



FOI
Guide to Information
(Available through the Publication Scheme)

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1. Introduction

The Freedom of Information Act 2000 (FOIA) requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

Libraries NI has adopted the Information Commissioner's Model Publication Scheme, which has been approved by the Information Commissioner Office.

This Guide to Information document details all the key information that we publish and how you can access it.

2. Formats other than Online

All of the information listed in this guide is available on our website (unless stated), and completely free to access online. However, we understand that not everyone will have online access and where this is the case you can contact us to view this in our office (where this would be convenient).

If you would like a printed copy of any of the information listed, unfortunately we may have to charge a small fee to provide this. This fee will never exceed the cost of photocopying and postage – and we will let you know any total cost before we send this to you.

Our charges for providing any information detailed in this guide are summarised below:

Format	Charge
Online	Free
View at our office	Free
Print in black and white	15p per A4 sheet
Print in colour	50p per A4 sheet
Posted document/ Memory Stick	Cost of postage incurred

If you would like to request information that we publish in a format other than online, or arrange a visit to our office to view information, please contact:

Data Protection Officer
Libraries NI
25-31 Demesne Avenue
Ballymena
BT43 7BG

Fax: 028 2544 2480
E-mail: foi@librariesni.org.uk

3. Information that we cannot publish

Whilst we make most of the information we hold available there may be rare cases where there is some information that we cannot make available. For example, information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

We will not publish any information whilst it is in draft form.

4. For how long will information be published.

We aim, where possible, to publish information for at least the current and previous two financial years. When we review any document – e.g. our policies – to avoid confusion we will only publish the current version.

5. The Information that we make available to you.

Under the Model Publication Scheme, the information is listed under seven “classes” of information.

The details of all the information we hold (including hyperlinks) under each of the classes are listed below.

Information	Where to access
Class 1 - Who we are and what we do:	
A description of who we are – organisational information	
<ul style="list-style-type: none">- Mission Statement- Vision- Values- Corporate Objectives- Area(s) of operation- Key activities; strategic /corporate plan(s)- Organisational Structure	<p>About Us</p> <p>Organisational Chart</p>
Location, Opening Arrangements and Contacts	
<ul style="list-style-type: none">- Library Location addresses, contact names, telephone numbers and opening hours.- Telephone number & email address for general enquires.- General Contact arrangements- HQ/Directorate office contact details	<p>Libraries</p> <p>Contact Us</p>

- Contact details for making a complaint	How can I make a complaint
Information relating to Freedom of Information	
- Publication Scheme	Freedom of Information
- Guide to Information	THIS DOCUMENT
- Charging Schedule for Published information	THIS DOCUMENT – Page 3
- Contact details and advice on making an FOI request	Freedom of Information
- Freedom of Information Policy	Policies and Procedures
Legal Governance	
- How Libraries NI is governed.	About Us
Class 2 – What we spend and how we spend it:	
<ul style="list-style-type: none"> - Financial Information relating to projected and actual income and expenditure - Tendering - Procurement and Contracts - Asset Management Plan - Allowances and Expenses - Pay Scales 	What we spend and how we spend it
Class 3 – What our priorities are and how we are doing:	
<ul style="list-style-type: none"> - Annual Report - Business Plan - Corporate Plan - Equality Impact Assessments - Official Statistics 	What our priorities are and how are we doing Equality Official Statistics
Class 4 – How we make decisions:	
<ul style="list-style-type: none"> - Standing orders for the conduct of meetings - Board Operating Framework - Audit and Risk Committee minutes 	How we make decisions

<ul style="list-style-type: none"> - Business Support Committee minutes - Services Committee Minutes - Libraries NI Board Minutes - Board Meeting Agendas - Public Consultations 	<p style="text-align: center;"><u>Public Consultations</u></p>
<p>Class 5 – Our Policies and Procedures:</p>	
<p>Policies and Procedures</p>	<p style="text-align: center;"><u>Policies and Procedures</u></p>
<p>Class 6 – Lists and Registers:</p>	
<p>Lists and Registers</p>	<p style="text-align: center;"><u>Lists and Registers</u></p>
<p>Class 7 – The Services we offer:</p>	
<p>Information about the Services we offer can be found across the Libraries NI Website.</p>	<p style="text-align: center;"><u>Libraries NI Website</u></p>