information, online is a contributory factor to a decline in the number of physical library visits.

Table 1: Q1. How often have you visited a public library in the last year?

	Completed in hardcopy		Completed online		Total	
		%		%		%
At least once a week	1707	48.0	694	33.2	2401	42.5
At least once a month	1476	41.5	1101	52.6	2577	45.6
At least once every three months	186	5.2	205	9.8	391	6.9
Less often than once every three months	64	1.8	73	3.5	137	2.4
Never	70	2.0	10	0.5	80	1.4
No answer	54	1.5	8	0.4	62	1.1

Around 11% of respondents visit a library every three months or less, possibly to use other kinds of library services and facilities than borrowing, or reflective of the maximum loan period including renewals.

It is interesting to compare these results to the frequency of use of online library services. 29% of respondents use online library services at least once a month, whilst 15% use them at least once a week. This contrasts with 22% who never use the online service and 12% who use it at least once every three months. Whilst these figures are still much lower than those for physical visits to libraries, our statistics show that online use is growing rapidly, with a 47% increase over the last five years, and remote use of the library service has grown from 5% to 23% of overall use since 2002.

Table 2: Q6. How often do you use public library services online from home, workplace or college?

	Completed in hardcopy		Completed online		Total	
		%		%		%
At least once a week	464	13.1	379	18.1	843	15.0
At least once a month	742	20.9	897	42.9	1639	29.0
At least once every three months	338	9.5	352	16.8	690	12.2
less often than once every three months	372	10.5	184	8.8	556	9.9
Never	1027	28.9	203	9.7	1230	21.8
No answer	612	17.2	76	3.6	688	12.2

4.2 Which libraries do people use?

Over half (52%) of respondents use just one community library regularly, whilst 9% use only Central Library. A further fifth (20%) use their local library plus Central Library, and 13% use more than two community libraries. These figures both confirm the importance people place on the convenience of their local library, and hint at the different, special and complementary role of the Central Library, which is used in addition by 20% of respondents.

Again, the totals mask a significant difference between the answers from those who completed on paper and those online (highlighted below). A much higher proportion of online respondents use only Central Library and a much lower proportion use more than one library. This indicates that online service users are able to use the online catalogue and services to access books and information across the service without having to 'shop around' by visiting more than one library. It may also indicate that these users are seeking access to the greater range and depth of resources available at the Central Library.

Table 3: Q2. Which library do you use?

	Completed in hardcopy		Completed online		Total	
		%		%		%
Cambridge Central only	155	4.4	361	17.2	516	9.1
Cambridge Central plus one or more other	691	19.4	435	20.8	1126	19.9
Any other one library only	1831	51.5	1108	52.9	2939	52.0
Any other more than one library	560	15.8	149	7.1	709	12.6
No answer	319	9.0	40	1.9	359	6.4

4.3 Why do people use library services?

The highest proportion of respondents (70%) use libraries to follow up on interests and generally for pleasure (66%), whilst 28% use it in connection with learning and 16% in connection with their work. Encouraging children and introducing children to libraries was not on the original questionnaire but as added as it came up so frequently. This was very high; mentioned by 7.3% of respondents which might account for children's library use increasing – children's item issues now account for 38% of all library issues.

Table 4: Q3. If you use public library services, do you do this:

	Completed in hardcopy		Completed online		Total	
		%		%		%
In connection with your work	530	14.9	399	19.1	929	16.44
In connection with your studies or learning	939	26.4	645	30.8	1585	28.1
To follow up interests	2382	67.0	1585	75.7	3968	70.2
For pleasure apart from following interests	2824	79.4	927	44.3	3752	66.4
Encourage children / introduce kids to libraries	175	4.9	235	11.2	410	7.3

Other	69	1.9	25	1.2	94	1.7
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4.4 Which library services do people use?

Respondents were allowed to provide multiple answers to this question. A huge 95% of respondents still use libraries primarily for borrowing books, with 40% borrowing audio visual items. The second most popular service is finding information, at 58%, with 24% researching topics, such as looking up local or family history, giving a combined score of 82%. The use of newspapers and magazines at 32% is surprisingly slightly higher than the quarter (25%) of respondents using PCs and the internet. 18% are bringing their children to Storytimes or other children's events, whilst 13% attend exhibitions or community meetings, 12% use the library for studying / homework, and 10% attend reading groups or author talks. None of the other wide range of services accounted for more than 5% of the use of services, partly due to their lack of penetration throughout the service – only some libraries offer these additional services. There is a high degree of similarity in the use made of services, regardless of whether people responded in paper or online.

Table 5: Q4. If you visit a public library, which services do you use:

	Completed in hardcopy		Completed online		Total	
		%		%		%
Borrow a book	3337	93.8	2040	97.3	5377	95.2
Borrow multimedia items (talking books, music CDs, DVDs, Blu Ray)	1388	39.0	905	43.2	2294	40.6
Read magazines or newspapers	1169	32.9	617	29.5	1786	31.6
Find something out / look for information	2080	58.5	1172	56.0	3253	57.6
Research topics – e.g. local or family history	821	23.1	548	26.2	1369	24.2
Study or homework facilities	401	11.3	274	13.1	675	11.9
Follow a computer-based learning course	207	5.8	66	3.2	273	4.8
Use the computer and internet facilities	939	26.4	492	23.5	1431	25.3
Use wi-fi	148	4.2	159	7.6	307	5.4
Take children to Storytime or other activities	574	16.1	441	21.1	1016	18.0
Attend a reading group or author talk	384	10.8	200	9.6	584	10.3
Attend an exhibition or community meeting	477	13.4	263	12.6	740	13.1
Attend an Engage (over-50's club) session	120	3.4	49	2.3	169	3.0
Other services cited:						
To use café / coffee shop / restaurant	53	1.5	57	2.7	110	2.0
To use BFI mediatheque	9	0.3	18	0.9	27	0.5
To use fax / photocopier / printer	49	1.4	25	1.2	74	1.3
To look for local / community information	41	1.2	43	2.1	84	1.5
For company / to meet people	20	0.6	20	1.0	40	0.7
To buy second-hand books / stamps / cards	14	0.4	8	0.4	22	0.4
Other services or facilities	106	3.0	50	2.4	156	2.8

When looking at online library services, more than half of respondents (55%) said they use the internet service to look for, request and renew books. 29% use the internet to look for information, 15% to look for and request multimedia items, and 14% to research topics. Only 6% of respondents consult newspapers and magazines online compared to 32% using them in libraries. Once again, the totals hide a significant variation in the responses from online users as opposed to those responding in hard copy, as highlighted below. Not surprisingly, those completing online scored the use of online services much higher than those who did not.

Table 6: Q5. Do you use any of the following public library services online?

	Completed in hardcopy		Completed online		Total	
		%		%		%
Look for and request books	1639	46.1	1479	70.6	3118	55.2

Look for and request multimedia items (talking books, music CDs, DVDs, Blu-Ray)	443	12.5	405	19.3	848	15.0
Renew books or multimedia items you have borrowed	1567	44.1	1570	75.0	3139	55.6
Find something out / look for information	904	25.4	738	35.3	1643	29.1
Research topics (e.g. in encyclopedias, dictionaries or other online reference books, local and family history resources)	446	12.5	372	17.8	818	14.5
Read magazines and newspapers	230	6.5	111	5.3	341	6.0
Follow a computer-based learning course	77	2.2	29	1.4	106	1.9
Other services or facilities	33	1.0	18	1.0	51	0.9

4.5 Comparison of physical and online use of library services

The table below shows some of the results where the difference between those who responded in paper format and those who responded online is most marked. Together, these form a picture of two potentially quite different sets of library users.

Table 7: Selected responses for comparison

	Completed in hardcopy		Completed online		Total	
Visit Cambridge Central only	155	4.4%	361	17.2%	516	9.1
Use online service at least once a month	1206	34%	1276	61%	2482	44.0
Never use online library service	1027	28.9%	203	9.7%	1230	21.8
Look for and request books online	1639	46.1%	1479	70.6%	3118	55.2
Renew books or multimedia items online	1567	44.1%	1570	75.0%	3139	55.6

5. Non use of libraries and lapsed users

It proved very difficult to engage with and obtain responses from current non-users of library services during the public consultation. As a result, we were only able to reach a very small sample of non users. In order to elicit more responses, only those questions relating specifically to non-use of services were asked of people who said they do not currently use library services. A national lapsed user survey undertaken by MORI on behalf of MLA is therefore a very useful addition to this data, especially since it included a sample of Cambridgeshire users. Lack of time was by far the most common reason cited for not using library services (33%), even more than the 24% of people nationally who gave this reason³. Unlike the national survey, in which 25% respondents said they prefer to buy their books, only 15% gave this answer in Cambridgeshire.

Table 8: Q7. If you don't visit or use public library services, what stops you from doing so?

	Completed in hardcopy		Completed online		Total	
		%		%		%
Lack of time	193	33.6	160	32.7	353	33.1
Lack of interest	16	2.8	7	1.4	23	2.2
I find everything I need online or from other sources	72	12.5	44	9	116	10.9
I buy my own books	101	17.6	60	12.2	161	15.1
Inconvenient opening hours	58	10.1	96	19.6	154	14.5
Poor choice of books	36	6.3	51	10.4	87	8.2
Overdue charges	23	4	27	5.5	50	4.7
Other reason(s)	76	13.2	45	9.2	121	11.4
Total	575	100	490	100	1065	100

In conversation with people during the road show, staff reported a variety of verbal responses to this question, including:

- I use the Internet and electronic downloads instead
- I have plenty of books and newspapers to read at home
- I don't read, or I'm dyslexic
- I don't have time, I'm too busy doing other things, I don't like waiting for the book to come
- I use charity shops- buying books helps them, and I return the books to sell again
- I exchange books with friends

A wide range of answers was given for what would entice non-users to use the library service, with a high proportion (37%) stating that nothing could entice them in their present circumstances. The location and accessibility of libraries was an additional reason given by some respondents for their non-use, and the availability of stock and opening hours clearly has some impact.

Table 9: Q8. If you don't visit or use library services, what would entice you to do so?

	Completed in hardcopy		Completed online		Total	
		%		%		%
Better stock	18	7.9	15	10.8	33	9
Better opening hours	18	7.9	33	23.8	51	13.9
Location / accessibility of library	4	1.8	1	0.7	5	1.4
Nothing	112	49.3	25	18	137	37.4
Other	75	33	65	46.8	140	38.3

³ See section 5, pp30-42 of the MLA report

Total	227	100	139	100	366	100
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6. Future use of Library services

One of the main purposes of the consultation was to seek people's views (especially those of library users) on a range of ideas and proposals for the future of the service which have been developed by staff during the Library Service Review.

Some respondents commented that they found these questions 'leading' or 'unimaginative', so a sample of comments added to the questionnaires have been given at Appendix 4.

6.1 Increasing income from services

One way of helping to sustain library services in this time of massive budget reductions is to increase income by charging more for more services. The Service already has a budget target to increase income by £50,000 in each of the financial years 2010 – 2013. Interestingly, many people in the public meetings commented that they would be prepared to pay for library services in order to help them survive. However, in reality, experience shows that most people tend to say that charges should be made for services they *don't* use (e.g. people who don't use public PCs think that those who do should be charged). The question below aimed to find out which services people were most likely to pay for to continue using. The most compelling result is for 'Events and activities for adults' for which 21% of respondents said they might be prepared to pay, with a 15% potential drop out rate if charges were applied. At the other end of the scale, more people (32%) said they would not use public computers and the internet if they were charged for this than said they would be prepared to pay (16%)

Table 10: Q9. Which of the following services would you be prepared to pay a reasonable charge to use?

		Total	
			%
Use of computers and internet	Would use for a reasonable charge	895	15.8
	Might use for a reasonable charge	1248	22.1
	Would not use if charged	1829	32.4
Use of wi-fi	Would use for a reasonable charge	441	7.8
	Might use for a reasonable charge	874	15.5
	Would not use if charged	1881	33.3
Children's events and activities	Would use for a reasonable charge	739	13.1
	Might use for a reasonable charge	1180	20.9
	Would not use if charged	1205	21.3
Events and activities for adults	Would use for a reasonable charge	1210	21.4
	Might use for a reasonable charge	1903	33.7
	Would not use if charged	835	14.8
Posting books to your home	Would use for a reasonable charge	1081	19.1
	Might use for a reasonable charge	1567	27.7
	Would not use if charged	1232	21.8
Posting multimedia items to your home	Would use for a reasonable charge	786	13.9
	Might use for a reasonable charge	1303	23.1
	Would not use if charged	1301	23

6.2 Targeting services at people with particular need

The Library Service is a universal service to which everyone is entitled in law. Within this, however, there is scope to prioritise the provision of special services and the use of resources to particular groups, whilst continuing to provide a service for everyone. The aim of this question was to find out to whom libraries should (positively) target services. Both older people and unemployed people scored highly, however the highest result at 59% was for targeting children and young people. Unfortunately some people found the wording of this question ambiguous, so this result must be taken with a degree of caution.

Table 11: Q11. Given we will have less money to run the library service in future, do you think we should target certain groups in particular (whilst continuing to meet the requirement to be available to everyone)? (Please tick all that apply)

	Completed in hardcopy		Completed online		Total	
		%		%		%
Older people	1866	52.5	1069	51.0	2936	52.0
Children and young people	2032	57.1	1298	61.9	3329	58.9
Unemployed people	1117	31.4	732	35.0	1850	32.7
Other answers:						
Disabled / handicapped	66	1.8	47	2.2	112	2.0
Students / further education	31	0.9	17	1.0	48	0.9
Do not target – everyone should be equal	311	8.8	136	6.5	447	7.9
Housebound / isolated	16	0.5	19	1.0	35	0.6
Those with limited / no internet access	8	0.2	2	0.1	10	0.2
This is a confusing question – can't answer	56	1.6	38	1.8	94	1.7
Other groups	163	4.6	91	4.3	221	3.9

6.3 Future scenarios

There are a range of possibilities for the future of the Library Service, all of which are under active consideration by services across the country. These questions sought to gauge people's appetite for potential changes and developments in library services that are happening nationwide. By far the most popular of these, at over 75%, was the suggestion that library buildings also be used as places for community meetings and activities, with the second highest level of support (54%) given to the suggestion that other public services share library buildings. The least popular idea was that of library services being mostly available digitally, indicating that there is a long way to go before everyone wishes to use the service online, despite current trends in that direction.

Table 12: Q12. Thinking about library services in 5-10 years time, which of the following scenarios most appeal to you? (Please tick all that apply)

	Completed in hardcopy		Completed online		Total	
		%		%		%
Fewer, bigger better libraries	476	13.4	367	17.5	843	14.9
Library services mostly digital - e.g. downloadable e-books	401	11.3	501	23.9	904	16.0
Library services mostly digital - e.g. downloadable e-audio books	290	8.2	347	16.6	637	11.3
Library services mostly digital - e.g. more information online	400	11.3	459	21.9	859	15.2
Library buildings also used as community meeting places - for community groups, exhibitions and other activities	2694	75.8	1652	78.9	4346	76.9

Other public services sharing library building	1852	52.1	1219	58.2	3072	54.4
Collections of books for loan in local public places e.g. doctor's surgeries, community centres or pubs	750	21.1	438	20.9	1188	21.0
Information kiosks for access to library services and resources in local public places e.g. doctor's surgeries or pubs	641	18.0	113	5.4	757	13.4

6.4 Alternative Service Delivery approach

One of the main proposals being put forward is an alternative approach to service delivery, maximising self service in libraries whilst reducing the numbers of staff. This was first raised as an alternative to library closures, by stretching staff resources more thinly. At 69%, there is overwhelming support for this proposal as an alternative to library closures, despite many comments in support of staff (see Appendix 4).

Table 13: Q13. We are proposing to put self-service machines into all our libraries, reducing the number of paid staff, and recruiting volunteers to help deliver the service. This way of working has the potential to save money without closing any libraries. Do you think:

	Completed in hardcopy		Completed online		Total	
		%		%		%
This is a good idea if it prevents library closure	2327	65.4	1541	73.7	3868	68.5
You would rather see fewer libraries but fully run by paid staff	472	13.3	233	11.1	705	12.5
Didn't answer / couldn't commit to one or the other	758	21.3	317	15.2	1075	19.0

Related to this was a question aimed at gauging the level of public support for volunteering in libraries. A surprisingly high proportion (48%) of respondents said they would be prepared to support the library service by volunteering in some capacity, with the highest number (28%) prepared to be a general volunteer. Again, this result gives a significant level of support to the Alternative Service Delivery approach.

Table 14: Q14. Would you be willing to support your local library by volunteering to help in any of the following types of activity:

	Completed in hardcopy		Completed online		Total	
		%		%		%
General volunteering, e.g. assisting customers, shelving books	1006	28.3	551	26.4	1558	27.6
Increasing access to library buildings such as developing their use as community venues	284	7.8	191	9.1	475	8.4
Assisting with children's activities such as Storytimes	453	12.7	270	12.9	723	12.8
Assisting with older people's activities	407	11.5	213	10.1	620	11.0
Helping people to learn e.g. basic IT skills	307	8.6	264	12.6	571	10.1
Promotion and fundraising activities	278	7.8	156	7.5	434	7.7
Being a member of a Community Management Board (monitoring, decision making, advocacy)	337	9.5	255	12.2	592	10.5
Other activities	37	1.0	22	1.1	59	1.0
No / blank						52%

7. Conclusions / recommendations

The public consultation on the Library Service Review of Cambridgeshire had an outstanding number of responses and aimed to engage all residents; both library users and non-users. It has provided valuable information about why people choose and choose not to use Cambridgeshire libraries and, within these, the facilities they use most often. Furthermore, it has highlighted a clear differentiation between those who use library services online and those who regularly visit a library.

The consultation demonstrated that we have strong public support to proceed with the Alternative Service Delivery approach, with 69% of respondents agreeing that this is a good idea if it prevents library closure. This is underpinned by a confidence that a substantial number of people will come forward to volunteer to support the service (however, more research will need to be undertaken to establish whether this figure is spread evenly across the county and across all service areas). It has also illustrated that there is significant public support (77%) for working to establish libraries as multi-agency community hubs.

This is further reinforced by the public supporting the current focus on prioritising services for children and young people, with weight also given to vulnerable older people. The community hub model would provide further support for these groups in particular at a local level and allow them to access a number of multi-agency services.

One of the aims of the consultation was to establish where the public would consider paying for services to help us achieve our increased income targets in the financial years 2010-2013. Based on the evidence, there is a clear recommendation for charging for people to attend adult activities in libraries, but not to charge for using public PCs / internet access.

Although this consultation has provided us with excellent statistical information reflecting public opinion and will help to move the Library Services Review forward, there is some more detailed analysis to be undertaken. We will complete further work on profiling 'typical' library users, with a view to better segmentation and marketing of the service to sustain or increase use.

The consultation provided useful information from those individuals who are not library users or are lapsed users. When asked what stops non-users or lapsed users from visiting a library, the most common answer (33%) cited was a lack of time. When asked what would entice non-users to visit a library, the opening hours and availability of stock had some impact. Therefore, moving forward, we will review our approach to stock and opening hours with a view to ensuring these best meet the needs of users.

The consultation, with its excellent respondent rate, has provided invaluable information about users and non-users of library services in Cambridgeshire. It has highlighted strong public support for the Alternative Service Delivery approach and a recommendation with where it is acceptable to users to increase income. There is some additional, more detailed, statistical analysis to be undertaken. In addition to the information generated from the consultation, we will also use the results of the MLA national survey in refining and developing our approach.

Appendix 1: Questionnaire

Library Service Review Questionnaire

The Library Service in Cambridgeshire is facing tough budget pressures and we are consulting on a range of ideas to transform the service and make the savings required. This consultation will take place over the summer, for decisions to be made in autumn, ready for implementation starting in 2011. The purpose of the consultation is to find out:

- what people want and need from their library service for the future
- whether services should be targeted at certain groups in particular (remembering that by law the Library Service has to be available to all who wish to use it)
- which services have potential to generate more income
- how far information technology can be used to deliver services
- how services can be delivered or made accessible outside library buildings
- the extent to which communities can become involved in managing and running local libraries

Please help by taking a few minutes to answer the following questions.

If you would like a copy of this questionnaire in large print, Braille, audio tape or another language please call Dawn Coleman on 0345 045 5225.

Your use of the library service

1. How often have you visited a public library in the last year? (Please tick one)

- | | |
|---|--------------------------|
| • at least once a week | <input type="checkbox"/> |
| • at least once a month | <input type="checkbox"/> |
| • at least once every three months | <input type="checkbox"/> |
| • less often than once every three months | <input type="checkbox"/> |
| • never (skip to Question 5) | <input type="checkbox"/> |

2. Which library/libraries do you use?

3. If you use public library services, do you do this: (Please tick all that apply)

- | | |
|---|--------------------------|
| • in connection with your work | <input type="checkbox"/> |
| • in connection with your studies or learning | <input type="checkbox"/> |
| • to follow up interests | <input type="checkbox"/> |
| • for pleasure apart from following interests | <input type="checkbox"/> |
| • for other reason(s) (please specify): | |

4. If you visit a public library, which services do you use? (Please tick all that apply)

- | | |
|---|--------------------------|
| • borrow books | <input type="checkbox"/> |
| • borrow multimedia items (talking books, music CDs, DVDs, Blu Ray) | <input type="checkbox"/> |
| • read magazines or newspapers | <input type="checkbox"/> |
| • find something out / look for information | <input type="checkbox"/> |
| • research topics – e.g. local or family history | <input type="checkbox"/> |
| • study or homework facilities | <input type="checkbox"/> |
| • follow a computer-based learning course | <input type="checkbox"/> |
| • use the computer and internet facilities | <input type="checkbox"/> |
| • use wi-fi | <input type="checkbox"/> |
| • take children to Storytime or other activities | <input type="checkbox"/> |
| • attend a reading group or author talk | <input type="checkbox"/> |
| • attend an exhibition or community meeting | <input type="checkbox"/> |
| • attend an Engage (over-50's club) session | <input type="checkbox"/> |
| • other services or facilities (please specify): | |

5. Do you use any of the following public library services online? (Please tick all that apply)

- | | |
|--|--------------------------|
| • look for and request books | <input type="checkbox"/> |
| • look for and request multimedia items (talking books, music CDs, DVDs, Blu Ray) | <input type="checkbox"/> |
| • renew books or multimedia items you have borrowed | <input type="checkbox"/> |
| • find something out / look for information | <input type="checkbox"/> |
| • research topics (e.g. in encyclopaedias, dictionaries or other online reference books, local and family history resources) | <input type="checkbox"/> |
| • read magazines and newspapers | <input type="checkbox"/> |
| • follow a computer-based learning course | <input type="checkbox"/> |
| • other services or facilities (please specify): | |

6. How often do you use public library services online from home, workplace or college?

- | | |
|---|--------------------------|
| • at least once a week | <input type="checkbox"/> |
| • at least once a month | <input type="checkbox"/> |
| • at least once every three months | <input type="checkbox"/> |
| • less often than once every three months | <input type="checkbox"/> |
| • never | <input type="checkbox"/> |

7. If you don't visit or use public library services, what stops you from doing so? (Please tick all that apply)

- | | |
|---|--------------------------|
| • lack of time | <input type="checkbox"/> |
| • lack of interest | <input type="checkbox"/> |
| • I find everything I need online or from other sources | <input type="checkbox"/> |
| • I buy my own books | <input type="checkbox"/> |
| • inconvenient opening hours | <input type="checkbox"/> |
| • poor choice of books | <input type="checkbox"/> |
| • overdue charges | <input type="checkbox"/> |
| • other reason(s) (please specify): | |

8. If you don't visit or use library services, what would entice you to do so?

- | | |
|--|--------------------------|
| • any of the services listed in questions 4 and 5 above (please specify) | <input type="checkbox"/> |
| • nothing | <input type="checkbox"/> |
| • something else (please specify): | |

Your views about the future of the library service

9. Which of the following services would you be prepared to pay a reasonable charge to use?
(Please tick one box for each service)

	Would use for a reasonable charge	Might use for a reasonable charge	Would not use if charged
• use of computers and the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• use of wi-fi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• children's events and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• events and activities for adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• posting books to your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• posting multimedia items to your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Now, please rank the services in the order in which you would be prepared to pay for them.
(1 = most likely to pay to use; 6 = least likely to pay to use)

	1	2	3	4	5	6
• use of computers and the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• use of wi-fi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• children's events and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• events and activities for adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• posting books to your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• posting multimedia items to your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Given we will have less money to run the library service in future, do you think we should target certain groups in particular (whilst continuing to meet the requirement to be available to everyone)?
(Please tick all that apply)

• older people	<input type="checkbox"/>
• children and young people	<input type="checkbox"/>
• unemployed people	<input type="checkbox"/>
• other groups (please specify):	

12. Thinking about library services in 5-10 years time, which of the following scenarios most appeal to you?
(Please tick all that apply)

• fewer, bigger better libraries	<input type="checkbox"/>
• library services mostly digital - e.g.	
• downloadable e-books	<input type="checkbox"/>
• downloadable e-audio books	<input type="checkbox"/>
• more information online	<input type="checkbox"/>
• library buildings also used as community meeting places - for community groups, exhibitions and other activities	<input type="checkbox"/>
• other public services sharing library buildings	<input type="checkbox"/>
• collections of books for loan in local public places e.g. doctor's surgeries, community centres or pubs	<input type="checkbox"/>
• information kiosks for access to library services and resources in local public places e.g. doctor's surgeries or pubs	<input type="checkbox"/>

13. We are proposing to put self-service machines into all our libraries, reducing the number of paid staff, and recruiting volunteers to help deliver the service. This way of working has the potential to save money without closing any libraries. Do you think:

• this is a good idea if it prevents library closures	<input type="checkbox"/>
• you would rather see fewer libraries but fully run by paid staff	<input type="checkbox"/>
• other comments:	

14. Would you be willing to support your local library by volunteering to help in any of the following types of activity: (If yes, please supply your contact details below)

- | | |
|---|--------------------------|
| • general volunteering, e.g. assisting customers, shelving books | <input type="checkbox"/> |
| • increasing access to library buildings such as developing their use as community venues | <input type="checkbox"/> |
| • assisting with children's activities such as Storytimes | <input type="checkbox"/> |
| • assisting with older people's activities | <input type="checkbox"/> |
| • helping people to learn e.g. basic IT skills | <input type="checkbox"/> |
| • promotion and fundraising activities | <input type="checkbox"/> |
| • being a member of a Community Management Board (monitoring, decision making, advocacy) | <input type="checkbox"/> |
| • other activities: | <input type="checkbox"/> |

Contact details (optional)

Name:

Telephone/mobile:

Email:

Address:

About you (or the person on whose behalf you are answering):

Gender (Please tick one)

- | | |
|----------|--------------------------|
| • Male | <input type="checkbox"/> |
| • Female | <input type="checkbox"/> |

Age group (Please tick one)

- | | |
|--------------|--------------------------|
| • Under 5 | <input type="checkbox"/> |
| • 5 to 10 | <input type="checkbox"/> |
| • 11 to 14 | <input type="checkbox"/> |
| • 15 to 19 | <input type="checkbox"/> |
| • 20 to 24 | <input type="checkbox"/> |
| • 25 to 34 | <input type="checkbox"/> |
| • 35 to 44 | <input type="checkbox"/> |
| • 45 to 54 | <input type="checkbox"/> |
| • 55 to 64 | <input type="checkbox"/> |
| • 65 to 74 | <input type="checkbox"/> |
| • 75 to 84 | <input type="checkbox"/> |
| • 85 or over | <input type="checkbox"/> |

Home address (Please complete both if possible)

- Town/Village
- Postcode

Are you: (Please tick all that apply)

- in full-time employment ☐
- in part-time employment ☐
- self-employed ☐
- unemployed ☐
- full-time student ☐
- part-time student ☐
- looking after home / family ☐
- permanently sick / disabled ☐
- under 5 ☐
- retired ☐

Do you have children: (Please tick all that apply)

- under school age ☐
- primary school age ☐
- secondary school age ☐

Please feel free to use this space to add any other comments you may have.

Thank you, please return this form to your local library, or to Dawn Coleman at CC1111, Castle Court, Shire Hall, Castle Hill, Cambridge, CB3 0AP by 30th September 2010.

Appendix 2: Schedule of consultation meetings

5 th August	Rock Road Library Friends Group meeting	Rock Road Library, Cambridge
9 th August	Public meeting, East Cambs	Little Thetford Village Hall
10 th August	Public meeting, City	Central Library
12 th August	Public meeting, South Cambs	Over Conference & Community Centre
13 th August	Older People's Partnership Board meeting	Ely
13 th August	Public meeting, Huntingdonshire	Huntingdon Library
18 th August	Public meeting, Fenland	March Library
20 th August	City Council Officers meeting	Guildhall, Cambridge
2 nd September	Milton Road Library Friends Group meeting	Milton Road Library, Cambridge
2 nd September	Warboys Library Friends Group meeting	Warboys Library
6 th September	Arbury Library Friends Group meeting	Arbury Library, Cambridge
7 th September	Public meeting, East Cambs	Ely Library
9 th September	Public meeting, City	Central Library
10 th September	Public meeting, Fenland	March Library
14 th September	Public meeting, South Cambs	Over Conference & Community Centre
16 th September	Public meeting Huntingdonshire	Huntingdon Library
28 th September	Barnwell Road Library Friends Group meeting	Barnwell Road Library, Cambridge

Appendix 3: Road show schedule

Date	Large Libraries	Medium size Libraries
16 th August	N/A	Arbury Court Library
17 th August	March Library	Arbury Court Library
18 th August	March Library	N/A
19 th August	March Library	Cherry Hinton Library
20 ^h August	March Library	Cherry Hinton Library
23 rd August	Whittlesey Library	Chatteris Library
24 th August	Whittlesey Library	Chatteris Library
25 th August	Whittlesey Library	N/A
26 th August	N/A	Soham Library
27 th August	Ely Library	Soham Library
28 th August	Ely Library	N/A
29 th August	Ely Library	N/A
30 th August	N/A	Bar Hill Library
31 st August	Wisbech Library	Bar Hill Library
1 st September	Wisbech Library	Bar Hill Library
2 nd September	Wisbech Library	N/A
3 rd September	Wisbech Library	Yaxley Library
4 th September	N/A	Yaxley Library
6 th September	St Neots Library	N/A
7 th September	St Neots Library	Huntingdon – Supermarket
8 th September	St Neots Library	N/A
9 th September	N/A	Great Shelford Library
10 th September	St Ives Library	Great Shelford
11 th September	St Ives Library	N/A
12 th September	St Ives Library	N/A
13 th September	St Ives Library	Cambourne Library

14 th September	N/A	Cambourne Library
16 th September	Huntingdon Library	Rock Road Library
17 th September	Huntingdon Library	Rock Road Library
18 th September	Huntingdon Library	Rock Road Library
19 th September	Huntingdon Library	N/A
20 th September	N/A	Milton Road Library
21 st September	Cambridge Central Library	Milton Road Library
22 nd September	Cambridge Central Library	Milton Road Library
23 rd September	Cambridge Central Library	N/A
24 th September	Cambridge Central Library	Histon Library
25 th September	Cambridge Central Library	Histon Library
26 th September	Cambridge Central Library	N/A
27 th September	Lion Yard, Cambridge	N/A
28 th September	Lion Yard, Cambridge	Ramsey Library
29 th September	Lion Yard, Cambridge	Ramsey Library
30 th September	Lion Yard, Cambridge	N/A

Appendix 4 – Sample additional comments from questionnaires (with the number of similar comments shown)

1. EXTERNALISATION (TRUSTS, COMMERCIAL ORGANISATIONS, OUTSOURCING ETC.)	
Need to think more about linking with commercial organisations / get local businesses to sponsor / business sponsorship should be considered for notice board areas, IT suites, children's reading areas etc to fund specific areas of interest relevant to local or national businesses /Arbury Library really it should be expanded - perhaps you could do a deal with Budgens?	15
Rent out space when libraries are closed, particularly those that only open a few days a week / we have a wonderful building, lets make full use of it all the time	9
Cambourne Library is a really useful service, especially being in the same building at the doctors.	7
Invite in franchises such as Costa Coffee or a café that can bring in extra money	6
Moving into retail parks may be the way to go / combine with retail centres	3
Negotiate contracts with increased funding from developers of new housing or commercial developments	2
2. ALTERNATIVE SERVICE DELIVERY (FEWER STAFF, SELF SERVICE, USE OF VOLUNTEERS)	
Use of Volunteers	
Please do not replace trained staff with volunteers	210
The use of volunteers is risky, as it may make the Service seem less professional / I do not think a high quality service can be maintained with volunteer labour only in some libraries or other centres / it is a sobering thought that those in authority think that all the work and study of dedicated staff can be replaced by volunteers, however well-meaning they are	181
Volunteer labour is not without cost - training, organizing schedules etc	152
By all mean use volunteers, but to supplement paid staff, not to replace them / to help with additional activities, not core library functions	120
I would not volunteer in the library if it ment one of the staff was made redundant / it's immoral to make someone redundant and replace their work with volunteers	48
I am concerned about the loss of expertise by using volunteers, librarians provide an invaluable service that cannot be offered by even the most willing volunteer /Volunteers are okay to do some jobs but in my opinion not the everyday running of the service	33
Self service machines	
I am pleased with the new electronic service / The new checking-in system is very good / self-service is very easy to use	42
The self service machine is a good idea but they often break down and need staff support to sort them out	39

Self service machines have a place in bigger libraries not small community libraries	11
I do not like self-service machines in supermarkets and I don't want them in the library	4
Reducing the number of paid staff	
Staff are always helpful / friendly / polite / nothing is too much trouble / staff are knowledgeable / an integral part of the world of books / the librarian has a wealth of knowledge and expertise / I usually ask the staff for their help and guidance on what I require / especially the more senior members, appear to have an excellent knowledge of so many titles and have proactively suggested further reading / staff are efficient / if there were fewer staff the service would go downhill	382
Other ideas for alternative service delivery	
Extend use of libraries to include community, but don't dilute them into pubs or GP surgeries / feel strongly that library in a pub is sending out the wrong message /	21
The option to borrow fiction e-books is a service I would be happy to pay for, and would encourage me to buy and use an e-book reader / I would borrow e-books if available	7
Posting books or multimedia would be costly in terms of postage	6
The idea of an online service posting books to people's homes is a good one / I imagine a service like this could charge in the same way as DVD rental services, with the promise of no late fees and a much better stock provision than a small local library	3
3. RAISING INCOME (CHARGES, SPONSORSHIP, INCOME, WHAT PEOPLE WOULD BE PREPARED TO PAY FOR)	
Would rather pay charges for some services than see libraries closed / I would be more than happy to pay for more services in the library / libraries have a legal obligation to provide a free book borrowing service, but any other service or facility is an opportunity to generate revenue	59
Should charge for use of computers / wi-fi	41
Re-introduce charge for reserving books / requesting books from other libraries	38
Charge temporary residents a fee to use library services	27
Would be prepared to pay a small charge for borrowing books / you will have to think of a way of charging all library users, with the usual exemptions – I know this isn't currently allowed, but can't the council change the rules? / have you considered an annual membership for the use of the library?	24
Encourage donation of books	17
You could have a collection box for such contributions./I would be willing to make a voluntary contribution for borrowing books	8
The baby groups are essential and many people would be happy to pay to be a member of those on an annual basis or pay as you go per child, say 50p per child.	7
We would be prepared to pay a small amount extra in Council Tax if it was ring-fenced for libraries	6
Charges – negative	

I am fundamentally opposed to these cuts / the money must be found elsewhere / libraries are already under-funded / we already pay for libraries through our taxes	108
I think libraries are very valuable to those looking for employment which may be a problem if charges apply to use if the internet / if the decision is made to pay for any services it will only drive people away, so my advice would be not to do it / I use the computer facilities regularly, mainly for printing and don't mind paying a reasonable charge to print but I don't think I would use this service as much if I had to also pay for time on the computer.	13
4. LIBRARIES AS COMMUNITY HUBS (SHARED USE OF BUILDINGS, MEETING FACILITIES, MULTI AGENCY APPROACH	
I believe libraries are an essential feature of communities and opportunities should be identified to strengthen links with other relevant organisations, i.e. health care providers, council advice kiosks, etc / Developing community links could be a really useful way of developing libraries in the future / Include more local services such as 'one stop shop' / Citizens Advice Bureau / Post Office	18
Greater use of library buildings for public meetings	13
I believe library services should be extended to include and offer additional services such as keep fit / health advice	8
More co-operation with schools / combining with school libraries where possible	6
Put libraries in community centres / sports centre	4
Learn Direct seems to be under-used – why not invite in commercial learning organisations to use facilities when its quiet?	2
Idea is to keep supplying books <i>locally</i> – doesn't have to be in a library building / rural libraries could create partnerships to use other premises	2
Don't like the idea of introducing more community groups – the beauty of a library should be that it is a quiet place	2
5. REVIEW OF LIBRARIES (URBAN VS RURAL PROVISION, CENTRAL VS COMMUNITY LIBRARIES, SUPPORT FOR INDIVIDUAL LIBRARIES X NUMBERS)	
Rural libraries are vital to our communities / many people would not be able to use library services if not provided locally	131
Our library is the hub of our community / if the library closed, the village would lose it's heart /	85
6. EVIDENCE OF THE IMPACT AND OUTCOMES OF USING LIBRARY SERVICES	
Libraries are essential for our children / I used the library daily when my children were little, as a way of giving them a love of books / libraries are an important part of a child's education / nothing can replace the pleasure of a child being able to go on their own to their local library / I would be devastated if the library closed and we no longer had access to Rhymetime and story time	492
Please don't close the library / I would miss the library if it wasn't there / I don't know how I would survive without my local library / the library plays a very important role in my life / please don't change anything – the library service is great just as it is	324

Our library is the hub of our local community / closing the library would take the heart out of the community / a focal point in our village / town	198
Libraries are a life-line for older people / going to the library is sometimes the only contact older / isolated people have in their day / reading is such a pleasure for retired people and often they would not be able to get to another library	141
Many of the above suggestions will ... isolate the most vulnerable in our communities, i.e. the lowest income and incapacitated. At a time of economic down-turn, communities need local facilities all the more.	98
Libraries are a vital part of a civilized society / I believe very strongly in the principle of the public library as a service for all	79
The library building is important, not just the supply of books / it is a place that I can browse and pass the time of day with other like-minded people / the library is more than just a place to borrow books, it's a place to meet people / spend time / come for company / come to de-stress / a safe place to be	67
If my local library closed, I would no longer be able to use a library as I do not have any means of getting to another library	38
With what is known of the general standards of literacy these days, how could library closures become a priority / the provision of library services for all is crucial for the literacy of the next generation	27
The library was a life-line when I was unemployed / I was recently unemployed for 6 months. During that time, I often used the library's Internet access and borrowed a lot of books to read. I truly appreciate the service offered and I want the library service staff to know that the service is appreciated.	21
Reading is my only hobby / I find reading one of the most important activities for me / I don't know what I would do if I couldn't get hold of books	15