

<b>Impact Assessment of: Moor Allerton Library Refurbishment</b>
<b>Service/ Directorate: Library &amp; Information Service, City Development</b>
<b>Date Completed: 15<sup>th</sup> May 2009</b>
<b>Lead Officer: Bev Rice</b>

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Bev Rice	Library and information Service	Service Development Manager
Melanie Felton	Library and information Service	Project Standards Co-ordinator
Julie Wood	Library and information Service	Community Development Manager
Tony Pritchard	Library and information Service	Area Development Librarian
Lynn Towler	Library and information Service	Area Operational Manager
Maria McGeever	Library and information Service	Assistant Area Operational Manager

**Brief description of policy / service:**

Moor Allerton Library is situated in Moortown shopping centre, and is the busiest and largest branch library in Leeds. It was due for full refurbishment, and was closed from December 2008 until April 2009. A temporary library provision was available in the meeting room (FY2O) during this period.

**Brief account of how the impact assessment was carried out:**

The assessment team met regularly to discuss planning of the closure and the provision of the temporary library service during the refurbishment.

**Brief description of any adverse affects found:**

<b>Barrier</b>	<b>Adverse affect</b>	<b>Who does this impact on</b>	<b>Why</b>
Closure of Library	Limited library provision during the refurbishment	Library Users	Space limited, therefore stock and IT provision limited during the closure

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Look at access issues	Assessment team	From Summer 08
Design layout of shelving, furniture, lighting and heating requirements	Assessment team	From Summer 08
Ensure local councillors, customers and partners are aware of closure arrangements	Assessment team / Moor Allerton staff	From Oct 08
Implement appropriate training for staff during the closure (RFID, chip and PIN)	Assistant Area Operational Manager	From Jan 09
Work with Marketing to publicise closure and the re-opening the library	Assessment team / Marketing	From Oct 08

**Contacts for further information:**

Bev Rice – Service Delivery Manager e-mail [bev.rice@leeds.gov.uk](mailto:bev.rice@leeds.gov.uk)  
 Julie Wood – Community Development Manager e-mail [woodj12@leedslearning.net](mailto:woodj12@leedslearning.net)  
 Lynn Towler – Area Operational Manager email [towlerl01@leedslearning.net](mailto:towlerl01@leedslearning.net)

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