

## Schedule 1      Specification of the Library Services

The IPS is commissioned to ensure that the Council's library services are delivered in accordance with the Vision for library services described in the *2011 Review of Library Services* (attached at Appendix 1). The Vision says **Why** these are the library services for the future including **Who** they are for, **What** library services there will be and **Where** they will be, **When** they will be accessible, and **How** they will be provided.

In brief, the services that will be provided are for:

- The community as a whole – as a community hub
- Especially for children and young, vulnerable and older people

The services will be:

- Provision for reading and literacy through books to borrow, books to download and through activities
- Services that address loneliness and social isolation, and provide a share community space where people feel safe
- Help with learning and skills and finding a job
- Provision of activities that improve mental and physical health and wellbeing
- Information provision and the internet, both self-service and with the help of skilled staff
- Hire of films and music, currently in the format of CDs and DVDs

It is accepted that the IPS will develop over time to become the sum of its constituent local governance groups, and that the amount of direct delivery that the central IPS will be responsible for will vary by location and over time. The IPS is expected to ensure that the services and activities in this specification are delivered, whether through facilitating the efforts of other organisations and individuals, or by directly assigning its own staffing and resources.

### Principles and professional practice

Staff and volunteers of the IPS will be expected to adhere to the professional and ethical principles in

- i) *Ethical principles for library and information professionals*, adopted by the Chartered Institute of Library and Information Professionals (CILIP) in 2004<sup>1</sup>; and
- ii) *Code of professional practice for library and information professionals*, adopted by CILIP in 2004<sup>2</sup> (or by updated replacement versions).

The Council expects the IPS to be an Organisation Member of CILIP.

As reported in the 2011 Review, the local people of Suffolk attach significant importance to the experienced and professional paid library staff, and the Council expects the IPS to continue to run library services using paid staff, some of whom will be qualified librarians.

In addition, the IPS will develop and offer further opportunities for volunteers to become involved in library services. This includes the already existing roles available to individuals to support the Summer Reading Challenge, to deliver the At Home Library Service, and to become members of library governance groups, as well as the opportunity to supplement the work of paid staff to deliver reading, learning and social activities, outreach services including befriending, and other services that assist libraries to fulfil their leisure, learning, cultural and community role.

Volunteers will be offered appropriate training and support to enable them to provide services to an appropriate standard, and to assist with their personal development. Normally they will also need a Criminal Records Bureau (CRB) check.

The IPS is expected to work with other organisations to develop the volunteering and work experience offer, particularly for:

- Young people
- People living with mental ill health
- People living with a physical sensory or learning disability

for whom the library can offer an opportunity to get experience in the world of work in a structured and supportive environment.

The IPS is expected to help deliver the broader aims and strategic goals of:

- Suffolk, as set out in *Transforming Suffolk*, the community strategy
- SCC, as set out in the Suffolk Story<sup>4</sup>, and
- the Adult and Community Services (ACS) directorate as described in the ACS Plan, March 2012.

## **Reading and literacy**

The provision of books and other material for loan and for reference is described in the Stewardship of Suffolk Stock document, attached as Appendix 2.

The IPS will explore and assess new alternative book and non-book formats, and advise the Council on those it recommends should be considered for stock/access and loan.

The IPS is specifically expected to maintain stewardship of the One Stock as a whole, and therefore not to charge for reservations for Suffolk stock.

Improving the levels of literacy in Suffolk is a priority for Suffolk, and the IPS will contribute to raising literacy levels.

### **Hire of films and music**

The IPS will offer a hire service that allows users access to recorded music and to films. Currently the formats offered are CDs and DVDs respectively. The IPS will explore and, with Council agreement, develop and implement media hire in other and new formats as this becomes appropriate.

Where replacement formats are reliant on ICT with high-speed internet access, the IPS will give due consideration to how to avoid exclusion from service of those people who are digitally excluded.

### **Activities and outreach services**

In line with the Association of Senior Children's and Educational Librarians' (ASCEL's) response to the Arts Council consultation document *Culture, Knowledge and Understanding: Great Museums and Libraries for Everyone*:

“Many public libraries are still very local to their communities and there is a strong sense of community ownership. Activities such as baby and toddler times can bring isolated parents together and build relationships and contribute to community cohesion.”<sup>5</sup>

The IPS will enable libraries to facilitate at least one Bookstart-related (or successor or alternative scheme as agreed) activity per library every week, and will subscribe to and offer the Summer Reading Challenge or any successor or alternative scheme. The IPS will ensure that libraries remain friendly and welcoming places for parents and carers to bring babies and young children. It is required that the current policy of allowing mothers to breast feed in libraries will be maintained.

The IPS will enable libraries to facilitate at least one activity for people over 55 per library per week. The current branding for these activities is “Top Time”, although local variation is acceptable. Rebranding the entire offer may be done only after consultation with both affected groups, and the Council. Consultation must follow the standard for consultation set out in Appendix 6.

The IPS will enable libraries to provide services that focus on disadvantaged groups: for example, people out of work, with disabilities and with mental health issues. The IPS will address the barriers to library use by disadvantaged groups, as set out in the 2009 research report *Consultation with Customer Groups*, attached at Appendix 3. In particular the IPS will ensure that there people can use toilets where these are available, that the addresses and opening hours of libraries are well publicised, and that staff and volunteers make everyone very welcome so that they feel at home in the library.

The IPS will plan and implement community outreach activities that will enable the role of the local library as a hub, with activities flowing out to people in surrounding villages or neighbourhoods, in line with the Access Model for Libraries. It is expected that activities will be developed in consultation with communities, and will seek to fulfil the needs and aspirations expressed by local people.

### **Learning and skills development**

The IPS will be a member of Suffolk Learning and Employment Access Points (LEAP) Partnership. The IPS is eligible to receive SCC-commissioned services from LEAP including coordination of learning bids and assistance with requests for information on learning and training opportunities. All libraries will be LEAP points, unless they are co-located with a LEAP Centre, and will participate in the requirements of being a LEAP Point.

LEAP Points offer information on local courses and providers and signposting to the nearest LEAP Centre. People can use the internet to research courses, run job searches and use online resources; library staff will assist people to do this, where help is needed. Advice and signposting will be available to help people make an appointment with their local Information, Advice and Guidance (IAG) advisor.

LEAP centres are co-located in some libraries, and library staff are expected to work in co-operation with LEAP staff to ensure that customers receive help and assistance to access the services of both.

### **Supporting mental and physical wellbeing**

Suffolk Libraries is commissioned to deliver the Mental Health and Wellbeing Information Service until 31 March 2014. The commissioning and specification document for this service is attached as Appendix 4.

The IPS will continue to deliver this service and will make every effort to negotiate with the funders for an extension to the commission.

The IPS is expected to continue to engage and work with organisations that support and advocate on behalf of people with mental health issues and physical sensory and learning disabilities and conditions to ensure that libraries continue to be friendly neutral places that people can use to access information that will help them live their lives as fully and independently as possible.

### **Information provision**

Information services are not in a confined area of the library service or provided by small teams of individuals, they are integral to the daily provision of a public library, interpreted by skilled staff and support teams throughout the wider service. While

there will be a need for enhanced understanding and strategic development at management level, it is important that the IPS ensures that all staff and volunteers understand information to be a core service delivered by all libraries.

The IPS is expected to contribute to and enable the provision in Suffolk libraries of the developing SPINE Information strategy (Appendix 5).

The IPS is expected to comply with the developing Society of Chief Librarians (SCL) National Information Offer, currently being piloted elsewhere. It will engage in discussion on the detail of this delivery at the appropriate time with Suffolk's SPINE partner(s) and with the Council.

The IPS as a community hub is expected to display posters and leaflets relevant to its locality and to tourism, and to maintain them according the commonly accepted standard.

### **Digital Services and Internet provision**

The IPS is expected to ensure that the people of Suffolk have free and fair access to information through libraries, whether in printed, online or other form. The Council and government generally prefer customers to do business with them using the internet. Libraries are a core venue in which local people can transact their business with government, if they do not have the internet at home. Adult Social Care expects people to be able to access vital information through the internet in libraries.

The IPS is expected to subscribe to high quality paid-for information sites on behalf of the people of Suffolk, and to publicise this service effectively.

The IPS is expected to comply with the SCL Digital Promise for Public Libraries 2012, and ensure that all Suffolk libraries offer the service that the Digital Promise document says all libraries should deliver:

- Free access to the internet for any customer (for a minimum period. In Suffolk this is 2 hours per day per customer)
- Clear and accessible online information about library services
- Staff trained to help customers access digital information
- Ability for customers to join online
- Ability to be contacted online/via email for answers to customer enquiries
- 24/7 access to services through a virtual library presence
- Ability to reserve & renew items remotely via an online catalogue

The IPS is expected to plan to deliver the services that the SCL Digital Promise document encourages libraries to deliver:<sup>6</sup>

- Free internet access for all wanting to use it, including wifi
- A library APP to allow full access to all library digital services from mobile devices

- Tailored digital information for each customer
- Training in digital information literacy and access for its customers and staff both locally and remotely
- Time-relevant, quality checked digital content for the communities it serves and support for communities to create their own content
- Opportunity for e-lending of digital books, audio and video with remote access
- Loan of digital devices for those without other access
- Access to digitised local archive and local history resources
- Social networking interaction/ engagement opportunities
- Federated searching of locally held online resources
- Access to online learning opportunities (citizenship, language learning, theory driving test etc)

The IPS is expected to ensure that every library provides sufficient public internet machines to meet the needs of its users.

### **Customer Service**

The IPS will ensure that library services are provided using the best industry practice for customer service. Everyone must be welcome in the library, and feel welcome. The library must never feel like a club from which others are excluded. Everyone is included.

Staff and volunteers will deliver the service in accordance with CILIP ethical guidance for library and information professionals, including any updates that may be issued.

They will, particularly:

- Act with concern for the public good, including respect for diversity, equal opportunities and human rights.
- Promote free and fair access to information, ideas and works of the imagination
- Provide the best possible service within available resources
- Act with impartiality

Staff and volunteers will deliver the service in accordance with the CILIP Code of Professional Practice for Library and Information Professionals.

They will, particularly:

- Ensure they maintain the required level of competence
- Make the process of providing information as clear and open as possible
- Protect the confidentiality of information users
- Deal fairly with demands for their time and expertise,
- Deal with complaints fairly, and keep people informed of the progress of their complaint.

## Location of libraries

The Access Model, outside the urban areas of Ipswich, and Lowestoft, uses Borough and District Council Local Development Frameworks (LDFs) as the framework for library services. This is because they support and sustain rural communities; they identify centres of services across the county, from Major Centres to Towns to Key Service Centres to Local Service Centres and Primary Villages. The Council decided in 2011 to arrange library services around these frameworks as they cater for patterns and tiers of service access across the county and build on a sustainable planning model.

For the urban areas of Ipswich and Lowestoft, the Council decided in 2011 to use deprivation as the guiding framework: any additional provision will be focused on the worst areas of deprivation.

The Access model, for the long term future, is based on a mix of libraries and community outreach, with in most cases an extended period of transition when this could mean change from current access points. It recognises the opportunities that sharing premises with other services and businesses brings, and encourages an innovative approach where library services might be co-located in existing or new premises.

The IPS is expected to retain the current network of libraries. It is expected, after reduction of the fleet, de-duplication of stops and reduction of frequency of visits as mandated in the Cabinet decision of 8 November 2011, to retain the mobile library service in broadly its current form, amending and adjusting stops as appropriate, and developing community outreach activity to supplement this service.

The IPS is expected to work with community governance groups to take advantage of opportunities for co-location or co-creation of sites, whether this is moving the library service to another shared building, or sharing the library building with other services.

The IPS is expected to make a business case, supported by evidence from consultation with the local community, where there is a proposal to move a library from one location to another. Consultation must meet the standard set out in Appendix 6.

The Council will continue, within the Access Model framework, to make the case under Section 106 negotiations for developer funding for library services. The IPS and the Council will work together on the detail. Topic paper 8 in the *Section 106 Developers Guide to Infrastructure Contributions in Suffolk* offers guidance to developers on contributions to libraries and archives.<sup>7</sup>

## Space requirements

Libraries are more than just the building they occupy, but the physical environment that a local library occupies is important. The Vision for Suffolk's libraries sees libraries as community hubs, providing space to interact, meet and connect. They are a safe place, and provide learning, information and advice, as well as books.

While there is an expectation that the IPS will develop outreach services, and staff and volunteers may deliver library services away from the building, it is important that the concept of a community hub; a place for people to go to access a unique collection of services, remains.

Libraries must be located where people regularly and routinely go, accessible by public or community transport as well as by car.

Experience shows that the closer the library is to the shopping centres of towns and villages, the more convenient they are for customers and the better used. Experience shows that community centres or schools on the outskirts of villages are not well used as libraries, and co-location with health centres is not necessarily convenient as people do not go to health centres on a sufficiently routine and regular basis. The IPS should aim to locate libraries as close as reasonable to the shopping centres of towns and villages.

The IPS will be assigned the lease (or sub-lease) to all existing library buildings. The library estate has grown organically over time, and is leased to the IPS "as is" in terms of location, size and type of building, with an acknowledgement that some may be less suitable than others.

The IPS, or individual community governance groups, may choose to explore options to move a library from one building (or part of a building) to another building, or bring other services in to the current library in order to: better meet local need, to take advantage of a co-location or co-creation opportunity, or to operate more economically. This approach is supported and encouraged by SCC. Indeed, the default position is that other services should co-locate with libraries, or *vice versa*.

To be fit for purpose the space a library occupies must be:

- Large enough to house the furniture and equipment necessary to hold a sufficient quantity of books and other items for loan appropriate for the size of the community, and other equipment necessary to provide library services, while still leaving DDA compliant space enough for wheelchair users to move around the library.
- Large enough to accommodate activities occurring during opening hours without making it uncomfortable or unsafe for other people to use the library for other services.
- Capable of being supervised without the need for extra staff or volunteers to be employed for the sole purpose of supervision.
- Physically sound and in a good state of repair to provide an attractive and suitable service point, as at handover.



- Access to the building must be fully DDA compliant with ramps where appropriate and automatic doors.
- The safety of users and staff is very important and must be considered in the design of the building. For example there should be no changes of level, no hidden corners and adequate lighting; there should be a discrete children's area away from the entrance. The furniture and fittings should be appropriate for a public building. There must be adequate fire detection and means of escape.

Any move must be supported by local library users and the community, as demonstrated through the required consultation process (Appendix 6)

### **Library Opening Hours**

When public libraries were mainly about lending books, the number and range of open hours were less important because borrowers only spent a short time in the library i.e. the time needed to return and choose stock. Now that the 2011 Review has confirmed that libraries are community hubs and library services are about much more than only book lending, a good number and wide range of opening hours are important, because library users may spend some hours in the library.

There is a discussion of opening hours set out in section 4.5 of the 2011 Review.

The Council expects that the current number of open hours in each library will be maintained, and if possible extended if this is supported by the local community and library customers.

**Any changes to opening hours** must go through a process of effective consultation with the local community and local library users. Changes must be supported with documentation to say why the changes are taking place, together the results of the consultation and an analysis which substantiates the changes to the IPS.

Subject to the consultation outcomes:

- opening hours should reflect the needs and aspirations of the library's community, with allowances for evening and weekend sessions. The council expects that libraries in major centres and towns at least should open on Saturday and Sunday for a minimum of 8 hours over the two days. It expects that smaller libraries offer a minimum of four hours opening on either Saturday or Sunday, and any proposal to close for the whole weekend must be supported by clear evidence that current users, as well as those targeted as new users, could access the service at another time.
- any particularly low use hours should, if use cannot be increased through marketing, be moved to another time

**Extending library open hours** should also be subject to the consultation process. Subject to the consultation outcomes:

- community organisations could explore creative opportunities for increasing the use of and access to the library building, optimising self-service and community involvement
- the clustering of library opening hours across nearby libraries could be explored
- self-service and volunteer led sessions could be considered.

### **Marketing and Communications**

Council run library services have not had an embedded culture of communications and marketing of library services. There are examples of good practice, but these rely on individuals rather than an embedded culture. The IPS will embed good practice in communications and marketing to all customer groups, but in particular to children, to young, vulnerable and older people, and to groups protected by the Equalities Act. The IPS will promote libraries as community hubs.

### **Building Capacity to Govern Libraries**

It is part of the direction of the Council and the IPS that communities should develop the capacity to become IPS members and to govern their libraries.

The IPS will assist community groups to develop their capacity and to take on delegated responsibilities in running their library.

### **Equalities**

The IPS will be expected to maintain and implement Equalities Policies at least equivalent to that adopted by the Council and set out in Schedule 19. This is a contractual obligation and measurement of implementation will be monitored through the agreed performance measurement framework.

## References:

1. <http://www.cilip.org.uk/get-involved/policy/ethics/pages/principles.aspx>  
retrieved 03/04/2012
2. <http://www.cilip.org.uk/get-involved/policy/ethics/pages/code.aspx> retrieved  
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3. [http://www.transformingsuffolk.co.uk/files/comm\\_strat/suffolkstrategic.pdf](http://www.transformingsuffolk.co.uk/files/comm_strat/suffolkstrategic.pdf)  
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4. <http://www.suffolk.gov.uk/your-council/about-suffolk-county-council/the-suffolk-story/> retrieved 30/03/2012
5. <http://www.ascel.org.uk/News/Media/file/Response%20from%20ASCEL%20Arts%20Council.doc> retrieved 03/04/2012
6. <http://www.goscl.com/national-digital-promise-for-public-libraries/> retrieved  
29/03/2012
7. <http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Business/Planning%20and%20Design%20Advice/Planning%20Obligations/Libraries%20and%20Archives%20Topic%20Paper.pdf> retrieved 2/04/2012

## **Schedule 2      Service levels**

### **Part 1. Service Levels**

#### **1.      THE SERVICE LEVELS**

##### **Performance Framework for Library services: Commencement Date to the Termination Date**

The aim of this performance framework is to provide a transparent way of assessing the performance of the Library Services going forward as responsibility for delivery of the Library Services is handed over to the IPS in August 2012 for the commencement of the provision of the Library Services by the IPS from 1 August 2012.

The purpose of the performance framework is threefold:

1. to enable the Authority to assure itself that its statutory responsibility for the Library Service is being met to the standard required in the 2011 Review of Library Services and that the IPS meets those standards in the provision of the Library Services under this Agreement;
2. to assure the Authority and Suffolk residents that the Vision for Library Services is being developed through a positive programme of community engagement and a maintained focus on community outcomes; and
3. to provide insight into library service use and standards to identify issues and inform library service development.

This framework is not solely focused on the meeting of quantifiable targets, though attention to the details of stock, activity and user profiles are embedded within it. This framework includes qualitative and quantitative measures designed to assess whether the Library Services are delivering the outcomes anticipated and described in the Vision and access model for Library Services and this Agreement.

This framework includes a requirement for the IPS to comply with any external or national reporting regimes that are agreed by the Authority, subject to the Authority informing the IPS of what these are from time to time.

This framework will form the basis of formal review meetings between the Authority and the IPS which will happen at a minimum on a quarterly basis, together with the requirement for the IPS to produce an Annual Report timed to inform the annual planning cycle i.e. by the end of May each Contract Year.

The Development Manager for Libraries, Information and Cultural Services (or any successor post holder with responsibility for commissioning and monitoring the

Library Services) will perform spot checks, and will commission reports from third parties, e.g. mystery shopping and benchmark reviews.

Acknowledging the dynamic world all public funded services operate in, this framework will be reviewed annually to ensure it is fit for purpose and may be amended subject to the agreement of both parties.

### **The Library Service Outcomes Framework**

The commissioning strategy for Library Services in Suffolk is based on a definition of the library service offer which expands on the statutory duty to provide a “comprehensive and efficient” library service. These were articulated in the Library Review 2011 in the Vision and Access Models for library services in Suffolk.

The Vision for Library Services has at its core:-

“ a free book lending service, with choice, easy access and the internal reservation service, free access to the internet to enable people to find information or services online, free access to information and free signposting to advice and help”

The Vision goes on to describe the functions and support expected of the library service to:-

- Provide for reading and literacy through books to borrow, books to download and through activities;
- Address loneliness and social isolation, and provide a shared community space where people feel safe;
- Help with learning and skills and finding a job;
- Provide activities that improve health and well-being;
- Provide Information and the internet, both self-service and with the help of skilled staff; and
- Hire DVDs and CDs.

In addition, the commissioning strategy is linked to the Access model which is the name given to the network of geographic provision across the county and the aspiration for community governance and outreach services.

Although there is no longer a national performance framework for public library services, many local authorities, including Suffolk, recognise the value in supporting benchmarking activity that supports comparative performance of Authority funded services. Currently national benchmarking data is collected annually via CIPFA and the framework includes a requirement to provide data for this collection.

### **The Annual Report**

As part of the performance monitoring framework, there is a requirement for the IPS to produce an annual report which will provide opportunity to review the operation of the Library Services in the previous Contract Year; to highlight achievements and

challenges and specifically to provide evidence on how the service is delivering the outcomes set for it (the “**Annual Report**”).

The Report should provide an assessment of performance against the outcomes framework as set out in Part 2 of this Schedule 2 and include a statistical appendix of the key measures from the indicator table in this framework. It is expected that the Annual Report will provide an analysis of changing trends and the drivers of change and identify areas for development. The Annual Report will inform the process of agreeing by September in each Contract Year for the funding and a work plan for the following Contract Year, within the framework of a rolling three year development plan.

## Part 2. - Library Outcomes Framework

	desired outcomes	key lines of enquiry
1	Library staff and volunteers deliver Library Services in a manner consistent with CILIP ethical principles and code of professional practice	Does the Library Service offer equitable access to all, taking account of diversity? Do staff and volunteers strive to deliver the best service possible with the resources available? Do staff offer impartial and appropriate advice while maintaining confidentiality of the Library Service user?
2	There is a comprehensive range of stock to meet needs of diverse groups and communities	assess the range and availability of stock does stock meet need and demand, and reflect the communities it serves how are the assets changing over time (stock; public use computers)
3	Library Services are delivering the full requirements of the Vision statement	what is the range of services/ activities is being offered by the Library Service e.g. offering support for digital inclusion; literacy and reading how is the Library Service working with target community groups? how is use changing over time ?
4	Library Services are accessible to the whole community, especially children , older people, disabled people, people whose first language is not English, women and wide vulnerable groups, and groups in line with the Equalities Act 2010	does the profile of Library users reflect the profile of the community served? is the number and profile of registered Library users changing? are Library Services available sufficient and appropriate hours to meet need/ demand how are opening hours and activities changing?
5	Library Services are valued highly by Library Service users and communities	are Library users satisfied with the Library Service? Why are non Library users not using Library Services? how are comments/ complaints used to drive Library Service improvement what is the level of community engagement in running local Library Services? what % of Libraries have a constituted governance group?

Table continued on next page

**desired outcomes****key lines of enquiry**

Library users and Library Services benefit from appropriately trained and qualified staff

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what is the staff mix (qualified librarians, paid staff, volunteers)

how is induction/ training delivered ?

how is staff competence assessed ?

what is the staff development plan?

is there a clear volunteer contract in place?

Do staff and volunteers receive adequate training to meet their legal duties?

Library Services provide value for money

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are processes for stock supply working efficiently

is the Library Service being managed within budget?

is income being sourced from elsewhere?

is the Library Service providing value for money?



**C** = critical measure

	<b>description</b>	<b>source/ methodology</b>	<b>frequency of collection (to be decided by IPS)</b>	<b>frequency of reporting</b>	<b>CIPFA requirement ? Y/N</b>	<b>baseline (2010/ 11 unless otherwise stated)</b>
<b>1</b>	<b>Ethical and professional delivery</b>					
1.1	Complaints, comments and compliments analysis <b>C</b> Based on perception of unethical or discriminatory service including equality profiling where possible	Manual analysis by IPS		Quarterly		20 Comments 29 Compliments 27 Complaints (source: GBiz)
1.2	service quality check to be commissioned directly by the Development Manager <b>C</b>	Manual analysis		quarterly		

<b>outcome/ indicator reference</b>	<b>description</b>	<b>source/ methodology</b>	<b>frequency of collection (to be decided by IPS)</b>	<b>frequency of reporting</b>	<b>CIPFA Requirement? Y/N</b>	<b>baseline (2011/12 unless otherwise stated)</b>
<b>2</b>	<b>Stock/ library assets</b>					
2.1	Stock count by category <sup>1</sup> use category list in the LMS	LMS		annual (census)	Y	
2.2	annual items purchased per 1,000 pop. <sup>2</sup>	LMS		annual		228 (10/11 fig)

<sup>1</sup> category lists are derived from the LMS; the appendix provides the full category list together with the main categories required for reporting

<sup>2</sup> the latest available ONS mid-year population estimates should be used. These are made available on the Suffolk Observatory

2.3	% Library Stock on loan	LMS	annual
2.4	Stock turn: % Stock replaced (new copies and/or new titles)	smart SM	annual
2.5	no. self service terminals	assets register	annual
2.6 <b>C</b>	no. public access computers min 1 per Library exceptions report required for significant reductions in numbers of computers from handover level	NETLOAN	annual

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	description	source/ methodology	frequency of collection	frequency of reporting	CIPFA Requirement? Y/N	baseline (2010/ 11 unless otherwise stated)
3.	<b>Delivering the Vision</b>					
3.1 <b>C</b>	no. of visits total exception report for individual Library change plus/minus 10%	manual count/ magic eye	sample/ census count	quarterly		
3.2	no. visits by service point	manual count/ magic eye	sample/ census count	annual	Y	
3.3 <b>C</b>	no. issues total variation to trigger exception report	LMS	monthly	annual	Y	4.1 million inc SLS and prisons (excluding Children's centres)
3.4	no. issues by category <sup>3</sup>	LMS	monthly	annual	Y	
3.5	no. on-line issues/ renewals	LMS	monthly	annual	Y	3.821m
3.6	no. issues to children, older people, men, women, minority ethnic groups.	LMS	monthly	annual		
3.7	attendance at activities by customer group children older people older people, men, women, minority ethnic groups.	manual count	weekly	quarterly		Top Time 15,384 over 55s attendees (11/12) early years events 88,386 attendees (inc adults) (11/12) summer reading challenge

<sup>3</sup> stock category list determined by the list in LMS attached as an appendix to the document.

	no. remote access transactions	CSD	quarterly	
3.8	no. web page hits	CSD	quarterly	
3.9	no. enquiries	Manual count/sample	quarterly sample	Y
3.10	no. Inter-Library Loans loans in and out.	LMS (central)	quarterly	Y
3.11	no. people assisted to get on-line (121 support to use the public computer beyond simple log-in)	manual count		
3.13	% requests met within 7 days	LMS	quarterly	

	description	source/ methodology	frequency of collection	frequency of reporting	CIPFA Requirement? Y/N	baseline (2011/ 12 unless otherwise stated)
4.	<b>Access</b>					
4.1 <b>C</b>	no. active borrowers <sup>4</sup> ( total and by type)	LMS		quarterly census	Y	(annual) Adult 88,586 YP and Ch 29,234 Total: 117,820
4.2	no. new registered users	LMS	monthly	annual		25,395
4.3	no. children and young people registered as library users no of people who declare themselves to be from other protected equality groups registered as Library borrowers.	LMS where this information is gathered and available	annual	annual		81,255
4.4	no registered cyp as % of cyp 0-17 population <sup>5</sup>	calculation using ONS estimates	annual	annual		
4.5 <b>C</b>	no. people receiving Home Library/ Outreach services	manual return	monthly	quarterly	Y	Annual cumulated figure: 2013
4.6	opening hours per week	manual return	annual	annual	Y	

<sup>4</sup> use LMS category list

<sup>5</sup> using latest available ONS mid-year population estimates on the Suffolk Observatory

	(breakdown by Library)					
4.7	opening hours/ 1,000 pop	manual return	annual	annual		128
4.8 <b>C</b>	unscheduled closures including mobiles missed stops Number and commentary (major problems; where a service point is closed without prior notice or agreement for 2 opening sessions, to be notified immediately)	manual return	monthly	quarterly		
4.9	socio-economic profile of active Library borrowers	to be agreed with Development Manager	annual	annual		
4.10	profile of borrowers against county profile	to be agreed with Development Manager	annual	annual		

	description	source/ methodology	frequency of collection	frequency of reporting	CIPFA Requirement? Y/N	baseline (2010/ 11 unless otherwise stated)
5	<b>Customer satisfaction</b>					
5.1	User Survey results: % satisfied/ very satisfied	PLUS or agreed alternative		annual	Y	95%
5.2	no. complaints  Number unresolved and commentary on why including equality profiling where possible	manually	monthly	quarterly		
5.3	no. compliments, comments and suggestions  Headlines only, plus number	manually	monthly	quarterly		
5.4	service quality check to be commissioned directly by the Development Manager	mystery shopper  spot check visits	annual	annual		
5.5 <b>C</b>	No. Libraries with community governance in place			quarterly		0

	<b>description</b>	<b>source/ methodology</b>	<b>frequency of collection</b>	<b>frequency of reporting</b>	<b>CIPFA Requirement? Y/N</b>	<b>baseline (2010/ 11 unless otherwise stated)</b>
<b>6</b>	<b>Staff</b>					
6.1	No. of staff employed (total) (headcount and FTE)	HR system		annual	Y	
6.2	Profile by staff type (paid/ volunteer) professional library qualification; gender; ethnicity; disability; age band gender sexual orientation (if this information is available) religion or belief (if this information is available) Returners from maternity leave	HR System		annual		
6.3	No. volunteers			annual		
6.4	Volunteer hours and types of activity	count	monthly	annual		37,474 (09/10)



	<b>description</b>	<b>source/ methodology</b>	<b>frequency of collection</b>	<b>frequency of reporting</b>	<b>CIPFA Requirement? Y/N</b>	<b>baseline (2010/ 11 unless otherwise stated)</b>
7	<b>Finance</b>					
7.1	Revenue expenditure			quarterly	Y	
7.2	Capital expenditure			quarterly	Y	
7.3	Income – fines and charges			quarterly	Y	
7.4	Income – fundraising/ other			quarterly	Y	

### Part 3. – Schedule 2 Stock Category List

SPYDUS CODE	DESCRIPTION	Reporting category
AEA	Adult e-audio	Adult e-audio
AEBK	Adult e-book	Adult e-book
AFH	Adult fiction hardback	Adult fiction
AFLPP	Adult fiction large print paperback	
AFP	Adult fiction paperback	
ANFH	Adult non fiction hardback	Adult non-fiction
ANFP	Adult non fiction paperback	
ANFLPH	Adult non fiction large print hardback	Adult large print
ANFLPP	Adult non fiction large print paperback	
ASWC	Adult spoken word cassette	Adult spoken word
ASWCD	Adult spoken word CD	
ASWCDS	Adult spoken word CD set	
ASWCS	Adult spoken word cassette set	
BAND	Band music	Music score
CHAMB	Chamber music set	
ORCH	Orchestral set	
REC	Recorder music	
VOC	Vocal score	
VOCSH	Vocal score: sheet	
BCD	Book and CD	Book and CD
CD	CD	CD
CDS	CD set	
CDROM	CD-ROM	CD-ROM

DVD	DVD	DVD
DVD12	DVD: 12	
DVDP12	DVD premier: 12	
DVD15	DVD: 15	
DVDP15	DVD Premier: 15	
DVDS15	DVD set: 15	
DVD18	DVD: 18	
DVDP18	DVD premier: 18	
DVDS18	DVD set: 18	
DVDPG	DVD: PG	
DVDPPG	DVD premier: PG	
DVDSPG	DVD set: PG	
DVDPU	DVD Premier: U	
DVDU	DVD: U	
DVDSU	DVD set: U	
EMON	Electricity Monitor	Electricity Monitor
ERES	e-resource	e-resource
GAME	Game	Game
GAME11	Game 11+	
GAME12	Game 12+	
GAME15	Game 15+	
GAME16	Game 16+	
GAME18	Game 18+	
GAME7	Game 7+	
ILL	Inter-library loan	Inter-library loan
JEA	Junior e-audio	Junior e-audio
JEBK	Junior e-book	Junior e-book
JFH	Junior fiction hardback	Junior fiction
JFP	Junior fiction paperback	

JLP	Junior large print	Junior large print
JNFH	Junior non fiction hardback	Junior non fiction
JNFP	Junior non fiction paperback	
JSWC	Children's spoken word cassette	Children's spoken word
JSWCD	Children's spoken word CD	
JSWCDS	Children's spoken word CD set	
JSWCS	Children's spoken word cassette set	
KC	Knowledge centre	Knowledge centre
LANGC	Language cassette	Language course
LANGCD	Language CD	
LANGCDS	Language CD set	
LANGCS	Language cassette set	
PLAY	Play set	Play set
QC	Quick Choice	Quick Choice
REF	Reference	Reference
REFL	Reference: loan	
SERIAL	Serial	Serial
TOY	Toy	Toy
YAFH	Young adult fiction hardback	Young adult fiction
YAFP	Young adult fiction paperback	
YALP	Young adult large print	Young adult large print
YANFH	Young adult non fiction hardback	Young adult non fiction
YANFP	Young adult non fiction paperback	

# Borrower Category List

SPYDUS CODE	DESCRIPTION	Reporting category
A	Adult	Adult
AM	Adult Mobile	
SCCSTF	SCC Staff	
STF	Staff	
BKGP	Book Groups	Book Groups
BKGPM	Book Groups Mobile	
BN	Binding	Binding
CYP	Children and Young People 0 - 15	Children and Young People 0 - 15
CYPM	Children and Young People Mobile 0 - 15	
DRMGP	Drama Group:NonSuffolk	Music/Drama Groups
DRMGPS	Drama Groups Suffolk	
MDGPSCH	Music/Drama Group:Schools	
MUSGP	Music Group:NonSuffolk	
MUSGPS	Music Group Suffolk	
EY	Early Years / Children's Group	Early Years / Children's Group
EYM	Early Years Mobile	
EYTRN	Early Years Trainee	
HLS	Home Library Service / Housebound	Home Library Service / Housebound
HMP	HM Prison	HM Prison
IA	Instant Access	Instant Access
IAM	Instant Access Mobile	
IHOUSE	In-house /workroom	In-house /workroom
ILL	Inter Library Loan	Inter Library Loan
LACYP	Looked After Children and Young People 0-15	Looked After Children and Young People 0-15

OSCH	Out of School Club	Out of School Club
SCHLIB	School Librarian	School Librarian
WEBV	Web Visitor	Web Visitor
XA	Exempt Adult	Exempt Adult
XAM	Exempt Adult Mobile	
XCYP	Exempt Children and Young People 0 - 15	Exempt Children and Young People 0 - 15
XCYPM	Exempt Children and Young People Mobile 0 - 15	

## Part 4. Performance Management Framework

**Will operate in shadow, with no default notices, until 31/03/2013**

- In Part 2 Schedule 2 Service Levels all outcomes are non critical unless specifically defined as critical (**C**)
- In Part 2 Schedule 2 Services Levels baselines are either:
  - Included as 2010/11 actual outcomes (or such other date as stated); or
  - Left blank at the date of the contract to be agreed by the Authority and the IPS 8 months after the Commencement date based upon actual outcomes in this period
- Deviations for both critical and non-critical outcomes are the failure to achieve the baseline in any Measurement Period.
- Deviations are to be evaluated as follows:
  - Critical measures = 1 critical point on each deviation.
  - Non-critical measures = 1 non-critical point on each deviation.
  - 10 non-critical points = 1 critical point
  - Points double in either category if there is no improvement in the next 2 Measurement Periods.
  - More than 4 critical points in any quarter triggers a Default Notice
- Deviation reporting and actions
  - **Critical**
    - IPS Report quarterly. Flag deviation
    - IPS and SCC agree extent of remedial action required. IPS submits formal action plan within 7 - 10 working days of meeting
  - **Non-critical**
    - Report quarterly or annually, as indicated
    - IPS and SCC agree extent of remedial action required. IPS reports back at end of next quarter.

Documents used to inform this framework:

Department of Culture, Media and Sport. A New Libraries Performance Management Framework March 2007

IFLA/ UNESCO indicators for public libraries 2001

Stewardship of Suffolk's Library Stock: Commissioning the IPS Policy and Practice March 2012

Commissioning Strategy for Suffolk's library service. extract from the Best Value Evaluation of Library Services 2011



### **Schedule 3      Transition Costs, Contract Sum and Budget Process, Library Charges and Annual Stock Fund**

#### **1.      General**

- 1.1      This Schedule 3 sets out details of the various payments to be made and/or funding to be provided to the IPS by the Authority during the Term.
- 1.2      All amounts payable to the IPS (or to any third party) pursuant to this Schedule shall be (and are quoted) exclusive of any VAT chargeable on them and the Authority shall pay to the IPS (or the third party in question) any VAT properly chargeable (in addition to any other sum referred to in this Schedule) in respect of any supply made by the IPS (or that third party) subject only to the Authority having received a valid VAT invoice from the IPS (or that third party) in respect of that supply..

#### **2.      Transition Costs**

- 2.1      The Authority shall pay the following costs and expenses, being the Transition Costs, in the amounts described, at the times specified and to the persons named or referred to in this paragraph 2.1:

to the IPS:

- 2.1.1.1      five thousand pounds (£5,000) shall be paid prior to the Commencement Date in respect of such incidental expenses previously incurred by the IPS as the IPS shall, in its absolute discretion, have considered appropriate;
- 2.1.1.2      those costs and expenses incurred by the IPS in respect of those items included in the Schedule of Transition Costs as set out at Appendix 2, and the costs of such other additional items as jointly agreed between the parties from time to time, provided that where:
- (a)      no such amount shall be specified for an agreed item, the amount shall be (subject to paragraph 2.2) the actual amount incurred by the IPS in respect of such costs and expenses; and/or
- (b)      if no such time for payment shall be specified, such payment shall be made within 10 Working Days

following the date of an invoice for the same issued by the IPS; and

2.1.1.3 to third parties: the costs and expenses incurred by the IPS in respect of those items included in the Schedule of Transition Costs set out in Appendix 2, and the costs of such other additional items as jointly agreed between the parties from time to time, provided that where:

- (a) no such amount for any agreed third party shall be specified, the amount shall be (subject to paragraph 2.2) the actual amount invoiced by that third party in respect of such costs and expenses; and/or
- (b) no such time for payment shall be specified, such payment shall be made within 10 Working Days following the date of an invoice for the same issued by the third party in question.

2.2 The Authority and the IPS shall use their respective reasonable endeavours to minimise the amount of the Transition Costs referred to in paragraphs 2.1.1.2 and 2.1.1.3 so far as is reasonably practicable.

### 3. **Contract Sum and the Payment Plan**

3.1 Subject to paragraph 3.3, during each Contract Year the Authority shall pay to the IPS the Contract Sum in accordance with clause 22 and this paragraph 3 (the **"Payment Plan"**).

3.2 Without prejudice to paragraph 3.3 below, the Authority shall pay to the IPS the Contract Sum in equal instalments or in such other split as notified by the IPS to the Authority from time to time for a Contract Year, quarterly in advance, on the first day of the month immediately preceding the month in which the quarter period commences (the **"Quarter Payment Dates"**). For example, the payment for the quarter period running October to December shall be payable by 1<sup>st</sup> September. The Contract Sum may be accompanied by a separate In addition, each Contract Sum payment shall include a reasonable amount by way of an advance contingency as agreed between the parties at that time.

3.3 During the period of 6 months commencing on the Commencement Date, whenever reasonably requested by the IPS from time to time, the Authority shall pay to the IPS advance payments of the Contract Sum for the first Contract Year in such amounts as shall be specified by the IPS (acting reasonably) so as to permit the IPS to satisfy costs and expenses incurred during such period of 6

months or of which the IPS becomes aware within such period of 6 months will be incurred.

- 3.4 The IPS shall invoice the Authority for each quarterly instalment of the Contract Sum in accordance with clause 22.2.
- 3.5 The Contract Sum (excluding, for the avoidance of doubts, all Transition Costs) payable by the Authority for:
  - 3.5.1 the first Contract Year (commencing on the Commencement Date and ending on 31 March 2013 shall be £5,400,006 pro rated;
  - 3.5.2 the Contract Year commencing on 1 April 2013 and ending on 31 March 2014 shall be £7,031,144.
- 3.6 The Contract Sum payable by the Authority for each Contract Year commencing on or after 1 April 2014 shall be agreed or determined pursuant to the Budget Process, provided always that the Authority acknowledges and agrees that the Contract Sum payable by it in any Contract Year (including in the first Contract Year) shall be such sum as shall enable the proper provision of the Library Services by the IPS in accordance with this Agreement (including the Specification and the Service Levels).

#### **4. Budget Process**

- 4.1 Prior to the IPS submitting a Business Plan each Contract Year in accordance with clause 19, the Authority will notify the IPS of its anticipated budget available for the IPS' running of the Library Services for the forthcoming Contract Year, including its key budgetary assumptions, no later than 30 June.
- 4.2 Following the submission by the IPS of a Business Plan (which shall include a cashflow forecast) for the immediately following Contract Year pursuant to clause 19 the Authority shall notify the IPS of the amount of the proposed Contract Sum for that immediately following Contract Year that the Authority considers (acting reasonably) shall be the sum as shall enable the proper provision of the Library Services by the IPS during that period in accordance with this Agreement (including the Specification and the Service Levels) on or before 31<sup>st</sup> August.
- 4.3 Following receipt by the IPS of the notice from the Authority of the proposed Contract Sum for the immediately following Contract Year in accordance with paragraph 4.2, the Authority and the IPS shall meet together at such times and at such locations (subject to paragraph 4.4) as shall be reasonably requested by either party with a view to agreeing and setting the Contract Sum for that immediately following Contract Year with reference to the Business Plan for that

Contract Year, the Specification, the Service Levels and any other factors or requirements as the IPS shall notify the Authority on or before the date of submission of the Business Plan in question and/or as subsequently discussed in any such meeting(s).

- 4.4 The parties shall use their respective reasonable endeavours to agree the Contract Sum (including, where appropriate, by reviewing the Specification and/or Service Levels as against the Contract Sum notified by the Authority) for the immediately following Contract Year no later than 30<sup>th</sup> September in the Contract Year in which the IPS submits its Business Plan pursuant to clause 19.
- 4.5 If the IPS and the Authority shall fail to agree the Contract Sum for the immediately following Contract Year on or before 30<sup>th</sup> September (or such later date as the parties shall agree in writing), the matter shall be referred to the chairperson (or equivalent senior officer holder) of the IPS and the chief executive officer of the Authority.
- 4.6 If, despite having used their respective reasonable endeavours to agree a Contract Sum in accordance with this paragraph 4 (including by reference of the matter to the persons referred to in paragraph 4.5) on or before 30<sup>th</sup> September in the Contract Year immediately preceding that for which the Contract Sum is to apply, the provisions of clause 46 shall have effect.

## **5. Library Charges**

- 5.1 The Library Charges for the first Contract Year shall be as set out in Schedule 8.

## **6. Treatment of surpluses**

- 6.1 The Authority acknowledges and agrees that the IPS shall be entitled to generate a reasonable level of reserves through any trading surplus or cost savings without any such reserve(s), surplus(es) and/or savings being taken into account in establishing the Contract Sum for any Contract Year.
- 6.2 The Authority shall not seek to recover any reserves, surplus income generated and/or savings made by the IPS during the Term and nor shall it reclaim all or any part of any Contract Sum (or other amount) paid during any Contract Year where the management and/or audited accounts of the IPS shall show that the IPS shall have any reserves, surplus(es) and/or cost savings at the end of that Contract Year.

## **7. Annual Stock Fund**

- 7.1 The Annual Stock Fund shall be calculated as part of the annual Budget Process. Once the Annual Stock Fund has been determined within the Contract Sum for any Contract Year, this amount shall be ring fenced and shall only be spent by the IPS on the purchase of Stock.

## **Schedule 4      Contract management**

### **1.      AUTHORISED REPRESENTATIVES**

- 1.1      The Authority's initial Authorised Representative: Development Manager for Libraries, Information and Cultural Services, Adult and Community Services
- 1.2      The IPS' initial Authorised Representative: General Manager Suffolk's Libraries IPS Limited

### **2.      MEETINGS**

<b>Type</b>	<b>Quorum</b>	<b>Frequency</b>	<b>Agenda</b>
Contract Monitoring	2	Quarterly	Review of quarterly – reported performance measures, review of developing issues and opportunities
Contract review	2	Annual	Review of annually reported performance measures
			Discussion based on Annual report
			Budget indication for next year

### **3.      REPORTS**

- 3.1      Type Annual Report
- 3.2      Contents: Financial report, Analysis of all performance measures, trends, indicators of development areas and financial consequences.
- 3.3      Frequency: Annually

3.4 Circulation list: IPS Board, SCC Development Manager for Libraries, Information and Cultural Services, Adult and Community Services.

## Schedule 5      Dispute Resolution Procedure

### 1.      NOTICE OF DISPUTE

- 1.1      The Dispute Resolution Procedure shall commence with the service of a Notice of Dispute by either Party on the other Party.
- 1.2      The Notice of Dispute shall:
- 1.2.1   set out the material particulars of the Dispute;
- 1.2.2   set out the reasons why the Party serving the Notice of Dispute believes that the Dispute has arisen;
- 1.3      Unless agreed otherwise in writing, the Parties shall continue to comply with their respective obligations under this Contract regardless of the nature of the Dispute and notwithstanding the referral of the Dispute to the Dispute Resolution Procedure.
- 1.4      Subject to paragraph 3, the Parties shall seek to resolve Disputes firstly by commercial negotiation (in accordance with paragraph 2), then by mediation (in accordance with paragraph 2) and lastly, subject to Paragraph 3, by recourse to arbitration (in accordance with paragraph 3) or litigation if either Party seeks urgent injunctive relief.
2.      The time periods set out in the Dispute Resolution Timetable shall apply to all Disputes unless the Parties agree that an alternative timetable should apply in respect of a specific Dispute. **COMMERCIAL NEGOTIATIONS**
- 2.1      Subject to paragraph 3, the Parties shall use all reasonable endeavours to settle any Dispute between them as soon as possible through commercial negotiation conducted in good faith and in accordance with the procedure set out in this paragraph 2.
- 2.2      The Parties shall refer the Dispute to the Level 1 representatives set out in the table below, who shall meet as soon as practicable after the service of the Notice of Dispute but in any event within ten (10) Working Days.
- 2.3      If the Dispute cannot be resolved by the Level 1 representatives within the relevant time period specified in the Dispute Resolution Timetable, or within any other period agreed by the Parties, the Dispute shall be referred to the Level 2 representatives set out in the table below for resolution, who shall meet within five (5) Working Days after such referral, or such other period as the Parties may agree, in order to attempt to resolve the Dispute.

Level	For SCC	For the IPS
Level 1	Aidan Dunn  Assistant Director Strategic Finance	Mike Hosking  Chair of the Finance and Audit Committee



	<p>Endeavour House</p> <p>Russell Road</p> <p>Ipswich</p> <p>IP1 2BX</p> <p>Tel 01473 264394</p> <p>Email <a href="mailto:aidan.dunn@suffolk.gov.uk">aidan.dunn@suffolk.gov.uk</a></p>	<p>Suffolk Libraries IPS</p> <p>County Library</p> <p>Northgate Street</p> <p>Ipswich</p> <p>IP1 3DE</p> <p>Tel 01473 [573727]</p> <p>Email <a href="mailto:mike.hosking@suffolklibrariesboard.co.uk">mike.hosking@suffolklibrariesboard.co.uk</a></p>
Level 2	<p>Lucy Robinson</p> <p>Director of Economy Skills &amp; Environment</p> <p>Endeavour House</p> <p>Russell Road</p> <p>Ipswich</p> <p>Suffolk IP1 2BX</p> <p>Tel 01473 264376</p> <p>Email <a href="mailto:lucy.robinson@suffolk.gov.uk">lucy.robinson@suffolk.gov.uk</a></p>	<p>Shona Bendix</p> <p>Chair of Suffolk Libraries IPS</p> <p>Suffolk Libraries IPS</p> <p>County Library</p> <p>Northgate Street</p> <p>Ipswich</p> <p>IP1 3DE</p> <p>Tel 01473 [573727]</p> <p>Email <a href="mailto:shona.bendix@suffolklibrariesboard.co.uk">shona.bendix@suffolklibrariesboard.co.uk</a></p>

- 2.4 Any resolution reached during commercial negotiations shall not be legally binding until it has been documented in writing and signed by, or on behalf of, the Parties.
3. If either Party is of the reasonable opinion that the resolution of a Dispute by commercial negotiation, or the continuance of commercial negotiations, shall not result in an appropriate solution or that the Parties have already held discussions of a nature and intent (or otherwise conducted in the spirit) that would equate to the conduct of commercial negotiations in accordance with this paragraph 2, that Party shall serve a written notice to that effect and the Parties shall proceed to Arbitration in accordance with paragraph 3. **ARBITRATION**
- 3.1 The Parties may at any time before court proceedings are commenced agree that the Dispute should be referred to arbitration in accordance with the provisions of paragraph 3.4.

- 3.2 Before the either Party may commence any court proceedings it shall serve written notice on the other Party of its intention and the other Party shall have 15 Working Days from receipt of the notice in which to reply requesting the Dispute be referred to arbitration in accordance with the provisions in paragraph 3.4.
- 3.3 In its notice pursuant to paragraph 3.4, the Party may request that the Dispute is referred to arbitration, to which the other Party may, in its sole discretion consent.
- 3.4 If a Dispute is referred to arbitration the Parties shall comply with the following provisions:
- 3.4.1 the arbitration shall be governed by the provisions of the Arbitration Act 1996 and the LCIA procedural rules in force at the Effective Date shall be applied;
- 3.4.2 the decision of the arbitrator shall be binding on the Parties (in the absence of any material failure by the arbitrator to comply with the LCIA procedural rules);
- 3.4.3 subject to paragraph 3.4.4, the tribunal shall consist of a sole arbitrator to be agreed by the Parties and in the event that the Parties fail to agree the appointment of the arbitrator within ten (10) Working Days or, if the person appointed is unable or unwilling to act, as appointed by the LCIA;
- 3.4.4 if the Dispute is of a complex nature, the Parties may agree that the tribunal shall consist of three (3) arbitrators, to be agreed by the Parties and in the event that the Parties fail to agree the appointment of the arbitrators within ten (10) Working Days or, if the persons appointed are unable or unwilling to act, as appointed by the LCIA;
- 3.4.5 the seat of the arbitration shall be England;
- 3.4.6 the language of the arbitration shall be English; and
- 3.4.7 the arbitration proceedings shall take place in London or other location in England.

## **Schedule 6      Change Control Procedure**

### **1.      General principles**

- 1.1      Where either the Authority or the IPS wishes to propose a Change, the Authority may at any time request, and the IPS may at any time recommend, such Change only in accordance with the Change Control Procedure set out in paragraph 2 of this Schedule 6.
- 1.2      Where either party is requesting a Change, they shall submit a written notice setting out details of the requested Change to the other party (a “**Change Notice**”).
- 1.3      Each Change Notice shall contain:
  - 1.3.1      reasonable details of the proposed Change, including any amendments to the Specification and/or Service Levels;
  - 1.3.2      the reason for the Change; and
  - 1.3.3      whether, in the opinion of the party who has submitted the Change Notice in question, a consultation shall be required as described in paragraph 3.
- 1.4      Until such time as a Change is made in accordance with the Change Control Procedure, the Authority and IPS shall, unless otherwise agreed in writing, continue to perform this Agreement in compliance with its terms before such Change.
- 1.5      Any discussions which may take place between the Authority and the IPS in connection with a request or recommendation for a Change before the authorisation of that Change shall be without prejudice to the rights of either party.
- 1.6      Any work undertaken by the IPS and/or any IPS Personnel that falls outside of the terms of this Agreement (but which would be within the scope of this Agreement following the Change under discussion) and which has not been authorised in advance or has not been otherwise agreed by the parties in accordance with the provisions of this Schedule 6, shall be undertaken entirely at the expense and liability of the IPS.

### **2.      Procedure**

- 2.1      Following the submission of a Change Notice by either party, the parties shall meet as soon as reasonably practicable to discuss the proposed Change in question.

- 2.2 Discussions between the Authority and the IPS concerning a proposed Change shall address (as appropriate and among other things):
  - 2.2.1 the impact (if any) of the proposed Change on the Contract Sum, the Library Charges, the Annual Stock Fund and/or (where appropriate) the Transition Costs;
  - 2.2.2 the extent and manner of any consultation (if any) to be carried out by the IPS (at the cost of the Authority) pursuant to paragraph 3;
  - 2.2.3 a timetable for implementation, together with any proposals for acceptance of the proposed Change;
  - 2.2.4 any addition to and/or amendment of the Payment Plan and/or other payment terms if appropriate;
  - 2.2.5 details of the likely impact, if any, of the proposed Change on any other aspects of this Agreement including:
    - 2.2.5.1 the timetable for the provision of the proposed Change;
    - 2.2.5.2 the IPS Personnel involved in implementation;
    - 2.2.5.3 working arrangements for any IPS Personnel;
  - 2.2.6 any other contractual issues.
- 2.3 At any time after the expiry of 2 months either party shall be able to give notice to the other in the course of the discussions concerning any proposed Change referred to in paragraph 2.2 requesting that the discussions be concluded and a decision be made as to whether:
  - 2.3.1 no further action in respect of the proposed Change be taken; or
  - 2.3.2 the proposed Change to this Agreement (and the terms of any amendment to this Agreement) be agreed by the parties to reflect those discussions; or
  - 2.3.3 (where the proposed Change is of the type where a consultation pursuant to paragraph 3 shall be required), that a consultation be carried out in accordance with paragraph 3.

### 3. Consultation

- 3.1 Notwithstanding any other provision in this Schedule 6, any proposals for a Change which either of the parties shall identify (acting reasonably) as comprising or involving a material change (to include any alteration in opening hours) to all or any part of the Library Services shall require a consultation to be

conducted by the IPS (at the cost of the Authority) with the local community and local businesses to the Library or Libraries which may be affected by the Change in question (“**Stakeholders**”) in accordance with paragraph 3.2 before any such Change may (subject to review by the parties of the outcome of the consultation in question) be implemented.

3.2 Where a consultation is to be carried out pursuant to paragraph 3.1, the IPS shall (whether itself and/or through any relevant community groups):

- 3.2.1 produce documentation which describes the proposed Change clearly, giving the reasons for it, and an assessment of its potential impact on the Library Services and/or Stakeholders, such reasons and assessment to be linked to the Vision for library services described in the “*2011 Review of Library Services*” publication dated July 2011 produced by the Authority (or any subsequent replacement publication) and/or to any other library service developmental policies which shall have been previously agreed in writing by the parties and submit the same to the Authority;
- 3.2.2 carry out and complete an Equality Impact Assessment of the proposed Change where required by law and submit the same to the Authority;
- 3.2.3 publicise (in so far as is reasonably practicable) the proposed Change to existing library users and other Stakeholders in a manner that is reasonable (in the context of the Library Services, the nature and type of library users and the nature and extent of the proposed Change) and which provides a reasonable opportunity for such persons to comment on the proposed Change.
- 3.2.4 carry out an analysis of the outcome of any consultation carried out pursuant to paragraph 3.1 and this paragraph 3.2 and record that analysis and its assessment of the outcome in the context of the proposed Change, whether (in the opinion of the IPS acting reasonably and with regard to the IPS’ perception of the needs and aspirations of Stakeholders for the Library Services) such Change should be:
  - (a) implemented without modification;
  - (b) implemented subject to modification as shall be reasonably ascertained as appropriate in view of the outcome of the consultation in question and the analysis of that outcome carried out by the IPS;

(c) not implemented,

and submit the details of all of the same to the Authority.

- 3.3 Following submission by the IPS to the Authority of the information referred to in paragraphs 3.2.1, 3.2.2 and 3.2.4, the parties shall meet within 10 Working Days after all of such information shall have been so submitted to review the outcome of the consultation in question and to agree whether or not the proposed Change in question (subject to any modification as identified in paragraph 3.2.4(b)) shall be implemented.

4. **Dispute Resolution Procedure**

Where the Authority shall refuse a proposed Change requested or recommended by the IPS such the IPS shall be entitled to refer such refusal to the Dispute Resolution Procedure.

5. **Record of Change**

Any Change agreed to be made to this Agreement (or determined pursuant to the Dispute Resolution Procedure) shall be recorded in writing by the parties and signed by a duly authorised officer for an on behalf of the Authority and the IPS respectively and shall constitute an amendment to this Agreement.

## Schedule 7      List of Libraries

Libraries		
<a href="#">Aldeburgh library</a>	<a href="#">Beccles library</a>	<a href="#">Brandon Library</a>
<a href="#">Bungay Library</a>	<a href="#">Bury St Edmunds Library</a>	<a href="#">Capel St Mary Library</a>
<a href="#">Chantry Library</a>	<a href="#">Clare Library</a>	<a href="#">Debenham Resource Centre</a>
<a href="#">Elmswell library</a>	<a href="#">Eye Library</a>	<a href="#">Felixstowe library</a>
<a href="#">Framlingham library</a>	<a href="#">Gainsborough Community Library</a>	<a href="#">Glemsford library</a>
<a href="#">Great Cornard library</a>	<a href="#">Hadleigh library</a>	<a href="#">Halesworth library</a>
<a href="#">Haverhill library</a>	<a href="#">Ipswich County Library</a>	
<a href="#">Ixworth Library</a>	<a href="#">Kedington Library</a>	<a href="#">Kesgrave Library</a>
<a href="#">Kessingland Library</a>	<a href="#">Lakenheath Library</a>	<a href="#">Lavenham Library</a>
<a href="#">Leiston Library</a>	<a href="#">Long Melford library</a>	<a href="#">Lowestoft Library</a>
<a href="#">Mildenhall Library</a>	<a href="#">Needham Market Library</a>	<a href="#">Newmarket Library</a>
<a href="#">Oulton Broad Library</a>	<a href="#">Rosehill library</a>	<a href="#">Saxmundham Library</a>
<a href="#">Southwold Library</a>	<a href="#">Stoke Library</a>	<a href="#">Stowmarket Library</a>
<a href="#">Stradbroke Library</a>	<a href="#">Sudbury Library</a>	<a href="#">Thurston Library</a>
<a href="#">Westbourne Library</a>		<a href="#">Wickham Market Library</a>
<a href="#">Woodbridge Library</a>		

## Schedule 8 Library Charges

Library charges

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### Library charges

Charges from 1 June 2011

What you can borrow	Loan period	Maximum titles	Charge	Overdue charge	Maximum overdue charge
Adult Books (each)	3 or 6 weeks	20	FREE	13p per day	£6.37
Children's and Young Adult Books (each)	3 or 6 weeks	20	FREE	1p per day	50p
eBooks - <a href="#">More information</a>	3 weeks	3	FREE	n/a as download expires after 3 weeks	n/a
DVD Premier New DVDs available	1 week	6	£3.00	66p per day	£32.34
DVD (1-2 discs)	1 week	6	£1.00	33p per day	£16.17
DVD (3+ discs)	1 week	6	£2.00	66p per day	£32.34
CDs (music)	1 week	6	£1.25	13p per day	£6.37
Spoken Word (1-2 cass/CD)	3 weeks	6	FREE	13p per day	£6.37
Spoken Word (3+ cass/CD)	3 weeks	6	FREE	25p per day	£12.25
Games (PlayStation2, DS and Wii)	1 week	2	£3.00	78p per day	£38.22
Language courses, Single and double items	6 weeks	6	FREE	26p per day	£12.74
Language courses, Sets (3+)	6 weeks	6	FREE	37p per day	£18.13
Open Learning Courses	12 weeks	1	FREE	17p per day	£8.33
CDROMs - leisure	1 week	6	£1.55	28p per day	£13.72
CDROMs - education	1 week	6	FREE	28p per day	£13.72



Audio described films on CD: includes the soundtrack, music, sound effects and the dialogue along with the audio description. <a href="#">Reserve here</a>	1 week	6	<b>FREE</b>	13p a day	£6.37
Audio described films on DVD: <a href="#">DVDs with audio description</a> (RNIB). More information can found at: <a href="#">RNIB</a>	1 week	6	<b>FREE</b>	33p a day	£16.17
If items have not been returned, overdue notices are sent after the 4th and 7th week, and a bill for replacement is sent after the 10th week. The bill includes the overdue charge as well as the replacement cost.					
<b>Fax</b>	<b>Sending 1st page</b>		<b>Sending subsequent pages</b>		<b>Collection of received fax</b>
United Kingdom	£1.10		£0.55		£1.65
Europe/International	£1.75		£1.20		£1.65
<b>Other</b>	<b>Charges</b>				
Replacement library card	£1.50 adult / 50p children				
Booking a computer	<b>FREE</b> for first 2 hours then £1 per half hour subject to availability (from 9 July 2012)				
A4 black and white photocopy/printout	10p				
A3 black and white photocopy	20p				
A4 colour photocopy/printout	£1.00				
A3 colour photocopy	£1.50				
A4 laminating (available at some libraries)	£1.00				
A3 laminating (available at some libraries)	£2.00				
Tea/Coffee	85p				
Cappuccino/Galaxy Hot Chocolate	£1.00				
Fresh Bean Coffee	£1.00				
<b>Rooms for hire</b>	Go to <a href="#">Rooms for hire</a>				
<b>Leaflet distribution</b>	Go to <a href="http://www.easternfms.co.uk/facilities-management/courier-and-postal-services/">www.easternfms.co.uk/facilities-management/courier-and-postal-services/</a>				

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## Reserve, request or suggest

### Reservation and request charges from 1 June 2011

<b>Reservations</b>	
Reserve a title which is in stock or on order in Suffolk libraries	<b>Free</b>
You can be notified by post, email or text. To register an email address or mobile phone number visit <a href="#">Suffolk libraries direct</a> , let library staff know or telephone Suffolk libraries direct on 01473 584563	
<b>Notification when title available</b>	
Text or email notification	<b>Free</b>
Postal notification (2nd class)	36p
<b>Requests:</b>	
<b>For books and periodicals not in stock or on order, which are requested from libraries outside Suffolk</b>	
<b>Priority request service</b>	
We call upon the widest range of books in the UK or we may decide to purchase it for stock. Please provide an email address for correspondence and we hope to complete the request process in five to seven working days	
Charge	£5.40
<b>Standard request service</b>	
We either borrow the book from public libraries in the East Midlands Region or buy it using non-priority purchase. Books supplied in this way may be slow in arriving.	
Charge	£1.15 or £1.47 for postal notification
<b>British Library loans</b>	
Loan periods: three or six weeks (subject to recall during the final three weeks). The British Library decides which of these loan periods applies. Suffolk Libraries has to pay each time it borrows a book from the British Library and has to pay to renew the loan. At this point, we have to pass the full cost for extending each loan period on to you	
<b>British Library loan</b>	£5.40
<b>British Library loan extension</b>	£4.00
<b>Lost or damaged British Library books</b>	£137.50
Standard replacement charge (set by British Library in August)	
<b>Suggest</b>	
For titles that we do not have in stock you can make a <a href="#">suggestion</a> <a href="#">here</a> or speak to library staff. After making your suggestion, please check the <a href="#">catalogue</a> from time to time to see if it has been ordered or	<b>Free</b>

added to stock as we do not normally reply individually to stock suggestions

**How does it work?** All reservations are dealt with on a first come, first served basis. Reserved titles remain available for two weeks after you have been notified. You can nominate any [Suffolk library](#) as your collection point.

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## How to use Mobile library

**How do I join?** If you live in Suffolk or a neighbouring county, you can complete the [online form](#) and have your card posted to you. You can also visit any Suffolk Mobile library with proof of identification and we will give you a library card. It's free. Children and young people up to the age of 16 need a guarantor. To use any of our online services you will also need a PIN. If you do not know your PIN please contact a member of staff, telephone 01473 584563 or email [Suffolk libraries direct](#) with proof of identification.

**Where can I find my nearest stop?** Over 200 villages and hamlets are visited by Suffolk's six mobile libraries, with 699 individual stops including 80 plus community stops. Each of the 59 mobile routes are listed, showing the individual stopping times and locations in each village. Dates on which the mobile library will visit over the next year are shown at the bottom of each page.

**How much will it cost?** Books on mobile libraries can be borrowed for four weeks. If they are not returned on time an overdue charge is applied. This charge rises for each mobile library visit missed. If, for any reason, the mobile library is unable to call then this will be taken into account when any charge is calculated.

### Charges from 1 June 2011

Media type	Loan period	Charge	Overdue charge*	Maximum overdue charge
Books (adult)	4 weeks	FREE	13p per visit	91p
Books (children and young people)	4 weeks	FREE	1p per visit	10p
DVD Premier	2 weeks	£3.00	66p per visit	£4.62
DVD (1 or 2 discs)	2 weeks	£1.00	33p per visit	£2.31
DVD (3+ discs)	2 weeks	£2.00	66p per visit	£4.62
Games	2 weeks	£3.00	78p per visit	£5.46
Spoken Word (1-2 cass/CD)	4 weeks	FREE	13p per visit	91p
Spoken Word (3+ cass/CD)	4 weeks	FREE	25p per visit	£1.75
CDs - music	2 weeks	£1.25	13p per visit	91p
CDROMs - leisure	4 weeks	£1.55	28p per visit	£1.96
CDROMs - education	4 weeks	FREE	28p per visit	£1.96
Language courses - 1-2	6 weeks	FREE	26p per visit	£1.82
Language courses - 3+	6 weeks	FREE	37p per visit	£2.59
* Overdue charge for each mobile library visit missed				

<http://suffolkreads.onesuffolk.net/libraries-and-mobiles/mobile-libraries-and-commun...> 06/07/2012

If items have not been returned, overdue notices are sent after the 4th and 7th week, and a bill for replacement is sent after the 10th week. The bill includes the overdue charge as well as the replacement cost.

NB Overdues are charged to a maximum of 7 visits

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## **Schedule 9**





## **Schedule 10**

## **Schedule 11     Properties**

### **1.        Basis of Authority occupation**

The Authority holds an interest in 46 Libraries on the following basis:

- 1.1        Freehold: 30 Libraries – Aldeburgh, Bungay, Eye, Felixstowe, Framlingham, Gainsborough, Hadleigh, Halesworth, Ipswich County Library, Lakenheath, Mildenhall, Needham Market, Rose Hill, Stowmarket, Stradbroke, Sudbury, Westbourne, Woodbridge, Beccles, Brandon, Bury St Edmunds, Chantry, Haverhill, Lowestoft, Oulton Broad, Saxmundham, Wickham Market, Great Cornard, Stoke, Thurston (the 'Freehold Libraries')
- 1.2        Leasehold: 13 Libraries – Clare, Debenham, Elmswell, Glemsford, Ixworth, Keddington, Kesgrave, Kessingland, Leiston, Newmarket, Southwold and 2 schools library service premises in Ipswich and Lowestoft (the 'Leasehold Libraries')
- 1.3        Licences: 3 Libraries – Capel St Mary, Lavenham, Long Melford and 1 stock unit at Constantine House, Ipswich (the 'Licensed Libraries') and also 7 mobile library vehicle bases.

and, as the provider of the Library Services, the IPS shall occupy the Libraries in accordance with the terms set in this Schedule 11.

### **2.        Grant of Licences**

- 2.1        On and from the Commencement Date the Authority hereby grants licences ("Licences" and each a "Licence") to the IPS to occupy each of the Freehold Libraries and the Leasehold Libraries.
- 2.2        Save for the licence term, the Licences, so far as is permissible and appropriate, accord with the lease terms set out in paragraph 3.
- 2.3        These Licences shall continue until superseded by the completion of a lease over the relevant Library premises in accordance with paragraph 3.
- 2.4        In respect of the Leasehold Libraries the Authority shall obtain any necessary superior landlord's consent and pay all associated fees required in order to grant licences to occupy to the IPS.
- 2.5        During the period the Licences are extant (to include any licence to the IPS over the Licensed Libraries) the Authority indemnifies and keeps indemnified the IPS against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses incurred by the IPS in respect of any property related incident to

include but not limited to compliance with any legislative provisions affecting the Libraries.

- 2.6 If the IPS has concerns arising from its due diligence exercise in respect of the any of the Libraries the IPS shall be permitted to determine any Licence over any of the Libraries upon giving written notice to the Authority in which case the IPS will not be required to enter in to a Lease pursuant to paragraph 3.

### 3. Grant of Leases

- 3.1 As soon as possible after the Commencement Date and, in any event, no later than 31 January 2013, the Authority shall grant leases ("**Leases**" and each a "**Lease**") to the IPS of each of the:

3.1.1 Freehold Libraries (except for the three libraries listed in column 'Scenario F3' in the table set out at paragraph 7 (the "**Table**") where licences shall be granted on the same terms as the leases so far as is possible); and

3.1.2 Leasehold Libraries,

in each case on the principal terms set out in paragraph 3.2.

- 3.2 Each Lease shall be granted upon the following principal terms:

3.2.1 **Lease Term:** 25 years subject to paragraph 4.1 and subject to either party having the right to determine the leases upon this Agreement coming to an end however so determined;

3.2.2 **Security of Tenure:** the leases are to be excluded from Sections 24 to 28 of the Landlord & Tenant Act 1954;

3.2.3 **Rent:** one peppercorn per annum;

3.2.4 **Permitted Use:** the premises will be used for the provision of library services and other supporting or ancillary uses including the provision of community based functions;

3.2.5 **Insurance:**

- (a) the landlord shall insure the Libraries against fire and all other usual risks for the full reinstatement value (except for the Leasehold Libraries and Licensed Libraries where the insurance is undertaken by the superior landlord) and will be responsible for paying

the cost of insurance premium which will not be re-charged to the IPS;

- (b) the IPS will be responsible for insuring its contents at the Libraries, other than the Stock and any Authority Assets housed in any of the Libraries from time to time by the Authority for itself or on behalf of a third party;
- (c) the IPS will also carry appropriate public liability insurance and will indemnify the landlord against all claims, charges and demands made in respect of its use or occupation of the premises;
- (d) the Authority indemnifies the IPS and keeps indemnified the IPS against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses incurred by the IPS in respect of any damage however so caused to any person or any of the Libraries as a result of an Authority Asset related issue.

#### **3.2.6 Repair:**

(a) the landlord shall be responsible for structural and major repairs both internal and external and also replacement where required of fixed mechanical and electrical installations which shall be undertaken appropriately by the Authority using its reasonable discretion (except in the case of health and safety issues which shall be remedied forthwith) but at no cost to the IPS.

(b) the IPS shall be responsible for minor internal repairs and decoration only and the IPS shall have absolute discretion whether to organise any such repairs via the Authority or to instruct an independent contractor.

(c) in the event the parties cannot agree whether or not an item of repair is the Authority's responsibility pursuant to paragraph 3.2.6(a) or the IPS's responsibility pursuant to paragraph 3.2.6 (b) it is agreed an appropriately qualified surveyor will be jointly appointed to adjudicate and his decision shall be final.

(d) in the event the Landlord does not carry out the structural and major repairs both internally and externally pursuant to paragraph 3.2.6(a) the IPS shall be entitled to arrange for those repairs to be completed and the Authority shall indemnify the IPS against all costs incurred.

3.2.7      **Sub-letting:** sub-letting will be permitted with landlord's consent not to be unreasonably withheld or delayed;

3.2.8      **Assignment:** assignment of the Lease is not to be permitted;

3.2.9      **Business rates:** the IPS will be responsible for the payment of all business rates that relate to the area of the Libraries it occupies.

3.2.10     **Utilities:**

(a) for Libraries which fall within Scenario F1 in the Table the IPS shall be responsible for procuring services to the building to include utilities, cleaning, grounds maintenance and refuse collection and for meeting the costs of the same;

(b) for libraries which fall with Scenario F2 and F3 in the Table, the landlord will be obliged to ensure the continued supply of essential utilities subject to the IPS reimbursing a fair proportion (based on floor area) of the cost of the same and on the same terms as at present;

3.2.11     **Building management:** the IPS will be responsible for day to day building management to include:

(a) casual hiring of the Libraries and occupancy issues; and

(b) health and safety procedures processes and equipment;

3.2.12     **Forfeiture:** the landlord will be permitted to forfeit the Lease in the event of the following:

(a) the IPS ceases to be the provider of the Library Services for the landlord;

- (b) the premises cease to be used as a public library;

**3.2.13 Alternative Premises:**

- (a) the Authority as landlord will be permitted to require an individual library to relocate to suitable alternative premises supplied by the Authority if the Authority acting apolitically considers it appropriate to enable potentially non-library business improvement or initiatives subject to:
  - (i) the running costs of the Alternative Premises being no greater than the running costs of the existing premises though the IPS will waive this requirement in which case the Authority will pay the IPS a sum equal to the difference between the total running costs for the current premises and the total running costs for the Alternative Premises to be paid annually in advance based on an estimate made in good faith by the IPS with a balancing payment/reimbursement as appropriate following the end of each 12 month period; and
  - (ii) the Alternative Premises are in a suitable location and of a suitable size as determined by the IPS acting reasonably to meet the requirements of the Specification; and
  - (iii) the Authority paying all costs and expenses incurred by the IPS in relocating to Alternative Premises.
- (b) the IPS will be permitted to surrender an individual lease for nil premium in the event it has found suitable Alternative Premises subject to:
  - (i) the Authority having the ability to require the freehold (or headlease in the case of new leased premises) is vested in the Authority who would grant a lease to the IPS in accordance with the existing terms; and

- (ii) the arrangements and terms agreed for the Alternative Premises fulfil the Authority's current and future statutory obligations either with or without the tenant providing [the Library Services]; and
- (iii) the IPS demonstrating to the Authority that the running costs of the Alternative Premises will not materially exceed the running costs of the existing premises; or
- (iv) the higher running costs of the Alternative Premises compared to the existing premises can be reasonably justified by the improvement to the Library Services; and
- (v) the Authority paying all costs and expenses incurred by the IPS in relocating to Alternative Premises.

3.2.14 **Surrender and Re-grant:** the IPS will be permitted to arrange for one of more of the Libraries to be run by a local library organisation and/or community group and, in the case of a Freehold Library or Leasehold Library, the Authority will accept a surrender of the existing Lease for nil premium and grant a new lease to the nominated organisation and the terms of any such new lease are to be agreed with the organisation but will reflect the terms of the existing Lease being surrendered.

#### 4. **Leasehold Libraries**

- 4.1 In addition to the provisions set out in paragraph 3, the Authority agrees the following in respect of the Leasehold Libraries:
  - 4.1.1 to obtain any necessary consents from all superior landlords to the grant of the underleases;
  - 4.1.2 to pay the fees of all superior landlords incurred in obtaining their consent or providing them with a notice of the underleases;
  - 4.1.3 to use reasonable endeavours to obtain any required superior landlord's consent and in good time to enable completion of the underlease before 31 January 2013;
  - 4.1.4 to comply with the terms of its headleases;

- 4.1.5 to indemnify and keep indemnified the IPS against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses arising as a result of any action by any superior landlord that relates to any alleged or actual breach by the Authority of the terms of its headleases.
  - 4.1.6 To accept a surrender of the lease(s) in respect of the schools library service premises in Ipswich and/or Lowestoft for nil premium at the direction of the IPS if the IPS decide these premises are no longer required by them
- 4.2 The parties agree and acknowledge that:
- 4.2.1 it will not be possible for the term of any underlease to exceed the term of the headlease out of which it is granted so it may not be possible to grant Leases commensurate with the Term in such cases. Instead, the Authority will grant a Lease which equals the term of the superior lease (less three days).
  - 4.2.2 most superior leases dictate the terms of any permitted underlease so the Lease terms agreed between the Authority and IPS as set out in paragraph 3 may need to be adjusted by agreement between the Authority and the IPS (each acting reasonably).

## **5. Licensed Libraries**

- 5.1 In respect of each of the Licensed Libraries, immediately following the Commencement Date, the Authority will seek the licensor's consent for its licence to be surrendered and re-granted directly to IPS on the same terms as currently exist.
- 5.2 The Authority will pay all licensor's fees that arise in order to re-grant a licence in favour of the IPS and following completion of the licence to the IPS, the Authority will reimburse the IPS all licence fees, insurance premiums and the costs incurred by the IPS under the terms of any such licence agreement in respect of repairs and maintenance to include structural and major repairs both internal and external and also replacement where required of fixed mechanical and electrical installations.

## **6. Title**

- 6.1 During the process for the grant of each of the Leases described in paragraph 3 and 4, the Authority's solicitors will provide the IPS's solicitors with evidence of the Authority's title to each of the Freehold Libraries and Leasehold Libraries



and replies to standard commercial enquires in a form to be agreed between the parties acting reasonably.

- 6.2 Notwithstanding paragraph 6.1, the Authority warrants that it has legal title to each of the Freehold Libraries and the Leasehold Libraries and there are no matters that will adversely affect the IPS as tenant and the Authority indemnifies the IPS against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever that arise as a result of any legal issues concerning ownership title or use of all of such properties.
- 6.3 At all times throughout the term of the leases/licences the Authority shall act as a prudent and efficient landlord/licensor and the IPS will act as a prudent and efficient tenant/licensee.
- 6.4 To the extent that any dispute arises between the IPS and the Authority concerning the extent of the demise or associated rights of a Library, the views of the staff working in the relevant library shall prevail

## **7. General**

- 7.1 SCC is to carry out the planned maintenance to the Libraries in accordance with Table 2 attached to this Schedule.
- 7.2 The Authority is to provide the IPS with a copy of its annual property condition survey each year and the IPS is to have the right to require amendments to the condition described and the assessment of any proposed repairs.
- 7.3 The Authority confirms that neither it nor any organisation in the same VAT group has opted to tax any of the Libraries pursuant to part 1 of Schedule 10 to the Value Added Tax Act 1994.

## **8. Tables**

The following tables set out the principles of the transfer of each of the respective Freehold Libraries and Leasehold Libraries by the Authority to the IPS and a list of the planned maintenance to be undertaken at the stated Libraries in accordance with the terms set out in table 2.

TABLE: Transfer basis for freehold and leasehold properties

	<b>Scenario F1</b>	<b>Scenario F2</b>	<b>Scenario F3</b>	<b>Scenario L1</b>	<b>Scenario L2</b>
<b>Current situation</b>	The Authority owns the freehold of the property and the library is the sole user of the property (or other users operate under licence only)	The Authority owns the freehold of the property and the library occupies exclusive space but there are other non-library users also occupying exclusive space in the building	The Authority owns the freehold of the property and the library uses space that is shared with other users	The Authority leases the property and the library is the sole user of the leased space	The Authority has a licence to use space within the property on a shared basis
<b>Form of transfer to IPS</b>	Lease of the whole property from the Authority to IPS	Lease of the library areas to the IPS. Common areas either included in lease with rights reserved for other users, or (where library is not the majority user) rights granted to IPS in common with other users	Licence from the Authority to IPS	Underlease to IPS on same terms (subject to landlord's consent) as F1 leases	Subject to Licensor's agreement existing licences to be surrendered and regranted directly to IPS
<b>Budget provision to IPS</b>	Running costs for which IPS will be responsible will be included in grant	Proportion of running costs (based on floor areas) for which IPS will be responsible will be included in grant	Proportion of running costs (based on floor areas) for which IPS will be responsible will be included in grant	Running costs for which IPS will be responsible will be included in grant	Running costs for which IPS will be responsible, will be included in grant
<b>Basis of occupation by other (non-library) users</b>	N/A (or licence from IPS where applicable e.g. cafes)	As existing for the Authority users. Where other occupiers are external to the council they will also be granted a lease (if not already)	As existing	N/A	As existing

<b>Libraries included</b>	<p>Aldeburgh, Bungay, Eye, Felixstowe, Framlingham, Gainsborough, Hadleigh, Halesworth, Ipswich County Library, Lakenheath, Mildenhall, Needham Mkt, Rosehill, Stowmarket, Stradbroke, Sudbury, Westbourne, Woodbridge</p>	<p>Beccles, Brandon, Bury, Chantry, Haverhill, Lowestoft, Oulton Broad, Saxmundham, Wickham Market</p>	<p>Great Cornard, Stoke, Thurston</p>	<p>Clare, Debenham, Elmswell, Glemsford, Ixworth, Kedington, Kesgrave, Kessingland, Leiston, Newmarket, Southwold and 2 schools library service premises in Ipswich and Lowestoft</p>	<p>Capel St Mary, Lavenham, Long Melford and 1 stock unit at Constantine House, Ipswich and also 7 mobile library vehicle bases</p>
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Table 2

Location	Element Path	Defect
Ipswich, Gainsborough Library/S01 Ipswich, Gainsborough Library/A1278/B01 Main Building	Electrical services/Alarm and Call Systems	Does not comply with H&S and Fire Regs. First Floor with no alternative means of escape and public areas.
Saxmundham, County Council Offices/S01 Saxmundham, County Council Offices/A1550/B01 Main Building	Internal walls and doors/Doors and Glazed Screens Ironmongery	Generally sound. Repairs and replacement door furniture will be done through reactive orders. Most fire doors do not have intumescent seals.
Leiston Library/S01 Leiston Library/A1415/B01 Main Building	Mechanical services/Heating Controls	Timeclock good condition - and programmer redundant. To remove redundant heating controls.
Bungay County Library/S01 Bungay County Library/A1989/B01 Main Building	Mechanical services/Hot & Cold Storage Tanks & Equipment	GRP Tank does not appear to be installed.
Needham Market Library/S01 Needham Market Library/A1506/B01 Main Building	Mechanical services/Heat source and equipment	Ducted Warm ASR part of Creda Warm ASR system. Replace with Radiators and Fan convectors.
Needham Market Library/S01 Needham Market Library/A1506/B01 Main Building	Mechanical services/Heat Emitters	Electric point of use Water Heaters inefficient. Replace as part of new boiler installation with new efficient hot water cylinder.
Needham Market Library/S01 Needham Market Library/A1506/B01 Main Building	Roofs/Flat Roofs Structure	Built up felt has been repaired in the past but now needs to be replaced.
Needham Market Library/S01 Needham Market Library/A1506/B01 Main Building	External walls, windows and doors/Windows and Doors Ironmongery	Excessive amount of Rot and leaking replacement is required.
Needham Market Library/S01 Needham Market Library/A1506/B01 Main Building	External areas/Roads and car parks	Shared with youth club. Is poor condition, attention required.
Debenham, Resource Centre, 22 Cross Green	Redecorations	General Areas Int

Debenham, Resource Centre, 22 Cross Green	Redecorations	Toilets & Showers Int
Debenham, Resource Centre, 22 Cross Green	Electrical Services	Alarm and Call Systems
Debenham, Resource Centre, 22 Cross Green	Electrical Services	Internal Lighting
Debenham, Resource Centre, 22 Cross Green	Electrical Services	Alarm and Call Systems
Debenham, Resource Centre, 22 Cross Green	Internal walls and doors	Safety Glazing
Debenham, Resource Centre, 22 Cross Green	Internal Walls and Doors	Doors & Ironmongery
Debenham, Resource Centre, 22 Cross Green	Mechanical Services	Extract Fans
Sudbury Library\S01 Sudbury Library\A1623/B01 Main Building\	Redecorations/External	Redecorations/External
Bury St Edmunds, Library	No Water - Tap	Investigate and repair cause of no water coming from the tap in the staff room problem is with the tap not the supply pipework. Tap to be replaced if necessary.
Hadleigh Library	Plastic Guttering	<p>Moss has collected in gutter near emergency exit stairs (1st floor), have attempted to clear it out but needs attention. Leaves blocking second gutter which also looks broken outside emergency exit on the ground floor.</p> <p>Please can you confirm when this has been allocated a reference number.</p> <p>Request sent to B/Repairs inbox - Referred to CPA for approval</p> <p>This should be passed to Trisa as CPA This was approved. Please order the work</p> <p>ROGER IS THIS STILL REQUIRED?</p>

Haverhill Library	Other	<p>The brief was to provide structural design information to support a new folding door within the existing structure and modifications/new extension for the existing entrance.</p> <p>Opening works was organised by SCC and Pick Everard were involved with early feasibility design and meetings on-site to establish design/construction risks.</p>
Haverhill Library	Other	<p>Confirmation order - removal of hypodermic needles as requested</p> <p>your Invoice 6399474 dated 1 May 2012 refers</p>
Mildenhall Library	Works Found On Servicing (R)	<p>WORKS FOUND ON SERVICING -Whilst carrying out the fan service, our engineer has found that there is an intermittent fault to fan, also the fan contains asbestos. This fan needs to be replaced with like for like. I will need to get a mechanical engineer out to disconnect and Asbestos specialists to dispose of.</p>
Stowmarket Library	Drain	Attend to blocked drains - seeping out of manhole cover into car park
Sudbury Library	Leaking Hot Tank	<p>Investigate and repair cause of leak from hot water cylinder</p> <p>Confirmation of out of hours call out by Matthew Lee</p>

Wickham Market Resource Centre	Works Found On Servicing (R)	<p>WORKS FOUND ON SERVICING - Emergency Lights</p> <p>Faulty emergency lighting:</p> <p>2 x fluorescent light fittings in main library - both lights failed</p> <p>1 x fluorescent light fitting in main reception</p> <p>An electrician has attended and found that the ballasts are faulty and therefore require replacing</p> <p>Budget cost for repairs is £300.00</p> <p>Simon please authorise</p>
Brandon Library	Works Found On Servicing (R)	<p>WORKS FOUND ON SERVICING Clean &amp; disinfect water tank as per SCC/West/W-287. For quote of £421.58</p>

Ipswich, Chantry Library	Internal Door	<p>Please investigate and repair cause of the innermost automated door switch. Email request below: Please arrange for someone to fix the innermost automated door switch at Chantry Library (A1290). The whole unit is loose and the switch occasionally sticks such that the door remains open. Thank you</p> <p>Theo Clarke Libraries Manager Libraries Archives &amp; Information Adult &amp; Community Services Suffolk County Council</p> <p>Contact Theo Clarke 01473 681751</p> <p>Access times 09.00 - 17.00 hrs</p>
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Ipswich, County Library	Other	<p>Urgent Order -          Authorised by Paul Booker. Waiting on PCR meeting to make decision</p> <p>SCOPE          Following our recent call out to the above site on 14 June 2012, our engineer noted that the control panel is faulty and that its output board is unobtainable. The lift has been installed since 1992 and the control panel and shaft switches are obsolete with many parts unobtainable.</p> <p>Due to age and availability of parts we recommend the following:</p> <ul style="list-style-type: none"> <li>· Supply and install control panel with fault logging</li> <li>· Supply and install shaft mechanical limits</li> <li>· Shaft re-wire where required</li> </ul> <p>The following work should also be carried out to the hydraulic system:</p> <ul style="list-style-type: none"> <li>· Replace existing hose because it has become porous and is leaking</li> <li>· Clean out existing oil tank and replace hydraulic oil</li> <li>· Carry out a full hydraulic block service complete with new block seals</li> <li>· Replace landing push button stations to comply with DDA regulations</li> <li>· Replace ground floor landing indicator to</li> </ul>
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		<p>comply with DDA regulations</p> <p>PRICE</p> <p>Our fixed price quotation in the sum of £16,963.96 is net of all discounts and VAT at the current rate and is fixed for a period of 30 calendar days from the date above.</p>
Southwold Library	Convactor Heater	<p>Investigate and repair cause of the fan on convactor heater permantly remaining on, whether heater is on or off. Also reported is the wall mounted switch box(where wiring comes from to the convactor heater) is coming away from the wall, and concerns raised if it leaves wires exposed from behind the box.</p> <p>If possible please attend today, if not first thing Monday Morning.</p> <p>Contact Charlotte Clark 01502 722519</p>

		Access times 09.30 - 13.00 hrs and 14.00 - 18.00 hrs
Bungay Library	Mechanical services	GRP Tank does not appear to be installed.
Bury St Edmunds	Electrical Services	Book lift in need of urgent remedial work/replacement
Hadleigh	Redecorations/Paintwork Ext	In fair poor condition fair to poor decorated 2004
Hadleigh	External walls, windows and doors/Brick/Block Walls	Soft red bricks generally sound, brick eroding & pointing up needed at low level, brickwork a little dirty also - front elevation to high street including fire escape stairs. 30m2 approx include for replacing 50 x no red rubber type bricks generally
Leiston	Mechanical services	Timeclock good condition - and programmer redundant. To remove redundant heating controls
Oulton Broad	Floors and stairs	Suspended timber floor to flat - boarding to floor exposed with no coverings - sound and level although all disused. Replacement coverings required if area is ever to be used again.
	Mechanical services	Britony gas water heater - recommend removal - if flat is to

		be used install immersion heater
	Redecorations	Life expired decoration to upper floors, in need of complete overhaul if ever to be used again.
Saxmundham, County Council Offices	Electrical services	Highways toilet 1 no. water heater heatrae sadia M range. This heater has been disconnected, cut back pipework to main supply - Legionella risk.
Saxmundham, County Council Offices	Internal walls and doors	Generally sound. Repairs and replacement door furniture will be done through reactive orders. Most fire doors do not have intumescent seals.
Ipswich Westborne	Mechanical services	Ideal Mexico CF 125 36.64kw - old but working. Boiler showing signs of age and needs to be replaced sooner rather than later. Replace heating boiler
	Mechanical services	Selkirk Twin wall stainless some damage to external section of flue. Presumably vandalism. Flue to be replced when boiler renewed.
	Mechanical services	Sangamo time clock - basic but working. Improve and upgrade controls at time of boiler replacement. Install controller with optimum on off facility to improve energy consumption. Install new heating controls.
	Mechanical services	Fibreglass F & E tank - all ok - consider

		pressurising system when boiler renewed
	Mechanical services	Cloth covered fibreglass - in a poor state. All insulation to be replaced when boiler renewed.
Sudbury	Electrical Services	2 No, Crabtree C50 12W MCB distribution boards which are no obsolete due for replacement as part of refurbishment (due to be completed 2010)
	Electrical Services	At time of survey complete installation was under refurbishment with completion due September 202. The installation is being replaced and will be recorded on survey in 2011

**Schedule 12      Authority's Assets**

<b>Item of Equipment</b>	<b>No. of Items</b>	<b>Notes</b>
Magazine display spinner	1	
Paperback display spinner grey metal	2	
Carousel paperback stands plastic	2	
"wire basket" style metal display stand	1	
White plastic/metal magazine/leaflet stand	2	
Quick choice display stand	1	
Armchairs red upholstered low	5	
Upright red upholstered chairs	10	
Wood and red leather chair	1	
Chairs upright metal green cover	3	
Chairs children's wood animal	3	
Childs seat round plastic	1	
Chairs computer blue public	3	
Chairs computer staff black	2	
Stools low metal grey fabric	3	
Table metal wood round	1	
Table low circular childrens wood	1	
Coffee table long low wood	1	
Large tables wood/metal	3	
Extending wood metal tables	2	
Smaller wood metal tables	3	
Large table wood backroom	1	
Workstations grey	3	
Trolley returned books wood	1	
Trolley returned books metal	2	
Public walking trolley	1	
Computers public	3	
Computers staff	2	
Computer back room	1	
Laminator	1	
Cd player	1	
Fan	1	
Small electric heater	1	
Printer main	1	
Printer till/receipt small	2	
Fire extinguishers	3	
Metal ladder	1	

Item of Equipment	No. of Items	Notes
Photocopier	1	
tea/coffee machine	1	
wood display unit (graphic)	1	
red wood display stand (jigsaws)	1	
display unit green metal dvd	1	
Self service	1	

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
<b>Workroom</b>				
Ryman laminator			Apr-11	
Berkshire phone	206620			
HP Screen 1740	WXP1701	5514451		
HP Base Unit	SCC AD\PC-CZC75130B6	5514016		
HP Keyboard	BC3250CCPV5GAX			
HP Mouse	FB7330AN3V90VVW			
HP Printer	6980	5005569		
HP Screen	WXP1701	5514505		
HP Base unit	SCCAD\PC-CZC7514F8P	5514114		
HP Keyboard	BC3250DVBV89LL			
HP Mouse	FB7330AN3V82QQ9			
HP Screen 1740	WXP 1701	5514520		
HP Base Unit	SCCAD\PC-CZC75119R7	5514033		
HP Keyboard	BC3250DVBV89NJ			
HP Mouse	FB7330AN3V82QPU			
scanner	OPL 6845R		Dec-11	
Big Keys Keyboard				



# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
Argos CD/Radio			Mar-12	
<b><u>Mike's Area</u></b>				
Berkshire 400 phone	205628			
HP Screen 1740		5514456		
HP Base Unit		5514005		
HP Keyboard	BC3250CCPV6415			
HP Mouse	FB7330AN3U82A3F			
HP Printer		5007370		
Angle poise lamp				
1 x convector heater				
<b><u>Cleaners Cupboard</u></b>				
Mastervac MV12	1009474			
Floor polisher				
<b><u>Staff Room</u></b>				
Sabichi Kettle			Jan-12	
Sharp Microwave	70123733		Jun-07	
Prima Toaster				
Beko Fridge		594246		
clock (quantum)				

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
Urn (cygnet)				
<b>Manager's Office</b>				
HP Screen 1701		5514464		
HP Base Unit	SCCAD PCHUB7			
HP Keyboard	BC3250CCPV5G8E			
HP Mouse	FB7330AUJV2HVC			
Berkshire 400 Phone				
Wall mounted burglar alarm				
Electric Fan	STF15140762			
Fan Heater ( Leap office)		594260		
2 x Spare keyboard				
Panasonic phone (spare)	KX A141ES			
2 x Circular extension lead(red reel)			26/11/2011	
2 x power leads				
2 x extension leads				
<b>Main Library</b>				
1-10 public terminals				
<b>BE1</b>		5501533		
		5007358		
	B93B90AVBSE219			
	F93AAOAN35COCDG			

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
BE2		5502755		
		5007630		
	BC3250DVBV89LK			
	FB733DAN3V9OVW1			
BE3		5502757		
		5007356		
	B93B90AVBSE9VM			
	FB7330AN3V91YC9			
BE4		5501523		
		5502515		
	B93B90AVBSE9VQ			
	F93AAOAN3590072			
BE5		5502733		
		5007354		
	B93B90AVBSB93G			
	F93AAOAN3590D7U			
BE6		5502841		
		5007352		
	B93B90AVBSE9Y8			
	LZB42105436			
BE7		5502739		
		5007359		
	B93890ACPS10HJ			
	LP/N830910000			
BE8		5502743		

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
		5502517		
	B93B90AVBSB1YN			
	F93AAOAN3590DL2			
<b>BE9</b>		5501696		
		5007361		
	B93B90AVBSE2IH			
	FB7330AN3V91Z50			
<b>BE10</b>		5502621		
		5502582		
	B93B90AVBSE9XZ			
	F93AAOAN35900M6			
<u>11, 12 &amp; 13 Viewpoint</u>				
<b>BE11</b>		5502758		
		5502645		
	B93B90AVBSB1YS			
	F93AA0AN35F32G8			
<b>BE12</b>		5514463		
		5514434		
	BC3250DVBV84YU			
	F93AAOAN359009A			
<b>BE13</b>		5502753		
		5502680		
	B93B90AVBSBA3J			

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
<u>14 &amp;15 Word Processor</u>				
<b>BE14</b>		5514436		
		5514125		
	BC3250CCPV5100			
	FB7330AUJVZJE4			
<b>BE 15</b>		5514445		
		5514144		
	BC320CCPV57NI			
	FB73300AUJV2J37			
	895CX1			
<b>BE16</b>		5502742		(Stored in Managers office)
		5502646		
	B93B90AVBSB3X7			
	F93AA0AN3590DN1			
<u>17 Junior</u>				
<b>BE17</b>		5502761		
		5007363		
	B93B90AVBSB320			

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
Self service microsoft 15007138	Microsoft	5007138		
slip printer	Epson M129H	J4FF043996		
Self service 2 Microsoft	Microsoft	5007137		
slip printer	Epson M129H	J4FF043994		
Self service	Microsoft	5007139		
slip printer	Epson M129H	J4FF044006		
Aticio MP 2000 photocopier	L7096760707	873217	Oct-09	(on hire from external company)
clock (quantum)				
Coffee machine Barista		Rheavendors D19306A321040	May-10	(on hire from external company)
Water cooler Borg & Overstrom		10041056	Jun-10	(on hire from external company)
Brother Fax 1360	873223		30/07/2009	
BT Studio phone 4100	48595			
Cardnet credit card terminal	(property of cardnet)			
<b><u>Staff Terminals</u></b>				
Stand Alone HP Screen		5514512		
		5514004		
	BC3250CCPV5EAT			
	F93AA0AN3590DLS			

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
Desk 1		5514508		
		5514007		
	BC3250DVBV89L1			
	FB7330AN3V91273			
Desk 2		5514529		
		5514008		
	BC3250CCPV510S			
	FB7330AVJV2G2A			
Desk 3		5514457		
		5514031		
	BC3250CCPV510M			
	FB7330AN3V82QPO			
Scanner	DPL6735USB	1021838		
HP Colour Laser Jet Printer		5003871		
4 x Head phones				
LEAP CENTRE				
Acctim clock				

# Beccles Library

Item of equipment	Serial number	CSD number	Purchase date	Notes
<b>Inventory prepared April 2012</b>				
Annual check undertaken by:				
Stephen Amer & Kerry Bliss				
Date: 10/04/12				



# Beccles Library

<u>Beccles Inventory</u>
Item of Equipment
<b>Managers Office</b>
1x 4 drawer metal filing cabinet
2x wooden armed chairs
1x computer chair
1x desk / 2 drawers
1 x small sq table metal legs
<b>Corridor</b>
1x 2 door cupboard
1 x unit of lockers
1 x pricing gun
<b>Staff Room</b>
2 x green chairs with arms/metal
4 x green chairs no arms
2 x green chairs with arms/wood

# Beccles Library

1 x low coffee table
1 x low round table
1 x 3 legged footstool
1 x 3 drawer filing cabinet
1 x swing bin
misc. cutlery & crockery
1 x green/metal chair no arms
<b>Staff Toilet</b>
1 x unit of lockers
<b>Workroom</b>
1 x round blue top table
3 x large tables metal legs
metal shelving 6 bays
2 x metal shelving
1 x 3 drawer filing cabinet
1 x red step ladder
1 x safe
3 x computer chairs
1 x Guillotine
<b>Mike's Area Workroom</b>

# Beccles Library

1 x computer chair
1 x 4 drawer filing cabinet
1 x medium table metal legs
1 x 5 drawer desk
<b>Book Trolleys</b>
1 x red painted wooden double sided
3 x wooden double sided
<b>Garage</b>
2 x metal cupboards
2 x sack barrow
1 x low base trolley
6 x plastic baskets
15 x metal wire baskets
2 x plastic boxes on wheels
1 x glass/wood 3 shelf display
1 x blue/metal dvd multi shelf stand
1 x projection screen
1 x swing bin
2 x black shelf units

# Beccles Library

<b>Family Playtime Items:</b>
1 x section of fabric covered fencing
1 x sand tray
2 x large baby cushions
2 x small baby cushions
2 x single duvets & covers
1 x baby gym
1 x dolls house
1 x paint drying stand
1 x blackboard and easel
2 x ride on toys
various toys/equipment
1 x child gate
<b>Stored in Garage</b>
2 x round blue metal leg tables
2 x low round table
2 x collapsible blue tables
1 x small square tables metal legs
6 x green plastic chairs
18 x grey/ brown plastic chairs
2 x collapsible blue shelving units
1 x rake
2 x brooms

# Beccles Library

1 x ladder
1 x metal shovel
1 x plastic shovel
5 x small jigsaw tables
1 x quick choice stand
1 x orange plastic table
3 x orange plastic chairs
1 x blue bin
1 x multi coloured low storage unit
2 x green book carousels
1 x low yellow book storage box
<b>Main Library</b>
2 x medium 2 door cupboard
1 x small 2 door cupboard
2 x large metal trolleys (one outside)
1 x metal/wood single sided
2 x small metal trolleys
16 x computer chairs
9 x green metal chairs
1 x workstation desk
2 x 3 drawer pedestal
3 x black metal disc cabinet
2 x wooden magazine racks
6 x blue armchairs

# Beccles Library

1 x blue sofa
1 x purple & grey sofa
1 x low oval table
1 x pale wood 4 shelf unit
3 x leaflet carousels
1 x table with drawer/ metal legs
1 x blue plastic leaflet carousel
1 x high level chair for staff
1 x Peer glasses carousel
2 x shaped tables blue legs
11 x fish stands
1 x photocopy table
<b>Junior Area</b>
2 x pale wood 3 shelf units
2 x green sofas
1 x round jigsaw table 4 sections
4 x small plastic chairs various colours
1 x mouse chair
1 x frog chair
3 x bean bags
1 x train fence
2 x square table metal legs
2 x low blue book units
1 x purple/ grey sofa

# Beccles Library

1 x green chair no arms
1 x computer chair
2 x fish shelving
4 x small red plastic chairs
1 x white seat/shelf with cushion
<b>Entrance</b>
1 x customer trolley
2 x card carousels
2 x tall wooden 5 shelf unit
1 x round top wooden computer stand
1 x metal quick choice stand
1 x bookdrop bin
1 x wall mounted folder rack
2 x blue bin
2 x self service tables,lrg & sm
1 x double carousel
1 wire/metal poster display
<b>Tables</b>
11 x square computer tables
2 x rectangular computer tables
6 x small square tables
7 x medium rectangular tables

## Beccles Library

2 x large rectangular tables
4 x round tables
<b>Screens</b>
6 x screens
<b>Leap Office</b>
All items owned by Leap
<b>Leap Centre</b>
1 x adjustable computer desk
All other items owned by Leap
<b>Inventory prepared April 2012</b>
<b>Annual check undertaken by:</b>
<b>Stephen Amer &amp; Kerry Bliss</b>



# Brandon Library

Item of Equipment		Serial No.	Purchase Price & Date		
<b>Work Room</b>					
SMP Economy Safe			Not Known		
Network Server Cabinet			Not Known		
1 Grey Metal 3 drawer filing cabinet			Not Known		
Itimus Shredder				Mar-05	
2x plastic/metal post trays			Not Known		
1 Telephone extension			Not Known		
1 White MATSUI tabletop fridge (MTT507WW)		838017633	Not Known relocated from CYP Childrens centre		
BURCO Stainless Steel Electric Kettle		80003464	Not Known		
Philips Radio		102849	Not Known		
1 White BT Telephone					
White Board				May-05	
Suffolk Libraries Eco Swinger				Sep-03	
Flavia Hot Drinks Machine		SD544		Sep-03	
30cm Oscalating Desk Fan Silverlinx			Not Known		

# Brandon Library

Item of Equipment		Serial No.	Purchase Price & Date		
HP Silver monitor L1750		CND8033X03	Not known		
HP Compaq Base Unit		CZC8254KC1			
HP Keyboard		BC3250FQRVX9XU	Not Known		
Mouse					
Sharp ELSI Mate EL323 Pocket Calculator			Not Known		
Small Trolley for HLS use					
<b>Item of Equipment</b>		<b>Serial No.</b>	<b>Purchase Price &amp; Date</b>		
<b>Library</b>					
<b>Computer and electronic equipment</b>					
Panasonic cordless phone		Kx-tcd410		Sep-03	
Hewlett Packard colour laserjet 3600dn printer		CNXGH58971		21.12.2006	
IBM Self Service unit		S41-LB091		Feb-11	
EPSON Self Service Till receipt printer		MQEF010860		Feb-11	
RICOH Aficio mp2000 Photocopier		L7096761505		Rental from Oct 2009	
HP Compaq L41905wg Monitor ( Staff counter 1)		CNC94302S6			

# Brandon Library

Item of Equipment		Serial No.	Purchase Price & Date		
HP PC Compaq base	( Staff counter 1)	CZC60133FB		21.3.2006	
HP Keyboard	( Staff counter 1)	B775AQAS0577			
HP Compaq L1750 Monitor( Staff counter2)		CND8033WQP			
HP PC Compaq base	( Staff counter2)	CZC8254KG6			
HP Keyboard	( Staff counter2)	100700389			
HP Compaq L1750 Monitor(BR07)		CND8040SQ1			
HP PC Compaq base	(BR07)	CZC8254KD1			
HP Officejet 6000 desktop printer				Jun-09	
HP Compaq L1740 Monitor (BR01)		CNK5360WLV		21.3.2006	
HP Compaq Base (BR01)		CZC6012WKN		21.3.2006	
HP Keyboard		B97B90AVBRO468			
HP Compaq L1750 Monitor (BR02)		CND8040SPS			
HP Compaq Base (BR02)		CZCC8254KDK			
HP Keyboard		BC35B0EVBV2089			
HP DC 7600 PC (BR03)		CZC6012WDS		21.3.2006	
HP Compaq L1740 Monitor (BR03)		CNK5351924			
HP Keyboard		b93b90avbro1h7			
HP Compaq L1740 Monitor (BR04)		CNK535192P		21.3.2006	
HP Compaq Base (BR04)		CZC6012WMV			
HP Keyboard		B93B90VBRO27B			
Philips CD/Radio AZ1003		KZ000310011236		Sep-03	
Till Receipt Printer		343849			
HP Compaq Base (BR05)		CZC60133B6			
HP1740 Monitor (BR05)		CNK5261USK			
HP Keyboard		B7750ALPRG4HB			

# Brandon Library

Item of Equipment		Serial No.	Purchase Price & Date		
HP Compaq Base (BR06)		CZC8254KFS			
HP Compaq L1750 Monitor(BRO6)		CND8040SNW			
HP Keyboard		BC3250FQRVX9U9			
Netgear dual speed hub					
<b>Furniture</b>					
Multi media bookshelves	x2				
Red face out display shelves for LEAP	x3				
2 x Light brown armchairs					
Blue Armchair					
Blue Two Seater Sofa		None		Feb-05	Argos
Coffee table		None		Feb-05	Argos
Oval Book Display Table					
3 part Display Board/Stand					
Induction Loop					
Large painted metal Trolleys	x2	None			
RMA Trolley for Disabled users		30654		Jun-05	
2 plain wood finish display units					
1 blue display unit					
Static brown chair	x11				
Computer chairs	x8				
1 red upholstered chair					
MDF Blue self service returns unit					
Large light oak finish study table					
light oak PC Tables	x7				

# Brandon Library

Item of Equipment		Serial No.	Purchase Price & Date		
rectangluar coffee table	x2				
Small rectangular coffee table					
Green rectangualr tables	x4				
NEW ITEMS PURCHASED FOR CHILDREN'S LIBRARY OCT./NOV. 2005			Not Known		
Medium bookworm rug					
Small bookworm rug					
Book box unit (multicoloured)	(red with dinosaur features)				
Mobile storage trolley red with dinosaur features					
Double sided animal book box (dinosaur shape)					
Red pinboards x 5					
Cabby modular seats x 4 (Oasis)					
Cabby modular table					
Red book stand					

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
<b><u>Main Library</u></b>		
Brother 920 fax machine	029633 (asset number) e56682h2c904041	1
Fan		1
Viewpoint Flat Screen	Barcode 5502881	1
Viewpoint Base unit	Barcode 5502787	1
Viewpoint Keyboard		1
Panasonic Phone with base		1
Blue Chairs		4
Staff RH Flat Screen	Barcode 5514375	1
Staff RH Base Unit	Barcode 5516601	1
Satff RH keyboard	BC3250CCPV6KAZ	1
Staff RH Scanner	barcode 1021087	1
Staff RH slip printer	barcode 1021088	1
Staff RH till drawer	barcode 1021089	1
Staff LH Flat Screen	Barcode 5514460	1
Staff LH Base Unit	Barcode 5516936	1
Satff LH Keyboard	BC3250CCPV5GAV	1
Staff LH Scanner	barcode 1021083	1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Staff LH slip printer	barcode 1021082	1
Staff LH till drawer	barcode 1021084	1
Bins		3
Wall clock		1
Paper Shredder		1
BY01, Flat Screen	Barcode 5514326	1
BY01, Base Unit	Barcode 5514151	1
BY01, Keyboard	BC3250CCPV5G72	1
BY02, Flat Screen	Barcode 5514312	1
BY02, Base Unit	Barcode 5514422	1
BY02, Keyboard	BC3250CCPV6K1W	1
black office swivel chair		1
Blue office swivel chair		2
Book drop box		1
Small 2 shelf metal book trolley		1
Kidde foam fire extinguisher 6 LTR		2
Wooden newspaper table		1
Shelving trolley on wheels		1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Pine Movable Dumpbin (new books)		1
Large Blue fabric chair		1
Pine Table (computer desk)		1
Kidde carbon dioxide 2 KG fire extinguisher		1
Ricoh photocopier	L7096760036	1
Coin Slot (connected to copier)		1
Self Service monitor	Barcode 0060127	1
Self Service Receipt box	Model No; MQEF010857	1
Pine self service Table		1
Green self service returns tub		1
Metal book trolley		2
Wooden book trolley		2
Metal magazine rack		1
Quick Choice Stand		1
Card Stand		1
tall metal spinners		2
Kickstool		1
Bird Box Cam & TV	Belong to Sustainable Bungay	1



## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Triangular LEAP display cabinet		1
Black metal book trolley		1
Grey metal retail shelving unit	Belongs to BCL	1
Blue metal trolley		1
sound and vision fish stand	1 large, 1 small	2
Various acrylics		
2xA4 & 2xA5 tiered acrylics	Belong to BCL	4

### Mezzanine

Grey Plastic Bin		1
"One day in May in Bungay" embroidery		1
japanese maiden in traditional costume in glass case		1
korean maiden in costume in glass case		1
Small square wooden top with metal legs table		4
Small irregular shaped wooden table		2
Multi-coloured childrens fencing		1
Blue Chairs		6
Blue Armless Chairs Comfy		3

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Pine Reference Cabinet		1
Computer Chairs		2
BY03, Flat Screen	Barcode 5502862	1
BY03, HP Keyboard		1
BY03, HP Base Unit	Barcode 5502797	1
BY05, Flat Screen	Barcode 5514454	1
BY05, HP Keyboard		1
BY05, Base Unit	Barcode 5514129	1
Reference Shelving Unit		1
Cups/Saucers		18
FPS fire extinguisher 2kg carbon dioxide		1
FPS fire extinguisher 6LTR foam		1
red fire extinguisher stand		1
green baize display cases	Belong to BY Museum	2

### **Store cupboard**

Dimplex stand-alone electric heater	59014234	1
Kinder Boxes	2 x red	2

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Beige metal chairs		20
trestle tables (pine top)	owners = Embroidery group	6
Xmas tree and decorations		1 box
large wooden notice board		1
small wooden notice board		1
large blue display boards		8
metal posts to go with display boards		10
metal round bases to go with posts		10
Plastic crates for craft supplies		4
large metal grey comms cabinet		1
Wipe clean flip board		1
Baby bounce/Tot rock accessories/car mat		2 crates
Childrens games		1 crate
Giant jenga		1
Artists Easels plus 8 boards	Belong to kristian McKeon	15
Shelving plus 1 box of 'bits'		
Retail items ready for sale	Belong to BCL	
Black plastic shelving	Belongs to BCL	1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Afternoon Good Read supplies		1 box
Suffolk Poetry Society supplies		1 box
Wooden table		1
Red Childrens display bin		1
Blue Children's display bin		1
Gazebo	Belongs to BCL	1
Small wooden table top		1

### Junior Area

ABC Caterpillar rug - pending child refurb		1
Kinder Box Yellow		1
Giant Lego		1 set
Magntic sticks and balls		1 box
12 pocket yellow wooden floor unit - blue spots		1
Blue fabric childrens chairs		4
Blue fabric table		1
Ladybird Pouffe		1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
<b>Foyer</b>		
Metal A2 display stand		1
Wooden table & Leaflet display cabinet		1
Salt Bin		1
Low level table		1
Blue poster boards		5
Battery recycling box		1
SCC Open sign		1

### Workroom

Disability electric stapler/hole punch		1
Workroom Base Unit	Barcode 5514028	1
Workroom Flat Screen	Barcode 5513750	1
Workroom Keyboard	BC3250CCPV510O	1
White Jug Kettle		1
Opticon card scanner	barcode 1021832	1
HP Color Laserjet 2605dn Printer		1
BT Décor 300 wall-mounted phone	504515	1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Wooden thermometer		1
Guardian blue safe		1
Coolzone table top fridge	CZ51028TFR	1
Small black comms box	Links /D1	1
Brown and beige square locker		1
Ideal Mexico 2 gas boiler	RS125 100312a01	1
phillips SCC radio	311115601921	1
Green first aid box and contents		1
white fire blanket	in cupboard	1
metal step ladder		1
small trestle table (folding)		1
black filing cabinet (4 drawer)		1
grey filing cabinet (4 drawer)		1
shopping baskets		1
beige tall office chair		1
3 Tier Black Metal trolley		1
Kitchen Crockery	Belongs to Staff	various
Thermos flasks		2

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Tall cupboard on Wheels		1
Big Keys Giant Keyboard		1
Beige stool		1
Samsung Microwave	Belongs to Sarah Sparkes	1
Red trays		8
Guillotine		1
beige metal 4 leg chair		1

### Staff Toilet

Hand towel dispenser		1
Bright orange snow scraper		1
Grey metal sack barrow (HLS)		1
pink toilet brush holder		1
grey plastic bin		1
chrome toilet roll holder		1
White metal towel rail		1
Sanitary towel disposal box		1
Wooden hinged A frame board		1

## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Wormery	Belongs to Sustainable Bungay	1
Rake		1
Wall mounted mirror		1

### Cleaners Cupboard

vacuumn cleaner	29650	1
plastic red bucket & mop		1
mains box		1
Electrical meter		1

### Courtyard Garden

Plastic Chairs	Belongs to Sustainable Bungay	4
Water Butts	Belongs to Sustainable Bungay	3
Compost Bin	Belongs to Sustainable Bungay	1
Bird Table	Belongs to Sustainable Bungay	1
Bird Box	Belongs to Sustainable Bungay	4
Cast Iron Bench	Belongs to Sustainable Bungay	1
Cast Iron Table	Belongs to Sustainable Bungay	1



## Brandon Library

<u>Item Of Equipment</u>	<u>Serial No.</u>	<u>No. Of Items</u>
Cast Iron Chairs	Belongs to Sustainable Bungay	2
Wooden Potting Bench	Belongs to Sustainable Bungay	1

### **Shed**

Selection of garden tools	Belongs to Sustainable Bungay	
Wooden Table	Belongs to Sustainable Bungay	1
Shed	Belongs to Sustainable Bungay	1

**Annual check undertaken by Amanda King**

# Bury St Edmunds Library

Item of Equipment	Serial No.	No of Items	Purchase price	Date of Aquisition	Disposal Date & Form No.
<b>ADMIN OFFICE</b>					
Cisco Telephones	IP 7911	5			
12" wall fans		3	£16.75		
mini fan		1			
Workio 2330 Photocopier		1			
Phoenix safe		1		Nov-07	
Mini Safe		1		Sep-10	
Casio Digital camera	EX H5	1		Jun-11	
Ultra flip video camera		1		Nov-09	
Induction Loop Portable	T2-BTX	1		Sep-10	
Salto Door Alarm System		1		Sep-10	
Newlec Portable heater		1		Dec-06	
Laptop	Lisa Elmer	RFC 901038			13/04/2011
LCD multi function alarm clock			£10.72	Sep-10	
Phillips DVD player		1	£34.99	Oct-10	
small metal file cabinet		1			
metal filing cabinet		3			
work desks		7			
key safe		1			
printers		5			
PC's		4			
desk drawers		5			

# Bury St Edmunds Library

Item of Equipment	Serial No.	No of Items	Purchase price	Date of Aquisition	Disposal Date & Form No.
STAFF ROOM					
cisco phone	DWD5411W	1			
Marco Eco Boiler		1			
Toaster		1			
Sharp Microwave R270 WH		1	£50.00	Sep-10	
Fridge Beko RA610W		1	£126.00	Sep-10	
Beko Dishwasher		1	£179.00	Sep-10	
Coffee Table		1			
sofas		2			
Dining Table		1			
Chairs		6			
Lockers					
COUNTER/FOYER					
workstation desks	T-140 series	2			
desk drawers		2			
Karrison Silver Hands Wall Clock		1	£10.63	Sep-10	
Brother Fax Machine		1			
Phillips Tv screen		1		Sep-10	
Photocopier Ricoh V2404101151		1			
self service		1			
Chairs		2			
Optimum Card Machine		1			
Portable heater		1			
portable fan	1				
cd/radio	1				

# Bury St Edmunds Library

Item of Equipment	Serial No.	No of Items	Purchase price	Date of Aquisition	Disposal Date & Form No.
table		1			
sofa		1			
armchairs		2			
PC's		3			
Portable Phone		1			
cisco phone		1			
<b>CONFERENCE ROOM</b>					
Matrix Projector	Epson B5200WNL	1	£1,519.00	Sep-10	
Matrix wall screen	EB-	1	£678.00	Sep-10	
Induction Loop Box		1			
Marco Eco Boiler		1			
Coat Rack		1			
Tables		11			
chairs		58			
cisco phone		1			
flip chart		1			
<b>WORKROOM</b>					
metal filing cabinet		1			
desk drawers		1			
Guillotine		1			
laminator		1			
CCTV equipment		1			
cisco phone		1			

# Bury St Edmunds Library

Item of Equipment	Serial No.	No of Items	Purchase price	Date of Aquisition	Disposal Date & Form No.
desks		2			
chairs		3			
portable fan		1			
PC's		3			
franking machine		1			
<b>LENDING LIBRARY &amp; TEEN</b>					
Phillips TV screen		1		Sep-10	
cisco phone		2			
Portable Handset		1			
Tables		5			
Chairs		48			
armchairs		9			
sofas		4			
workstation desks		2			
metal filing cabinet		4			
desk drawers		2			
self service		2			
workstation pods		2			
Public PC's		35			
Staff PC's		4			
Printer		1			
free standing magazine rack		1			
<b>CHILDREN'S LIB</b>					
Wall Clock		1		Sep-10	
cisco phone		1			

# Bury St Edmunds Library

Item of Equipment	Serial No.	No of Items	Purchase price	Date of Aquisition	Disposal Date & Form No.
tables		4			
kids chairs		6			
small seats		13			
workstation pod		1			
Staff PC		1			
Public PC's		6			
self service		1			
<b>SMALL MEETING ROOMS</b>					
Tables		2			
chairs		8			
cisco phones		2			
<b>OUTSIDE STORAGE</b>					
large stepladder		1			
small stepladder		1			
sofa		1			
coffee table		1			
portable heaters		3			
portable fans		3			
work tools incl battery drill					
<b>Evacuation Chairs</b>		4			

# Capel St Mary Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition
SHELVING				
red shelving - trolleys		2		Sep-05
blue shelving - trolleys		6		Sep-05
FURNITURE				
1 Blue Couch		1		Sep-05
2 blue chairs		2		Sep-05
1 coffee table		1		Sep-05
1 round table (metal)		1		Sep-05
3 metal chairs		3		Sep-05
2 adult bean bags		2		Sep-05
3 children's pouffes		3		Sep-05
1 lockable drawer unit		1		Sep-05
5 new spinners		5		Sep-05
1white spinner		1		? 20001
1 multi coloured spinner		1		?2004
1 oval alphabet carpet		1		Jan-06
1 square mobile multi coloured book unit		1		Dec-05
1 video/dvd shelf unit		1		Sep-05
1 tall 4 high children's box		1		Oct-05
TOYS				Sep-05
2 caterpillar		1		Sep-05
1 puzzle		1		Sep-05
1 coffee machine		1		Oct-04
1 radio		1		Oct-04

# Capel St Mary Library

1 kettle	1	2001?
1 fan	1	Jun-05
2 key safe	1	2006
1 cordless Panasonic telephone	1	200?
1 HPL1750 15" Monitor	1	
1 HP Compaq Base unit - Staff	1	
1 HPL1750 15" Monitor	1	
1 HP Compaq Base Unit - public	1	
1 D-Tech Counter Point Self Service	1	
1 Stor Slip printer for Self Service Machine		
1 Laser Barcode Scanner	1	
1 Slip printer - Citizen	1	
1 HP Office jet Pro 8100	1	
1 red trolley for self service machine	1	
<u>Stock Room</u>		
two draw metal filing cabinet	1	
four draw metal filing cabinet	1	
tall four shelf shelving units	3	
fold out table	1	
draw plastic box for storing paper etc	4	
Corded telephone	1	



## Capel St Mary Library

Large guillotine

1

Laminator

1

CD player/radio

1

Metal trolleys- push along (3 shelves each side)

2

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
<b>Main library</b>					
Panasonic cordless phone KXTCD445ES	4JBGB025749		n/k	1	
Photocopier - Ricoh MP2000			n/k	1	
DVD Spinner			n/k	1	
Metal rack for CD/DVD/Games			n/k	3	
Teal sofa			n/k	2	
Blue sofa			n/k	1	
Ash Coffee Table			n/k	1	
Red Chair			Jul-05	14	
Brown chair			n/k	6	
Orange chair			n/k	5	
Square Ash table			n/k	3	
Oblong Ash table			n/k	1	
Small folding tables			Mar-12	3	
Medium folding tables			n/k	3	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Beech book trolley			n/k	1	
Blue book trolley			n/k	1	
Blue trilateral bookcase			n/k	2	
Metal/Plastic leaflet holder			n/k	1	
Tano animal chair		£22	Jul-05	3	
small red & yellow kinder box			Jul-05	2	
Large red dinosaur kinder box		£249	Jul-05	1	
coloured kinder box with round edges			Jul-05	1	
Blue computer chair		£63	Jul-05	1	
Computer work station		£50	Jul-05	1	
Blue rounded chair		£47	Jul-05	2	
Blue rectilinear chair			n/k	6	
World Explorer carpet		£299	Jul-05	1	
Brown easy chair			Sep-05	1	
Joy Toy bead table			n/k	1	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Curved beech table & 4 matching stools			n/k	1	
Pink chair			Mar-12	12	
Brown computer chair			n/k	1	
Lockable glass display case			n/k	1	

<b>Store room</b>	<b>Chantry</b>				
Sabichi Kettle			Mar-12	1	
CD Player PCD7202	7202104709189		n/k	1	
Black computer chair			n/k	1	
Blue flat bed trolley for HLS			n/k	1	
2 drawer filing cabinet			n/k	2	
Coffee machine - Flavia	SP100 010627		Aug-03	1	
Laminator - Ikon IP330	4357	approx £70	Jul-05	1	
ICT kit enumerated in ICT section					
Red croc skips			n/k	6	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Assorted small toys			n/k		
grey crate			n/k	1	
Flip chart stand			n/k	1	
Play rug			n/k	1	
Black wood shelving			n/k	1	
Oblong table			n/k	1	
Orange crate			n/k	2	
Folding crate			n/k	4	
Blue plastic 3-drawer unit			n/k	1	
Black plastic 3-drawer unit			n/k	1	
Red plastic shopping basket			n/k	8	
Wire shopping basket			n/k	1	
Toolbox containing hand tools			n/k	1	
Brown cardboard crates			n/k	3	
Torch			n/k	1	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
<b>Cleaners' area and WCs</b>					
Step ladder			n/k	1	
blue mop and wheeled bucket			n/k	1	
red mop and wheeled bucket			n/k	1	
yellow mop and wheeled bucket			n/k	1	
Dyson upright vacuum cleaner			n/k	1	
Mastervac cylinder vacuum cleaner			n/k	1	
Broom			n/k	5	
Floor sweeper			n/k	1	
Bucket			n/k	2	
Bowl			n/k	1	
Caution sign			n/k	1	
Dustpan and brush			n/k	1	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Rotary floor cleaner			n/k	1	
Staff locker			n/k	2	
Waste bin			n/k	2	
Wall mirror			n/k	1	
Christmas tree			n/k	1	
Pedal bin			n/k	2	

<b>Kitchen</b>					
Staff lockers - blue			n/k	6	
Sovereign refrigerator			n/k	1	
Flask			n/k	3	
Returns book drop box			n/k	1	
First aid kit			n/k	1	
Storage cansister			n/k	3	
Mug tree			n/k	2	
Mug			n/k	16	

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Bosch Exxcel washing machine			n/k	1	
Waste bin			n/k	1	
Toaster			n/k	2	
Vase			n/k	1	
Cutlery (assorted)			n/k		
Crockery (assorted)			n/k		
Signature kettle			2012	1	

ICT					
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP 1740 VDU			n/k	1	
HP 1740 VDU			n/k	1	
HP 1740 VDU			n/k	1	



# Chantry Library

[illegible]

# Chantry Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
DS self service machine		Mar-12	n/k	1	
Kensington orbit elite 2 button trackerball			n/k	1	
Mice			n/k	7	
Opticon scanner			n/k	2	
HP Color LaserJet 500		Apr-12	n/k	1	
keyboard for self-service unit			n/k	1	

## Clare Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	I D
Flavia coffee machine	10629	1	0	2003	
Morphy Richards kettle	60005960	1	0	2003	
Glen heater 2000		1	0	1995	
BT Diverse Plus phone	1141009844R	1	0	2012	
Purple sofa		1	0	2005	
Typists chair		4	0	2005	
Grey coffee tables		2	0	2005	
Grey stacking chairs		6	0	2005	
Blue Plastic stacking chairs		5		obtained from other library 2011	
Magazine stand		1	0	2005	
DVD/Spoken Word display stand		2	0	2005	
Crescent childrens cushion stools		6	0	2005	
disabled trolley		1	0	2004	
BT décor plug in phone	9941054283	1	0	2002	
Vacum		owned by cleaning contractor	0	2011	
sonny cd player CFD-S350L		1	0	Jul-06	
Grey round table		1			
Square brown table		1			
Black double turnstile display		1			

# Clare Library

Metal File Cabinet		1			
Staff Desk		1			
Dump bin for Self Service machine		2		2012	
Black display stand		1		2005	
Natural Wood display stand		1		2005	
Childrens kinder box		1		2005	
Leaflet display stand		1		Provided by Tourist Information Aug 2011	
Paperback Spinners		4			
Bookstart Bear		1			
Musical Instruments for Bookstart		several assorted			
Fire Extinguishers		2			
Wall Clock		1			
Childrens round table		1			
Fold up "pasting" table		1			
Headphones		1			
Book Trolleys		2			

IT Equipment listed below

Annual check undertaken by:

Lisa Dunn

# Clare Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	I D
<b>Public Terminals</b>					
HP Monitor HPL1750	3CQ814093M	3			
	3CQ8180V70				
	3CQ814093N				
HP COMPAQ Desktop	CZC82855QQ	3			
	CZC8284T9W				
	CZC82855YR				
HP Keyboard KU 036	BC3250FCPW2HZS	3			
	BC35BOEVBW542U				
	BC3250FCPW2H2Y				
HP Mouse	FB7330AN3VW1QAV	3			
	FB7330A9WW40143				
	FB7330A9WW40203				
IEI Self Service Machine	70045 463 023 652	1			
Star TSP100 Slip Printer	2400111080602681C	1			
<b>Staff Terminal</b>					
HP Monitor HPL1750	3CQ814093J	1			
HP COMPAQ Desktop	CZC82855X2	1			
HP Keyboard KU 036	BC35B0EVBW5425	1			
HP Mouse	F87330AUJV2GYY	1			
Opticon scanner	20667	1			

# Clare Library

Induction Hearing loop		1
Slip Printer CBM1000	333654	1
HP Color laserjet 2605dn	CNCW75H2K2	1

## Debenham Library

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Flavia Coffee Machine		1	Black				
uplight		1	floorstanding uplight				
Angle Poise Light		1	White				
small half circle table		1	pine and metal legs				
Pine Chairs		2	Pine and fabric chairs				
Adjustable Chairs		5	Plastic and material				
wheeled returns box			blue, 4 wheels				
square table		1	table for self service computer				
Display Unit		1	DVD etc display unit				
children's stools		3	plastic cylindrical, cushion-style				
Trolley		3	Metal book trolleys				
children's dump box		1	red wood, metal legs				

# Debenham Library

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisiton	Date of Disposal	Disposal Form No.
Children's Book Spinner		1	Plastic Red shelving unit				
magazine rack		1	black metal				
leaflet display		1	clear plastic				
CD Player	7202104808915.00	1	generic				
Portable Phone & Cradle	0948626908R	1	BT diverse 6210				
Electric Kettle	n/a	1	signature				
locker		1					
Hoover	38937	1	bush, 1400w				
Fan		1	Generic				
<b>Computer</b>							
Item Type	Serial Numbers	No. of Items	Description		CSD No.	Other No.	
Keyboard		6	Dell				
Mouse pointers		5	Dell				
Monitors		1	HP		5001313		
Monitors		1	HP		5001312		
Monitors		1	HP		5001308		
Monitors		1	HP		5001305		
Monitors		1	Dell		5001303		
Computer		1	HP		5001311		
Computer		1	HP		5001310		
Computer		1	HP		5001309		



# Debenham Library

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisiton	Date of Disposal	Disposal Form No.
Computer		1	HP		5001306		
Computer		1	Dell		5001304		
Printer/ Copier/fax		1	Hewlet Packard OfficeJet 6500A		5007419		
Printer	MY29J292NJ	1	Hewlet Packard Deskjet 6122		5001307	1016307	
Self-Service Terminal			D-Tech		N/A	N/A	
Thermal Printer Star		1	Star		N/A	N/A	
Thermal Printer			generic		5001316	1016316	
headphones		4	panasonic				
Supplier			Ref	Description	Quantity	Total cost	
Gresswell			A5379	Leaflet display	1	£146	
01992 45 45 11			A7535	Locker	1	£76	
			A4358	Study chair	2	£214	
			A-2235	Computer chairs (no arms)	4	£300	
			A-2289	Comp.chair with arms	1	£119	
LFC 0800 616621			TT300-1247	Shelving starter kit	2	£326	
			TT300-1250	Shelving add-on bays	2	£260	

## Debenham Library

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisiton	Date of Disposal	Disposal Form No.
			TT300-1257	Display shelf set	3	£49	
			TT200-2001	Back-edge book support	20	£80	
			TT300-5127	Workstation starter	2	£340	
			TT300-5131	Workstation add on	3	£420	
Peters Kitshop			Ref:025	Mobile picture book unit	1	£90	
0121 666 6646							

## Elmswell Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Panasonic Cordless Phone	4kcqc044042	1				
Stereo - Goodmans	G - 00045117062	1				
Red fire extinguisher						
Kettle - Micromark	21421MARO	1				
Fridge - Beko mini bar		1				
Table and 4 Chairs - Wooden		5				
5 x Computer chairs		5				
Hoover	33061	1				
Safe (bolted to floor)		1				
1xFan	245876	1				
Staff Desk & 2 x Chairs	One Access to Work chair	2				
Staff Terminal / Monitor	5600913/5601199	2				
Staff keyboard	BC35B0EVBW551T					
Printer HP Colour Laser Jet 2605dn	5005661	0				
Barcode Scanner + stand - Opticon		1				
Wall clock, white, radio cont						
Self-Service Monitor	5007487	1				
Public Terminals (L -R)						
Keyboard	BC35BOEVBW30E1	1				
Keyboard	BC35BOEVBW551X	1				

## Elmswell Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Keyboard	BC35BOEVBW55K1	1				
Keyboard	BC35BOFVBW7245	1				
Keyboard	B93B9OAVBS14ED	1				
Monitor and drive	5601206/term 5601051	1				
Monitor and drive	5601208/term 5601047	1				
Monitor and drive	5601207/term 5600910	1				
Monitor and drive	5601209/term 5600909	1				
Monitor and drive	5505541/term 5802638	1				
One filing cabinet		1				
One fan	455599/034605 (PAT test asset no)	1				

# Eye Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Staff HP PC		1				
Staff HP PC		1				
Staff HP monitor		1				
Staff HP monitor		1				
Staff HP keyboard		2				
Staff mouse		2				
Opticon barcode scanner		2				
Receipt issuing machine		1				
HP colour laser jet 2065dn printer		1				
Digital portable CD player		1				
Paper shredder		1				
Laminator		1				
staff office chair, blue		1				
panasonic telephone		1				
Metal book trolleys		3				
Self-issue machine		1				
Table for self-issue machine		1				
Blue book bin for self-issue machine		1				

# Eye Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Receipt printer for self-issue machine		1				
4 drawer filing cabinet		1				
Metal lockable cupboard		1				
headphones		1				
Blue armchair		1				
Round table		1				
Blue chairs		2				
Half hexagonal table for PCs		1				
Office wheeled chairs		3				
Public HP PC		3				
Public HP monitor		3				
Mouse for public PC		3				
Tracker ball mouse for public PC		2				
Red folding chairs		6				
Children's foldaway table		1				
Pedestal fan		1				
kettle		1				
Metal bookdrop bin		1				

# Eye Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Wire magazine stand		1				
Wire leaflet stand		1				
metal wheeled trolley		1				
kinder boxes		2				
small blue display unit		1				
beech display unit		1				
beech DVD spinner		1				
beech CD spinner		1				
Beech tabletop spinner		1				
multicoloured paperback spinner		6				
old circular paperback spinner		2				
tall paperback spinner		1				
children's chair		2				
children's stool		4				
children's area rug		1				
children's area floor cushions		4				
beanbag		1				
free standing 3-sided slatwall		1				

## Eye Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
plastic shelves for above		4				
metal shelves for slatwall		2				
tall blue bin		1				
wall-mounted slatwall display		1				
plastic leaflet holders A4		5				
plastic leaflet holders A5		10				
plastic leaflet holders A6		8				
wooden steps		1				
kick step		1				



# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal
<b>Office</b>				
Desk Fan	61300032		2004	
Wood & Metal Desks x 3			Jan-06	
3 drawer wood unit x 3			Jan-06	
2 Door wooden Cupboard			Jan-06	
Wood Shelf unit (4 shelves) x 2			Jan-06	
Adjustable Computer chairs (Red) x 3			Jan-06	
laptop computer [NB bought for lib by councillor - nothing to do with CSD]	RFC618423-1801	£600	Dec-08	
Metal Key Safe			Jun-06	
Dudley Metal Safe			More than 15 years ago	
Phoenix 0988 safe	2		Sep-06	
Panasonic cordless telephone	PQGT1550728		2004	
in safe canon camera power shot A560	4432109420		Aug-07	
Rexel Laminator	LV340HS			
Bush CD/Record Player	B00417700916		Oct-08	
<b>Workroom</b>			Jul-06	
4 shelf wood unit			May-06	

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal
Wood & Metal desking x 8			Apr-06	
Corner desking x 2			Apr-06	
3 drawer wood unit x 6			Apr-06	
4 drawer wood unit			Not known	
3 drawer wood unit			2003	
2 drawer grey unit (DS)			Not known	
Adjustable chairs (Heather) x 7			Apr-06	
waste paper baskets x 3				
Large format keyboard x 2			not known	
Metal shelf wall unit x 1			Apr-06	
Desk fan	609001265		2004	
Laminator	CBC creative Laminator4		2006	
Guillotine				
Portable Induction Loop			2004	16/01/2008 ( )

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Fo
<b>Workroom (cont'd)</b>					
Quantum Wallclock			not known		
BT Diverse cordless teleohpne	8822		not known	06/07 faulty	
Brother Fax	E62744M5F435049		Feb-06		
Metal 3 draw filing cabinet			More than 10 years		
<b>Small Meeting Room</b>					
Red arm chairs x 2			May-06		
Red computer chairs PVC x 2			May-06		
Flip Top Table x 1			May-06		
Square table x 1					
Standing fan	May-06				
<b>Top Landing</b>					
Evacuation Chairs x 2 includes 1 in safe area			May-06		

## Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Fo
Red Tub Chairs x 3			May-06		
Wood Coffee Table			May-06		
Panasonic Stereo System with Speakers	WQ3da001459		Aug-04		
Bhyron SX201 Remote Doorbell	sn0507		Dec-05		
<b>Staff Room</b>					
Red Bucket Chairs x 1			May-06		
Red Fabric Armless chairs x 4			May-06		
Corner Table (red) (glass top)			May-06		
1 coffee table			May-06		

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form
<b>Staff Room cont'd</b>					
Quantun Wall Clock			Not known		
Candy Fridge/freezer (owned by staff)					
Tricity Microwave	28440		Over 15 years		
Small Metal lockers x 6			Aug-06		
Hinari Toaster (owned by staff)					
Hotpoint Aquarius Dishwasher	28439		Apr-05		
PURE dab radio	32206p98007484		07/07/2007		
<b>Room at the Top</b>					
Red Arm Chairs x 23			May-06		
Red Chairs (no arms) x 14			May-06	2 damaged chairs disposed	28/06/
Tilt top tables x 9			May-06		
Chair Transporter			Jul-06		
Alba CD Radio (owned by staff)	hmo611914248				

## Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form
electronic keyboard	wbnk01771	£99	01-Nov		
keyboard stand		£15	Nov-07		
Assorted musical instruments (10)			Apr-07		

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Dispo
<b>Coffee Shop area</b>					
ICT Bar			May-06		
High Stools x 3			May-06		
Samsung Plasma TV			May-06		
Round coffee table x 3			May-06		
Red Tub Chairs x 6			May-06		
<b>Main Library</b>					
Semi circular tables x 2			May-06		
Art Group Card Display					
Staff Terminal Pod x 2			May-06		
Wall shelf unit x 3 x 1			May-06		
Wall Shelf unit x 2 bays x 5			May-06		
Single Wall unit x 1			May-06		
Oval table (display)			May-06		

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Dispo
Double sides free standing shelf units x 5 shelves x 43			May-06		
Corner display units x 3 shalves x 10			May-06		
Self Service Unit with 3 terminals			May-06		
Oval coffee table			May-06		
Floor standing magazine rack			May-06		
Red tub chair x 1			May-06		
Seagull sculpture by Paul Richardson			May-06		
4 x 4'x3' photographs			May-06		
2 x 6'x4' photographs			May-06		
1 x 7'x3' photograph			May-06		
LEAP display stand			Jun-10		
Free standing leaflet display unit			Apr-12		
NRG Coin - op for photocopier					
Photocopier Ricoh Aficio MP2000	L7096760301		2010		



# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal
<b>Non-Fiction area</b>				
High Wall shelves 4 bay x 4			May-06	
High wall Shelves 6 bays x 1			May-06	
High Wall shelves x 3 bays x 1			May-06	
Double sides free standing shelf units x 5 shelves x 10			May-06	
Double sided free standing x 3 shelves x 2			May-06	
Listening posts x 2			May-06	
Spectacle display unit (in library store cupboard)				
1 Red metal CD rocket			May-06	
2 Red metal DVD rockets			May-06	
1 Metal and Wood CD and Playstation game display (dismantled)			May-06	28/06/2011
Metal & wood Display (face out) units x 33			May-06	
<b>Childrens Library</b>				

## Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal
1 Red Rocket Stand (in library store)			May-06	
Variable Metal Wall shelves x 7			May-06	
Fxree standing Metal shelves (short) x 4			May-06	
Free Standing Metal Shelves (tall) x 6			May-06	
Wooden display shelves (oversize books) x 2			May-02	
Boat			May-06	
Small Round table with 3 chairs			May-06	
Wooden corner unit			May-06	
Self-service unit complete			May-06	

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of
<b>T-Zone</b>				
Wall Metal Shelf Unit x 1 triple and 1 double			May-06	
Portable TV with Playstation TV moved to RATT			May-06	
Woodand metal Viewpoint pod			May-06	
<b>Staff Work Station area</b>				
I Tall pod with cash drawer and slip printer			May-06	
1 Low Pod with cash drawer and slip printer			May-06	
3 draw units x 2			May-06	
DVD cabinet - metal			May-06	
BT Diverse 7110 phone	48437		Jan-11	old one broke remove
Hypercpm credit card machine	Optimum M A420		Oct-12	old one returned Oct-
Laserjet 500 color M551	5007452		Apr-12	
Red Kickstool			May-06	
Floor standing fan moved to RATT			Unknown	

## Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of
Large Wall Clock			May-06	
pillar fan	gtfant		Jul-07	
Flavia Coffee Machine removed on instructions of Elisabeth Harrison			Aug-04	
Flavia Coffee dispenser as above			Aug-04	
small flavia coffee machine	sd1344			
Metal Trolley for Coffee Machine			not known	
Square wooden table			Not known	
Oblong Low wooden table			not known	
metal computer trolley			not known	
Metal Display Board			May-06	

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal F
<b>Coms. Cupboard</b>					
Daewo DVD machine	309ag00666		May-06		
Daeowo Freeview box			May-06		
<b>Other furniture in Library area</b>					
1 Tub chair			May-06		
1 leather/wood armchair			Pre 20 years		
9 red chairs with arms			May-06		
18 chairs with arms			May-06		
2 High and 1 Low computer chairs			May-06	1 x high removed 28/06/11	IF33
2 Round Table			May-06		
1 Oblong Table			May-06		
4 PC Tables			May-06		
5 Grey stand along display units			May-06		

# Felixstowe Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal F
<b>IT</b>					
HP Base unit Public x 16					
HP Monitor Public x 16					
HP Keyboard Public x 16					
HP Base unit Staff x 8					
HP Monitor staff x 8					
HP Keyboard x 8					
Scanners x 9					
Slip printers staff x 2					
Slip printers self service x 4					
Printer - HP Laserjet 500 colour m551 x 1					
Printer - HP Officejet pro 81100 x1					
Printer - Deskjet 895cxi x 2					
Printer - HP Officejet 6000 x 1					
D-Tech self service machines x 4					

# Framlingham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	D
Metal Cabinet 2 Draw, locakable		1				
Small round wood metal legged coffee table		1				
Leaflet display Free Standing (wooden sides)		1				
Wooden Desk metal legs H-Framled 2 Drawer 5ftx2ft		1				
Laminator		1	£200			
CD Player - Phillips		1				
Paper Cutter		1				
Kettle - ONN		1				
Microwave Oven 700w - pacific		1				
Safe - Guard		1				
Small Fridge		1				
Panda Kinda Box		1				
Childrens bee stools		3				
Large mat		1		belongs to evening group who use library		
Rotor Stands Green 5 Tier Wood Bases and Tops		1				
Wall Bracket for Shelving		1				
Double sided Brackets		1	£69.00	01/02/2007		

# Framlingham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	D
3.5ft shelves		1				
3ft shelves		3				
2.5ft shelves		1				
double sided shelving unit 5 tier						
Double sided shelving unit 4 tier on wheels						
small fans - 1x 9 inch & 1 x12 inch		2				
large fans - floorstanding		1				
cash drawers		2				
Mobile pc workstation desk		1				
Metal Conference Chairs	purple and blue	10				
Chairs on Castors		3				
Double-sided News Rack		1				
Wall News Rack		1				
24 Pocket Displayer		3				
12 A5 Pocket Displayer		2				
Rotory Tower 4 Arms 5 Tier		1				
Cd Rotory System Wood 8 Tier (plastic top)		1				
Rotory Book Display 7 Tier Wood (plastic top)						
Wooden Book trolleys		3				
Small metal trolley - 2 tier for customer use		1				



# Framlingham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	D
Telephone - cordless & base - panasonic		1				
BT White telephone in box		1				
Lockable Comms Unit		1				
Fan Heater - electric		1				
Steps - metal		1				
Tub Chair		2				
Tesco Kettle		2				
Burco Kettle - large		1				
Metal trolley (kitchen)		1				
Small Stool		2				
3-tier wooden display bookcase		1				
2-tier blue wooden display bookcase		1				
6- tier metal shelving (in office)		1				
Step stool		1				
Tables:		1				
80 x 80 cms		3				
1M x 80cms		1				
65cm x 65 cm		1				
120 cm x 80 cm		3				
120 cm x 60 cm		1				
HP Base Unit Public		3				

# Framlingham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	D
HP Monitor Public		3				
HP Keyboard Public		3				
HP Base Unit Staff		3				
HP Monitor Staff		3				
HP Keyboard Staff		3				
HP Laser Jet 500 color M551 PC16		1				
Hand Held Scanner		3				
Slip Printer		2				
Self-Service		1				

# Gainsborough Library

## Teens

x1	Samsung 32" TV	Model: LH32MGQLBC/EN	Serial: MG32HSWS600183P
x1	Desk - with 4 PCs		
x1	square wooden table		
x 3	Chairs	black	
x3	Tub chairs	spicey	
x4	Bar stall' Chairs		
x1	Teen Shelves		
x1	sofa	spicey	
x1	coffee table		

## Video Games Trolley

x1	Sony Playstation 2 PAL	Model: SCPH-77003	Serial: FB7922346
x2	Sony Analog Controller	Model: SCPH-10010	
x2	Sony AC Power 8.5V adapter	Model: Scph-70100 Model: Scph-70100	AB 04742730 A 06210008
x4	Sabre RF Controller for PS2	item#AGO8246	
x1	Wii Nintendo D-63760	Model: RVL-001 (Eur)	Serial: LEH25863715[7]
x4	Wii handsets	Model: RVL-003	
x1	Wii Power supply adaptor	Model: RVL-002	
x1	Wii hand controller		
x1	Dance UK Dance mat	Model: SPC1001	
x1	Samsung 19" TV	Model: LE19B450C4WXXU	Serial:85793HLS3048737

## Library

Counter	IP Phone	SISCO IP phone 7911 series
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# Gainsborough Library

x1	staff pc, slip printer		
x1	table		
x1	Printer		
x1	2 drawer filing cabinets		
x5	2 drawer filing cabinets		
x1	cordless phone		
Main			
	Photocopier -Ricoh	Model: Aticio MP2000	Serial: L7096760305
x 1	Bin		
x1	LEAP point PC & desk		
x1	Rocket S & V display		
Fire	foam		
x1	CO2		
x1	trolley	metal	
Quiet Area			
x1	Listening Post		
x2	Spicey Chair		
x1	newspaper stand		
x9	Office chair sliders (spicey)		
x4	Computer Desks		
x2	Spinners		
x5	Computers & Monitors		
x1	folding table	wooden	
x1	coffee table	wooden	
x7	Canvas photo wall art		
x1	clock		

# Gainsborough Library

## Childrens

x5	Kinder boxes	
x1	PC	
x1	pc chair	spicey
x1	Computer desk	
x1	childrens spinner	
x1	3 part soft seating	
x1	low table	
x3	small chairs	

## Staff room

x2	sofa seating (blue)	
x2	office chairs (blue)	
x 1	coffee table	
x1	telephone	SISCO IP phone 7911 series
x1	Fridge- Whirlpool A+ class	
x1	safe in cupboard	
x1	big trolley	
x1	microwave -Panasonic	
x2	3 drawer filing cabinet	wooden
x1	Toaster	Cookworks Signature
x1	sandwich maker	
x1	30 key cabinet	
x3	lockers	
x1	3 drawer filing cabinet	metal
x1	kettle	sabichi
x6	Fujifilm finepix J20 &	9UL02972 9UL02973 9UL02979

# Gainsborough Library

x 6	battery & chargers	9UL02974 9UL02975 3UL02977
x2	desk fan	
x1	tall cupboard	wooden 2 door
x2	desk	
x1	clock	
x1	fire extinguisher	CO2
x1	laptop	RFC7258869
x1	staff pc	
x1	Windowmaster pc	
x1	cctv monitor screen	
x1	IT cabinet	main store

## Hub

x1	curved display stand	
x3	quick choice shelves	
x1	self service & stand	
x1	toy lib display	
x1	glass cabinet	
x1	brainstorm sculpture	
x1	tub chair	
x1	bin	
x1	coffee table	
x1	spinner	
x1	return trolley	wooden
X1	sale trolley	metal
x1	pc and desk	viewpoint
x2	face out display stand	
x1	pc chair	black

# Gainsborough Library

x1	coffee table
x1	Fire extinguisher co2
x1	fire extinguisher foam
	curved display stand

## Café

x1	Samsung 40" TV	Model: LH40MGPLBC/EN	Serial: MG40HS1S400633R
x4	white round tables		
x16	coloured café chairs		
x2	high chairs		
x1	bin		
x1	coat rack		
x1	Dishwasher	CF50 DP WS	
x1	Fridge Freezer		
x1	chilled display unit	DSR 125B	
x2	Combi microwave	Sanyo EMCD 2900	
X1	Double Refrigerator	Interlevin	
x1	Sandwich toaster	Buffalo	
x1	Soup kettle	Ecowet BK	
x20	Large plates		
x5	Soup bowls		
x2	teapots		
x19	small teapots		
x13	knives		
x13	Spoons		
x18	teaspoons		
x12	Forks		
x2	Trolleys		

# Gainsborough Library

x16	trays	
x6	Small plates	
x20	Mugs	
x15	teacups	
x16	saucers	
x6	chopping boards	
x1	Serviette stand	
x1	condiments stand	
x2	Jugs	
	Jacket potato oven	
x25	Storage trays	
x2	glasses	
x1	Chopping knives	
x1	Spatula	
x1	Water boiler	
x1	Label dispenser	
x1	fire extinguisher foam	
x2	fire extinguisher CO2	1 down corridor
<b>Meeting</b>		
x1	clock	
x1	cabinets	
x10	chairs	blue
x2	Tables	
x1	ip phone	
x1	whiteboard	
<b>Sound Studio</b>		
x5	office chair (blue)	



# Gainsborough Library

x4	computer desks	
x1	iphone	
x1	two drawer unit	wooden
x2	headphones	
x2	speakers	Labtec
x2	speakers	Yamaha
x1	keyboard	Roland Juno -D
x2	desk keyboard	Oxygen8 V2
x3	PC	
x1	Cloud microphone	
x1	microphone	floorstanding
x1	microphone	desk
x1	amplifier	HA4700 Powerplay pro
x1	mixer	
x1	<b>cabinet containing</b>	
x1	Power amplifier	PAG754
x1	TEAC CD player	PDD2620
x1	TEAC stereo tuner	TR610
x1	Cloud 24 mixer	
x1	Sabine system controller	NAV8802

## Community Room

x4	childrens fold up tables
x16	childrens chairs
x36	black chairs
x9	fold up tables
x1	whiteboard
x1	flip chart

# Gainsborough Library

	cutlery	
x 2	plastic jugs	
x1	CD player	
x1	Hydro tap	
x1	bin	
x1	ip phone	
x8	mugs	
x3	cabinets	
x1	Epsom projector	EBG5200W
x1	clock	
x1	fire extinguisher foam	
x1	Fire extinguisher co2	
x 31	cups & saucers	
x 18	glasses	
x36	plates	
x1	coffee table	
x3	tub chairs	
x1	Projector screen	
x1	Kinder box	
x3	Teapots	

## Garden

x1	Table	wooden
x1	Bench	wooden
x2	chairs	wooden
x1	waterbutt	
x1	composting bin	
x1	lawn mower	Flymo

# Gainsborough Library

various garden tools

## Glemsford Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Staff computer base unit PC-CZ03224NB	CSD 5606462	1				
Staff HP monitor	CSD5600181/SCC 1037185	1				
Staff HP printer	CSD5005636/SCC1031512	1				
Self Service terminal - Dtech	CSD5007477/SCC0060150	1				
Public computer (1)	CSD5601016/SCC1038019	1				
Public computer (1) monitor	CSD5512251/SCC1037882	1				
Public computer (2)	CSD5601000/SCC1038003	1				
Public computer (2) monitor	CSD5512250/SCC1037880	1				
Staff desk		1				
Work station chairs		3				
Computer workstations		2				
Coffee table		1		Apr-04		
Large children's area rug		1		Dec-04		
Children's seating (4 plastic dice)		4		Dec-04		
CD Player Goodmans		1			2011	Trans.to HV
CD Player JVC		2		Jul-05		
Book Trolleys		2				

## Glemsford Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Coffee machine		1			2011	MR
Panasonic telephone	KX-A141ES	1		Aug-03		
Staff desk 3 drawer unit		2				
Desk unit cupboards		2				
Desk fans		2				
3-tier CD spinner		1			2011	Trans.to HV
Paperback spinners		3				
DVD spinner		1				
Fabric covered arm chairs		2		Dec-04		
Fabric covered chair with wooden arms		1		Dec-04		
Fold-up crafts table		1				
Cylinder vacuum cleaner		1				
Headphone sets		2				
Coloured kinderboxes		2				
Children's coloured shelving units		3				
Small black book display units		3				
Haden kettle		1		2012		

## Glemsford Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Stepladder		1				
Slatted wood display units - blue		2				
Slatted wood display unit - beige		1		2012		
Keysafe		1				

## Great Cornard Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Portable Dimplex heater	DX200S	1		Mar-07	
Coffee Machine		1	£146	Sep-03	Jan-09
Goodmans CD Player	062 G-1283609038	1		Sep-03	
Dell Staff Terminal	5601393	1			
Hewlwt Packard Laserjet 2605dn	5005699	1		Aug-07	
Hewlett Packard Deskjet 895 Cxi Printer		1			Aug-07
Dell Public Terminal	5502514 & 5502650	2		17/01/2006	
Hewlett Packard Suffolk Lib Direct Terminal	5502640	1		17/01/2006	
Cash Management Printer	33656	1		Unknown	
D-Tech IBM Self-service machine	41-LB122	1		Apr-11	
Epson printer for self-service	MQEF008948	1		Apr-11	
Dell CD rom	4G0R91J	1			Feb-09
Dell staff terminal in office	5602646	1		Feb-09	
Dell public terminal	5514011 & 5514416	2		Jun-09	
Glass display cabinet		1	£1,000	Jun-09	
Card spinner		1		Jun-09	Jul-11
wooden leaflet display units		3		Jan-09	
Quick choice book display		1		Jan-09	

## Great Cornard Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
New book display unit		1		Jan-09	
Leaflet rack		1			Jan-09
Blue easy chair		1		Sep-03	Jan-09
Children's wooden table		1		Jan-09	
Children's wooden chairs		4		Jan-09	
Children's kinder boxes		3		Jan-09	
Children's seating		4		Jan-09	
Children's settee		1		Jan-09	
Settees		5		Jan-09	
Pebble seating		6		Jan-09	
PC chairs		6		Jan-09	
Staff computer chair		2		Jan-09	
Bar chairs for PCs		2		Jan-09	
kidney table		1		Jan-09	
Square tables		3		Jan-09	
Teardrop tables		2		Jan-09	
Computer desks		4		Jan-09	
Staff reception desk		1		Jan-09	



## Great Cornard Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Sound & vision display		1		Jan-09	
Office desk		1		Jan-09	
Key safe		1		Jan-09	
Eco sign		1		unknown	
Filing cabinet		1		Mar-09	
Book trolley		2		Jan-09	
small trolley for customer use		1		unknown	
coffee table		1		Jan-09	
grey storage drawers		2		Jan-09	
Grey storage cupboard		1		Jan-09	
Red children's chairs		4			Jan-09
Children's soft cushions		8		Sep-03	Jan-09
Double displayboard		1			
Single displayboard		1			Jan-09
Glass display cabinet		1		2004	Jan-09
Round tables		7			Jan-09
Chairs		24		Jan-09	
Public Lib direct desk		1		Jan-09	

## Great Cornard Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Small square table		1			Jan-09
Telephone		2			
Portal heater	nl203 4000588	1	£17	Mar-06	
Blue easy chair	EWS11177	1			Jan-09
Small Coffee table		1			Jan-09
Periodical display unit		1			Jan-09
Leaflet display rack		1			Jan-09
Suffolk County Council display unit		1			Jan-09
Self Issue Terminal		1			Apr-11
Children's jungle round table		1		Sep-03	Jan-09
Safe		1		Jul-05	
Key Safe		1		Feb-06	Jan-09
Wii Console and accessories		1		Feb-10	
Bush 26" Flat screen TV		1		Mar-10	
Pine portable book shelf		1		Mar-12	
First Aid Kit		1			

# Hadleigh Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Dispos
<b>Kitchen/Landing/Toilets</b>				
Kettle Sabichi 89700	SB-1104-15169		15/04/2011	
Kettle Sabichi 89700	SB-1101-14772		08/01/2011	
Cups				
Saucers				
Plates				
Teapots x 2				
Cutlery assorted				
Milk jug				
Sugar bowl				
Baby changing unit Magrini	None			
Roller towel units x 3 (owned by Initial)	None			
Vacuum cleaner Matervac MVYESHE	62126			
Nappy bin (owned by phs)				
Saitary towel bin (owned by phs)				

# Hadleigh Library

<b>Stairwell</b>				
Filing cabinet 4 drawer		Property of CRU		
<b>Seminar Room</b>				
Tables large x 3				
Tables small x 1				
Chairs wooden frame x 14				
Chairs metal frame x 30				
Clock				
EVAC evacuation chair	A01/070500152	Not known - ordered by M. Elwood	15/05/2007	
<b>Staff room (store)</b>				
Haminex slide projector		donation		
Stand for above Unicol	None			
Filing cabinet 8 drawer	None			
Wheelchair with cushion; no identification	None			
Playstation 2 console	A81174779			
Playsattion controllers x2				
TV monitor ALBA AL15CDTV	No. 05185412006811			
Stand for TV	None			
Matsui Television	1014827311A			

# Hadleigh Library

Duverts x2				
Large Blue Bean Bag Cushion				
Baby Support Cushions x3				
Toaster Russell Hobbs				
Microwave Cookworks	8.27108E+12			
Table x1				

## Outside

Metal/plastic "cane" chairs x 6				
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## Public Area (incl. Counter)

HP 1750 monitor (Enquiry desk)	3CQ8173GNJ			
PC HP base unit	CZC8296G4H			
Barcode scanner Opticon	408262			
Logitech keyboard Y-ST39	BTD41303862			
HP Mouse	F93A90H5BVW3RS4			
HP 1750 monitor (Counter left)	3CQ8173GPD			
PC HP base unit	CZC8296G4Z			
Barcode scanner Opticon	20834 / 1021592			
Slip printer Citizen CBM 1000	0231059 / 1021593			
HP Mouse	F9390H5BVW3RS3			
HP 1750 monitor (Counter right)	3CQ8173GNT			
PC HP base unit	CZC8296G3R			
Barcode scanner Opticon	20669 / 1021586			

# Hadleigh Library

Slip printer Citizen CBM 1000	03Y1536 / 1021587			
HP Mouse	F93A90H5BVW3RQ0			
Kensington Mouse	B0919004040			
Printer HP Color Laser jet CP3525x	CNCTC2W2MT			
Cash drawers x 2				
Swivel chair				
Fax machine Samsung SF-370	J837BFES600243M			
Table for above				
Telephone Panasonic KX-T7730E-B	4ACUC011554			
Telephone Panasonic KX-TCD410ES (base)	3CBGA011565			
Telephone Panasonic KX-A141ES (handset)	PQT155072A			
CD/Radio/Tape Philips AZ1003	KZ000313021858			
Book trolleys - metal x 6, wooden x 2				
Photocopier Ricoh	H6737001108			
HP1740 monitor (Adult internet 1st left)	CNP538B9PQ / 1023326			
HP Compaq dc 7600 base unit	CZC6028K28 / 5502798			
BigKey LX large key keyboard	LEWKB48-1			
Kensington Mouse	B1016002821			
HP 1740 monitor (HD02)	CNP538BBTT / 1023325			
HD Compaq dc7600 base unit	CZC6023K4V / 5502796			
Kensington keyboard	N0934B001535			
Kensington Mouse	B)919004117			
HP 1750 monitor (HD04)	3CQ8173GMV			
HP Compaq dc7600 base unit	CZC8296G40			
HP keyboard	BC35BOEVBW30ED			
Kensington Mouse	B1011007729			

# Hadleigh Library

HP 1740 monitor (HD03)	CNP543KOK6			
HP base unit	CZC6012WHC			
HP keyboard	B93BOAVBSBA3U			
HP Mouse	F93A90HSBVW3RQH			
HP 1750 monitor (Children's internet)	3CQ8173GNL			
HP base unit	CZC8296G5S			
HP keyboard	BC35BOEVBW30K5			
Kensington keyboard (HD06)	NO934B001537			
HP 1740 Monitor	CNP538BBT7			
HP Base unit	CZC6023K2C			
Kensington Mouse	B0919004112			
SLD Viewpoint terminal HP	CZC8296G3W			
HP 1750 Monitor	3CQ8173GP1			
HP Keyboard	BC35BOEVBW30JW			
IBM Self service terminal	41-LB070			
Self service terminal clear casing	60125			
Self service slip printer	MQEF010372			
Self Service Keyboard	100700693			
Credit card machine	8.03181E+11			
Computer desks x 6				
Swivel chairs for above x 6				
Circular tables x 2				
Square tables x 6				
Sofas x 3				
Chairs x 15				
Armchairs x 3				

# Hadleigh Library

Childrens wooden chairs x 4				
Newspaper/Magazine Shelf with Upstand			Apr-08	
Coffee table				
Clocks x2				
Large Beech Dumpbin			Jan-08	
Round Blue Table (Children's)			Jan-08	
Deluxe Aluminium Frame 180 x 120 Blue		£44.94	22/02/2008	
Butterfly Pouf			25/02/2008	
Ladybird Pouf			03/03/2008	
Small Round Coffee Table				
Hearing Loop				

## Workroom

HP 1740 monitor	CNP538BBVN			
PC HP Compaq DC7600	CZC80111FM / 5501666			
Keyboard HP KB-0316	B93B90AVBSB3X6			
Barcode Scanner Opticon	20662 / 1021823			
Kensington Mouse	B0806004857			
Printer HP Laserjet 2605dn	CNCW75H2MX/5005635		10/07/07 from CSD	
Microwave Daewoo KOR-63A5WH	L00Y3A1802			
Kettle Frigidaire	NONE			
Fridge Daewoo	IE45730186			
Portable CD System JVC RC-EZ31B			Mar-07	
Portable CD Player Matsui CD104A				
Kikalong stool	No. 843			
Telephone BT Converse 125	No. 0410015386			



# Hadleigh Library

Small 2-wheel trolley	None			
Large 4-wheel trolley (flat bed)	None			
Desk fan STF 9	182894			
Desk fan x2 9C610				
Cisco Systems Hub				
4 chairs				
2 tables (1large, 1 small)				
Filing cabinet				
Double-door cabinet				
Clock				
Display Cube				
Metal Eruo Hook 150mm x 6				
Alba 19" Digital hD ready LCD TV	6.64929E+12		09/12/2010	
Xbox 360	not available			
Xbox 360 controller				
2 door beech cabinter for above				

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Lift – CIBES-HISSEN Model No. A 50000	851220-1880 Unit No. CT7955	1		30/09/1998	
Self Service Machine - D-Tech	Type - 4838-94E S/N 41-LB094 Property Tag 5007410	1		11/04/2011	
Self Service Machine - D-Tech Plastic Casing	D-ICE S/N 0060128	1		11/04/2011	
Self Service Machine - D-Tech Slip Printer - Epson	Model M244A Serial No. MQEF010299	1		11/04/2011	
Book Pod - Double	BP2	1		27/03/2007	
Slip Printer - THER CITI (Counter Left) Model No. CBM1000	Unique Vendor I.D. 0231134	1			
Keyboard – HP (Counter Left) Model No. KB - 0316	BC3250DVBV89LJ	1		14/04/2008	
Mouse - HP (Counter Left)	ASSY P/N: 417441-001 C/T: FB7330AN3V82QR0	1		14/04/2008	
Scanner – Opticon (Counter Left) Model No. OPL-6735-USB	A14670R003023510 Unique Vendor I.D. 23510				
Monitor - HPTFT (Counter Left)	CNC74691C1 Product No. PL766AA	1		14/04/2008	
	CSD Tag 5514495 Prop Tag 1033329				
CPU Base Unit - COMPAQ DC7700 (Counter Left)	CZC75119RK Product No. RG992EW	1		14/04/2008	
IP Address - 172.20.80.30	CSD Tag 5514003 Prop Tag 1034850				
Cash Draw Unit (Counter Left) Model No. 02051215	Parent Tag Number 1021103	1			
Slip Printer - THER CITI (Counter Right) Model No. CBM 100	Unique Vendor I.D. 0231136	1			
Keyboard – HP (Counter Right) Model No. KB - 0316	BC3250CVBV544N			14/04/2008	
Mouse - HP (Counter Right)	ASSY P/N: 417441-001 C/T: FB7330AN3V90VEZ	1		14/04/2008	
Scanner – Opticon (Counter Right) Model No. PPL-6735-USB	A14670R0030 Unique Vendor I.D. 23523	1			
Monitor - HPTFT (Counter Right)	CND8043FBR Product No. PL766AA	1		14/04/2008	
	CSD Tag 5514516 Prop Tag 1033367				
CPU Base Unit - COMPAQ DC7700 (Counter Right)	CZC75119RR Product No. RG992EW	1		14/04/2008	
IP Address - 172.20.80.32	CSD Tag 5514001 Prop Tag 1034854				
Cash Draw Unit (Counter Right) Model No. 02051322	Parent Tag Number 1021110	1			
Printer – Hewlett Packard Colour Laserjet (Counter) Model No. 2605DN	CNCW7492GP	1		10/03/2010	
IP Address 172.21.80.11	Asset No. 5005690				

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Library Phone – BT Converse 180 Model No. 870737 REN: 1 B2P	S/2981/3/R/503077	1			
Base Unit (Adult Internet Terminal - Left) Compaq DC 7900 <b>(HL02)</b>	Serial No. CZC005BN3X Product No. KP721AV CSD Tag 5605934 Prop. Tag 1042516	1		12/05/2010	
Monitor (Adult Internet Terminal - Left) HP 1740 IP Address: 172.21.80.35	Serial No. CNK546205N Product No. PL766 CSD Tag 5501940 Prop. Tag 1023760	1		22/03/2006	
KeyBoard - HP - Model KU 0316 BATJBOGVBY7309	ASSY P/N: 434821-033 U.K SPARE P/N: 537746-031	1		12/05/2010	
Mouse – Kensington Optical Black <b>SPARE IN WORKROOM</b>	7334	1		07/07/2008	
Mouse - HP	CT : FATSKOK8FYBSMB	1		12/05/2010	
Table (SLD Computer)		1			
Blue Computer Chair On Wheels		1			
Base Unit (Adult Internet Terminal - Right) HP Compaq <b>(HL03)</b> PC Name - PC-CZC005BMZX	Serial No. CZC0058MZX Product No. KP721AV CSD Tag 5605504 Prop. Tag -1042086	1		12/03/2010	
Monitor (Adult Internet Terminal - Right) HP 1740 IP Address: 172.21.80.31	Serial No. CNK5461FB4 Product No. PL766 CSD Tag - 5502250 Prop. Tag - 1024060	1		22/03/2006	
Mouse – Kensington Optical Black	8036	1		03/12/2008	
KeyBoard - HP - Model sk-2880 UK - B93B90ACPSK11N	HP P/N: 382641-031 SPARE P/N: 382925-031	1		22/03/2006	
Table (Adult Internet Computer)		1			
Headphones – Panasonic Digital RP-HT225	534/0882	1		11/10/2008	
Headphones – Panasonic Digital RP-HT225	534/0882	1		11/10/2008	
Headphones – Panasonic Digital RP-HT225	534/0882	1		24/10/2008	
Headphones – Panasonic Digital RP-HT225	534/0882	1		24/10/2008	
Headphones – Panasonic Digital RP-HT225	534/0882	1		24/10/2008	
Headphones – Panasonic Digital RP-HT225	534/0882	1		04/02/2008	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Three Draw Filing Cabinet – Silverline		1			
6 Drawer Filing Cabinet	AMASPEC997	1		02/02/2000	
Two Draw CD Cabinet		1	£214.95	02/03/2005	
Steel Framed Wooden Trolley (Arrow Double Sided Silver)		1	£325.00	18/01/2008	
Wooden Book Trolleys		2			
Black Metal Trolley		1			
Small White Metal Trolley		1			
Plastic Magazine Stand – Peterborough Floor Stand - 30 Tray Unit		1	£233.02	26/01/2007	
Plastic Magazine Stand –30 Tray Unit (Damaged in library - now holds 15)		1	£199.95	02/03/2005	
Metal Magazine Stand		1			
Kick Stool - Blue		1		25/10/2007	
Kick Stool - Grey		1			
Blue Padded Chairs (Wooden)		10			
Large Reading Table		1			
Small Reading Table		1			
Small Tables		2			
Induction Loop Microphone		1			
Morvend Coffee Machine - Flavia Small Brewer Model No. SB100	Serial No. B104512 I.D. Number SD1344	1		24/03/2011	
Large Beech Dumpbin		1	£195.00	19/02/2008	
Art Group Card Stand		1			
Slatwall 5 Compa	777200	1		19/08/2008	
Slatwall 5 Compa	777200	1		25/03/2008	
Slatwall All Purpose Basket	92863	1		19/08/2008	
Slatwall All Purpose Basket	92863	2		11/04/2008	
Slatwall Metal Euro Hook	355600	3		19/08/2008	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Slatwall Metal Euro Hook	355600	6		18/03/2008	
Slatwall Newspaper / Magazine	93904	1		25/04/2008	
Slatwall 4" Display Cube Plus Storgae	90705	1		23/05/2008	
Slatwall A4 Portrait Sign Holder	777500	1		19/02/2008	
Slatwall Sign Holder	91414	1		19/02/2008	
Promotional Stand 2 Tier	PROMOSTANDSM	1	£550	27/02/2007	
Philips CD Sound Machine Model No. AZ1003/05	Product No.KZ000309007556	1			
Desk Fan – CED-UK-LTD Model No. STF 12-12" 140433		1			
Ceiling Fan – Xpelair		1			
Loft Fan – Soler & Palau Reb 8		1			
Clock – WESTCLOX QUARTZ		1			
Fire Extinguisher – Foam (Front Entrance)		1			
Fire Extinguisher – Water (9 litre) (Porch .Entrance)		1			
Fire Extinguisher – Water (9 litre)		1			
Fire Extinguisher – Carbon Dioxide 2KG – Kidde		1			
Settee - Two Tone Purple		2		11/11/2005	
Book Stand - Black		1		11/11/2005	
Spinners - Black / Silver		2		11/11/2005	
Coffee Table		1		11/11/2005	
Sound and Vision Stands		2		11/11/2005	
Spinners - Blue		2		11/11/2005	

## Gallery

Photocopier - Ricoh AFICIO MP 2000	Serial No. L7096660691	1		14/10/2009	
Coin Box - NRG Paymatic SNR 9970009282		1		14/10/2009	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Wooden Tables		2			
Wooden Tables - Rectangular - Beech - Chrome Folding Legs		2		26/02/2008	
Wooden Tables - Semi Circular - Beech - Chrome Folding Legs		2		25/10/2007	
Quadro Box - Display Shelves - LEAP Centre	E31057	1		18/03/2008	
Conference Chair - Twilight	JB1 TWIL	2	£76.00	27/03/2008	
High Back Chair - Twilight	MAH4TWIL	1	£68.00	27/03/2008	
LEAP Desk Deskits (Beech/Grey) 1600 x 800	KVD638Z	1	£116.40	27/03/2008	
LEAP Pedestal (Beech/Grey) 2 Drawer Gresham 3DFP6Z 600 mm	K2D8	1	£64.20	04/04/2008	
LEAP Pedestal (Beech/Grey) 3 Drawer Gresham 3DFP6Z 600 mm	K3D8	1	£64.20	04/04/2008	
Unframed Pinboard - Twilight 1200 x 1800	SAWSPEC837	1	£178.00	27/03/2008	
LEAP Office - Base Unit HP COMPAQ DC7700 CMT	Serial No.- CZC7511BSH Product No. RG992EW CSD Tag - 5513955 Prop. Tag - 1034807	1		28/03/2008	
LEAP Office Monitor – HPL TFT 17" 1750 IP Address: 172.20.80.45	Serial No.- CND752303Q Product No GF904A CSD Tag - 5514254 Prop. Tag 10 - None	1		28/03/2008	
LEAP Office - HP Keyboard - Model Number KB0316 BC3250CBBB534B	ASSY P/N: 434820-031 U.K SPARES P/N: 435302-031	1		28/03/2008	
LEAP Office Mouse - HP C/T: FB 7330AN3V90VVE	ASSY P/N: 417441-001 SPARES P/N: 417966-001	1		28/03/2008	
Digital Cordless Phone - Panasonic KX-TG1100	71CQA110086	1		25/03/2008	
Tower Fan	Ref No. 435421 0308	1		23/05/2008	
Information Stand - Grey Plastic		1		30/03/2010	
Hewlett Packard Laserjet 1100 Property of Registrars	Model No. C4224A Serial No. FRHR173304 NHS Security Marked 0002180 Assett I.D. 03041	1		23/03/2010	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Base Unit HP DC 7700 IP 172.21.80.141 <b>(HL01)</b> Product Key MCPBG-W3FRY-34MJK-2TMK2-KDWHB	Serial No.- CZC7081BCH Product No. RG992AW CSD Tag - 5504242 Prop.Tag - 1024913	1		06/06/2007	
Monitor – HP1740 TFT	Serial No.- CNC64129MF Product No. PL766AA CSD Tag - 5506001 Prop.Tag - 1027543	1		06/06/2007	
Keyboard - HP - Model KB 0316 CT: BC 3250 AQRUHJQ5	ASSY P/N: 434820-031 U.K SPARES P/N: 435302-031	1		06/06/2007	
Mouse - HP C/T: FB 7330AN3U300OY	ASSY P/N: 417441-001 SPARES P/N: 417966-001	1		06/06/2007	
Blue Computer Chair On Wheels		1		20/05/2008	
Blue Computer Chair On Wheels		1		23/05/2008	
Blue Padded Chairs With Silver Metal Legs		3		01/03/2011	
Beach And Chrome Chairs		9			
Blue Padded Chairs With Silver Metal Legs		6		02/11/2007	
Blue Padded Chairs With Silver Metal Legs		6		14/02/2008	
Display Shelves (Graphite)		1		29/07/2008	
Screens On Wheels - 3 (Twilight)		1		25/04/2008	
Screens On Wheels - 3 (Mid Blue)		1		31/03/2008	
LEAP Pavement Stand		1		30/04/2008	
Fire Extinguisher – Spray Foam (6 Litres) Standing In Red Tray		1			
Fire Extinguisher – Carbon Dioxide (1 KG) Standing In Red Tray		1			

## Junior Area

Base Unit (Junior Internet Terminal - Right) Compaq DC 7900 <b>(HL05)</b>	Serial No.- CZC0020G4K Product No. KP721AV CSD Tag - 5605284 Prop.Tag - 1041868	1		12/05/2010	
Monitor – Dell (Junior Internet Terminal - Right)	Serial No. CNP543B08X FCC ID: A3KM076	1			

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Model No. E771P	Chassis No. CM2317P Property of SCC: 1012533	1		12/05/2010	
KeyBoard - HP - Model KU 0316	ASSY P/N 434821-032 UK				
BATJBOGVBY7303	SPARE P/N: 537746-031				
Mouse - HP	CT : FATSKOK8FYBBOS	1		12/05/2010	
Mobile PC Workstation - Anthracite	V91747 Model No. 945	1	£79.95	23/11/2006	
Base Unit (Junior Internet Terminiial - Left) HP DC 7700 IP 172.21.80.140 (HL04)	Serial No.- CZC7081BCY Product No. RG992AW	1		06/06/2007	
Product Key FXHYD-W67D8-K27G2-JVQV2-DM4VM	CSD Tag - 5504240 Prop.Tag - 1025026				
Monitor – Dell (Junior Internet Terminal - Left)	Serial No.- CNC6412BDU Product No. PL766AA CSD Tag - 5506019 Prop.Tag - 1027561	1		06/06/2007	
Keyboard - HP - Model SK2880 C/T: BC3250ACPUD7GU	ASSY P/N: 434820-031 SPARE P/N: 435302-031	1		06/06/2007	
Mouse - Accuratus Model No. ACC2P	S/N 980075326	1		23/09/2008	
Mobile PC Workstation - Anthracite	V91747 Model No. 945	1	£79.95	04/12/2006	
Computer Table - Grey		1		11/11/2005	
Blue Computer Chair On Wheels (Full Back)	115-10	1		17/07/2009	
Blue Computer Chair On Wheels		1			
Round 4 Drawer Activity Table Product Code - 699	497982	1	£50.00	01/02/2008	
Duplo Bulk Set 9027 Pack Of 144 Pieces	585 197 4496357	1	£32.50	08/02/2008	
Duplo World People 9222 Pack of 16 Pieces	585 455 4252790	1	£33.50	08/02/2008	
Chicken Cushion	20019	1		12/05/2008	
Fledglings Horseshoe Cushion	1462	3		12/05/2008	
Childrens Chairs Product Code - 691	497980	1	£16.00	01/02/2008	
Giant Tumble Tower Game	20470	1	£54.78		
Chunky Magnet Construction Set	585 060	1	£63.37	19/02/2008	
Blue Browser Box		1		11/11/2005	



# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Junior Whiteboard Easel W 0.9m x H 0.6m		1	£177.00	29/07/2008	
Read Me Display Units		2		18/06/2005	
Settee - Red/Blue		1		11/11/2005	
Round Table - Wooden		1		11/11/2005	
Chairs - Blue Padded		3		11/11/2005	
Spinners - Blue		7		11/11/2005	

## Public Toilet

Bunnie Automatic Hand Dryer – Wandsworth (Right Toilet ) Model No. HD2	120468131-016	1			
Bunnie Automatic Hand Dryer – Wandsworth (Left Toilet) Model No. HD2	120468131-016	1			

## Workroom

Base Unit HP7600 MS License Key: P4XK7-2QBBC-44C2R-C6T9W-TTCHT	Serial No.CZC6012WK2 Product No. AF852AW CSD Tag - 5502634 Prop. Tag - 1024445	1		22/03/2006	
Monitor - Dell - Workroom Terminal HP1740 IP Address 172.20.80.31	Serial No. CNK5461D3D Product No. PL766 CSD Tag - 5501845 Prop. Tag - 1023665	1		22/03/2006	
Scanner- Opticon Model No. OPL-6845-USB	408285 Property Of Number 1021822	1		12/05/2006	
Mouse – Kensington Optical Black	1500151	1		14/04/2008	
KeyBoard - HP - Model SK 2880 UK - B93B90ACPSK11M	HP P/N: 382641-031 SPARE P/N: 382925-031	1		22/03/2006	
Printer – Hewlett Packard Officejet 6500A Plus	CNIGN344D4 CSD Tag 5007829 Prop Tag 1017075	1		04/04/2012	
Four Draw Filing Cabinet – Triumph – Superglide		1			
Whiteboard (120X90) Ultralon		1	£33.99	23/03/2005	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
A4 Compact Trimmer - A4CT	DBI-12	1		04/01/2007	
Laminator - IKON Model No. IP - 330		1	£67.85	21/03/2005	
Paper Shredder With Waste Basket Model No. PS-106B2		1		13/02/2008	
Illuminated Magnifier – Classic and Deluxe Model No. D5 956	5 022737 009564	1			
4 Plug Adapters - Micromark		2			
6 Plug Adapter - Bowthorpe		1			
Digital Cordless Phone - Panasonic Model No. KX-TCD4-10E	3BAGA59147	1			
Phone Charger - Panasonic Model No. KX-TCD4-10E5	3BAGA0059HP	1			
Wooden Book Trolley		1			
Two Draw Filing Cabinets		2			
Automatic Battery Charger Model No. B/5000673		1			
First Aid Kit ( 1-10 persons)		1	£10.24	08/01/2012	
Urn - Burco C8T	GDPA Model: 444448535 Serial No. 254	1		19/04/2008	
Microwave – Sharp Compact Model No. R-3J58(W)M	60805802	1			
Kettle - Russell Hobbs Model No. 10925		1		25/10/2007	
Fridge - Sovereign SR 319	Serial No. 1160609202003152740123	1	£89.99	04/12/2006	
Desk Fan – Home-Tek Model No. HT 788		1			
Boiler – Remeha Model No.W40 ECO		1			
Helix Cashbox		1			
Strong Box – Sentry Fire Safe Model No. 1160	F 435748	1			
Clock – WESTCLOX QUARTZ		1			
Torch – Eveready Des No. 2017426		1			
Thermometer– Surface Ebro TFE 510	10357589	1		18/03/2008	
Thermometer–LCD Portable Digi		1			
Calculator - BISTEC Model No. BS-893		1			

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Calculator – Sharp Scientific Model No. EL-530L		1			
Clip Display Systems - Display Boards - Set of 6 - Blue		1			
Tumblers		7			
Wine Glasses		12			
White Plates		10			
White Cups		12		30/10/2007	
White Saucers		11		30/10/2007	
White Small Side Plates		11		30/10/2007	
White Cups and Saucers		10			
White Sugar Bowl		1			
White Milk Jug		1			
Teapot Monte Carlo White	SL5365	1		07/04/2008	
Green Cups and Saucers		7			
Glass Water Jug		1		25/10/2007	
Teaspoons		13		25/10/2007	
Teaspoons		24		08/02/2008	
Chairs On Wheels		2			
Large Blue Chair With Black Metal Legs (Staff Area)		1			
Wooden Large Tabela		2			
Desk		1			
Grey Table (Staff Area)		1			
High Stool		1			
Tarpaulin 18' x 12'	MDS04S	1		08/02/2008	
Mouse – Kensington Optical Black (Spare)	7197	1		04/02/2008	
Mouse – Kensington Optical Black (Spare)	8036	1		05/09/2008	

# Halesworth Library

Item of Equipment	Serial No.	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal
Mouse – Kensington Optical Black (Spare)	7189	1		04/02/2008	
Mouse – Accuratus (Spare) Model No. ACC2P	980075326	1			
Computer Speakers – Labtec (Spare) Model No. LCS -150		1			
Keyboard – Kensington ValuKeyboard - Black USB / PS2 Keyboard– (Spare)	A0540002818 P/N 1500109	1			

## Staff Toilet

Vacuum Cleaner Mastervac Dry Model No. MV12	33218	1			
Bunnie Automatic Hand Dryer - Wandsworth Model No. HD2	120468131-016	1			

## Cleaners Cupboard

Intruder Alarm - Euro 46 Castle Care Tech Ltd	TS50131-3:2003 EN50131-1 PD6662	1		12/03/2012	
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## Garden & Parking Area - Rear Of Library

Grit Box - Arctic Yellow. 787x482x787		1	£78.79	08/09/2005	
Composter		1		29/09/2010	
Water Butts		2		02/10/2010	

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
<b>STAFF ROOM</b>					
<b><u>Furniture/Fittings</u></b>					
Wooden Table with Metal Legs		2			
Black Chair		2			
Black Soft Chair		2			
Red Soft Chair		2			
Beech Oval Wooden Display Table		1			
Small Round Wooden Laminate Table		1			
Tall Locker		4			
Two Tone Grey Small Locker		2			rubbish run 2006
Grey Cube Locker		4			rubbish run 2006
Blue Cube Locker		5			rubbish run 2006
Green/Grey Cube Locker		2			rubbish run 2006
Blue/Grey Cube Locker		12			
Two Tone Rectangular Locker grey and red		1			
Clock		1			
Wall Mounted Mirror		1			
Electric Fan		1			
Fire Extinguisher		1			
Fire Blanket		1			
Flip Top Bin		1			
Tricity Microwave		1		May-90	
Lec Refrigerator		1		May-90	disposed Jul-90
Micromark Kettle		1		01/02/2006 (Stores)	disposed 16/9/06

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
Morphy Richards Toaster		1		Brought in by staff	
Telephone		1			
Stirflow Refrigerator		1		27/07/2010	
Tesco Value Kettle		1		16/09/2010	
Wall Mounted Magazine Rack		1			
Wall Mounted Noticeboard - half pinboard, half whiteboard		1			
Reviewed 03/04/12	To be reviewed 03/04/13				
MANAGERS OFFICE					
<b><u>IT Equipment</u></b>					
HP Compaq PC Tower (CSD 5506719)	CZC8503DS3	1			
HP 1740 Monitor (CSD 5503236)	SCC 1026171	1			
HP Keyboard		1			
Mouse		1			
HP Desk Jet 6980 Printer (CSD 5005568)	SCC 1031330	1			
Dell Floppy Disc Drive CNO1R159	1259047R	1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
<b><u>Furniture/Fittings</u></b>					
6 Drawer Desk		1			
Waste Paper Bin		1			
3 Tier Shelf Desk/Paper Tidy		1			
Black 4 Drawer Filing Cabinet		1			
Soft Beige Chair		1			
10 Drawer Small Green Metal Unit		1			sent to another
Soft Green Chair		1			
Clock		1			
Green Library Shelving Unit		1			
Grey Shelves		4			
Telephone	AUB1MW	1			
Ross Microphone		1			
Olympus Digital Camera	C-370 Zoom	1	Believed broken		
Spot Table Lamp	491582	1		07/2008	
JMA Denizen Safe		1			
Wooden Wheeled 4 Drawer Unit		1			
Blue Recycling Bin (landing outside office)		1			
<b>Reviewed 03/04/12</b>	<b>To be reviewed 03/04/13</b>				

**WORKROOM**

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
<b>Workroom</b>					
<b>IT Equipment</b>					
HP L1740 Monitor	5505432	1			
HP Compaq PC Tower	5600805	1			
Keyboard		3			2 believed to be lost
Mouse		1			
Floppy Disc Drive	CN-01R159-12591	1			
Scanner - Opticon	1021831	1			
HP Desk Jet 895cxi Printer	C6410A	1			
Audioline Telephone		1			
Keyboard with Large Keys		2			
PlayStation2 Console		1			believed to be lost
Canon Telephone/Fax Machine		1			sent to another location
<b>Furniture/Fittings</b>					
Duratype Kroy Labelling Machine 240		1			
Toshiba Television 9321S23B221	103-3Z05875	1		Feb-04	
Toshiba Television 9321S23B221	103-3Z05521	1		removed - broken?	
Carbon Dioxide Fire Extinguisher		1			
White Electric Fan		3			
Grey/Brown Computer Chair		1			
Foot Stool		1			
InfoCentre Storage/Display Unit		2			



# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
Metal Key Safe		1			
4 Drawer Metal Storage Unit		1			
2 Drawer Metal Storage Unit		1			
Clock		1			
Circular Wooden Display Unit		1			sent to another library
Red Children's Shelving Unit with 6 face out shelves		1			
Multicoloured metal and plastic display stand		1			
Wooden Shelving Trolley		3			
Wooden Shelving Trolley - Red		1			
Metal Shelving Trolley		1			
6' Free Standing Shelving Bay		4			
Shelves		41			
3' Free Standing Shelving Bay		1			
Shelves		10			
Tables - various sizes		3			
Computer Desk		1			
Avery Guillotine		1			
Computer Chair Brown		1			
Laminator	IP-330	1		2005	
Large Plastic Play Dice (Red)		4		Feb-04	
Metal, 3 shelf trolley - tall		1			Believed to be lost
Wheeled Slab/Crate Trolley (Various size)		1			
Large Wooden Display Shelves		3			
White Shelf Brackets		12			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
Cupboard					
Shelves Cream		46			
Shelves Silver		4			
Large Double Shelf Shelves		2			
Bucket Shelves		11			
Shelves Red		6			
Green Wall Brackets		3			
Miscellaneous Bay Stands		2			
Large Wooden Display Shelves		3			
Brown Wood Effect Shelf		1			
Large White Wooden Shelf		1			
Green Shelf Ends		1 crate			
Green Shelf Ends		1 box			
Landing					
Wooden Cube Slat Open		1			
Wooden Square Table	2				
Reviewed 04/04/12	To be reviewed 04/04/13				
BOOK ENDS AND HALLWAY					
Book Ends					
Furniture/Fittings					

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
Pot Plant		1			
Carbon Dioxide Fire Extinguisher		1			
Tall Red Soft Chair		1		26/01/2012	Donation
Wooden Book Unit		3			
Wooden Table With Metal Legs		3			
Beech Shelves, Wall Mounted		5			
Square Metal Refuse Bin		1			
Belgravia Fixed Storage Heater SPC		1			
<b>Hallway</b>					
<b><u>Furniture/Fittings</u></b>					
H2O Fire Extinguisher		1			
Wheeled Slab/Crate Trolley (Various size)		1			
Light Grey 3 Drawer Filing Cabinet		1			
Dark Grey 3 Drawer Filing Cabinet		1			
4 Drawer Grey Filing Cabinet		1			
Pot Plant		1			
Water Fire Extinguisher		1			
Plastic Cones		4			
Large Plastic Cartridge Recycling Bin		1			
Free Standing Metal/Blue Display Board		1			
Red Wooden Shelving Trolley		1			
Red Wheeled Shelving Unit		1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Review
Red Face Out Shelves		3			
Wire Basket (Book Drop)		1			
Rectangular Wooden Table with Metal Legs		1			
White, Wheeled Swivel Leaflet Dispenser		1			
3 Drawer Brown/Cream Filing Cabinet		1			
Plastic/Metal White Leaflet Dispenser on Square Stand		1			
4 Tier Grey Leaflet Dispenser, Swivel		1			
Cupboard					
Furniture/Fittings					
Stuffed Cloth Octopus		1			
Purple Cassette/Karaoke Unit		1			
Black Old School 1970's Transistor Radio		1			
Micromart Oil Filled Radiator	MM30126	1			
Panasonic CD Player	WQ3DA004219	1		Oct-03	
JVC CD Player		2		1 is broken.	
Reviewed 04/04/12	To be reviewed 04/04/13				
CHILDRENS LIBRARY AND TEENZONE					
Children's Library					
IT Equipment					
HP 1740 Monitor	CSD 5502264	1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
HP 1740 Monitor	CSD 5502040	1			
HP Compaq PC Tower (HV8) 5502325	CZC6012WEG	1			
HP Compaq PC Tower (HV9) 5603664	CZC6012WG8	1			
Keyboard		2			
Mouse		2			
<b><u>Furniture/Fittings</u></b>					
Wood/Metal Frame Toy		1		Feb-04	
Plastic Sunflower Seat		4		Feb-04	
Large Plastic Play Dice (Orange, Blue & Green)		3		Oct-11	
Maisy Stool (Blue)		1			
Cloth Caterpillar		1			
Cloth Caterpillar Seat		1			
Wooden Panda Unit		1			
Cloth Snake		1		Feb-04	
Cloth Chicken		2		Feb-04	
Red Wheeled Shelving Unit (6 Shelves per Unit)		3			
Red Wheeled Shelving Trolley		1			
Red Wall Mounted Shelf Unit		6 Bays			
Red Shelf		22			
Red Face Out Shelf		2			
Red Swivel Computer Chair		2			
Red/Beech 3 Section Semi-Circular IT Desk		1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
Beech Table With Metal Legs		1			
Water Fire Extinguisher		1			
Grey Metal Refuse Bin		1			
Red 12 Compartment Panda Wheeled Unit		1			
Blue/Red 6 Compartment 'Big Book' Unit		1			
Maisy Stool (Red)		1		14/09/2011	
Tall Red Soft Chair		1		26/01/2012	Donation
Cloth Duck		1			
Small Wood/Metal Frame Toy		1			
Rainbow Horseshoe Cushion		5			
<b><u>TeenZone</u></b>					
<b><u>IT Equipment</u></b>					
HP 1750 Monitor (CSD 5600833)	SCC 1037844	1			
HP Compaq PC Tower	CSD 5600809	1			
Keyboard		1			
Mouse		1			
<b><u>Furniture/Fittings</u></b>					

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
Green Slouch Chair		3			
Grey Shelving Bays - Wall Mounted		5			
Grey Shelves		8			
Grey Face Out Shelves		10			
5 Tier Black Spinner		1			
Purple/Grey Coffee Table		1			
Grey Metal Computer Table		1			
Sea Green Curved Back Chair		5			
Green Computer Chair		1			
Grey Metal Waste Bin		1			
Reviewed 04/04/12	To be reviewed 04/04/13				
MAIN LIBRARY					
IT Equipment					
HP Monitor L1740 (HV4)	5502020	1			
HP Monitor L1740 (HV3)	550247	1			
HP Monitor L1740 (HV1)	5501873	1			
HP Monitor L1750 (HV2)	5600843	1			
HP Monitor L1750 (HV6)	5600845	1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
HP Monitor L1750 (HV7)	5600844	1			
HP Keyboard		4			
HP Compaq PC Tower (HV1)	CSD 5502532	1			
HP Compaq PC Tower (HV2)	CSD 5600811	1			
HP Compaq PC Tower (HV3)	CSD 5502644	1			
HP Compaq PC Tower (HV4)	5501587	1			
HP Compaq PC Tower (HV6)	5600808	1			
HP Compaq PC Tower (HV7)	5600807	1			
Dell Monitor	SCC 1016624				
Keyboard		3			
Mouse		7			
HP Scan Jet 4400C Scanner	SCC 1016625	1			
HP PC Tower	5603664	1			
HP Desk Jet Printer 6980	CSD 5005850	1			
IBM D-Tech Self-Service Machine		1		15/04/2011	upgrade of ol
IBM D-Tech Self-Service Machine		1		15/04/2011	upgrade of ol
Epson Slip printer (with self service machines)		2			
Ricoh MP2000 Photocopier (on lease)	L7096761920	1			
<b><u>Furniture/Fittings</u></b>					
Assisted Trolley		1			
Wooden Wheel Shelving Trolley		2			



# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
6' tall White wire wheeled magazine rack		1			
Fire Extinguisher - Carbon Dioxide		1			
Beech/Metal Display Unit (Quick Choice)		1			
Red/Grey Sound and Vision Display Unit		3			
4 Tier, Black Spinner Unit		1			
5 Tier, Black Spinner Unit (Westerns)		1			
4 Tier Grey Leaflet Dispenser, Swivel		2			
Green Slouch Chair		3			
Purple Double Sofa Chair		1			
Beech, Oval Low Table (Newspapers)		1			
Round Wooden Laminate Low Table		1			
Wooden Top, Rectangular Long Table with Metal Legs		3			
Wooden Top, Square Table with Metal Legs		2			
Beech/Grey Metal Square Display Unit (New Books)		1			
Computer Table		5			
Swivel Computer/Chair		7			
Beech/Metal Swivel Audio Book Stand (Clipper)		1			
Beech Book Display Stand		2			
Black Straight Back Chair		2			
Shelving Bay 4' (height)		6			
Shelving Bay 6' (height)		28			
Shelves		339			
Wall Mounted Shelving Bays		8			
Face Out Shelves		22			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of
Gestetner Photocopier (on lease)	H673691744	1		gone	
Slim White Wire Display rack (Premier DVDs)		1			
Blue Recycling Bins (Returned Books)		2			
Green Soft Chair		1			
Green Straight Back Chair		4			
Blue Infocentre Desk		1			
Soft Red Tall Chairs		2		26/01/2012	Donation
Clock		1			
Black and White Prints of Old Haverhill (Donated)		6	Donation		
Reviewed 04/04/12	To be reviewed 04/04/13				

## COUNTER

<b>IT Equipment</b>					
HP Monitor L1750	5600841	1			
HP Monitor L1750	5600839	1			
HP Monitor L1750	5600838	1			
HP Monitor L1750	5600837	1			
HP Compaq PC Tower	5600803	1			
HP Compaq PC Tower	5600802	1			
HP Compaq PC Tower	5600804	1			
HP Compaq PC Tower	5600801	1			
HP Keyboard		4			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal
Mouse		4			
Ingenico Credit Card Machine (Hand unit and base)		1			30/11/11 sent
Scanner	SCC 1016605	1			
Scanner	SCC 1016609	1			
Scanner	SCC 1016615	1			
Scanner	SCC 1016612	1			
HP Colour Laser Jet Printer 3600DN	CSD 5005584	1			
Partial Cut Printer (for receipts) CBM1000		3			
Hypercom Credit Card Machine (hand unit and base) M4240	SIN803281460004	1		30/11/11 - upgrade from Ingenico	
Brother T104 Telephone/fax unit		1			
<b><u>Furniture/Fittings</u></b>					
Small 2 Sided Wooden Shelving Unit (S&V)		1			
Wooden Shelving Trolley		1			
4 Shelf, Glass Display Cabinet		1			
Carbon Dioxide Fire Extinguisher		2			
Electric Shredder - Intimus 155		1			
Large Red/Brown Wooden Counter/Enquiry Desk (5 compartment)		1			
Grey Metal Refuse Bin		1			
Small Round Laminate Table		1			
Green Metal 10 Drawer Unit		1			
Green Wooden Storage Compartment Units		2			
Red/Brown 12 Drawer Large Counter Storage Unit		1			

# Haverhill Library

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date c
Green Metal Refuse Bin		1			
Metal Green Kick Stool		1			
Blue Recycling Bin		1			
Telephone Amplifier		1		29/07/2010	
Fan - Medium		2			
Panasonic Telephone KX-T7730		1			
BT Cordless Telephone - Diverse 4010		1			
Till Drawer		3			
Coffee Machine - Flavia Small Brewer	S.D 1341	1			
Clock		1			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held

## 2nd Floor

### Locality Manager's Office (Room 2)

3 drawer wooden ash cabinets				
curved office desks - ash				
oblong table				
small square table				
cabinet - roll leaf - lockable				
4 drawer filing cabinet - grey metal				
Office chairs - burgundy				
Office chairs - grey				
Soft chair - red				
Childrens computer station - re/blue wood				
Electric fan - goldair	1404809			
Electric kettle	1404805			
Anglepoise lamp - grey	971015/1899			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Rexel Whisper paper shredder -	asset 1404808				
Scanner - Hp Scanjet 5400C	asset 1021150				
Printer - HP Officejet K5400	asset 5007030				
phone - cordless BT - metallic	Diverse 6110				
Framed riverside painting signed 'CORVISSER' Ipswich 1937					
Framed drawing of new library extension					
Framed pastel portrait - unsigned, untitled and undated					
6 x Preliminary architects drawings for library extension					

## Tiny Office (Room 3)

Chairs - red - soft office (not on wheels)				
Chairs - red - soft office - on wheels				
Table - oblong - oak				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Cleaning equipment				Belongs to DSO	
Small Fan	163325				
Plastic Clock					
Desensitizer machine					
Electric Heater	23052056				

## Small Meeting Room (Room 1)

Chairs - stacking - red				
Chairs - stacking - blue				
Office chair - red				
Chairs - burgandy				
Large oak table (in two sections)				
Oblong table				
Electric Fan - tall	ARG 4251752			
wooden storage boxes				
Pictures - black framed photos - in 42				

# Ipswich County Library

Description of equipment	Serial Number/s/ Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Pictures - black framed - In cupboard				
Pictures - gold frame in cupboard				
Flip chart				
Coat stand				
Grey notice board - in plastic				
Suffolk Libraries banner (retractable)				
Children's rugs				
Hearing Loop - Echo Mega Loop	BM3220705			
Plastic clock				
Printer				



# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Kick stool (grey)					
Electric Heater	23051456				
Electric Fan - Portable	1118608				

## Arts Library

Electric fan - tall	1404803				
Electric Fan - standing 16"	SS F16D				
Colour Photocopier - Ricoh	V2294500041 asset no 1395525				
Tub chairs - red					
Display coffee table with shelf underneath - Ash					
Table - low, oval					
Morvend Coffee machine for Kenco products	ID No SD2014			Leased	
Square table					
Chrome trolley					
Display trolley					
Book trolley - brown wood					

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Book trolley - metal					
Kick stools					
Office chairs - red					
chairs - stacking - red					
chairs - soft - Burgundy					
Tables - round - oak					
Computer table - oblong					
3 drawer wooden cabinet					
2 drawer metal cabinet					
Clocks					
Telephone - cordless - Panasonic	4KCQC039231			Feb-05	
Stereo System - Panasonic	WQ3GA001309				
Screen Blue					
Chair Wood - Red					
Chair Black Plastic Stacking					
Chair Stacking - Purple					
Chairs Soft - Blue					

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Leaflet Stand					
Printer - HP Officejet ProK5400	Asset 5007035				

## Staff Area

Lockers - blue - square					
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## Admin Room

Desks - Oblong				
Office chairs				
3 drawers cabinets - ash (under desks)				
coat stand				
Fridge - LEC				
Telephones				
Tables				
Black Leather Chair				
Tall bookcase				
2 shelf open storage unit (narrow)				
2 shelf open storage unit (wide)				
Grey metal filing cabinet				
Grey metal cupboard				
Roll up front storage cabinet				
Small metal chest of drawers				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
(narrow)					
Metal chest of drawers (narrow)					
4 locker unit					
Tall four drawer unit (wood)					
Guillotine					
Open wooden shelving units					
Impressions poster in silver frame					
Cabinet sliding door (lockable)					
Pedestal fan					
Laminator					
Kettle					
Free standing convector heater					
Ricoh Photocopier					
Panasonic Panafax UF-560					
HP Deskjet 940c printer					
HP colour laserjet printer 3700DTN					

## 1st Floor

### Staff Area

Story cupboard				
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# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held

## Lobby

Lockers					
Low oak table					

## Staff Room

Reproduction Giles Cartoon					
Chairs - soft- Burgundy - with arms					
Chairs - soft - Burgundy - without arms					
Chairs - stacking - Burgundy					
Coffee table - low ash					
Dining table - ash					
Chairs to match					
Large oblong dining table					
Bookcase Unit - wooden					
Watercooler - Waterlogic				leased	
Book trolley - metal					

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Flip chart					
Dishwasher - Beko					
Fridge - Fridgemaster					
Fridge - Tricity Bendix - FreezeFare					
Cooker - Trinity Prince - electric					
Cookworks Coffee Percolator - brown					
Kettle - Stirflow	1404780				
Toasters - Rowenta Electronic					
Toasters - JMB					
Microwave - Hirian - Lifestyle	H1623903312				
Microwave - LG Combi	1404779				
First aid kit - wall mounted					
Pictures - various					
Clock					
Book trolley - Blue wood					
Clothes Rack - wheeled					
Framed architects plan of library					

# Ipswich County Library

Description of equipment	Serial Number/s/ Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
<b>Ref Work Room</b>				
Wooden desks				
Small wooden tables				
Office chairs - Burgundy				
Office chairs - Red				
Office chairs - blue				
Fans - electric - Pifco - tall	160111			
Wooden cupboard - lockable				
Wooden cupboard - metal				
4 drawer filing cabinet				
3 drawer filing cabinet				
Lockers - Blue - square				
Book trolley - metal				
Oak table				
Typewriter - SilverRed 500 (in black case)				
Typewriter - Olympia Splendid 66				
Open wooden cabinets				
Flat bed trolley				
Computer work station - metallic				
Telephone - BT Converse 1200	0451015308			
Telephone - Panasonic	KX-TCD430EB			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Wooden coffee table					
Wooden steps					
Kick stool - Blue					
CCTV Monitor & DVDR unit					
Kroy machine	C286056				
Clock					
Magazine Rack - Black Wheeled					

## Northgate Room

Oblong oak study tables					
Extra large oblong oak study tables					
Oblong study tables - wider than 162					
Oblong study tables with raised centre					
High oak desk - with brass ink pot insert					
staff desks - oak					
oblong wooden table					
square small tables					
Lectern					
chairs - soft - Burgundy - no arms					



# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Office chairs - Burgundy - no arms					
Kick stools - blue					
Magazine display rack - metal					
Canon Microprinter 90	N118 C56007N				
Fiche reader - Bell Howell S100	AA-15-624-863				
Text Phone - Ultra Lec	724000147				
Clock					
Painting - War planes					
Square metal rubbish bins					
Small framed etching -portrait which appears to be titled Sir PBV Broke Bar RN					

## 1st Floor Lobby

Oil Painting - Fishing Smacks				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
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## Old Foundry Room

Oblong light oak tables				
Staff desk				
Office chair - blue				
Blue screens				
Large oil painting - portrait of elderly man titled G A Scott				

## Reference library

Chairs - stackable - blue				
Chairs - stackable- red				
Chairs - stackable - purple				
Fans - electric - Amcor - tall	95/06/000550			
Office chairs - blue				
office chairs - burgundy				
Chairs - soft - Burgundy				
Chairs - office - grey				
oblong tables				
square tables				
Magazine racks - white plastic - hanging				
Photocopier - b/w - Ricoh	L7096761486			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Telephone - portable - Panasonic	KXTG7200E				
Telephone - portable - Panasonic	KXTC410ES				
Induction hearing loop machine					
HP Officejet Fax	6310				
Metal card display stand					
Wooden lectern					
Clocks					
Painting - portrait					

## Lecture Hall

Chairs - stackable - Burgundy				
Oblong blue tables				
Flip charts				
Overhead projector - Elite - Vision 4000	CO804 0016 - 92400 - 240			
Samsung -TV/Video/DVD player & stand	VW-28J10VD 38423HEX900780J			
Sony Trinitron Vega Colour TV	KV29FX66E 4901-78075732		Not unpacked - still in box	These items are all in the locked cupboard in Le
Sanyo TV	Sanyo028WN6BFOC	CE28WN6	Not unpacked - still in box	
Sony Conference Compact Package	PCS1600P/3		Not unpacked -s till in box	
Philips fan heater	Asset 1404920			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Convector heater	NL3000				
2 X freestanding fans					
large number of toilet roll dispensers					
Coomber PA System - Model 2070 - C/UHF	Serial Number Z53006	Asset 1404919			
Coomber PA System - Model 2060-1	Asset 865563				

## Lecture Hall - Lobby

Tables - Ash Wheeled				
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## Lecture Hall - Kitchen

Kettle - Stirflow	1404912			
Tricity Bendix Freeze fare Fridge				
Tricity Bendix Tiara Cooker	SB200			
Hot Water Urn - Cygnet				

## Ground Floor

### Home Library Service Area - Understairs

Flat bed trolley				
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# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Sack barrows					
Cupboard - lockable - metal					
Basket stand					
Wire baskets					
Plastic baskets - red					
Plastic baskets - Blue					
White board					
Plastic Folding Basket - wheeled					
Metal Shelf stands					

## Mangers office

Office Chairs - Green				
Office Chairs - Blue				
4-Drawer metal filing cabinet				
3-Drawer wooden filing cabinet				
Office desk with drawers				
Blue table				
21-Drawer metal filing cabinet				
Safe (Royal) - dial	RIO 013262			

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Safe - key	22113287				
Telephone - cordless (Panasonic)	TCD445ES				
Cash scales (Omal Int CTD)	104343				
Electric Fan - small 9"	F029				
Klick wall clock					

## Workroom

Office chairs - burgandy					
Office chairs - grey					
Brother P Touch lettering system	E60163-F2J325059				
Telephone - BT converse 100 - white	870732 REM:1B2P				
Telephone - BT converse 120 - white	0121090189				
Telephone - Black Diverse 7110					
Metal filing cabinet - 10-drawer					
3-drawer metal filing cabinet					
4-Drawer metal filing cabinet					
3M desensitize/sensitize	SM-503915				
Kick stools					
Electric Fan - standing 16"	KAMBROOK F40DP				
Electric Fan - standing 16"	CED UK Ltd - SSF160				
Electric Fan - standing 16"	CED UK Ltd - SSF16				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Electric Fan	163210				
3-Drawer cabinet on wheels					
2-drawer cabinet on wheels					
Office desk with 2 drawers					
Metal cupboard					
Wooden cupboard					
3M Portable desensitize/sensitize					
Klick wall clock					
Wooden oblong desk					
White shelving trolleys					
Grey shelving trolleys					
Blue wooden trolleys					
Metal/chrome trolley					
First aid box					
Britta water filter jug					
LEC refridgerator (larder)	R550CW 9C002657				
Printer - HP colour LaserJet HP CP4525	Asset 5007463				
<b>Lending Library</b>					
Morvend coffee machine for Flavia products w/side unit	asset 1115158				
Printer - HP CP4525	asset 1404655				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Square table					
3-shelf wooded display trolley on wheels					
Photocopier - b/w - Ricoh	asset 1404655				
Klick wall clock					
4-drawer balck metal Bisley filing cabinets (S&V items)					
Cordless Panasonic telephone	KXTTCD445ES (4JBGB025106)				
Desktop fan - Lloytron 12"	F039				
Office chairs - burgundy					
Round green top Tables					
Café style wooden chairs					
Low coffee table - Ash					
Tub chairs - Red					
White plastic display trolley on wheels					
Wooden trolley - Blue/Ash (S&V +					



# Ipswich County Library

Description of equipment	Serial Number/s/ Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Sale items)				
Supa Nova PC housing unit				
Zimmer type trolley on wheels				
Oblong tables - Ash				
Office chairs - purple				
Chairs - stackable - purple				
Chairs - stackable - blue				
Chairs - burgandy				
Two-seat Sofa - Blue				
4-shelf double sided leaflet display stand				
Tall Viewpoint tables on wheels - Ash	D486679			
Low Viewpoint tables on wheels - Ash				
2-seat Sofa - Red				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Horizon magnifer	189/1420				
Metal PC stand on wheels					

## Lending Library - Storysack Cupboard

Small chairs - yellow/blue				
Small tables				

## Lending Library - Teen Zone

Comfy arm chairs - Red				
Two-seat Sofa - Red				
Ash/Blue book display stand				
Coffee table - rectangular				

## Lending Library - Children's area

Two-seat Sofa - Blue				
Two-seat Sofa - Purple				
Granite effect internet tables				
Tall Viewpoint tables on wheels -				

# Ipswich County Library

Description of equipment	Serial Number/s/ Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Ash				
Square table				
Office Chairs - blue				
Small wooden chairs				
Small captain chairs				
Stools - adjustable				
Plastic stackable chairs				
Two-seat Sofa with metal frame - Blue				
Sleigh style cabinet for CD Rom (Pingu)				
Oval table - Ash				
Bookshelves - primary colours				
Book box - red/yellow (small)				
Book box - red/yellow (large)				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Plastic sandpit					
Large slot bookcase ( extra large books)					
Wooden zebra bookcase					
Oval coffee table - ash					
Spinners - red/blue/green					
blue metallic bookcase (small)					
Book hanging unit - red/blue					
Book box - blue					
Book box - red					

## Caretakers room

Electric kettle - Signature				
Klick clock				
Shredding machine - Rexel	P185			
Franking machine - Ascom Base unit	S2 20			
Ascom scales - Hasler MH5	42005			
3-drawer unit				
Office chairs - red				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
oblong table					
Delivery trolley					
Step ladder - long					
Step ladder - short					
Brooms					
Snow shovel					
First Aid kit					
Cordless telephone - BT	6110				
Windlas strapping machine					
Hoover - Panasonic	MC E738				
Toolkit - assorted					
Electric Drill					
Battery Drill					
Jig Saw					
Extension leads - long cable reels					
Sack barrow					
Flat bed trolley - large					
Flat bed trolley - small					

## Basement

### Main section

Shipton telephone	S/1284/3/M/502378			
Typewriter - Olympia				

# Ipswich County Library

Description of equipment	Serial Number/s/	Asset Tag	Replacement or estimated value	Date the item first held/ purchased	Quantity Held
Desktop Fan - 9"					
Office Chairs					
Kick stool					
Oblong tables					
Wooden free-standing cupboard					
small 2-door cupboard					

## Outside electrical cupboard

Kick stool				
Oblong desks				
Telephone				
Queuing ropes & barrier				
Stool				

## Electrical cupboard

Display boards				
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# Ixworth Library

Item of Equipment	Serial Number	No. of Items	Purchase Price (£)	Date of Acquisition	Date of Disposal	Disposal Form No.
Fire extinguisher - red	Thorn - water filled	1		1991		
Wall clock	1 pine surround/1 white plastic	2		1991		
Headphones		1		May-99		
Self issuing terminal D-tech	60130	1		Jul-05		
Cannon fax machine B110	606365	1		Nov-99	not working	
Panasonic telephone	3BAGA006987	1		2003		
Armada literature rack	260100	1		May-05		
Flavia coffee machine	SD100	1		2003		
Dell PC- standard size (A)	2XPTF0J	1				
Standard monitor (A)	HU-093CUR-47802-24G-B04N	1				
Dell Keyboard (A)	TH-0332TR-37171-229-3588	1				
Dell mouse (A)	LZE21171959	1				
Dell PC - small size (B)	DC3R91J	1				
Flat screen monitor (B)	MY0R32184T60348KAPQ7	1				
Dell Keyboard (B)	CN0J4623-37172-481-00CF	1				
Dell mouse (B)	LZB42051087	1				
Dell PC - small size (C)	CD3R91J	1				
Flat screen monitor (C)	MY0R32184T60348KAPNY	1				
Dell Keyboard (C)	CN0J4623-37172-48E-02ZW	1				
Dell mouse (C)	LZB42051027	1				
Dell PC- standard size (D)	FJ2D0J	1				

## Ixworth Library

Standard monitor (D)	HU-093CUR-47802-23Q-B32X	1				
Dell Keyboard (D)	TH-0332TR-37171-21B-5462	1				
Dell mouse (D)	LZC22853622	1				
Dell PC- standard size (E)	9X1JD0J	1				
Standard monitor (E)	HU-093CUR-47802-24G-B072	1				
Dell Keyboard (E)	TH-0332TR-37171-21B-5492	1				
Dell mouse (E)	LZC22853618	1				
Dell PC - small size (F-Staff)	1P3R91J	1				
Flat screen monitor (F-Staff)	MY0R32184760348KAPXT	1				
Dell Keyboard (F-Staff)	CN0J4623-37172-48H-02DY	1				
Dell mouse (F-Staff)	LZB41952794	1				
Swivel computer chairs		6		1-2003/5-2006		
Armchairs	2 Highback/5 No arms	7		1990		
Blue Tub Chairs		2		2006		
Padded blue chair		1		2002		
Small work station		1		2006		
3 PC work station		1		2006		
Kinderbox	Yellow car	1		2006		
Kinderbox	Green frog	1		1994		
Stuffed toy	Chicken/ Duck	2		2006		
Childrens pouffe/seat		2		2006		
Large table		1		1990		
Audio/video displayunit	Blue, Rocket shaped	1	1000	2006		
Disabled book trolley	Beige, metal,wheeled trolley	1		2001		
Book trolley	Wooden shelves (3)	1		1988		



## Ixworth Library

Coffee table	White top, chrome legs	1		2006		
HP colour laser jet 2605dn	5005657	1				
3 square tables/metal legs						
leather sofa						
black side table						
Medical trolley						
Triangular LEAP stand						
2x2-drawer filing cabinets						

# Keddington Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form
1 Metal Filing Cabinet					
1 Flavia coffee machine					
2 cupboards with sliding doors					
1 3 drawer pedestal					
1 staff desk					
3 tables					
1 dump bin					
1 kick step					
1 wooden book trolley					
2 work station chairs without castors					
2 blue bucket chairs					
1 work station chair with castors					
2 wooden book cases					
1 small coffee table					
2 paperback spinners					
1 leaflet display spinner					
1 convector heater					
1 desktop fan					
1 Alphabet rug in children's area					
4 large plastic covered play dice					
1 Bookstart Bear					
1 Small brown bear					
1 Kinder box					
1 3 tier display unit for children's area					
1 Panasonic headphones					

# Keddington Library

1 Goodmans CD/Radio					
1 Spare telephone					
1 Kettle					
1 BT Diverese Plus telephone					
2 x Fire extinguishers					
1 Clock					
1 plastic footrest					
1 staff PC (monitor and base plus mouse, scanner and slip printer)	CSD No 5005698				
2 public pcs (monitor, base unit and mouse)					
1 self-service machine					
1 x HP Laserjet 2605dn					

# Kesgrave Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Panasonic hi fi	GPS 155R	1				
Jug Kettle - Micromatic	MM 9804	1				
Calculator - Busicom		1				
Personal Strobe Alarm - Walk Easy/Bright Knight		1				
Cashbox - Helix		1				
Telephone - Cordless - Panasonic	KX-A141ES	1				
Telephone - BT Relate 80		1				
Headphones - Panasonic	236	3				
Torch - Micromark Heavy Duty		1				
Shredder - Rexel	V20	1				
Magnifier - Balloon (75mm)		1				
Wallclock - Quantum		1				
Vacuum Cleaner - Numatic	NV 200			DSO?		
Thermometer - Digi-Thermo LCD		1				
Photocopier - Gestener	K8257-110137 +cash box	1		on hire		
Safe - Pheonix		1				
Coffee Machine - Flavia		1				

# Kesgrave Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Fan - electric	Goldaire	1				
Furniture						
Stools (on metal legs)		4 (2 blue/2 red)				
Soft Cube		2 (1 blue/1 red)				
Table - small round wooden		1				
Sofa's - red		2				
Trolley - wooden with blue handle		1				
Childs computer workstation & chair	both wooden	1				
Kinder Box - penguin		1				
Kinder Boxes - red/yellow		1				
Jigsaw Interlocking table	1 red, 1 blue, 1 green, 1 yellow	1				
Jigsaw chairs	1 red, 1 blue, 1 green, 1 yellow	4				
Desk - round & wooden		1				
Chairs	red - no arms	4				
Chairs - office type	red - on wheels	3				
Behind Counter						

# Kesgrave Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Chair - office type	red	1				
Chair		1				
3 drawer wooden lockable cabinet		1				
3 shelf metal trolley		1				
4 drawer metal lockable cabinet		1				
Staff PCs		2				
Public PCs		4				
Self service machines		2				
Laserjet 500 colour M551printer		1				

# Kessingland Library

IT in Library	Monitor	keyboa rd	CP U	Slip Printer	Printer	Photocopier	Coffee machine	Telephone	Adapter	portable stereo	Fan
Counter	HP L1750 Compaq	HP		CBM1000 SN:03335 79	HPColor LaserJet 2605 dn	Ricoh Aficio MP 200Series No., L7096760040		Panasonic KX- A141ES SN:KX- TCD410E S		1 Bush CD portable player	
Counter	HP L1750 Compaq	HP									
Public	HP L1750 Compaq	HP									
Public	HP L1750 Compaq	HP									
Public	HP L1750 Compaq	HP									
Public	HP L1750 Compaq	HP									
Public	HP L1750 Compaq	HP									
Self service Self service in childrens area	DTECH	IBM Serial No 006012 1		M244A					metrologi c Model No:T48- 52-650R- 3		
	DTECH	IBM		M244A							

# Kessingland Library

## Furniture in Library

1 staff computer chair in purple  
2 public computer high chairs in clear plastic  
1 public computer chair in purple  
3 tub chairs in lime green and fawn  
1 public computer chair in green and grey  
1 trolley for returns

2 trolleys with books for sale  
1 square wooden leaflet display unit green in café

1 staff computer chair in purple  
1 square wooden leaflet display unit in library

1 trolley for self service returns

grey filing cabinet 4 drawers

1 triangular wooden display unit for new books  
1 square green display unit for displayed books

3 drawer brown paper box  
White Wall clock



# Kessingland Library

Purple 2 seater sofa

Pine colour wood browser books for sale box

Open swing sign

1 wooden filing cabinet with 3 drawers

1 counter dark brown wood and purple

1 water fire extinguisher

1 foam fire extinguisher

1 co2 fire extinguisher

Panasonic phone

small wheeled trolley for mobility impaired users

One triangular display stand in foyer at Marram Green entrance

1 grey display board in café

1 Galt car kinderbox

1 multicoloured book display unit

1 galt mobile library van kinderbox

1 large perspex wall-mounted leaflet holder

3 perspex book holders on end of shelving units

# Kessingland Library

1 brown semi circular table

2 green and grey chairs with arms

1 hedgehog bookends set

1 frog bookends set

4 sheep seats for the children's library

1 Beech display unit (4 shelves and a header)

1 First aid kit

Listening post

2 red display boards in children's area

1 display board in teenage area

1 brown square table

## **Workroom**

1 filing cabinet 8 drawers

1 small Lec fridge

2 fold up tables

wooden cabinet 3 drawers

2 long tables

1 white display board

1 grey notice board

1 foam fire extinguisher

1 co2 fire extinguisher

1 pack and roll

1 mega step

# Kessingland Library

1 red kick stool

1 master vacuum cleaner

1 grey safe

panasonic phone

octopus soft toy

2 purple computer chairs

# Lakenheath Library

Item of equipment	Serial No	Purchase price and date	Disposal date and form no
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## MAIN LIBRARY

### Computer Terminals and related:

Staff HP L1750 Monitor	CND8033LXQ		25/07/2008
Staff HP Compaq dc7800 PC	CZC8254KD7		25/07/2008
Staff HP KB-0316 Keyboard	BC320DVBV84XJ		25/07/2008
LK01 HP L1750 Monitor	CND8033X04		25/07/2008
LK01 HP Compaq dc7800 PC	CZC8254KC4		25/07/2008
LK01 HP KB-0316 Keyboard	BC3250DVBV84XK		25/07/2008
LK02 HP L1750 Monitor	CND8040SP6		25/07/2008
LK02 HP Compaq dc7800 PC	CZC8254KFV		25/07/2008
LK02 HP KB-0316 Keyboard	BC3250DVBV89NH		25/07/2008
LK03 HP 1740 Monitor	CNK5461DOS		23/03/2006
LK03 HP Compaq dc7600 PC	CZC6012WK5		23/03/2006
LK03 HP KB-0316 Keyboard	B93B90AVBR0466		23/03/2006
HP Color LaserJet Printer 2605dn	CNCW7492G4		15/06/2007
Till Receipt Printer CBM 1000	333582		2003
Opticon Barcode Laser Scanner OPL-6735-USB	A14670R0030	23079	Prior to 04/2009

### Self Service Machine and related:

D-Tech Self Service Machine AFL-19i	60159		01/02/2012
Star TSP100 eco FuturePRNT Receipt Printer	2400111080602610 C		01/02/2012
Blue Bin on Wheels for Self Service Returns	Unknown		30/03/2012

# Lakenheath Library

Item of equipment	Serial No	Purchase price and date	Disposal date and form no
<b>Other Equipment:</b>			
Groov-e Boombox Portable CD Player	GV-PS713-BE	31/08/2011    £17.99	
Panasonic Phone Charger KX-TCD445ES	4KBG031649		20/04/2005
Panasonic Cordless Phone KX-a144ES	4KBG031649		20/04/2005
Standalone Swivel Fan (White)	433549		01/03/2008
Honeywell Electronic Desk Fan	dT-12E		Prior to 04/2009
EKCO Superheat Portable Heater	PC96/HB 1777S		Prior to 04/2009
Flavia Coffee Machine	OO9801		Reconditioned 2011
Ricoh Aficio MP 2000 Photocopier	L7096760237		During 2010
<b>Furniture:</b>			
Beech Finish Coffee Table			20/04/2005
Beech Finish Computer Desk			20/04/2005
Lockable Set of Desk Drawers			Summer 2011
3 x Bretford Grey Computer Desks on Wheels			Prior to 04/2009
GOPAK Contour Plus Arts and Crafts Table	230685		05/11/2003
STCO882 - Table on Metal Legs (for Self Service Machine)	FRM154209		01/02/2012
Green Computer Chair on wheels with armrests			20/04/2005
3 x Grey Computer Chairs - Padded on wheels			20/04/2005
Green Double Settee			20/04/2005
6 x Red Plastic Chairs			Prior to 04/2009
6 x WESCO Children's Foam Seats	F-79140		Prior to 04/2009
4 Tier Leaflet Stand with Plastic Base			Prior to 04/2009
1 x Double Sided Dinosaur Kinderbox			20/04/2005
2 x Single Sided Dinosaur Kinderboxes			20/04/2005
2 x Bretford 3-Shelf Trolleys			Prior to 04/2009

# Lakenheath Library

Item of equipment	Serial No	Purchase price and date	Disposal date and form no
Mobility Assist Wheeled Trolley			Prior to 04/2009

## STAFF WORKROOM

### Computer Network Equipment:

Cisoc Systems 10 Base T/100BaseTX Catalyst 2900series XL	00024B551580		Prior to 04/2009
ADVA Network FSP150CP	20345691		Autumn 2011
Juniper Networks SRX210	SCC-EABND-016-CE01		Autumn 2011
BT CWSS Network Equipment MXIP221148	30689868		Prior to 04/2009
BT CWSS Network Equipment MXLC201600	13970780		Prior to 04/2009
Prism Lockable Heavyduty Computer Cupboard	Unknown		Prior to 04/2009

### Furniture:

Kick-stool			Prior to 04/2009
3 Drawer Lockable Cupboard on wheels		Summer 2011 (second hand)	
Wooden Table on Metal Legs	17237		23/10/1998

### Other Equipment:

Philips Kettle	HD 4378/F		2000
Grundig Music Boy Portable Radio	RAGRB EO3		1991
Nilco Combi Upright Vacuum Cleaner	18 1590		01/05/2011
Chloride Heavy-duty Torch	Unknown		Prior to 04/2009
Illuminated Magnifier (Magnifying Glass)	981525		Prior to 04/2009
Kensington Orbit Trackball - Damaged	C0040008764		Prior to 04/2009
Xenta Computer Keyboard KB-6106	HK-6106		01/02/2012

# Lavenham Library

Item of Equipment	No. of Items	Notes
Staff desk (beech effect)	1	
Medium filing cabinet (beech effect)	1	
Computer tables (beech effect for public terminals)	1	
Circular table (beech effect, metal legs)	1	
Spinner (beech effect base)	1	
Swivel display unit	1	
Wooden display unit	1	
Black metal rack	1	
Magazine rack (mobile)	1	
Leaflet display rack (mobile)	1	
Trolleys (grey metal)	2	
Trolley (wooden)	1	
Armchairs (grey tweed, wooden frame and legs)	2	
Chairs (blue fabric seats, metal legs)	2	
Computer chairs (2 red, 1 grey tweed)	3	
Blue kinder boxes	3	
Multi-coloured kinderbox	1	
Alphabet rug	1	
Small, low round table (beech effect, grey legs)	1	
Red plastic circular children's seats	4	
Hen soft toy to sit on	1	
Baby support caterpillar	1	
self service machine	1	
Public monitors	2	

# Lavenham Library

Item of Equipment	No. of Items	Notes
Public keyboards	2	
Public hardrives	2	
Staff Monitor	1	
Staff Keyboard	1	
Staff Hardrive	1	
Printer Hewlett Packard 6980	1	
small printer	1	



# Leiston Library

Item of Equipment	No. of Items	Notes
Fridge	1	
Panasonic phone	1	
Electric kettle	1	
Silverline filing cabinet	1	
Goodmans C D player	1	
Lloytron electric fan	1	
Alcatel Fax machine	1	
Electric heater	1	
Floor cushions	2	
Computer chairs	7	
Red armchair	1	
Photocopier	1	
Black chairs	6	
Wooden trolley	2	
Metal trolley	1	
Table	3	
Newspaper stand	1	
Headphones	1	
Junior room		
Bench bookcase	1	
Carousel	1	
Small red chairs	4	

# Leiston Library

Item of Equipment	No. of Items	Notes
Read me display stand	1	
Trolley	1	
Small table	1	
Frog chair	1	
Giraffe chair	1	
Frog clock	1	
Hot air balloon mobiles	2	
Hot air balloon picture	1	
Giraffe bookends	2	
Frog bookends	2	
Tiger chair	1	
HP Base Unit Public	4	
HP monitor Public	4	
HP keyboard Public	4	
HP Base Unit Staff	3	
HP Monitor Staff	3	
Hp Keyboard Staff	3	
Hand Held Scanners	3	
HP Laser Jet 500 Colour M551 PC16	1	
Self-Service Machine	1	
Slip Printer	1	

## Leiston Library

Item of Equipment	No. of Items	Notes
Beech dump bin	1	
Red folding chairs	8	
Burco	1	
Laminator	1	
Desk with drawers	1	
Steps	1	

## Long Melford Library

Item of Equipment	No. of Items	Notes
Grey metal tall cupboard	1	
Spinners (beech effect base)	2	
Spinner (white plastic base)	1	
Circular table (metal base)	1	
Computer trolley (for public terminal)	1	
Computer chairs (1 red, 1 blue)	2	
Metal trolleys (1 red, 1 putty)	2	
Large penguin kinderbox	1	
Red & beech chairs with metal legs	3	
Blue & beech chairs with metal legs	5	
Purple chairs with metal legs	3	
Children's animal chairs	4	
Low wooden table	1	
Children's rug	1	
Hen cushion	1	
Caterpillar baby support	1	
Cd player	1	
Public terminal	1	
Staff terminal	1	
Printer HP officejet 6000	1	
Receipt printer	1	

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Floor 2	Desks	5					
Office 1	Tables	2					
	Typist chairs	3					
	Phones	2					
	Filing Cabinet	1					
	Various small toys (Bookstart)						
	Clock	1					
	Lockers	3					
	Monitor	3	5514371				
	Monitor		5514447				
	Monitor		5502229				
	CPU	3	5605760				
	CPU		5514000				
	CPU		5502320				
	Keyboard	3					
	Mouse	3					
	Printer HP Deskjet 6940	1	5006895				
	Bar Code Scanner	1					
Office 2	Desk	1					
	Table	1					
	Typist chair	2					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Chairs	1					
	Filing Cabinets	2					
	Anglepoise light	1					
	Clock	1					
	Cassette Player	1					
	PC desk	1					
	Drawer unit	1					
	Monitor	1	5514437				
	CPU	1	N/A				
	Keyboard	1					
	Mouse	1					
	Printer -HP Deskjet 4980	1	5005680				
Office 3	Desks	3					
	Chairs	2					
	Drawer unit	1					
	Telephone	1					
	Telephone/ansa machine	1					
	Filing Cabinets	2					
	Fan	1					
	Clock	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Plastic Sand pit	1					
	Octopus floor cushion	1					
	CPU	2	5513991				
	CPU	N/A					
	Monitor	2	5514453				
	Monitor		5514448				
	Mouse	2					
	Keyboard	2					
	Printer HP Deskjet 6980	1					
	Flip Video Camera	1					
Corridor	Filing cabinets	2					
	recycling bins	4					
	Battery recycle	1					
	Picture	2					
Office 4	Table	2					
	Typing chairs	1					
	Easy chairs	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Workroom	Desks	6					
	Tables	5					
	Typing chairs	8					
	Cupboards	3					
	Craft trolley	1					
	Bin	1					
	Tape recorder	1					
	Radio	1					
	Phone	1					
	Guillotine	1					
	Photocopier	1	Leased				
	Laminator	1					
	Assorted linen						
	Toolkit and tools						
	CCTV cabinet	1					
	Picture	1					
	Clock	1					
	Spinner	1					
	Walkie -Talkies	7					
	CPU	3	5507496				
	CPU		5513994				
	CPU		N/A				



# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Monitor	3	5502208				
	Monitor		5514528				
	Monitor		5507241				
	Keyboard	3					
	Mouse	3					
	Barcode scanner	3					
	Printer HP Deskjet 6122	1	1021479				
Staffroom	Easy chairs	7					
	Sofa	1					
	Chairs	9					
	Tables	5					
	Trolley	1					
	Assorted Plants						
	Whiteboard	1					
	Watercooler	1	Leased				
	Fridge (Stirflow)	1					
	Kettle (Haden)	1					
	Sharp microwave	1					
	Food waste bin	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Bin	1					
	Pictures	3					
	Assorted Crockery						
	Assorted cutlery						
	Clock	1					
	Various pots and plants on balcony						
	Wooden bench	2					
Caretakers equipment	Vacuum cleaners (Dyson)	1					
	Mop buckets	1					
	Mop	1					
	Mop heads						
	Litter grabber	1					
	Step ladders	3					
	Sack Barrows	2					
Stationery cupboard	Assorted stationery						
Stack							
	Drawer unit	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Little chairs	5					
	Kinder box	2					
	coffee tables	2					
	giant connect 4	1					
	Assorted display boards						
	easel	1					
	Fans	3					
	Metal cupboards	2					
	Giant snakes and ladders	1					
	DVD spinner	1					
	Assorted play equipment						
	Floor cushions	3					
1st Floor	Double sided Study desks	15					
	8 Piece PC desk	1					
	2 piece wall pc desk	1					
	9 piece wall pc desk	1					
	Clock	2					
	Security mirrors	3					
	Leaflet stand	1					
	Central desk	1					
	Fax	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Bins	2					
	evac chairs	4					
	popup banner	1					
	Low table	1					
	Sofa	2					
	Shelving trolleys	2					
	Phone	2					
	Text phone	1					
	Bucket chair	3					
	Table	5					
	Typist chair	11					
	Wooden sculpture	1					
	Newspaper magnifier reader	1					
	Magazine stands	2					
	Assorted hardback chairs	50					
	Stand up pc units	2					
	Drawer unit	1					
	Photocopier	1 Leased					
Staff PCs (x3)	CPU	3	5606286				
	CPU		5606603				
	CPU		5501672				
	Monitor	3	5502894				

## Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Monitor		5502210				
	Monitor		5502219				
	Keyboard	3					
	Mouse	3					
	Slip Printer	1	1021492				
	Till Drawer	1					
	3M Anti Theft Device	1					
	Hearing Loop	1					
	Panic Button	1					
	Printer- HP Color Laser Jet 4700	1	5002746				
Public PCs (x23)	CPU	23					
	Monitor	23					
	Keyboard	23					
	Mouse	23					
	Dtech Self Service Machine	1	41-T0525				
	Epson Receipt Printer	1	J4FF022559				
Open Learning PCs (x8)	CPU	8					
	Monitor	8					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Keyboard	8					
	Mouse	8					
Meeting Room	Flip top tables	8					
	Flipchart	1					
	Projector stand	1					
	Rug	1					
	Animal seats	3					
	Small tables	1					
	Video and screen	1					
	Pull down screen	1					
	Ohp	1					
	Video conf camera	1					
	Hard back chairs	40					
	Fans	2					
	Clock	1					
	Various games						
	Sound system	1					
	Hearing Loop	1					
	Kettle Burco	1					
	Kettle Signature	1					
	Large teapot	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Leap Office	Desks	2		Listed here but ownership with the LEAP operator			
	Filing Cabinets	2		Listed here but ownership with the LEAP operator			
	Drawer units	2		Listed here but ownership with the LEAP operator			
	Typing chairs	2		Listed here but ownership with the LEAP operator			
				Listed here but ownership with the LEAP operator			
	CPU	2		Listed here but ownership with the LEAP operator			
	Monitor	2		Listed here but ownership with the LEAP operator			
	Keyboard	2		Listed here but ownership with the LEAP operator			
	Mouse	2		Listed here but ownership with the LEAP operator			
Ground Floor Adult Section	Books for sale stand			1			
	Book spinner			1			
	Leaflet stand			1			
	Small trolleys			2			
	Book trolleys			11			
	Card spinner			3	Belongs to card company?		
	Spectacle display spinner			1	Belongs to glasses company?		
	Table	(Some stored in bike shed)		5			
	Metal table			1			
	Metal chairs			2			
	Wooden Chairs			12			
	Red upholstered chairs			7			

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Phones		2				
	Storage cabinets						
	Armchairs		3				
	Sofa		2				
	Directions board		2				
	Clock		1				
	Typing chairs		3				
	Metal magazine rack		1				
	Plastic bucket chairs		4				
	Central Desk		1				
	Bins		7				
	"Wait here" stand		1				
	Security mirrors		1				
	cctv monitor and drive		1				
	Security cameras	16 in total at various points in the building including Navigator, coffee shop and record office.					
	Pop up banner		1				
	Stand up pc unit		2				
	L shaped pc units		2				
Staff PCs(x6)	CPU (x6)	6	5601473				
	CPU		5606293				
	CPU		5606283				
	CPU		5606295				
	CPU		5606255				



# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	CPU		N/A				
	Monitor (x6)	6	5502895				
	Monitor		5502209				
	Monitor		5602855				
	Monitor		5502209				
	Monitor		1042711				
	Monitor		5601221				
	Slip Printer (x5)	5	1021483				
	Slip Printer		1021489				
	Slip Printer		1021497				
	Slip Printer		1021473				
	Slip Printer		1021500				
	3M Anti Theft Device	6					
	Till Drawer	6					
	Barcode Scanner	5					
	Keyboard	6					
	Mouse	6					
	Hearing Loop						
	Panic Alarm control board						
Public PCs (x15)	CPU	15					
	Monitor	15					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Keyboard	15					
	Mouse	15					
	Printer- HP Color Laser Jet 4700	1	5005587				
	Dtech Self Service (x4)	4	41-KB705				
	Dtech Self Service		41-KB717				
	Dtech Self Service		41-T5809				
	Dtech Self Service		41-KB707				
	Epson Receipt Printer	4	J4FF022543				
	Epson Receipt Printer		J4FF022553				
	Epson Receipt Printer		J4FF022551				
	Epson Receipt Printer		J4FF022541				
Postroom	Wooden trolley						
	Crates	10+					
	Post trays						
Children's section	Sofas	2	2				
	DVD spinners	2	2				

## Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Toy shop	1	1				
	Toy boat	1	1				
	Toy kitchen	1	1				
	Toy House	2	2				
	Small wooden chairs	10	10				
	Activity cube	1	1				
	Various toys/Dolls						
	Plastic chairs	14					
	Trolley	1					
	Rug	2					
	Pouffe	3					
	Whale dump bins	2					
	Frog dump bin	1					
	Clock	1					
	bookstart banner	1					
	Children's dressing up clothes						
	Typing chairs	2					
	Animal Cushions	5					
	Wall mounted activity centre	1					
	Table	1					
	Central Desk	1					
	Bookstart banner	1					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Costume stand	1					
	Bin	1					
	Craft equipment (Stored in cupboard)						
	Activities equipment (Stored in cupboard)						
	Large double sided pc unit	1					
Staff PCs (x2)	CPU	2	1037284				
	CPU		5606253				
	Monitor	2	1043202				
	Monitor		5606778				
	Slip Printer	1	1021479				
	Keyboard	1					
	Mouse	1					
	Barcode Scanner	1					
	3M Anti Theft Device	1					
Public PCs (x10)	CPU	4					
	Monitor	4					
	Keyboard	4					
	Mouse	4					

# Lowestoft Library

Location	Item of Equipment	Number	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Basement	DTech Self Service	1	41-T5776				
	Epson Receipt Printer	1	J4FF022559				
	Typing Chairs	2					
	Manual typewriter	1					
	Trolleys	4					
	Phone	1					
	Digital projector (stored in strongroom)	1					
	Digital Camera (stored in strongroom)	1					
	Desks	2					
	CPU	2	1042802				
	CPU		5606219				
	Monitor	2	5502237				
	Monitor		5502217				
	Keyboard	2					
	Mouse	2					
	Dot MatrixPrinter	1	1021018				

# Mildenhall Library

ITEM OF EQUIPMENT	SERIAL NO. PURCHASE PRICE & DATE DISPOSAL DATE AND FORM NO.
<b>KITCHEN</b>	
Beko mini fridge	100064302
Hinari lifestyle microwave	H1623903306
Flavia coffee machine	9780
signature electric kettle	
3 litre pump thermos	
<b>STAFF ROOM</b>	
Mouse	N8ROP-02
Flat Screen Monitor	CND8043FSX
CPU	CZC8254KF1
Keyboard	BC35BOEVBVZ1DJ
Hewlett Packard deskjet 895Cxi printer	ES9171D1K3
Cabinet containing network equipment	
SMP Safe	
Bt Phone	
Panasonic cordless phone	3EBGA025708
Mastervac vacuum cleaner	
2 computer chairs	
1 2kw convection heater	
Intimus 155 document shredder	

# Mildenhall Library

Flat Screen Monitor  
Keyboard

n Monitor (not in use)  
(not in use)

MY-OR3218-47603-48K-APX7  
CN-OJ4623-37172-48E-01KN

## MAIN LIBRARY

left hand public terminal mouse  
left hand public terminal Flat Screen Monitor  
left hand public terminal CPU  
left hand public terminal Keyboard  
left hand middle public terminal mouse  
left hand middle public terminal Monitor  
left hand middle public terminal CPU  
left hand middle public terminal Keyboard  
right hand middle public terminal mouse  
right hand middle public terminal Monitor  
right hand middle public terminal CPU  
right hand middle public terminal Keyboard  
right hand public terminal mouse  
right hand public terminal Flat Screen Monitor  
right hand public terminal CPU  
right hand public terminal Keyboard  
self service check out  
right hand staff terminal mouse  
right hand staff terminal Flat Screen Monitor  
right hand staff terminal CPU  
right hand staff terminal Keyboard

M-UAE96  
CNC750QZZX  
CZC8254KC6  
BC35BOEVBVZ1DA  
M-UAE96  
CNK5461T59  
CZC5510865  
BC325ODVBV8456  
BO919004163  
CNK5461CX1  
CZC6012WNC  
AO636A001999  
HCA40960236  
CNK53515CG  
CZC8221N2Q  
AO602014686  
70045-599-328-517  
M-UAE96  
CNC746P1C8  
CZC825254KDN  
BC35BOEVBVZ1DV

# Mildenhall Library

left hand staff terminal mouse		M-UAE96
left hand staff terminal Flat Screen Monitor		CND75230D3
left hand staff terminal CPU		CZC8254KBY
left hand staff terminal Keyboard		BC35BOEVBVZ08H
back of library public terminal mouse		M-UAE96
back of library public terminal Flat Screen Monitor		CNC811P30G
back of library public terminal CPU		CZC8254KDG
back of library public terminal Keyboard		BC3250DVBV89LN
Philips CD soundmachine		KZ000313012355
30cm Desk fan		
HP Color Laserjet 2605dn photocopier	aserjet 2605dn printer	RC15351
6 computer tables		
8 computer chairs		
6 bucket chairs		
3 x 2 seater sofas		
1 sofa chair		
4 tables		
1 round children's table		
2 red plastic children's chairs		
5 round children's pouffes		
Ricoh aticio MP2000 photocopier		
self service check out		70045-599-328-513
self service slip printer	slip printer	J4FF043998
self service slip printer		J4FF044001
counter slip printer		089/1/402901/003
CPU (not in use)		00045-527-489-641
Deskjet 600 printer (not in use)	0 printer (not in use)	ES67T1207X



# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Public Terminal - Belinea Monitor	AA115096419AC10401110	Unknown	Aug-04	02/09/2008	
Public Terminal - Dell Keyboard	CN034623371248k01RU	Unknown	Aug-04	02/09/2008	
Public Dell Modem	DS0109941	Unknown	Oct-04	02/09/2008	
Public Printer - Deskjet	HU01J1P046	Unknown	Oct-04	02/09/2008	
				02/09/2008	
Public Terminal - Belinea Monitor	AA115090419AC10401023	Unknown	Aug-04	02/09/2008	
Public Terminal - Dell Keyboard	CN0346233717248E025E	Unknown	Aug-04	02/09/2008	
Public Dell Modem	DS0109921	Unknown	Oct-04	02/09/2008	
Public Terminal - Dell Monitor	DSNHU093CUR4780223Q	Unknown	Mar-02	Mar-06	
	B1N9				
Public Terminal - Dell Keyboard	DSNTH0332TR3717221B	Unknown	Mar-02	Mar-06	
	5502				
Public Dell Modem	8K2JD0J	Unknown	May-02	Mar-06	
Public Mice x 3			Aug-04		
Staff Terminal - Dell Monitor	MY0R32184760348KAPUL	Unknown	Aug-04	02/09/2009	
Staff Terminal - Logitech Keyboard	BTD41304514	Unknown	Aug-04	02/09/2008	

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Staff Modem - 52X Max	EWS11970	Unknown	Aug-04	02/09/2008	
Barcode Scanner x 2			Aug-04	02/09/2008	
Staff Terminal-Dell Monitor	MY0R32184760348KAPPY	Unknown	Aug-04	02/09/2008	
Staff Terminal-Logitech Keyboard	BTD41304538	Unknown	Aug-04	02/09/2008	
Photocopier-Ricoh Aticio MP2000 photocopier		Unknown			
Public Termial No.1 - HP Monitor	5501569	Unknown	Mar-06		
Public Terminal No. 1 -HP Base Unit	5502819	Unknown	Mar-06		
Public Terminal No. 1 HP Keyboard		Unknown	Mar-06		
Public Terminal No.2 HP Compaq Base Unit GC455AV	SCC -1037824 CSD-5600822	Unknown	Sep-08		
Public Terminal No.2 HP L1750 Monitor	SCC -1038198 CSD-5600833	Unknown			
Public Terminal No.3 HP Compaq Base Unit GC780AV	SCC-1038048 CSD- 5601050	Unknown	Sep-08		
Public Terminal No.3 HP L1750 Monitor	SCC-1038048 CSD- 5601050	unknown	Sep-08		
Pyblic Terminal No. 2 HP Keyboard		Unknown	Sep-08		
Public Terminal No. 3 HP Keyboard		Unknown	Sep-08		

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Public Printer - HP Deskjet 895Cxi		Unknown			
Staff Terminal HP Compaq Base Unit RFC550201-1801	SCC-1038205 CSD 5601210	Unknown	Sep-08		
Staff Terminal HP L1750 Monitor	SCC-1037879 CSD-5600880	Unknown	Sep-08		
Staff Terminal HP Compaq Base Unit RFC5502101-1801	SCC-1037913 CSD-560911	Unknown	Sep-08		
Staff Terminal HP L1750 Monitor	SCC-1037881 CSD-5600882	Unknown	Sep-08		
Staff HP keyboard x 2		Unknown	Sep-08		
IBM Self-service machine		Unknown	Feb-11		
Epson self-service receipt printer		Unknown			
<b>Annual check undertaken by:</b>	Lorraine Hooks	Lorraine Hooks	Anne Severino	Lorraine Hooks	
<b>Date:</b>	16th July 2005	26th July 2006	8th August 2007	6th September 2008	
<b>Signed:</b>	L.Hooks	L.Hooks		L.Hooks	
<b>Annual check undertaken by:</b>	Lorraine Hooks	Lorraine Hooks	Lorraine Hooks	Donna Grand/Lorraine Hooks	
<b>Date:</b>	9th September 2009	21ST July 2010	14th July 2011	10th April 2012	

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
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Signed:

L.Hooks

L.Hooks

L.Hooks

D. Grand/L. Hooks

## LIBRARIES & HERITAGE

Location (e.g. service point, office, unit):	Needham Market Public Area
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Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Staff Modems	52X Max	Unknown	Aug-04	02/09/2008	
Staff Printer - Deskjet 895 Cxi	HU01J1P09	Unknown	Mar-00	May-07	
Staff Till Receipt Printer CBM 1000	333583	Unknown	Sep-03		
Staff Till Receipt Printer CBM 231	98Y1051	Unknown	Mar-00		
Staff Printer - Deskjet 880C	PRN02043	Unknown	May-07	Jul-07	
Staff Printer-Hewlett Packard 2605dn	CNCW74B26W	Unknown	Aug-07		
Cordless Phone-Panasonic		Unknown		23/02/11 Sent to LT	
Cordless Phone BT Studio Plus		Unknown	Feb-11		

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.

**Annual check undertaken by:**

Lorraine Hooks

Lorraine Hooks

Anne Severino

Lorraine Hooks

Lorraine Hooks

**Date:**

16th July 2005

25th July 2006

8th August 2007

6th September 2008

9th September 2009

**Signed:**

L.Hooks

L.Hooks

L.Hooks

L.Hooks

**LIBRARIES & HERITAGE**

**Location (e.g. service point, office, unit):**

Needham Market Public Area

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Sofa - Orange and Black		Unknown	Feb-04		
Chair - Blue		Unknown	Feb-04		
Table - Round		Unknown	Feb-04		
Red chairs x 4		Unknown	Feb-04		

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
3 Tier metal trolley x 3		Unknown	Feb-04		
Black computer chair		Unknown	Feb-04		
Large fan		£15.48	Jul-06		
Leaflet stand with wheels		Unknown	Feb-04		
Magazine Rack(Teenage Area)		Unknown	Feb-04		
Paperback spinners x 4		Unknown			
Magazine Spinner		Unknown	Sent to ST.22/1/11		
Card Spinner		Unknown			
Spinners 4 x sound and vision		Unknown	Feb-04	31/01/2008	
Reading Standard Light		Unknown	Feb-04		
Spinner -Blue Romance Books					
Quick Choice Display Unit		Unknown			

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Staff terminal computer chair			Nov-05		
DVD Rocket Stand		Unknown	Dec-07		
CD Rocket Stand		Unknown	Jan-08		
Stand for LEAP leaflets		Unknown	Apr-09		
Blue Computer Chairs x 2		Unknown	Dedember 2008		
Slatwall three sided unit		Unknown	Mar-09		
Square table for self-service		Unknown	Feb-11		
Portable wooden display stand		Unknown	Mar-09		
Computer workstation for public terminals x 3		Unknown			
<b>Annual check undertaken by:</b>	Lorraine Hooks	Lorraine Hooks	Anne Severino	Lorraine Hooks	
<b>Date:</b>	16th July 2005	26th July 2006	8th August 2007	6th September 2008	
<b>Signed:</b>	L.Hooks	L.Hooks		L.Hooks	

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
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Annual check undertaken by: Lorraine Hooks Lorraine Hooks Lorraine Hooks Donna Grand/Lorraine Hooks

Date: 9th September 2009 21st July 2010 14th July 2011 10th April 2012

Signed: L.Hooks L.Hooks L.Hooks D.Grand/L. Hooks

## LIBRARIES & HERITAGE

Location (e.g. service point, office, unit): Needham Market Kitchen

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Vacuum Cleaner - Henry Model		Unknown	Mar-04	2006	
Microwave LG Intellrowave	3850W3W023E	Unknown	Mar-04		
Coffee Machine Flavia	9665	Unknown	Aug-04		
Fridge - Electrolux		Unknown			



# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Master Vac		Unknown	2006		
Kettle		Unknown	Jan-08	Feb-10	
Kettle		Unknown	Feb-10		
Pump vacuum jug		Unkown	Aug-04		

Annual check undertaken by:

Lorraine Hooks

Lorraine Hooks

Anne Severino

Lorraine Hooks

Lorraine Hooks

Date:

16th July 2005

26th July 2006

8th August 2007

6th September 2008

9th September 2009

Signed:

L.Hooks

L.Hooks

L.Hooks

L.Hooks

LIBRARIES & HERITAGE

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Location (e.g. service point, office, unit):	Needham Market Staff Room and Toilet				

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Chair Orange		Unknown	Mar-04		
Filing Cabinets x 2		Unknown	Mar-00		
Table x 3		Unknown	Mar-04		
Fold Up Table		Unknown	Mar-04		
Chairs x 8		Unknown	Mar-04		
Portable fans x 2		Unknown			
CD Player		Unkown	Feb-07	14/01/2009	
Children's corner units x 2		Unknown	Mar-04		
Children's portable book shelf		Unknown	Mar-04		
Swivel chair x 1		Unknown			

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Orange chairs x 2		Unknown	Mar-04	21/01/09 Dump Run	
Fold up red chairs x 4		Unknown	Jan-08		
Kick stool		Unknown			
Replacment CD player		Unknown	Jan-09		

**Annual check undertaken by:**

Lorraine Hooks

Lorraine Hooks

Anne Severino

Lorraine Hooks

**Date:**

16th July 2005

26th July 2006

8th August 2007

6th September 2008

**Signed:**

L.Hooks

L. Hooks

L.Hooks

**Annual check undertaken by:**

Lorraine Hooks

Lorraine Hooks

Lorraine Hooks

Donna Grand/Lorraine Hooks

**Date:**

9th September 2009

21st July 2010

14th July 2011

10th April 2012

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
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**Signed:**

L.Hooks

L.Hooks

L.Hooks

D.Grand/L. Hooks

**LIBRARIES & HERITAGE**

<b>Location (e.g. service point, office, unit):</b>	Needham Market Children's Area
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Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Blue Spinners x 2		Unknown	May-06		
Blue book unit		Unknown	May-06		
Red shelving units x 3		Unknown	Feb-04		
Kinderbox unit x 2		Unknown	Feb-04		
Small book end unit		Unknown			
Snake		Unknown	Feb-04	31/01/2008	
Duck		Unknown	Feb-04	26/01/2007	

# Needham Market Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Poufs x 2		Unknown	May-06		
Bug Beanie Bag		Unknown	Sep-07	10/04/2012	
Caterpillar horseshoe Cushion		Unknown	Jan-08		
Sheep pouf		Unknown	Apr-08		
Cow floor cushion		Unknown	May-08		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>viewpoint 1-honey</b>						
Keyboard-	HP B93B90AVBROIEO	1		01/04/2006		
Monitor-	Purple sticker 5501949	1		01/04/2006		
Mouse	Kensington					
Base	Blue sticker 1024171	1		01/04/2006		
<b>viewpoint 2- umber</b>				01/04/2006		
Mouse	HP					
Keyboard-	HP B77550ALPRGON	1		01/04/2006		
Monitor	Purple sticker 5502269	1		01/04/2006		
Base	Blue sticker 5502410	1		01/04/2006		
<b>viewpoint 3- kiwi</b>						
keyboard	Large print- no serial number	1		28/09/2006		
Mouse	HP					
Monitor-	Purple sticker 5502736	1		01/04/2006		
Base	Purple sticker 5501684	1		01/04/2006		
<b>Silver- CDR0M1</b>						
Keyboard	D-Tech (no bar code)	1		Dec-04		
Mouse-	HP	1		Dec-04		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Monitor	Purple sticker 5606577	1		Dec-04		
Base-	Purple sticker 5606242	1		Dec-04		
Printer		1				
<b>Tan- CDROM 2</b>						
Keyboard	BC35BOFVBWN30X	1		Sep-06		
Mouse	HP	1		Dec-04		
Monitor	Purple Sticker 5600733	1		Dec-04		
Base	Purple Sticker 1037549	1		Dec-04		
		1				
<b>junior library Fuchsia</b>						
Keyboard	HP B035BOEVBZIDT	1		Dec-04		
Mouse-	AGM 308E	1		Dec-04		
Monitor	Purple sticker 5500980	1		Dec-04		
Base	Blue sticker 1037630	1		Dec-04		
<b>counter</b>						
<b>Jade-</b>				Dec-04		
Keyboard-	BC35BOEVBZ09B	1		Dec-04		
Mouse	HP Black	1		Dec-04		
Monitor	Purple sticker 5600736	1		Dec-04		
Base	Purple sticker 5600582	1		Dec-04		
scanner	Blue sticker 1021256	1				
Slip Printer-	Blue sticker 1021257	1				

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
cash drawer	Blue sticker 1021258	1				
<b>Lemon</b>						
Keyboard-	BC35BOEVBZIOF	1		Dec-04		
Mouse	HP	1		Dec-04		
Monitor-	Purple sticker 5600737	1		Dec-04		
Base-	Purple sticker 5600585	1		Dec-04		
Printer-	S/NO: 98Y1071	1				
scanner	Blue sticker 1021255	1				
Slip Printer-	Blue sticker 1021248	1				
<b>Emerald-enquiry desk</b>						
Keyboard	BC35BCEVBVZ21DG	1		Dec-04		
Mouse	HP	1		Dec-04		
Monitor-	Purple sticker 5600738	1		Dec-04		
Base-	Purple sticker 5600584	1		Dec-04		
Printer-	S/N: 0343862	1				
scanner	Blue sticker 1021262	1				
Slip Printer-	Blue sticker 1021263	1				
cash drawer	Blue sticker 1021264	1				
<b>Coral</b>						
Keyboard-	BC35BOEVBVZ1DU	1		Dec-04		
Mouse-	HP	1		Dec-04		
Monitor-	Blue Sticker1037731	1		Dec-04		
Base-	Blue Sticker1037609	1		Dec-04		



# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
scanner		1				
<b>Amber</b>						
Keyboard	BC35BOEVBVZ1DR	1		Dec-04		
Mouse-	HP	1		Dec-04		
Monitor-	Blue Sticker 1026274	1		Dec-04		
Base-	Blue Sticker 1037626	1		Dec-04		
scanner		1				
Printer-		1				
cash drawer	1021254	1				
<b>Enquiry Desk Printer</b>	Blue sticker 1021265	1				
<b>Out Desk Printer-</b>	Purple 5004526	1				
<i>internets</i>						
<b>Blue Terminal- Word processor</b>						
Keyboard	BC35B0FVBXPESI	1		Dec-04		
Mouse-	Kensington	1		Dec-04		
Monitor	Purple sticker 5516731	1		Dec-04		
Base-	Purple sticker 5604005	1		Dec-04		
Printer	Purple sticker 5006885	1		May-09		
<b>Green Terminal</b>						
Keyboard-	BC35BOEVBZIDC	1		Dec-04		
Mouse-	HP	1		Dec-04		
Monitor-	Purple sticker 5501042	1		Dec-04		
Base	Purple sticker 5600615	1		Dec-04		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>Orange Terminal</b>						
Keyboard-	BC35BOEVBVZIDQ	1		Dec-04		
Mouse	HP	1		Dec-04		
Monitor	Purple sticker 5501173	1		Dec-04		
Base	Purple sticker 5600616	1		Dec-04		
<b>Pink Terminal</b>						
Keyboard-	BC35BOEVBVZICF	1		Dec-04		
Mouse-	Kensington	1		Dec-04		
Monitor-	Purple sticker 5002588	1		Dec-04		
Base	Blue sticker 1037627	1		Dec-04		
<b>Red Terminal</b>						
Keyboard	B77550ALPRG3BG	1		Apr-06		
Mouse	Kensington	1		Apr-06		
Monitor-	Purple sticker 5505794	1		Apr-06		
Base	Purple sticker 5502602	1		Apr-06		
<b>Violet Terminal</b>						
Keyboard-	B93BGOAVBR045Y	1		Apr-06		
Mouse-	Kensington	1		Apr-06		
Monitor-	Purple sticker 5502735	1		Apr-06		
Base-	Purple sticker 5502598	1		Apr-06		
<b>White Terminal</b>						
Keyboard	Large print- no serial number	1		Sep-06		
Mouse-	HP	1		Apr-06		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Monitor	Purple sticker 5601978	1		Apr-06		
Base-	Purple sticker 5600830	1		Sep-06		
<b>Yellow Terminal</b>						
Keyboard-	BG3BGOACPSKOY9	1		Apr-06		
Mouse-	Kensington	1		Apr-06		
Monitor	Purple sticker 5502751	1		Apr-06		
Base-	Purple sticker 5501602	1		Apr-06		
<b>workroom- zucchini</b>						
Keyboard-	BC35BOFVBXE4VE	1		Apr-06		
Mouse	HP	1		Apr-06		
Monitor-	Purple sticker 5502257	1		Apr-06		
Base	Purple sticker 5606551	1		Apr-06		
scanner	1021272	1				
<b>Grace's Computer Mauve</b>						
Keyboard-	BC35BOEVBVZ082	1		Dec-04		
Mouse-	LZB41950463	1		Dec-04		
Monitor-	Purple Sticker 5600735	1		Dec-04		
Base	Purple Sticker5600583	1		Dec-04		
Printer	MY27I190QM- 1021271	1		Dec-04		
Floppy:	CN 01R1591259047Q142F	1		Dec-04		
<b>Downstairs Computer Indigo</b>						
Keyboard-	BC35BCEVBVZIDO	1		Dec-04		
Mouse-	HP	1		Dec-04		
Monitor-	Purple sticker 5602734	1		Dec-04		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Base-	Purple sticker 5600581	1		Dec-04		
Printer-	Purple sticker 5006042	1				
Fax-	E63040G7K486358	1		Feb-08		
slip printer-	Blue sticker 1021277	1				
scanner	Blue sticker 1021270	1				
cash drawer	Blue sticker 1021278	1				
Magnifier	NM7 – NM02201040006					
Self Service Machines	5.00715E+15	1		Aug-03		
	5.00715E+15	1		Aug-03		
	5.00715E+15	1		Jun-05		
Camera	Olympus camedia C-160 560/1789	1		Feb-07		
Photocopier	RICOH V2294401242	1				
Furniture	19 Sturdy Chairs	19		Feb-08		
	old style blue computer chairs	3				
	brown stool	1				
	brown bucket chairs	4				
	black computer chair	1				
	blue computer chairs	8				
	Blue Bucket Chairs	5				
	Tan Armchairs	4				

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	red chairs	3		Feb-07		
	small red chairs	2		Feb-07		
	blue chairs	22		Feb-08		
	blue bucket chairs	5		Feb-07		
	round tables	2		Feb-07		
	Tables/Trolley table to hold computers	10		Feb-07		
	low round tables	2		Feb-07		
	Childrens corner chairs red	8		Feb-07		
	small square tables	4		Feb-07		
	Recent Arrival display bookcase	1				
	Quick Choice Display stand	1				
	Blue cd/dvd display stands Rocket shape	3				
	pouffes- blue and purple	6		Feb-07		
	children's pouffes- red	5		Mar-07		
	Wooden Oval Coffee Table	1				
	wooden tables square	11				
	Larege wooden folding tables with metal legs	2				
	Desks	3				
	Metal dump bin	1				
	Beech dumpbin (Order 64815)			Feb-08		
	locking craft cabinet	1		Feb-07		
	children's area clock	1		Feb-07		

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>Kitchen Equipment</b>		1				
	Snowcap fridge 150 DL	1				
	Panasonic microwave oven	1				
	Cookworks Cordless kettle	1		11/07/2011		
<b>Miscellaneous</b>	Wooden step ladder	1				
	CN-OJ4623-37172-48H-62V1- spare keyboard					
	B93B90ACPSKOY9					
	1 Guard M80E anti-theft safe with safety keypad	1				
	Dudley safe Harlech	1		Jun-05		
	3 tall single lockers	3				
	10 Small lockers	10				
	1 TM Electric Freestanding Fam TM16ST	1				
	3 Xpelair Taurus fan 89100AA	3				
	4 wheeled shelving trolleys	9				
	Flatbed trolleys	1				
	Small Shelving Trollet (Junior)	1				
	Small Flatbed HLS Flatbed Trolley	1				
	Byron DB303 Wire free wire through door chime kit	1	08/06/2011			
	Evac chairs	2	Dec-06			
	mobility shelved trolley 0030652	1				

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>Toys</b>						
	Animal smart frame puzzles	2		01/06/2005		
	1 set of stacking cups	1		01/06/2005		
	1 set of Lego Duplo bricks (5350)	1		01/06/2005		
	Blankets	3		01/06/2005		
	Stegassaurus	1		01/06/2005		
	Large Trucks	2		01/06/2005		
	7 jumbo animals	7				
	Rainbow Baby sets	2		Apr-06		
	3 rattles	3		01/06/2005		
	Noisemaker blue/yellow	1				
	Fish Tambourines	2		01/06/2006		
	baby rainmaker	1		01/06/2005		
	glatterpillar	1		01/06/2005		
	stacking cubes	1		01/06/2005		
	8 finger puppets	8		01/06/2005		
	Red Tambourines	7				
	Magnet Monkey	1				
	Rolling Bell ball	2				
	Abacus	1				
	Camel	1				
	yellow/green rattles	6				
	Red Shaker	1				

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Yelow/Purple Shakers	2				
	Ladybirds	2				
	Clicking Shakers	2				
	Rolling Shaker	1				
	Bear Shakers	3				
	Blue Bells	2				
	Wood Shakers	2				
	Eggs	4				
	Ribbons on Sticks	10				
	Angel	1				
	Pirate Puppet	1				
	Frog Puppet	1				
	Currant Bun Puppet	2				
	Spaceman Puppet	1				
	Duck Puppet	1				
	Monkey Puppet	1				
	Rollers	6				
	Pig Puppet	1				
	Brown Bear	1				
	Giant Blue Cushions	3				
	Animal Book	1				
	Orange	1				
	Block Cubes	5				



# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
				Jun-05		
<b>Paintings</b>	Mr Frisk (Racing Collection) by Claire Burton	1				
	4 photos mounted in one frame	1				
	9 prints (Racing Collection)	9				
	3 enlarged photos of National Stud	3				
	2 pictures of Lestor Piggot	2				
<b>Phones</b>	Panasonic KX-T7730	1				
	BT Converse 225	1		Jul-05		
	BT Diverse 7110 Digital Cordless Handset		May-11			
<b>Stationery Equipment</b>	Panasonic electric typewriter	1				
	Myers guillotine PC 51159	1				
	Casio calculator SL450	1				
	Casio calculator H54A	1				
	Tex calculator T11103	1				
	Bis Tec calculator BS893	1				
	Newlec Electric Fan heater	1				
	Panasonic Digital Headphones	6				
	Argos Portable CD Boombox	1	Dec-11			
	Animal smart frame puzzles	1				
	laminator gbc sureflow	1	29/03/2009			
	Salter Bracknell 315 Postal Rate Scale		15/10/2009			

# Newmarket Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	TNSN24008362400					
			08/06/2011			
<b>Top Time Games/Puzzles</b>	Chess/Draughts set	2	01/12/2011			
	Large playing cards	1	01/12/2011			
	Scrabble	1	01/12/2011			

## Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Monitor- right hand staff	1504FP MY0R32184760348KAPNM	1			21/04/2008	by ICT
Monitor - left hand staff (main)	1504FP MYOR32184760348KAPXD	1			21/04/2008	by ICT
Monitor - left hand staff (main)	CMC746PIBQ	1		21/04/2008		
Monitor- right hand staff	CMC746PIBK			21/04/2008		
Monitor - right		1			10/03/2006	by ICT
Monitor - left		1			10/03/2006	by ICT
Monitor - SCC libraries direct	1504FP MYOR32184760348KAQ8B	1			21/04/2008	by ICT
Monitor - SCC libraries direct	BC3250CVBV5474	1		21/04/2008		
Monitor - left hand public	CNP543KOLQ	1		10/03/2006		
Monitor - right hand public	CNK5461D3M	1		10/03/2006		
Keyboard (counter)	RT 7D50 CN-OJ4623-37172-48E-017H	1			21/04/2008	by ICT

## Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Keyboard (counter)	RT 7D50 CN-OJ4623-37172-48J-00SR	1			21/04/2008	by ICT
Keyboard (counter)	BC3250CCPV5G73	1		21/04/2008		
Keyboard (counter)	BC3250CCPV6KIU	1		21/04/2008		
Keyboard (public)	RT7D20 DS/N TH- 0SN292-37171-315-4227	1				
Keyboard (public)	RT7D00 DS/N TH- 033ZTR-37171-227-5203	1				
keybooard -left hand public	B93B90ACP510G4	1		10/03/2006		
keyboard - right hand public	B93B90ACP510F4	1		10/03/2006		
Keyboard - SCC libraries direct	RT7D50 CN-OJ4623- 37172-48E-016F	1			21/04/2008	by ICT
Keyboard - SCC libraries direct	BC3250CCPV5G73	1		21/04/2008		
CPU - right hand staff	CJ8GK-XFCUC4DHHW	1		21/04/2008		
CPU - right hand staff	JDP6K MWTPK TQK7W J3BMF FYFGY	1			21/04/2008	by ICT

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
CPU - left hand staff	F4VJJ-JFMGT-DPW8Y	1		21/04/2008		
CPU - left hand staff	H89FH 89JF4 394HM DRQQM MTKJ8	1			21/04/2008	by ICT
CPU (public)	GX150 HH2JDOJ	1			10/03/2006	by ICT
CPU (public)	GX150 27H8FOJ	1			10/03/2006	by ICT
CPU - SCC libraries direct	MH7V6 FYDGT GTTCX B47DY 334R6	1			21/04/2008	by ICT
CPU - SCC libraries direct	TW7HM-92WMGRBF7Y	1		21/04/2008		
CPU - left hand public	CZC6023K14	1		10/03/2006		
CPU - right hand public	CZC6023K48	1		10/03/2006		
Slip printer	333580	1				
Printer	DeskJet 985CXi ES88Q233NZ	1			Jul-07	by ICT
Printer	HPColor Laser jet 2605dn 5005656	1		Jul-07		
Photocopier	Canon FC330 220240v	1			Jan-06	n/a
Photocopier	Gestetner DSm415	1	leased	Jan-06	Jan-10	
Coffee machine	SB100 SD562	1				

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Telephone - Cordless	KXA141E5 PQGT156072A	1				
Adapter	T48-5.2-65OR-3	1				
Self service - keyboard	ACK-230 305217041V4(PS/2)	1			20.01.12	
Self service - cpu	082/1/014256/400 EWS11070	1			20.01.12	
Ships Clock brass with one key -Sestrel		1				
Filing cabinet - 10 drawers -bisley		1				
Electric desk fan - Lloytron		1				
Kettle - Swan		1			05/11/2007	
CD/cass player - Goodmans remote CD control		1				
Radio 380 Phillips		1				
Computer tables		2				
Old wooden desk with drawers		1			02/01/2007	
turquoise vinyl chairs		2			Feb-06	n/a
black vinyl chairs		2			02/01/2007	
black office chairs		3			Jun-07	

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
blue office chairs		2		Jun-07		
brown soft seat chairs		2	second hand	Feb-06	1 disposed 09/09	
Card stand		1		Sep-10	disposed 2011	
Spoken word cassette stand		1			Pre 11/2007	
Square table		1	second hand	Feb-06		
magazine stand		1			Feb-06	n/a
News rack wall unit		1		Mar-06		
Modular book unit		2	136.99 each	Feb-06		
Mobile kinderbox		2	£145.99 each	Feb-06		
Mini book trolley		1	£119.99	Feb-06		
bean bags		2	£49.99 each	Feb-06		
single tower unit		2	£181.99 each	Feb-06		
Pine round Coffee Table		1		Pre Nov-07		
Coloured plastic small childrens chairs		4		Pre Nov-07		
Filing cabinet - 4 drawers - leabad		1		Pre Nov-07		

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Fold away white Art Table		1		Pre Nov-07		
Brown Coffee Table		1	second hand	Pre Nov-07		
Wooden Square Table		2	second hand	Pre Nov-07		
Desks		2	second hand	Pre Nov-07		
Black Cloth Swivel Chairs		4	second hand	Pre Nov-07	Dec-09	
Rectangular Wooden Tables		3	second hand	Pre Nov-07		
Vinyl Chairs		2	second hand	Pre Nov-07		
Small vinyl covered stool (red)		1	second hand	Pre Nov-07		
Dell Keyboard	TH05N292-37171-396 1849	1		Pre Nov-07		
Table Top Fridge	C2010831708060434	1	£74.01	Nov-07		
Kettle - Signature	Model S006			Nov-07	Mar-08	
Round paperback spinner		2	second hand	Feb-08		
Beech dump bin		1		Feb-08		



# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Oak Magazine Rack Free Standing		1		Mar-08		
Childrens soft poufs (ladybird & Butterfly)		2		Mar-08		
Kettle	487445901	1		Mar-08		
Blue dump bin		1		Apr-08		
White writing board		1		Jun-08		
Blue one-sided trolley with brake		1		Sep-08		
Purple swivel stool		1		Nov-08		
Stainless Steel Flasks		2		Dec-08		
White cups and saucers		20 of each		Dec-08		
Teaspoons		24		Dec-08		
Glasses		12		Dec-08		
Glass Jug		1		Dec-08		
Sugar Bowl		1		Dec-08		
White Dinner Plate		2		Dec-08		
Beech Rectangular folding table		1	203.29	Jan-09		

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Black Plastic Chairs		20		Feb-09		
Cushioned folding chairs		4		Feb-09		
Square beech tables		2	0	Apr-09	Dec-09	
Projector screen		1		Jun-09		
Blue dump bin		1		Jun-09		
Laminator		1		Aug-09		
Teapot		1		Aug-09		
Square beech table		1			Sep-09	
Cabinet (Held in Coffee Pot Hall)						
Beech dump bin		1		Oct-09		
Free standing large fan		1		Sep-09		
Jigsaw childrens mat		1		Oct-09		
Coloured plastic trays		6		Oct-09		
Portable heaters		3		Jan-10		
Whale & Crocodile dump bin		2		Jan-10	Diposed 2011	

# Oulton Broad Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Photocopier	L7096760028 Ricoh	1		Jan-10		
Screen/Notice Board Blue		1		May-10		
Baby Changing Mat		1		May-10		
Plastic fencing (Held in Coffee Pot)		1		Jun-10		
Plastic fencing (Held in Coffee Pot)		2		Jul-10		
Large floor cushions/bean bags purple		2		Aug-10		
Baby cushions		4		Oct-10		
Blue paperback spinners		Secondhand 2		Nov-10		
Large Key Keyboard		1		May-11		
Memory stick		1		Aug-11		
Self service machine	AFL 19i 0060153	1		Jan-12		
Slip printer for selfservice machine		1		Jan-12		
Dump Bin with wheels for self service machine		1		Mar-12		
Guillotine		1		Apr-12		

# Rosehill Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date the item first held/purchased	Quantity Held	Disposal - date of/method of
lamp		£10	2003	1	
Flavia hot drink machine	SD561 SB100		2003	1	
Fans	SDF9, APL455454		2003	2	
Heater	74278 442/2382/03		pre 2000	1	
Philips cd/radio/cass player	KZ000309007529		2003	1	
Safe	Safeguard		2nd hand pre 2003	1	
Kettle stirflow			2011?	1	
Microwave Sanyo			pre 2000	1	
Fridge electolux	14300228141		pre 2000	1	
Telephone - panasonic	3ebga024897		pre 2005	1	
Photocopier RICOH	L7096760262		2010	1	
Sofa - green armless		very tatty (threadbare!)	2003	1	
Blue chair			2003	3	
Red chair				1	
Folding chairs (metail)			approx 2008	8	
Round table			2003	1	
square folding table			approx 2008		
Desk - In office area			2nd hand 2002	1	
Chairs - In office area			2nd hand 2002	2	
<b>Children's area</b>					
Blue folding table				1	
Small plastic chairs - coloured				12	
Spinners				6	
Kinder boxes - yellow				2	
Large red kinder box				1	

# Rosehill Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date the item first held/purchased	Quantity Held	Disposal - date of/method of
Magnetic topped playboard				1	
Wooden display stand			?2006	2	
Book spinners				3	
Wooden trolley				2	
Office chair - red				1	
Metal trolley				1	
Blue plastic shelving - office area - with boxes				1	
Fan			on loan from Ipswich County Library		
ICT audit maintained by ICT & CSD					
Self service machine D-TECH	S/N 60122 CSD asset no 5007407		2011	1	
printer HP Colour Laser ket CP3525x	CSD no 5007242		?2003	1	
Public internet : HP Compaq	CSD no 5516784			1	
	SCC property no				
Monitor HP1740	1034300			1	
HP Keyboard	no asset no			4	
Public catalogue: HP Compaq	CSD no 5502497			1	
	SCC property no				
Monitor HP1740	1024041			1	
Staff: HP Compaq	CSD nos 5516985 & 5516942			2	
	CSD nos 5513441 & 5???52	SCC nos			
Monitor:HP1740	1034298/1034295			2	
Opticon scanner	20658 / 20832		2004	2	

# Rosehill Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date the item first held/purchased	Quantity Held	Disposal - date of/method of
Receipt printer CBM1000	02Y0610		2004	1	

## Saxmundham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Service PCs, monitors, keyboards, mice		2				
Public PCs, monitors, keyboards, mice		3				
Panasonic Headphones		2				
Logitech TrackMan Marble		1				
Self service computer, monitor, receipt printer		1				
Small Wooden Table (for Self Service machine)		1				
Panasonic cordless telephone	KX-TCD410ES	1				
Printer HP Colour Laserjet 2605dn	SCC no 1039133	1				
Barcode Scanners	Opticon S/N 23560	1				
Portable Stereo	JVC S/N 07213146	1				
Receipt Printer	SCC no 1021163	1				
Small table/wooden/metal laminate		1				
large table		1				
Chairs - red fabric/metal legs plastic		4				
typing chairs (charcoal)		3				
typing chairs (purple)		1				
High desk chair (red & tatty!)		1				
Public computer desks (steel, charcoal laminate top)		2				

## Saxmundham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Double Spinners		2				
Spinners		2				
Video spinner		1				
Clock (battery operated)		1				
Single sided trolley (Steel, 2 shelves)		1				
Single sided trolley (wooden, 3 shelves)		1				
Service Desk ("L" shaped) with Till		1				
CO2 Fire Extinguisher		1				
Narrow Trolley (Steel, 3 shelves)		1				
Step Stool (red)		1				
<b>Children's Area</b>						
Red wall shelving		3 bays				
Red kinderbox		1				
Moveable double sided shelving		1				
Bean Bags	1 red, 1 purple	2				
Chairs - childrens red		1				
Chairs - childrens green		1				



## Saxmundham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Pin boards	purple	3				
Slat wall shelving - red		1				
Round wooden table		1				
Red/Green "Ladtbird" pouffe		1				
<b>Workroom</b>						
Fan - electric - small		1				
Coffee machine - Flavia	SD517	1				
Filing cabinet (4 drawers, not lockable)		1				
Small wooden shelves (3 shelves)		1				
Hot/cold drinks dispenser		1				
Small table (metal legs/laminate top)		1				
Small shelved table (metal legs/laminate top)		1				
Fridge - small		1				
Small metal lockable safe (in mobile lib room))		1				
Electric kettle		1				
Locker (2 door, blue/grey)		1				
Shelf Unit (free standing, 7 shelves)		1				

## Saxmundham Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Various children's toys		dozens!				
CO2 Fire Extinguisher		1				
Foam Fire Extinguisher		1				
Paper Recycling Bin (Blue)		1				

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>Shed/Garden Area</b>						
Gazebo		1		2004 Argos	Dec-06	13
Gazebo		1	79.99	30/8/06 Argos		
2 x White plastic chairs		2		2004 from HL		
<b>Kitchen/Workroom Area</b>						
Flavia Small Brewer	Model No. 5B100	1		Replacement 2004		
	SD679					
Cookworks Kettle	Model No K6075	1			10-Jun	11
Micromark Kettle	Model No MM41401	1		09-Jun		
Cutlery Set		1		Woolworths 2004		
5 Tread Step Ladder		1		Argos 22/3/04		
Folding Chairs in Bags x10		10		Argos 22/12/04	3 x 01/08/2008	44
Folding Chairs in Bags x4		4		Argos 1/8/08		
Newey & Eyre Wallbox		1				
Prism Server Cabinet		1				
Heatrae Lido Water Heater		1				
Dell PC	Model No DNS	1			10/03/2006	3

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Tower	Serial No 37P280J	1				
Dell Keyboard	Model No RT7D00	1			10/03/2006	4
	E-C012-00-3231					
Dell Mouse	FCC ID: D2L211029	1			10/03/2006	5
	S/N: LNA 13022008					
Dell Monitor	Model No F771p	1			10/03/2006	6
	Chassis No CM2317P					
Scanner	Model 1351	1				
	Serial No W0712					
Brother Fax 920	Serial No E56682A1C418154	1				
Silverline Filing Cabinet		1				
Hoover		1				
Philips 90AL 380		1				
Portable Radio						
Beko Fridge		1				
Charcoal Office Chair		1			12-Jun	12
HP Monitor	CSD 5502885	1		10/03/2006	23/04/2009	45
HP PC Tower	CSD 5502786	1		10/03/2006	23/04/2009	46
	SCC 1024595					
HP Keyboard	Model No. SK-2880	1		10/03/2006	23/04/2009	47
	B93B90ACPS10F2					
HP Mouse	ASSY P/N 334684-003	1		10/03/2006	23/04/2009	48

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Spares P/N 390937-001					
	C/T: F93AA0AN3SC30LN					
Keybox		1		10/03/2006		
Padlock & Hasp on Cleaner's Cupboard		1		25/02/2007		
Electrical Extension Lead	5m 13 amp	1		12/02/2008		
Noahs Ark		1		01/03/2008		
Fledgling cushion		1		01/03/2008		
Rectangular tan table		1				
DVD storage box	Lapstack Single 6410	1		06/07/2009		
Green Preschool Folding Table	583600	1		01/03/2009		
<b>Issue Desk Area</b>						
Dell PC Issue Desk Left	Serial No IV4R91J	1		2005	25/02/2008	20
	Model No DCTR					
Dell Keyboard Issue Desk Left	Model No RT7D50	1		2005	25/02/2008	21
	CN-0J4623-37172-48J-03EI					
Dell Monitor Issue Desk Left	Model No 150fP	1		2005	25/02/2008	22
	MY0R32184760348KAQ8M					
Dell Mouse Issue Desk Left	DP/N: 0F4177	1		2005	25/02/2008	23
	S/N: LZB42106808					
	LP/N: 831091-0000					
Opticon Scanner Issue Desk Left	OPL-6735-USB	1		2005		
	A14670R0030					
Receipt Printer	Model No CBM 10000	1				
	AC100-240V 1-0:55a 50/60 Hz					

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Dell PC Issue Desk Right	Serial No CV4R91J	1		2005	25/02/2008	24
	Model DCTR					
Dell Keyboard Issue Desk Right	Model No RT7D50	1		2005	25/02/2008	25
	CN-0J4623-37172-48H-02DX					
Dell Monitor Issue Desk Right	MY0R321847603484APQ5			2005	25/02/2008	26
	Model No 1504FP					
Dell Mouse Issue Desk Right	DP/N: 0F4177	1		2005	25/02/2008	27
	S/N: L2B42106756					
	LP/N: 831091-0000					
Opticon Scanner Issue Desk Right	OPL-6735-USB	1		2005		
	A14670R0030					
HP PC Tower Left	5516944			25/02/2008		
HP Monitor Left	5513594			25/02/2008		
HP Mouse Left	SO 06			25/02/2008		
HP Keyboard Left	SO 07			25/02/2008		
HP PC Tower Right	5516988			25/02/2008		
HP Monitor Right	5513454			25/02/2008		
HP Mouse Right	SO 08			25/02/2008		
HP Keyboard Right	SO 09			25/02/2008		
1 Tall blue office chairs		1				
Glen Fan Heater	Model No 2584	1		2004	22/08/2007	16
	230-240V-50Hz					
DeLonghi Fan Heater	3000W Hi-Power	1		18/12/2007		
Pifco 9" desk fan	Model STF9	1				

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Goodmans Cd/Radio/Tape Player	GPS-155R	1		2003	25/02/2007	14
Bush CD/Radio/Tape Player	SCA06RXX	1		01-Feb		
Panasonic Digital Cordless Phone	Model No KX-TCD430E	1		2005		
	Serial Number 4KCQC047295					
HP Color Laserjet 3600	5005554	1		01/04/2009		
HP Colour Laserjet 2605dn printer	SCC 5005641	1		20/07/2007		Disposed of by ICT
<b>Main Library</b>						
2 Pasture chairs		2		06/05/2008		
2 Brown Cloth covered chairs		2				
					2	
3 charcoal office chairs		3			29/1/08	18
2 Nightshade office chairs		2		12/10/2007		
1 four armed spinner		1			29/01/2008	19
1 four arm spinner		1		15/01/2008		
1 four layer spinner red and blue plastic		1		2004	25/02/2007	15
1 White Plastic 4 sided paperback spinner		1		01/02/2007		
1 Blue based 4 sided paperback spinner		1		03/06/2011		
1 wooden umbrella rack		1				
1 spinner, pine base		1		2003		
1 black double sided metal trolley		1				
1 small cream metal trolley		1				

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
1 Drawing by David Armitage		1		01/10/2006		
5 plastic stacking kids chairs		5				
1 yellow kinder box		1			12/12/2005	2
1 red kinder box		1			12/12/2005	1
1 Peters Large Hedgehog Cushion		1		2004		
Radio controlled clock		1				
4 Coloured spinners		4		12/12/2005		
Wheeled kinder box		1		12/12/2005		
Picture Book Unit		1		12/12/2005		
Children's Bench		1		12/12/2005		
4 dice seats		4		12/12/2005		
Duck cushion		1		12/12/2005		
Chicken cushion		1		12/12/2005		
1 Red children's display shelves with attached side unit.		1		12/12/2005		
Sheep Cushion		1		01/03/2008		
PC workstation		1		12/12/2005		
1 Nightshade office chair		1		12/12/2005		
2 Raspberry Armchairs		2		12/12/2005		Sent to other library
Single sided trolley		1		12/12/2005		
Dell PC Internet Youth Area	Barcode 4HJ7POJ	1		2004		28
	System Type GX260					
Dell Keyboard Internet Youth Area	Model RT7D20	1		2004		29



## Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	DS/N TH-05N292-37171-31S-2477					
Dell Monitor Internet Youth Area	CN-04R864-47804-31L-N3X7	1		2004		30
Dell Mouse Internet Youth Area	Model No. E151FPp 3892A378 PN X06-08477	1		2004		31
Dell PC Internet Adult Area Left	Product ID 6318-OEM Barcode TKJ7P0J System type GX260	1		2004		32
Dell Keyboard Internet Adult Area Left	PT7DZO	1		2004		33
	DS/N TH-05N292-37171-31S-2479 D P/N 05N292					
Dell Monitor Internet Adult Area Left	CN-04R869-47804-31L-N66Q Model E151FPp	1		2004		34
Dell Mouse Internet Adult Area Left	3892A378 PNX06-08477 Product ID 63618-OEM	1		2004		35
Dell PC Internet Adult Area Right	Barcode HN2JD0J System Type GX150	1			07/04/2006	7
Dell Keyboard Internet Adult Area Right	RT7D00	1			07/04/2006	8
Dell Monitor Internet Adult Area Right	DS/N TH-0332TR-37171-21B-3864 HU-093CUR-47802-23Q-B33T	1			07/04/2006	9
Dell Mouse Internet Adult Area Right	M/N: M-S34 S/N: L2C20513300	1			07/04/2006	10

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	4862A011					
Dell PC Internet Adult Area Right	Stoptracker- DS0111298 Barcode - CP0R91J SCC 1021769 CN-0J4623-37172-37172-48J-	1		07/04/2006		36
Dell Keyboard Internet Adult Area Right	023L	1		07/04/2006		37
Dell Monitor Internet Adult Area Right	MY0R32184760348KAPU3 SCC 1021770	1		07/04/2006		38
Dell Mouse Internet Adult Area Right	DP/N 0F4177 S/N L213420051107 LP/N 831091-0000	1		07/04/2006		39
Dell PC Catalogue	Barcode 6P3R91J System Type SX280	1		2005		40
Dell Keyboard Catalogue	RT7D50 CN-0J4623-37172-48J-03BU	1		2005		41
Dell Monitor Catalogue	MY0R32184760348KAPPZ Model No 1504FP	1		2005		42
Dell Mouse Catalogue	DP/N: 0F4177 S/N: LZB42051107 LP/N: 831031-0000	1		2005	20/07/2007	17
Kensington Valu Optical Mouse	Model: 1500101 S/N B0648013575	1		20/07/2007		43
Self Service Machine	Model No. 083/1/000002/000 Serial EWS11180	1		2003	2011	Disposed of by ICT

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
	Dtech IBM Asset no.					
Self Service Machine	55007408	1		2011		
Self Service Machine Receipt Printer	Epson	1		2011		
Round Beige Table		1				
Long Rectangular Dark Brown Table		1				
Square Light Brown Table		1				
Computer Table		1		06/05/2008		
Small plastic zig zags		3		25/05/2007		
Large plastic zig zags		2		25/05/2007		
Plastic front on display shelf edge		1		25/05/2007		
Panasonic Digital Headphones	RP-HT225	1		02/06/2007		
HP PC Tower SO 01		5513700	1	25/02/2008		
HP Monitor SO 01		1034545	1	25/02/2008		
HP Keyboard SO 01	SO 10		1	25/02/2008		
HP Mouse SO 01	SO 14		1	25/02/2008		
HP PC Tower SO 02		5516785	1	25/02/2008		
HP Monitor SO 02		5513715	1	25/02/2008		
HP Keyboard SO 02	SO 11		1	25/02/2008		
HP Mouse SO 02	SO 15		1	25/02/2008		
HP PC Tower SO 03		5516774	1	25/02/2008		
HP Monitor SO 03		5513456	1	25/02/2008		
HP Keyboard SO 03	SO 12		1	25/02/2008		
HP Mouse SO 03	SO 17		1	25/02/2008		
HP PC Tower SO 04		5516602	1	25/02/2008		

# Southwold Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
HP Monitor SO 04	5513703	1		25/02/2008		
HP Keyboard SO 04	SO 13	1		25/02/2008		
HP Mouse SO 04	SO 16	1		25/02/2008		

# Stoke Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Panasonic cordless phone KXTCD4103S	3BAGA007121		2003	1	
Micromark Fan	MM9044 12inch - 35292		n/k	1	
Hayden Kettle	AJB 200B		n/k	1	
Bush CD Player SCA06R	SCA06R	£30	Jul-06	1	
Blue computer chair			Jul-05	5	
grey metal work stations			Jul-05	2	
Purple Sofa			Jul-05	2	
Blue tub chair			Jul-05	2	
Blue Sofa			Jul-05	1	
Blue Spinners			Jul-05	8	
Wooden Kinder Box			n/k	3	
Small wooden chair			n/k	4	
Small red plastic chair			n/k	1	
Metal display stand for DVD/Video			Jul-05	1	
Metal Postcard stand			n/k	1	
Large Rug - ABC design			Jul-05	1	
Oak-topped metal oblong tables (for pc's)			n/k	4	

# Stoke Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
Metal leaflet stand			n/k	2	
Book return box			2011	1	
Blue metal book trolley			n/k	1	
Beige metal book trolley			n/k	1	
Wire coat rack			n/k	2	
Small white oval coffee table			n/k	1	
Tano animal chair			n/k	4	
Tano aquatic table			n/k	1	
Red slat-wall triangular display			n/k	1	
4 drawer filing cabinet - beige/brown			n/k	1	
Blue fibreglass bin with handles			n/k	1	
Assorted toys			n/k		
Wastepaper basket			n/k	4	
Black book display unit			n/k	2	
Birch finish book display units for QC			n/k	2	
Penguin bookcase			n/k	1	
Air conditioner			n/k	1	
Wheeled display board			n/k	1	
Proline refrigerator			n/k	1	
Blue cash box			2011	1	
HP L1750 VDU			n/k	1	

# Stoke Library

Description of equipment	Serial Number/s	Replacement or estimated value	Date item first held/ purchased	Quantity Held	Disposal date and method
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP L1750 VDU			n/k	1	
HP SK-2880 keyboard			n/k	1	
HP SK-2880 keyboard			n/k	1	
HP SK-2880 keyboard			n/k	1	
HP SK-2880 keyboard			n/k	1	
HP SK-2880 keyboard			n/k	1	
HP Compaq CPU			n/k	1	
HP Compaq CPU			n/k	1	
HP Compaq CPU			n/k	1	
HP Compaq CPU			n/k	1	
HP Compaq CPU			n/k	1	
DS self service machine		Mar-12	n/k	1	
Mice			n/k	5	
Opticon scanner			n/k	1	
keyboard for self-service unit			n/k	1	
HP Officejet Pro 8100 printer		Apr-12	n/k	1	

# Stowmarket Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>LIBRARY - PUBLIC AREA</b>					
Children's Library					
PCs					
Monitor	500056			04-Sep-08	Netloan removal
Monitor HP Compaq DC7600	5601378 CND8040SPW		04-Sep-08		
Keyboard	TH-0332TR-37171-21B-5464				
Mouse	LZB42051096				
CPU	5000055			04-Sep-08	Netloan removal
CPU HP Compaq DC7600	5601061 CZC828691T		04-Sep-08		

Adult Library					
Monitor	5000036			01-Mar-06	Removed by ICT
Keyboard	BigKeys LX ID LEWKB48-1				
Mouse	Kensington Orbit F0202012843			01-Mar-06	Removed by ICT
CPU	5000035			01-Mar-06	Removed by ICT



# Stowmarket Library

Monitor	HP1740 5501970		01-Mar-06		
Mouse	Kensington Orbit Elite AO536000031		01-Mar-06	01-May-07	Removed by ICT
Mouse	HPF 9849OCN 3W00CCZ		01-May-07		
CPU ST09	HP Compaq 5502791		01-Mar-06		
Monitor Word Processing	5604625				
Keyboard	BC 35BOFVBWV2MS				
Mouse	F93AAOAN3SCOCER				
CPU	5604053				
Printer	HP Deskjet 5740 5003540		01-Feb-06	09-Mar-12	taken by CSD
Printer	HPOfficejet 6000 5007465		09-Mar-12		
Monitor Word Processing	5000028				
Keyboard	CN-OJ4623-37172-48E-03QX				
Mouse	LZB42051072				
CPU	5000027				Removed by ICT Feb 2009
Printer	5000058				
Monitor	5000050			01-Mar-06	Removed by ICT

# Stowmarket Library

Keyboard	TH-0332TR-37171-1CE-3887			01-Mar-06	Removed by ICT
Mouse	LZE21171959			01-Mar-06	Removed by ICT
CPU	5000049			01-Mar-06	Removed by ICT
Monitor	5000048			01-Mar-06	Removed by ICT
Keyboard	TH-0332TR-37171-21B-5506			01-Mar-06	Removed by ICT
Mouse	Kensington A040806131			01-Mar-06	Removed by ICT
CPU	5000047			01-Mar-06	Removed by ICT
Monitor	5000034			01-Mar-06	Removed by ICT
Keyboard	TH-0332TR-37171-18A-4886			01-Mar-06	Removed by ICT
Mouse	LZE21130667			01-Mar-06	Removed by ICT
CPU	5000033			01-Mar-06	Removed by ICT
Monitor ST07	HP 1740 5501877		01-Mar-06		
Keyboard	HP B93B90ACPS10FK		01-Mar-06	07-May-09	Faulty Keyboard
Keyboard	Kensington H074OB001340		07-May-09		
Mouse	HP F93AAOAN3SC30LW		01-Mar-06		
CPU	no number		01-Mar-06		

# Stowmarket Library

Monitor ST08	HP1740 5501995		01-Mar-06		
Keyboard	BC3JBOFVBWN7C6		01-Mar-06		
Mouse	B0806006797		01-Mar-06		
CPU	no number		01-Mar-06		
Monitor ST06	no number		01-Mar-06		
Keyboard	TH-05N292-37171-31T-0566		01-Mar-06		
Mouse	Genius 105319003797		01-Mar-06		
CPU	HP Compaq 5502641		01-Mar-06		
Monitor	5000038			04-Sep-08	
Monitor HP Compaq DC7600 ST05	5601241 3CQ81523K4		04-Sep-08		
Keyboard	BC35BOFVBW750H				
Mouse	F93A90H5BVY5100				
CPU	5000037			04-Sep-08	
CPU HP Compaq DC7600	5601055 CZC8286G1F		04-Sep-08		
Monitor	5000046			04-Sep-08	

# Stowmarket Library

Monitor HP Compaq DC7600 Viewpoint	5601242 3CQ81523J4		04-Sep-08		
Keyboard	BC35BOEVBW55SK				
Mouse	FB7330AUJVLH1B				
CPU	5000045			04-Sep-08	
CPU HP Compaq DC7600	5601063 CZC886G1L		04-Sep-08		
Monitor	5000032			04-Sep-08	
Monitor HP Compaq DC7600 ST04	5601243 3CQ8140BR9		04-Sep-08		
Keyboard	BC35VOFVBW7B3E				
Mouse	F93A90H5BVY4K27				
CPU	5000031			04-Sep-08	
CPU HP Compaq DC7600	5601064 CZC8286G1Y		04-Sep-08		
Monitor	5000044			04-Sep-08	Netloan Removal
Monitor HP Compaq DC7600 ST03	5601240 3CQ81523JJ		04-Sep-08		
Keyboard	BC35BOEVBW55KD				
Mouse	F93A90H5BVY5OZK				
CPU	5000043			04-Sep-08	Netloan Removal
CPU HP Compaq DC7600	5600915 CZC82855XQ		04-Sep-08		

# Stowmarket Library

Monitor	5000030			04-Sep-08	
Monitor HP Compaq DC7600 ST02	5601239 3CQ81523K6		04-Sep-08		
Keyboard	BC35BOEVBW55S6				
Mouse	FB733OAN3WROF32				
CPU	5000029			04-Sep-08	
CPU HP Compaq DC7600	5601062 CZC828690W		04-Sep-08		
Monitor	5000042			04-Sep-08	
Monitor HP Compaq DC7600 ST01	5601238 3CQ81523K9		04-Sep-08		
Keyboard	BC35BOFVBW7B39				
Mouse	LZB42051072				
CPU	5000041			04-Sep-08	
CPU HP Compaq DC7600	5601065 CZC8286G0M		04-Sep-08		
Monitor	5601984		16-Mar-11		
CPU	5601743/1035155		16-Mar-11		
Keyboard			16-Mar-11		
Mouse			16-Mar-11		

# Stowmarket Library

Self Issue Units					
Monitor	EWS11143 1016925			20-Apr-11	upgraded machines installed
Keyboard	Accuratus LZBACEKEY230			20-Apr-11	CSD disposal
CPU	Windows 2000 Professional B23-03604			20-Apr-11	
Printer	ACS 22002Y000			20-Apr-11	
Monitor	EWS11091 1016926			20-Apr-11	as above
Keyboard	Accuratus LZBACEKEY230			20-Apr-11	
Keyboard	KB 0316			20-Apr-11	
CPU	Windows 2000 Professional B23-03604			20-Apr-11	
Printer	ACS 220031000			20-Apr-11	
Monitor	EWS11109		01-Jun-06	20-Apr-11	as above
Keyboard	Accuratus 305216696V4(PS2)		01-Jun-06	20-Apr-11	
Keyboard	KU 0316			20-Apr-11	
CPU	EWS 11073		01-Jun-06	20-Apr-11	
Printer	ACS220031000		01-Jun-06	20-Apr-11	

# Stowmarket Library

Monitor	5007395		20-Apr-11		
Printer	MQEF010304		20-Apr-11		
Monitor	5007393		20-Apr-11		
Printer	MQEF010279		20-Apr-11		
Monitor	5007394		20-Apr-11		
Printer	MQEF010278		20-Apr-11		
Listening Posts	Manufacturer - List (+Headphones) x 2				
Photocopier	Ricoh aticio MP2000				
Clock	Quantum E5x2				
Counter Area					
Monitor	5000052			04-Sep-08	
Monitor HP Compaq DC7600 Enquiry Desk	5601236 3CQ8173GP3		04-Sep-08		
Keyboard	KU 0316		04-Sep-08		
Keyboard	BC325OFQRVX9OW				

# Stowmarket Library

Mouse	FB733OAN3VWZJCM				
CPU	5000051			04-Sep-08	
CPU HP Compaq DC7600	5601059 CZC 8286G1B		04-Sep-08		
Scanner	Opticon 23524				
Monitor	5000024			04-Sep-08	
Monitor HP Compaq DC7600 Middle	5601235 3CQ8194HRK		04-Sep-08		
Keyboard	BC35BOEVBW55P9				
Mouse	F93A9OH5BVY5OZD				
CPU	5000021			04-Sep-08	
CPU HP Compaq DC7600	5601056 CZC8286G1W		04-Sep-08		
Scanner	Opticon 23531				
Monitor	5000026			04-Sep-08	
Monitor HP Compaq DC7600	5601234 3CQ8140956		04-Sep-08		
Keyboard	BC35BOFW7B3C				
Mouse	FB733OAN3VJZRXC				
CPU	5000025			04-Sep-08	
CPU HP Compaq DC7600	5601060 CZC8286G12		04-Sep-08		



# Stowmarket Library

Scanner	Opticon 23523				
Till Drawers x 2	No identifying marks				
Till Roll Printer	SN0333652				
Till Roll Printer	SN0333576				
Printer	HP COLOR LASERJET 4650dn				
CD Player	PANASONIC CD STEREO SYSTEM SC-EN5 SN WQ3 DA004074				
Telephones	BT VERSATILITY SN K9404590449				
	BT CONVERSE 225 0441123573				
Fax Machine	Sharp UX370 9A22393X			30-Oct-07	Replacement model received
Fax Machine	Brother Fax-1360	30/10/2007		24-Apr-10	Replacement model received
Fax Machine	Brother Fax-1360 E64223M9F 124498		24-Apr-10		
Credit card Machine					
Radio Link Phone	Icon 15718 (Leased equipment)			01-Dec-08	
Coffee Machine	Flavia Morvend SD538(Leased)			01-Feb-07	Removed by Morvend
Coffee Machine	Flavia MorvendSD1339		01-Apr-07		
Headphones x 2	Panasonic RP-HT225		01-Mar-06		

# Stowmarket Library

Workroom					
Monitor	Belinea AA1020200 036A633301342			01-Mar-06	Removed by ICT
Keyboard	Accuratist 308252341V4(PS/2)			01-Mar-06	Removed by ICT
Mouse	Dell LZE34010020			01-Mar-06	Removed by ICT
Mouse	HP334684-003				
CPU Right PC	5502788				
CPU	EWS6350			01-Mar-06	Removed by ICT
Scanner	DSLtd W0828			01-Jun-06	Removed by ICT
Scanner	Opticon 1021798		01-Jun-06		
Monitor	Dell 1016825		01-Mar-06	01-Jul-07	Removed by ICT
Monitor	Dell 6418062N 0u05		01-Jul-07	04-Sep-08	
Monitor HP Compaq DC7600	5601233 3CQ81739MS	Left	04-Sep-08		
Keyboard	KB-0316 ..435302-03	Left	01-Mar-06		
Mouse	Dell LZB42106311		01-Mar-06		
CPU	Dell 1016824		01-Mar-06	04-Sep-08	
CPU HP Compaq DC7600	5601054 CZC8286G0H	LEFT	04-Sep-08		
Monitor	5000054			01-Mar-06	Removed by ICT

# Stowmarket Library

Keyboard	TH-0332TR-37171-18A-4883			01-Mar-06	Removed by ICT
Mouse	LZE34010021			01-Mar-06	Removed by ICT
CPU	5000053			01-Mar-06	Removed by ICT
Scanner	DSLtd W0837			01-Jun-06	Removed by ICT
Scanner	Opticon OPL6845USB		01-Jun-06		
Monitor	HP1740 5501844		01-Mar-06		
Keyboard	HPB93B90ACPS10G2		01-Mar-06		
Mouse	HP F93AAOANSC30KJ		01-Mar-06		
CPU	HP Compaq 5502788		01-Mar-06		
Printer	HPColourLaserJet2605DN			01-Apr-07	Removed by ICT
Printer	HP Deskjet 520 No 5000059			01-Apr-07	Removed by ICT
Printer	HP colour laserjet 2605DN 5005578		01-Apr-07		
Telephone					
Clock	Quantum				
KITCHEN					
Cooker	BABY BELLING SN049 424				

# Stowmarket Library

Toaster	Morphy Richards 40046959				
Microwave Oven	Sharp R-249				
Kettle	ASDA			01-Jun-09	
Fridge	Beko Glacier				
Clock					
MANAGER'S OFFICE					
Monitor	1038242 5601237			04-Sep-08	
Monitor HP Compaq DC7600	5601237		04-Sep-08		
Keyboard	HP BC35BEVBWPH		01-Jan-09	01-Jan-09	
Mouse				01-May-09	
CPU	560100			04-Sep-08	
CPU HP Compaq DC7600	G3XKP-66HFV-CG6YV		04-Sep-08		
Scanner	Opticon 23531				
Printer	HP Deskjet 895CXi E59181D07R				
Telephone	BT Converse 225 0441123574				
Telephone	BT F70				
Swivel chair x 2					

# Stowmarket Library

MOVEABLE ITEMS					
Fans	Lloytron 12" Deskfan Model F039			22-Aug-08	Sent to Felixstowe Library
	Amcor 16" Stand Model MS-16				
	Deskfan C1004				
	Stirflow SFG 12			01-Aug-07	dangerous condition
	KDK 30AGJ S/N 7A2			26-Aug-08	sent to Thurston Library
	HKL-12D Fan 99031BB			27-Aug-08	sent to Saxmundham Library
	Airmate 97002797			27-Aug-08	Sent to Rosehill Library
	Taurus Ilevant 12" 4913ABK			22-Aug-08	Sent to Bury Library
	APL 455455			22-Aug-08	Sent to Glemsford Library
	Airmate 97000470			22-Aug-08	Sent to Woodbridge Library
	APL 455456		01-Jul-07		
	GoldAir				
Lamps	1001 Lamps Ltd 4 x Anglepoise Lamps			2 removed Oct 06	Mike Ellwood
CD Player	Durabrand CD-39B		01-Mar-06		

# Stowmarket Library

<b>LIBRARY</b>					
<u>PUBLIC AREA</u>					
Tables					
8	Computer - Wooden				
1	Adjustable - Wooden				
2	Computer - Wooden (children's library)				
3	Teardrop - Wooden				
2	Round - Wooden				
16	Red Office Chairs				
9	Red Armchairs				
2	Settee 2 -seater Red				
20	Red Desk chairs				
8	Red Stools - Square padded				
4	Red Stools - Rounded				
4	Beanbag seats Blue/Red				
1	Children's table Wooden				
4	Children's stools Wooden				

# Stowmarket Library

4	Book trollies Burgundy				
9	Book trollies Beige				
1	Returned books trolley Wooden - blue shelves				
1	Public Use trolley				
2	Coffee Table				
STAFF AREAS					
1	Guillotine				
5	Tables				
2	Office Chairs				
1	Settee Red				
1	Coffee Table				
3	Padded Chairs				
1	Flatbed trolley			to Ipswich library 02/10	
1	Flatbed trolley				
FIRE EXTINGUISHERS					
Library					
3	6 Litre Kidde Foam Extinguishers				

## Stowmarket Library

1	2 kg Kidde Carbon Dioxide Extinguisher				
Garage					
1	6 kg Kidde Dry Powder Extinguisher				
Staff Area					
1	2 kg Kidde Carbon Dioxide Extinguisher				
1	4 kg Kidde Dry Powder Extinguisher				
1	6 Litre Kidde Foam Extinguisher				
Boiler House					
1	4kg Kiddle Dry Powder Extinguisher				



# Stradbroke Library

Item of Equipment	No. of Items	Notes	Serial number
Machine	1	Dark brown	
Safe	1	Guard M80E with electronic keypad	
Filing Cabinet	1	Silverline Dark brown/cream drawers	
CD Player	1	Goodmans GPS 155R Fourway speaker system	G-1283609722
Stepladder	1	Beldray metal	
Step Up	1	Red plastic	
Small square table	1		
Torch	1	Chloride	
2-sided metal trolley	1		
2-sided wooden trolley	1		
1-sided metal trolley			
Paperback spinner-wooden base with wheels	1		
Paperback spinner-metal	1		
Teenage section- black shelving units-3 shelves	2		
Children's section- red shelving unit- 3 bays	1		
Kinderbox on wheels	1		
Kinderbox green	1		
Children's fruit pouffes	2		
Children's chairs	2		
Soft toys-cow and duck	1 of each		

# Stradbroke Library

Item of Equipment	No. of Items	Notes	Serial number
Caterpillar horseshoes	2		
Metal computer table	1		
Computers-staff counter	1	HPL1750	CSD 5600879
Computers public	1	HP1740 TFT Keyboard/ Mouse HP Base Unit HP HP L1750 Keyboard/mouse HP Base Unit HP Self-service-stand on bench shelving	CSD 5502284   CSD 5601195   1016664
Computer chairs	4	green	
Telephone	1	Silver BT F70	Not used in filing cabinet
Telephone	1	Panasonic KX-A141ES	CSD no 5005648
Printer	1	Hewlett Packard colour laser jet	
Desk fan	1	Impega	
Wooden display unit used for children's DVD's and videos.	1		
Wooden Trolley	1		
Kettle	1	Signature	
Graphite display unit for adult DVD's		Peters Product code 9789990009170	

# Stradbroke Library

Item of Equipment	No. of Items	Notes	Serial number
Fold-away Tables	2		
Chairs	4		
Fan Heater	1	Newlec	
Self Service Machine		D.Tech	

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
<b>Location: Managers Office</b>					
2 Blue Fabric chairs with wooden arm rests		Unknown	Unknown		
4 Blue Fabric Computer Chairs		Unknown	Unknown		
2 Filing Cabinets		Unknown	Unknown		
1 Desk (with 6 drawers)		Unknown	Unknown		
1 Wall mounted Key cupboard		Unknown	Unknown		
2 sack trucks		Unknown	Unknown		
1 Blue fabric and metal desk chair		Unknown	Unknown		
1 Acco Nobo x-20P projector and remote	1021894	Unknown	Feb-11		
1 Delonghi gas heater	Inviron GH171210		Dec-10		
2 Covection heaters	426250B		Jan-11		

Annual Check undertaken by:-

G Lewry

Date:-

11/04/2012

## Location: Main Library

1 Pink Fabric Computer Chair		Unknown	Nov-10		
1 Telephone "Meridian" (at counter)	BT Item Code 376731	Unknown	Unknown		
1 Cordless Phone "Panasonic" (E.Desk)	KX-A141ES	Unknown	Unknown		
1 Sharp UX-B700 FAX Machine	37100243	Asset No. 199242	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
2 Spinners (For Audiobooks)		Unknown	Unknown		
1 Thin Rectangular Table		Unknown	Unknown		
1 Rectangular Table (1st N-Fic bay)		Unknown	Unknown		
1 Black Metal Card Stand (inc Cards)		Unknown	Unknown		
5 metal silver wheeled shelving units		Unknown	Unknown		
2 blue/silver dvd/cd rockets		Unknown	Apr-10		
1 wooden cube - infocentre goods		Unknown	Unknown		
3 wooden/metal quick choice stands		Unknown	Apr-10		
2 wooden dump bins (display shelving)		Unknown	Unknown		
4 wooden arm blue fabric chairs		Unknown	Unknown		
5 blue fabric chairs		Unknown	Unknown		
2 blue wooden pods attached to pillars		Unknown	Oct-10		
1 beige metal book trolley (by lift)		Unknown	Unknown		
1 Foam Fire extinguisher (side of lift)		Unknown	Unknown		
1 Carbon Dioxide Fire Extinguisher (side of lift)		Unknown	Unknown		
1 Flavia Coffee machine	OO9803	Unknown	Feb-11		
1 Flavia Coffee stand		Unknown	Feb-11		
2 Bistey 4 Draw metal units (behind counter)		Unknown	Oct-10		
1 small table		Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
1 Small black metal trolley (behind counter)		Unknown	Unknown		
1 red wheeled shelving trolley		Unknown	Unknown		
2 Wooden Shelving Trolleys		Unknown	Unknown		

Annual Check undertaken by:-

Gareth Lewry

Date:-

11/04/2012

## Location: By & Under Stairs

1 Rectangular Wooden Table		Unknown	Unknown		
1 Carbon Dioxide Fire Extinguisher		Unknown	Unknown		
2 Foam Fire extinguishers		Unknown	Unknown		
1 Wooden Rectangular Table (Large)		Unknown	Unknown		
2 Square Wooden Table		Unknown	Unknown		
1 Wooden Rectangular Table (Small)		Unknown	Unknown		
1 Ricoh Alticio MPC250 photocopier		Leased	Unknown		
1 Coin Attachment for Photocopier		Leased	Unknown		
3x Dtech self service terminals		Unknown	Mar-10		
3x Epson slip printers - for self service		Unknown	Mar-10		
1x Square cupboard with internal blue trolley		Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
1x Rectangle cupboard with internal blue trolley		Unknown	Unknown		
1x Blue metal trolley		Unknown	Unknown		
1x Black metal trolley		Unknown	Unknown		
3x Blue display boards		Unknown	Unknown		
1x Large Red display board - under stairs		Unknown	Unknown		
1x Blue wooden trolley		Unknown	Unknown		
7x orange Plastic Chairs		Unknown	Unknown		

Annual Check undertaken by:-

Gareth Lewry

Date:-

11/04/2012

## Location: Upstairs

Saul microfilm Microfiche	199222	Unknown	Unknown		
Allen Microfilm Reader	199223	Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
17 Blue Fabric Covered Chairs (no arms)		Unknown	Unknown		
1 Circular Table (by leap point)		Unknown	Unknown		
11 Square Tables		Unknown	Unknown		
1 small blue legged Table (seating area)		Unknown	Unknown		
1 small black legged Table (next to Local studies)		Unknown	Unknown		
1 Metal Stand For Newspapers		Unknown	Unknown		
2 Leaflet Spinners		Unknown	Unknown		
1 Wooden Leaflet Stand		Unknown	Unknown		
1 LEAP point		Unknown	Apr-10		
1 Blue Fabric Chair with arms (careers)		Unknown	Unknown		
1 Circular CoffeeTable (by lift area)		Unknown	Unknown		
2 Foam Fie extinguishers		Unknown	Oct-10		
2 Carbon Dioxide Fire Extinguishers		Unknown	Oct-10		
1 Small pine table (seating area)		Unknown	Unknown		
1 Evac Chair + Cover		Unknown	Unknown		
2 red fabric chairs (by lift)		Unknown	Unknown		
1 small red box (maps)		Unknown	Dec-10		
2X 56"x45" Display Board		Unknown	Unknown		
2 Green fabric computer chairs					



# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
1 Blue fabric computer chair					
2 Brown fabric computer chairs					
4 blue and red fabric chairs (magazine area)		Unknown	Unknown		

Annual Check undertaken by:-

G Lewry

Date:-

11/04/2012

## Location: Junior Library

2 x 4 Bay Rectangular Green Kinderboxes		Unknown	Unknown		
1 Green Kinderbox (small)		Unknown	Unknown		
3 Green Book/DVD Spinners		Unknown	Unknown		
7 Small blue cushioned seats		Unknown	Unknown		
2 Full Size blue Fabric chairs (no arms)		Unknown	Unknown		
2 Red Plastic Childs Computer chairs		Unknown	Unknown		
3 Animal Face Wooden Childrens Chairs		Unknown	Unknown		
1 Red Fabric Covered Wooden Boxes		Unknown	Unknown		
1 Blue Kinderbox (for oversize books)		Unknown	Unknown		
1 wooden box shaped toy		Unknown	Unknown		
1 Small wood & metal bead toy		Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
3 Poufee's		Unknown	Unknown		
3x book shaped mats					
1x Round table					
2x Red wheeled shelving units					
1x Rectangle low coffee table					
1x Computer desk (holds PC's)		Oct-10	Oct-10		
1x Water Fire Extinguisher		Unknown	Unknown		
1x Foam Fire Extinguisher		Oct-10	Oct-10		
1x Carbon Dioxide fire Extinguisher		Oct-10	Oct-10		

Annual Check undertaken by:

Gareth Lewry

Date:

11/04/2012

## Location: Workroom

2 (3 Draw) pedestals		Unknown	Jan-11		
1 Blue fabric Computer Chair		Unknown	Unknown		
2 Red Fabric comfy chairs		Unknown	Unknown		
1 coffee table		Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
2 units of lockers (5 lockers per unit)		Unknown	Unknown		
1 Green Fabric Computer Chair		Unknown	Jan-11		
1 Purple Fabric Computer Chair		Unknown	Unknown		
1 Safe		Unknown	Unknown		
1 Kickstep		Unknown	Unknown		
1 Carbon Dioxide Fire Extinguisher		Unknown	Unknown		
1 Foam Fire Extinguisher			Jan-11		
1 IKON IP330 Laminator	1654	Unknown	Unknown		
1 Cookworks Microwave	400/5049	Asset No. 199164	Unknown		
1 Marks and Spencer Toaster		Asset No. 199170	01-Feb		
1 Alaska ST2550 Sandwich Toaster		Asset No. 199165	Unknown		
1 Argos Value Kettle		Unknown	Feb-11		
1 Large Fan (Sunlite Hlk-165)		Asset No. 199163	Unknown		
1 Phillips CD Player (For Bookstart)		Asset No. 199160	Unknown		
1 Blue Recycling bin - paper		Unknown	Unknown		
1 (15 Metre) extension cord		Unknown	Unknown		
1 Heatrae Sadia express water heater		Unknown	Oct-10		
1 Wall mounted Key box		Unknown	Apr-10		
1 Mobile water heater		Unknown	Unknown		
1 Electrolux Fridge	88440525281	Asset No. 199147	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
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Annual Check undertaken by:-

G Lewry

Date:-

11/04/2012

**Location: Boiler Room**

[illegible]

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
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Annual Check undertaken by:-

Gareth

Date:-

11/02/2011

## Location: Store Room

23 Orange Plastic Chairs		Unknown	Unknown		
1 Plastic Book Spinner (childrens)		Unknown	Unknown		
3 Blue Fabric display boards (small)		Unknown	Unknown		
2 Red shelves		Unknown	Unknown		
4 Grey shelves		Unknown	Unknown		
1 black chair trolley		Unknown	Unknown		
12 plastic crates (various colours)		Unknown	Unknown		
2 Sunlite fans	Model no - HKL-16S	Unknown	Unknown		
1 Green fabric computer chair		Unknown	Unknown		
3 small blue display screens		Unknown	Unknown		
1 metal floor standing lamp		Unknown	Unknown		
2 large red plastic circular bins		Unknown	Unknown		
1 large book case		Unknown	Unknown		
1 blue/red/green/yellow book spinner (small)		Unknown	Unknown		

# Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
1 Red square kinder box (4 sections)		Unknown	Unknown		
1 large rectangle table - metal legs		Unknown	Unknown		
3 large blue pin boards		Unknown	Unknown		
1 large collapsible white plastic table		Unknown	Unknown		
1 Flip board		Unknown	Oct-10		

Annual Check undertaken by:-

Gareth Lewry

Date:-

11/04/2012

## Location: Meeting Room

12 blue/black fabric office chairs		Unknown	Oct-10		
2 wooden collapsible tables		Unknown	Oct-10		
3 Blue fabric chairs		Unknown	Unknown		
1 Square table		Unknown	Unknown		

## Sudbury Library

Item of Equipment	Serial Number	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No
1 Coat stand		Unknown	Oct-10		

# Sudbury Library

## Self service

	CSD Ref	CSD Ref	IP Address
Machine 1	5007152	5007152	172.21.16.180
Machine 2	5007153	5007153	172.21.16.181
Machine 3	5007162	5007162	172.21.16.182



## Customer PC

	CSD Ref		IP address
<b>Childrens Library</b>	<b>Base</b>	<b>Monitor</b>	
SU09	5601011	5601099	
SU11	5601003	5601097	
<b>30 Min terminals</b>			
SU01	550254?	5600718	
SU03	5502535?	5501876	
SU07	5600983	5601096	
SU10	5600984	5601089	
<b>1 Hour terminals</b>			
SU02			
SU04			
SU06			
SU08			



# Sudbury Library

Viewpoint (SU14)	5600982	5601098	
Large keyboard (SU05)	5600987	5501531	172.21.16.35



## Staff PC's

	CSD REF		IP address
	Base unit	Monitors	
<b>WORKROOM</b>			
Next to Printer	5600996	5601090	172.20.16.38
Next to Door	5600907	5601088	172.20.16.39
<b>OFFICE</b>	5502613		172.20.16.35
<b>COUNTER</b>	5600908	5603565	172.20.16.33
<b>ENQUIRY DESK</b>	5600981	5601091	172.20.16.31
<b>ADMIN TERMINAL</b>	5600995	5600719	172.20.16.30
<b>LIBRARY PRINTER</b>	5004527		

# Thurston Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>FURNITURE</b>						
TABLES FOR PUBLIC USE	N/A	6		May-02		
RED CHAIRS FOR PUBLIC USE	N/A	2		May-02	29/01/2008	2
BLUE CHAIRS FOR PUBLIC AND STUDENT USE	N/A	16		May-02	29/01/2008	1
WIDE BENCH FOR INTERNET TERMINALS	N/A	5		May-02		
ADJUSTABLE RED CHAIRS FOR INTERNET USE	N/A	3		May-02		
ADJUSTABLE RED CHAIRS FOR STAFF USE	N/A	1		May-02		
DESK FOR STAFF USAGE	N/A	1		May-02		
CORNER DESK FOR STAFF	N/A	1		May-02		
DRAWER UNITS FOR STAFF DESKS	N/A	1		May-02		
GENERAL USAGE TABLE	N/A	1		May-02		
LOW ROUND TABLE	N/A	1		May-02		
SMALL RED CHILDREN'S CHAIRS	N/A	4		May-02		
SMALL BLUE CHILDREN'S CHAIRS	N/A	6		May-02		
SMALL BLUE CHILDRENS TABLE UNIT	N/A	1		May-02		
GREY FOUR DRAWER FILING CABINET	N/A	1		May-02		
WOODEN THREE SHELF DISPLAY UNIT		1				
<b>SHELVING</b>						
FOUR COMPARTMENT KINDER BOX	N/A	1		May-02		
SIX COMPARTMENT CHILDRENS UNIT	N/A	1		May-02		
SIX COMPARTMENT CJLDRENS UNIT	N/A	1		18/03/2008		

# Thurston Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
TWO SHELF CHILDREN'S S&V UNIT	N/A	1		May-02		
FIVE SHELF BLUE SPINNERS	N/A	2				
FIVE SHELF RED SPINNERS	N/A	3				
PENGUIN CHILDRENS DISPLAY UNIT	N/A	1		May-02		
FOUR SHELF CHILDREN'S UNIT	N/A	3				
SIX SHELF x 10 COMPARTMENT QC SPINNER		1				
FIVE SHELF GREEN SPINNER	N/A	1				
SIX SHELF GREY SPINNER	N/A	2		may 02, 2xAPR 06		
THREE SHELF NARROW BLACK UNIT	N/A	3				
FOUR SHELF BACK TO BACK SHELVING BAY	N/A	6				
FIVE SHELF BACK TO WALL SHELVING BAYS	N/A	13				
THREE SHELF BLACK DISPLAY UNIT (C/B)	N/A	1				
THREE SHELVES WALL FIXED BEHIND DESK	N/A	1				
WALL MOUNTED DISPLAY	N/A	2				
SHELF END DISPLAY	N/A	1				
<b>OTHER EQUIPMENT</b>						
GREY 3 DOOR CUPBOARD		1				
RED TWO SIDED, THREE SHELVED TROLLEY	N/A	1		Sep-09		
BLUE THREE SHELVED TROLLEY	N/A	1				
WOOD TWO SIDED THREE SHELVED TROLLEY	N/A	1				
WOODEN CUPBOARD SLIDE DORRS	N/A	1				

# Thurston Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
CD PLAYER (FOR SUNDAY OPENING)	n/a	1				
METAL SAFE	n/a	1				
DECT TELEPHONE	n/a	1				
KETTLE FOR STAFF USE	n/a	1				
FRIDGE	n/a	1		2010		
FIRST AID KIT	N/A	1				
RUBBISH BINS	N/A	2				
SWINGING SUFFOLK LIBRARIES SIGN	N/A	1				
MEGA BLOKS BUILDING BLOCK SET	N/A	1				
<b>IT EQUIPMENT</b>						
DELL PC KEYBOARD AND MICE (PUBLIC)	5502670,5502675, 5502827, 5502682,5502693	5				
DELL LCD MONITOR (PUBLIC)	5502861,5502878, 5502887, 5502879, 5502866	5				
STAFF PC	5502812	1				
STAFF MONITOR	5502860	1				
SLIP PRINTER	1021202	2				
HP COLOUR LASERJET 2605DN	5005700	1			removed at arrival of 2605DN	
HP COLOUR LASERJET 2605DN	5005700	1		Jan-08		

# Thurston Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
SELF-SERVICE TERMINAL	1021205	1		-		
BARCODE SCANNER	1021202	2		May-02		
rioch Aficio 2800 (rented		1		2010		

# Westbourne Library

Description of equipment	Serial Number/s	Quantity Held		Disposal - date of/method of
<a href="#">Main Library Area</a>				
CD & Playstation spinner - white base		1		
DVD spinner - white base		1		
small round table - steel legs		1		
Blue chairs - metal legs		14		
Paperback spinner - round wooden base		1		
small metal book trolley		1		
office chair - red		1		
Open the Book - quick choice stand		1		
Plastic crates - on wheels - ass colours		8		
sack barrows		2		
tub chair - red		1		
2 seater sofa - blue		1		
Wooden moveable display stands		2 blue 2 brown		
kick stool		1		
aubergine office chairs		4		
Black office chairs		8		
wooden book trolley - blue		1		
wooden book trolley -		1		
metal computer stations		2		
wooden cube box displays - blue		2		
large blue kinder box		1		
dinosaur kinder box		1		

# Westbourne Library

Description of equipment	Serial Number/s	Quantity Held		Disposal - date of/method of
green based childrens spinners		2		
blue based children's spinners		1		
low oval coffee table		1		
low stools - green chequered woven top		4		
Panasonic Cordless Phone	KX-A144ES			
Ricoh Atico MP2000 photocopier		1		
Metal slatted display stand with sales goods		1		
Office Area				
Prism Comms cabinet		1		
Beko Fridge		1		
Microwave Micro Chef	900w 2935N	1		
Flavia Coffee Machine	SD 528	1		
Stirmark Kettle		1		
Heatre Sadia - Express water heater	11036	1		
4 drawer Triumph filing cabinet		1		
Office chair - aubergine		1		
Ash Desk - 3 drawers on left side		1		
Portable cd Boombox		1		
Toilet Area				
Fold away table - laminated top		1		
Fold away tables - laminated tops		4		
Heatre water heater	96121	1		
Master Vac		1		

# Westbourne Library

Description of equipment	Serial Number/s	Quantity Held		Disposal - date of/method of
Turret Room				
Entrance Hall				
ICT Equipment				
Main Library Area				
Self service machine		1		
public pcs		4		
slip printer		3		
staff pcs		3		
HP color laserjet		1		



## Wickham Market Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
<b>Main Library</b>						
HP Intel vpro harddrive	5514146	1				
	5514173	1				
	5514145	1				
	5514158	1				
	5514014	1				
	5514116	1				
HP L1750 Flst Screen Monitor						
	5514487	1				
	5514489	1				
	5514474	1				
	5514475	1				
	5514488	1				
	5514468	1				
Logitech black keyboards		6				
Opticon scanners		2				
Hewlett Packard Officejet G85 printer/fax/scanner/copier		1				

# Wickham Market Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
HP Colour laserjet 2605dn		1				
Slip printer		2				
Book Shelve Wooden 6ft by 2.5ft		8				
Book Shelve Wooden 6ft by 1.5ft		2				
Book Shelve Wooden 4ft by 3ft		10				
Book Shelve Wooden 3ft by 3ft		2				
Double sided Wooden bookcase 4ft by 3ft		1				
Wooden Book Trolley-Double sided 3ft by 3ft						
Paper Back Sinners 6ft		2				
Display Unit Wooden on wheels		1				
Panasonic Deck phone	P005108252A	1				
Double Computer desk Wooden		1				
Computer Station- Wooden		1				
Philips Kettle	HD43/78F	1				
Flavia Small Brewer coffee machine	SB100	1				
12" Desk/Wall fan	G12FW	1	£15	Sep-06		
Low small oak tables-round		2				
Sofa - green		1				

# Wickham Market Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Easy chairs - Green		2				
Chairs wooden/fabric - green		2				
Office chairs - green		4				
<b>Childrens Area</b>						
Wooden Outward Display Unit 3ft by 2.5 ft						
Kinderboxes with Pinboards		2				
Computer station- Wooden		1				
Book Shelve Wooden 3ft by 2ft		6				
Seats and display stand combined	wood and green fabric	2				
<b>Atrium</b>						
Self service machine		1				
Trolley/display unit on wheels		1				
<b>Office</b>						
Metal Book Case 6ft by 2ft						
Metal Book Case 4ft by 2ft						
Desk - wooden, 2 drawer		1				
Cabinet with 3 drawers		1				
Office chair		1				
filing cabinet - 8 drawers - wooden		1				
<b>Comms Unit</b>						
Micromark MM53603 Air cooler	300530/0703					
Wheeled trolley for disabled customers		1				

## Wickham Market Library

Item of Equipment	Serial Number	No. of Items	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Goodmans radio/cd/cassette player	GPS155R	1				

# Woodbridge Library

Description of equipment	Serial Number/s/Asset Tag	Replacement estimated value	or Date the item first held/purchased	Quantity Held	Disposal - date of/method of
<b>Main Library</b>					
<b>Entrance Hall</b>					
D-Tech Self Service machine			2010	4	
Blue and walnut-effect SS units standard height			2010	3	
Epson self-service machine slip printers			2010	3	
Cream metal customer book trolley			2003	1	
Free standing QC display			2007	1	
Wall- mounted QC display			2010	1	
Blue fabric noticeboard			2010	1	
Beech effect half-moon table			2007	1	
Small blue metal trolley			2010	3	
Small wood effect rectangular table			1995	1	
<b>Meeting Room</b>					
Portable beech effect table			2010	4	
Teal office chairs			2010	19	

## Woodbridge Library

Black plastic flip chart			2010	1	
Large claret display screens			2010	3	
Tall grey lockable metal cabinet			2010	1	
Round grey bistro table			2005	1	
Flavia coffee machine SD1337			2007	1	
Flavia sachet dispenser			2007	1	
Projector screen			1995	1	
Portable electric fans			1995	3	
<b>Sale / Exhibition area</b>					
Red fabric/ metal 45 degree seating			2010	6	
Small beech effect bistro table			2010	1	
Flavia coffee machine SD532			2010	1	
Flavia sachet dispenser			2010	1	
A5/ A6 Perspex wall mounted leaflet racks			2010	2	
Metal display rocket			2005	2	
Grey plastic Peer spectacles spinner			2007	1	

## Woodbridge Library

Blue plastic book drop bin			2010	1	
Bar height computer desk			2010	2	
Blue plastic bar stools			2010	3	
Blue fabric notice board			2010	1	
LEAP display unit			2009	1	
<b>Young Adult Area</b>					
Grey display cube unit			2010	2	
Beech effect 2-person computer desk			2010	2	
Red pebble stool			2010	3	
Orange pebble stool			2010	3	
Orange/red pebble chair			2010	2	
Blue fabric noticeboard			2010	1	
large red fabric noticeboard			2010	2	
Medium beech effect round table			2010	1	
Claret static computer chair			2010	3	
Blue and beech effect display box			2010	1	
Pink fabric desk chairs			2012	5	
<b>Counter area</b>					

## Woodbridge Library

Beech-effect high level workstation			2010	1	
Beech-effect workstation			2010	1	
Teal desk chairs			2010	2	
High level computer chair			2010	2	
Samsung Inkjet SF-370 Fax machine			2010	1	
Upright wooden trolley					
Beige metal trolley			2002		
Black media cabinet			2010	2	
Blue fabric noticeboard					
Claret computer chair			2010	1	
Cisco Ip Phone 7911 Series			2010	2	
BT Studio Cordless telephone			?	1	
Wooden double sided trolley			1995	3	
Wooden flatbed trolley			1995	2	
Red metal double sided trolley			2009	1	
Hypercom Credit card machine			2012	1	
Printer			2011	1	
Till drawers			2010	2	



## Woodbridge Library

Beech effect pedestal units			2010	2	
JVC CD/Radio			2005	1	
Paper guillotine			1995	1	
<b>Childrens area</b>					
Beech effect portable kinder boxes			2010	4	
Big Book shelving unit			2010	1	
Blue two-seater sofa			2010	2	
Elmer Rug			2010	1	
Small blue metal trolley			2010	3	
Epson self service slip printer			2010	1	
D-tech self service machine			2010	1	
Child-height grey and walnut SS unit			2010	1	
Blue fabric noticeboard			2010	3	
Staff pod			2010	1	
Child-height beech effect rectangular table			2010	1	
Child-height red plastic desk chairs			2010	4	
Child-height claret static computer chairs			2010	3	

## Woodbridge Library

Child-height three person computer desk			2010	1	
<b>Study Area</b>					
Beech effect rectangular table			2010	3	
Teal office chair			2010	12	
Beech effect computer station			2010	1	
Photocopier Ricoh Aficio MP 2000			2009	1	
Claret computer chair			2010	1	
Metal and glass fronted 4 bay display cabinet			2010	1	
<b>Reading Area</b>					
Two seater claret sofa			2010	2	
Claret bucket chair			2010	2	
Teal bucket chair			2010	3	
Beige metal periodical spinner			2010	1	
Free standing quick choice display unit			2008	1	
Glass topped coffee table			2010	2	

# Woodbridge Library

<b>Main Area</b>					
Claret computer chairs			2010	12	
Beech effect computer desks 2 person			2010	5	
Beech effect computer desks 3 person			2010	3	
Merlin Magnify Reader			2010	1	
Beech effect wooden display unit			2007	2	
Blue fabric noticeboard			2010	2	
Stock Display cube			2008	1	
Metal and beech curved end bay display unit			2010	1	
Metal and Beech effect display ends			2010	2	
Beech effect spinner paperback spinner			2010	2	
<b>Plant Room</b>					
Red fabric/ metal 45 degree seating			2010	2	
Wooden kinder box train			2011	1	
Wooden book carriage			2011	1	

## Woodbridge Library

Wooden kinder box			2011	1	
Spare carpet tiles			2010	9	
<b>Staff room</b>					
Indesit Dishwasher			2007	1	
Tricity Microwave MU621			1994	1	
Philips Radio			1975	1	
Burco Electric Tea urn			2011	1	
Cookworks kettle			2011	1	
Beech effect round table			2010	1	
Coolzone fridge			2006	1	
Grey metal lockers			2010	20	
White board			2010	1	
Coat hooks			2010	1	
Blue Fabric noticeboard			2010	1	
Wooden dining chair			2010	6	
Black fabric easy chair			2006	1	
Recycling boxes plastic blue/red			2007	2	
White toaster			2007	1	
Metal step ladder			2002	1	

## Woodbridge Library

Snow shovel			2010	1	
Beidge plastic wastepaper bin			2003	1	
Wood and Cherry fabric chair			2002	2	
<b>Workroom</b>					
Beech effect workstations			2010	2	
Large pink rectangular table			2007	1	
Tall lockable metal cupboard			2010	1	
Beech effect desk pedestal			2010	4	
Metal filing cabinet 4 drawer			2010	1	
Blue fabric noticeboard			2010	3	
18 tray pigeon-hole unit			2010	1	
Wooden half-moon table			2007	1	
Wall-mounted metal key cabinet			2010	1	
Thin wooden/metal trolley			1995	1	
Wooden flatbed trolley			1995	1	
Black plastic foot rest			2007	3	
Claret computer chair			2010	3	
Teal computer chair with arm rests			2010	1	

# Woodbridge Library

Metal sack barrow			1975	2	
Elephant foot stool			2002	2	
Metal sack barrow			2005	1 (broken)	
Black and white metal trolley			2009	1	
Portable electric fan			2002	1	
Claret fabric covered corkboard			2009	1	
Cisco Ip Phone 7911 Series			2010	1	
BT Cordless diverse			2007	1	
Hanimex tape recorder			1975	1	
BT converse 1100			2009	1	
P-Touch Brother labelling machine			2007	1	
<b>Staff corridor</b>					
Blue fabric noticeboard			2010	2	
Round collapsable table			2007	1	
Small wooden table			1995	1	
<b>Office</b>					
Wooden and black fabric easy chairs			2006	3	
Beech effect coffee table			2010	1	

## Woodbridge Library

Blue fabric noticeboard			2010	2	
Tall metal lockable cupboard			2010	1	
Metal 4 drawer filing cabinet			2010	1	
Claret computer chair			2010	2	
Beech effect corner desk			2010	1	
Beech-effect pedestal unit			2010	1	
Antique glass-fronted oak cabinet			1975	1	
Elephant foot stool			1995	1	
Metal safe			2010	1	
Wall-mounted metal key cabinet			2010	1	
Cisco Ip Phone 7911 Series			2010	1	
Ikon Lite Laminator			2009	1	
Staff pcs				7	
Public pcs				17	
word processing pc				1	

# Stock Unit

## Constantine House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date of Review
<b>Furniture/Fittings</b>						
<b>Constantine House</b>						
<b>Bookstart/LAC: Con House room G07</b>						
Desk		1		2012		13/04/2012
Under desk 3 drawer unit, grey metal		1		2012		13/04/2012
table - 2' square		1		2006		13/04/2012
table - 1.5m rectangular		1		2007		13/04/2012
computer chair, black on castors with arm rests		1		2012		13/04/2012
computer chair, blue on castors with arm rests		1		2007		13/04/2012
shelving units, metal with 6 shelves		5		2007		13/04/2012
bookcase, wooden with 2 shelves		1		2012		13/04/2012
<b>Ground Floor: Con House</b>						
Computer chair, pink/red on castors with arm rests		1				16/04/2012
<b>Stock Unit: Room 35, Ground floor Con House</b>						



# Stock Unit

## Constantine House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date of Review
2 drawer filing cabinet (grey)		2				16/04/2012
computer chair, pink/red, on castors, with arm rests		1				16/04/2012
computer chair, green/blue, on castors, with arm rests		1				16/04/2012
lockers (grey/blue)		7				16/04/2012
Large square, 5 shelf freestanding racking bays, approx 90cmx90cm		8				16/04/2012
5 shelf freestanding racking bays, approx 90cmx30cm		4				16/04/2012
Lockable wooden cupboards		3				16/04/2012
Tables (approx 70cmx70cm)		2				16/04/2012
Table/desk (approx 100cmx200cm)		1				16/04/2012
Retrun desk (approx 200cm)		2				16/04/2012
<b>Equipment</b>						
<b>Constantine House</b>						
<b>Bookstart/LAC: Con House Room G07</b>						
trestle tables, plastic folding		2		2006		13/04/2012
sack barrow, folding		1		2006		13/04/2012

# Stock Unit

## Constantine House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date of Review
kick step, metal		1		2012		13/04/2012
trolley, high metal, black		1		2005		13/04/2012
storage bin, black plastic		1		2006		13/04/2012
storage crate, red plastic		1		2005		13/04/2012
banner, pull-up display banner		1		2008		13/04/2012
<b>Ground Floor: Con House</b>						
3 shelf book trolley (wooden)		3				16/04/2012
3 shelf book trolley (blue)		1				16/04/2012
Metal double basket trolley (red/white)		2				16/04/2012
Footrests		4				16/04/2012
Opticon Barcode scanner	1021777	1				16/04/2012
Opticon Barcode scanner	1021814	1				16/04/2012
Opticon Barcode scanner	1021778	1				16/04/2012
Opticon Barcode scanner	1021808	1				16/04/2012
Opticon Barcode scanner	no number	3				16/04/2012
HP deskjet 6940 printer	5006086	1				16/04/2012
Slip printer	1342196	1				16/04/2012
HP PC	5605623	1				16/04/2012
HP PC	5604675	1				16/04/2012
HP PC	5606186	1				16/04/2012

# Stock Unit

## Constantine House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date of Review
HP PC	5603723	1				16/04/2012
HP PC	5603741	1				16/04/2012
HP PC	5606169	1				16/04/2012
HP PC	5601805	1				16/04/2012
HP Monitor	5502622	1				16/04/2012
HP Monitor	5604672	1				16/04/2012
HP Monitor	5503235	1				16/04/2012
HP Monitor	5603613	1				16/04/2012
HP Monitor	5603612	1				16/04/2012
HP Monitor	5501508	1				16/04/2012
HP Monitor	5602174	1				16/04/2012
HP Mouse		7				16/04/2012
HP Keyboard		7				16/04/2012
<b>Stock Unit: Room 35, Ground floor Con House</b>						
Opticon barcode scanner	1021809	1				16/04/2012
Opticon barcode scanner	no number	1				16/04/2012
HP PC	5606172	1				16/04/2012
HP PC	5606298	1				16/04/2012
HP Monitor	5502009	1				16/04/2012

# Stock Unit

## Constantine House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date of Review
HP Monitor	5501657	1				16/04/2012
HP Mouse		2				16/04/2012
HP Keyboard		2				16/04/2012
3 shelf book trolley (red)		1				16/04/2012
Metal double basket trolley (red/white)		1				16/04/2012
Large metal, 4 shelf book trolley (black)		1				16/04/2012
Metal sack barrow (silver)		1				16/04/2012
Metal sack barrow (blue)		1				16/04/2012
Kick stool		1				16/04/2012
Panasonic CD/Cassette player		1				16/04/2012
Electric Fan (table top pedistal)		4				16/04/2012
Electric fan (on stand)		1				16/04/2012
Notice boards (large)		2				16/04/2012
Notice boards (small)		2				16/04/2012
AV skips (Grey)		Approx 50				16/04/2012
Crocodile Skips		Approx 300				16/04/2012
Brown crates		Approx 300				16/04/2012

# Endeavour House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date reviewed
<b>Furniture/Fittings</b>						
Endeavour House, Block 3, Floor 1						

laptop case				2006?		16/04/2012	Helen Boothroyd
<b>Equipment</b>							
Endeavour House, Block 3, Floor 1							
<b>Bookstart:</b>							
crate, clear plastic		1		2005		13/04/2013	Jo Dixon
display boards, folding in red carry-case		1		2006		13/04/2013	Jo Dixon
trolley, folding, grey plastic		1		2006		13/04/2013	Jo Dixon
banners, pull-up		2		2006		13/04/2013	Jo Dixon

# Endeavour House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date reviewed	
Reviewed 13/04/12	To be reviewed 13/04/13						
Mental Health and Wellbeing Information Service							
Banners pull up		2		2009		16.4.2012	David Grimmer
Display board-table top		1		2010		16.4.2012	David Grimmer
Camera-Canon A560 and chargers		1		2010		16.4.2012	David Grimmer
Laptop and Charger Hewlett Packard Probook 6560b	1044750	1		Replaced old item in 2012 by CSD		16.4.2012	David Grimmer
Mobile modem for laptop and security pendant	imei no : 352869030179271	1		2011		16.4.2012	David Grimmer
Laptop bag Targus		1		2011		16.4.2012	David

# Endeavour House

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date reviewed

Grimmer

# LAI Equipment at Home

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date reviewed
<b><u>Furniture/Fittings</u></b>						
<b>used at home</b>						
<b><u>Equipment</u></b>						
<b>used at home</b>						

laptop, hp 6730b (IPaddress 192.168.1.3)	5605682	1		2005		13/04/2013	Jo Dixon
printer, HP deskjet 450	5003542	1		2005		13/04/2013	Jo Dixon
Nokia mobile phone, Nokia	C1	1		2011		13/04/2013	Jo Dixon
Nokia mobile phone charger		1		2011		13/04/2012	Jo Dixon
Nokia Mobile phone		1				16/04/2012	Helen Haynes
Nokia mobile phone charger		2				16/04/2012	Helen Haynes
laptop	tba	1		2012		16/04/2012	Helen Boothroyd



## LAI Equipment at Home

Item of Equipment	Serial/Property Number	No. of items	Purchase Price	Date of Acquisition	Date of Disposal	Date reviewed	
Nokia Mobile phone		1		2009?		16/04/2012	Helen Boothroyd
Nokia mobile phone charger		1		2009?		16/04/2012	Helen Boothroyd
Nokia Mobile Phone	(phone number) 07736889395	1		2011		16/04/2012	Paul Howarth
Nokia Mobile Phone charger		1		2011		16/04/2012	Paul Howarth
lent to IP							
leased by SCC and contracts novate to IPS							
transfer to IPS							

## Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
DeLonghi Coffee Machine		1	Black				
Kettle		1	White				
Angle Poise Light		2	Black				
small half circle table		1	pine and metal legs				
Swivel Chairs (Fabric - no arms)		14	Plastic and fabric chairs - adjustable				
Swivel Adjustable Chairs (Fabric - with arms)		4	Plastic and material				
Low level Fabric Easy Chairs		4	Metal and Fabric				
Wooden Round Coffee Table		1	Wooden				
Garden Chairs		4	Metal Framed - Mesh seat and back				
Low level wheeled display box		2	wooden, white and red, 4 wheels				
Curved desks		5	Wooden and metal				
Standard desk - no integrated drawers		2	Wooden and metal				
Standard desk - 2 integrated drawers		1	Wooden and metal				

## Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Standard desk - 3 integrated drawers		2	Wooden and metal				
Standard desk - 5 integrated drawers		2	Wooden and Metal				
Reception Desk		1	Wooden, tall fronted				
Small half desks		3	Wooden and Metal				
Shredder		1	Black - Q-Connect QCC2				
Under desk mobile drawer unit		9	1 x metal, 3 x Wooden Frame and plastic drawers, 5 wooden				
Desk extension drawer units		2	Wooden				
Large Table		1	Wooden, with metal legs - 12 seater				
Training room chairs		12	Metal Frame - Red seat and Back				
Easel		1					
White Boards		3					
Rectangle Coffee Table		1					
Fabric and Wood Easy Chairs		4	Wooden Frame, Fabric cushioned seat				
Staff Room Chairs		5	Metal Frame, Brown/Red Seat				
Glass Display Cabinet		1	3 Shelves, Lighted				

## Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Narrow Shelving Trolleys		6	3 shelves, metal				
Metal large trolleys (single sided)		1	Metal Frame, 3 wooden shelves				
Metal large trolleys (double sided)		1	Metal Frame, painted red				
Wooden large trolleys		4	3 shelves, wooden				
Bays of Metal Shelving		148	Mixed freestanding, double sided, wall mounted (plus spare shelves and fixings)				
Wheeled Metal Shelving (double sided)		5	Metal, adjustable shelving				
Wooden bookcase		4	Various sizes, all wooden				
CD Player			generic				
Portable Phone & Cradle		3					
Locker - Tall Single Unit		2	Metal				
Locker - small stackable unit		6	Wooden				
Locker - 4 unit		1	Metal				
Typewriter		1					

# Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Fridge		1					
Fridge/Freezer		1					
Microwave		2					
Guillotine		1					
Fan		7	4 table top standard, 3 Tall freestanding				
Sackbarrows		4					
"Big Book" Storage		3	Wooden				
Filing cabinets		4					
Blue Topic Boxes							
Stools		2					
Metal Steps		3					
Large wooden Drawers		1	Wooden				
Children's Library rugs		2	(1 small, 1 large				
Flatbed Trolleys		2	Blue, metal handle				
<b>Computer</b>							

Item Type	Serial Numbers	No. of Items	Description	CSD No.	Other No.
Copier	ref SCC175	1	Panasonic DP2330		
Fax		2	Brother T96		
			Samsung SF3200 (not in use)		
Colour Printer	SCC1018389	1	HP Color LaserJet 3600dn		

## Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Black and White Laser Jet Printer	SCC1021705	1	HP LaserJet 1200 series				
Colour Printer	SCC1031628	1	HP Color LaserJet 2605dn		5005689		
Scanner		1	HP Scanjet 5550c				
Metrologic Scanners		7					

# Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
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## Room 1 Office

Phone/Fax Machine

1

Printer

1

2 drawer cabinet

1

Computer/monitor/keyboard/mouse

1

Desk

1

Three drawer unit

1

Four drawer filing cabinet

2

Five shelf shelving unit

2

Noticeboard

1

Scanner Hp Scannerjet 5590

1

Footrest

1

bin

1

Swivel chair

1

## ROOM 2.Kitchen/Staffroom

Kettle

1

Fridge

1

Table

1

lent to IP

leased by SCC and contracts novate to IPS

transfer to IPS

# Ipswich SLS

Item of Equipment	Serial Numbers	No of Items	Description	Purchase Price	Date of Acquisition	Date of Disposal	Disposal Form No.
Chairs upright		2					
Chairs easy							
Locker unit – 6 small lockers		1					
Large locker used as safe		1					
Cutlery/crockery							
Microwave		1					
Coffee Maker		1					
Toaster		1					
Hat and coat stand		1					
noticeboard		1					
Fire extinguisher and blanket		1					
Garden chairs		4					

lent to IP

leased by SCC and contracts novate to IPS

transfer to IPS



## Schedule 13    the Authority Contracts

### Library Contracts and Agreements

	Location	Value	Supplier	Owner	Narrative
<b>General</b>					
Courier Service	all	146,500.00	EFMS	Mike Ellwood	budget transferred to FM and now with Property but need £153,400
Fleet maintenance	all	34,747.32	SFM	Mike Ellwood AL805 AL814 AL829 AL830, AL831, AL833, AL834, AL836, AL837, AL838, AL908	this includes road tax, MOT fees, lift tests, operators license, management, maintenance but excludes repairs
mobile phones	all	0.00	O <sub>2</sub>		Procurement. we only pay for calls
		168.00	Vodaphone	Al818, AL819, AL820, AL821, AL817, AL808	6 phones for mobile libraries on Vodaphone because of coverage £28 each per annum
telephone lines for alarms	all		Vodaphone	AL601	Bury caretakers
non-featurenet phones	all			each property cost centre	CSD IT
Featurenet phones	all				CSD IT except at Long Melford
Refuse collection	all				CSD IT
recycling collection					Property budget in modelling spreadsheet
					sometimes this is included in refuse but in other places an

Sanitary and nappy bin collection			PHS		extra Property budget in modelling spreadsheet included in supplies and services costs
Fire extinguisher servicing				each property cost centre	
PAT testing	all				
Cleaning	all		EFMS		Property budget
Grounds maintenance	all		EFMS		Property budget
Window cleaning	all		Vacattack		Property budget, SCC contract
Summer Reading Challenge	all	6,912.00		Jo Dixon AL309	Promotional materials for children
At Home Library Service	all	38,250.00	WRVS	Jill Terrell AL804	
				Mike Ellwood AL805 AL814 AL829 AL830, AL831, AL833, AL834, AL836, AL837, AL838, AL908, AL904 this is for 3 cards	All vehicles have a card to purchase fuel at almost any garage and we pay monthly, avoiding invoices and claims. We don't have a cost for this but we will need our own contract to be able to continue
Fuel Cards			Allstar	for delivery vans	
<b>Site specific</b>					
Franking machine	Ipswich County	326.06	Neopost	Paul Howarth AL701	just maintenance - new chips need to be bought every time the rates change- needs replacing as obsolescent on AL701 36300 on AL701 36300 60 month contract expires 22/5/13
	Bury St Edmunds	1,095.48	Pitney Bowes	AL701	

Photocopiers	Haverhill Library	404.72	Ricoh	Mike Ellwood AL304 (Jill Terrell)	all started on 1/11/2009 for 2 years and arranged via Procurement.expires 31/10/2013
	Sudbury Library	761.76			
	Suffolk County Library	761.76			
	Suffolk County Library	404.72			
	Suffolk County Library	404.72			
	Westbourne Library	235.20			
	Felixstowe Library	404.72			
	Woodbridge Library	404.72			
	Stowmarket Library	421.56			
	Aldeburgh Library	404.72			
	Leiston Library	404.72			
	Halesworth Library	404.72			
	Chantry Library	252.04			
	Brandon Library	404.72			
	Lakenheath Library	235.20			
	Mildenhall Library	404.72			
	Gainsborough Library	404.72			
	Rosehill Library	235.20			
	Needham Market Library	235.20			
	Hadleigh Library	404.72			
	Lowestoft Central	404.72			

	Library				
	Lowestoft Central				
	Library	235.20			
	Oulton Broad Library	252.04			
	Kessingland Library	404.72			
	Beccles Library	404.72			
	Bungay Library	404.72			
	Ipswich County				1/09/10 ends 31/08/14 Not on
	Library (Admin)	610.20	Ricoh		main contract
					1/11/09 ends 31/10/13 Not on
	Newmarket	761.76	Ricoh		main contract
					started 01/09/10 ends 31/08/14
	Bury Library	917.24	Ricoh		Not on main contract
	Bury Library	415.00	Danwood		ends Nov 2013
					Not on main contract started
					01/02/06 ended 31/01/11just
	Kesgrave Library	378.48	Ricoh		rolling over
					shared with children's centre who
	Thurston	370.08	Ricoh		pay a further £1001.92 pa
	Schools Library				
	Service, Ipswich	553.64	Danwood	Paul Cunningham AL904	VAT incl?
	Schools Library				
	Service, Lowestoft	340.00	Danwood	Paul Cunningham AL904	
Coffee machines	Ipswich County	180.00	Morvend	Jill Terrell AL702	rental & servicing
	Beccles	780.00	Freshpac	Jill Terrell AL702	rental & servicing expires 31/5/13
Cash collection	Lowestoft, Bury &		G4S		part of CSD Finance costs

Laundry	Lowestoft				Property budget
					We bank their takings and are
Coffee shop agreements	Lowestoft,	0.00	Lowestoft - EFMS Eats	Helen Haynes AL407	recharged quarterly by EFMS Eats approx. £4,500.
					Whitehouse run cafes as social enterprise and training opportunities. No income to libraries. No legal agreements in place. Need to be negotiated with
	Bury St Edmunds, Felixstowe	0.00	Whitehouse Enterprises	Helen Haynes/Lynda Farnworth AL521	Realise Futures who are leaving SCC
	Gainsborough Lowestoft, County Library Ipswich, Bury St Edmunds, Sudbury, Newmarket, Felixstowe, Hadleigh County Library	0.00	Voices for Gainsborough Library	Lynda Farnworth AL518	run by volunteer
Evac chair servicing		1,235.00	Evac-Char	Mike Ellwood AL407. AL512, AL601, AL610, AL614, AL512, AL514	more an annual agreement but as far as I know we have to use Evac-Chair to service their chairs
CCTV servicing	Ipswich	300.00	SOS	Mike Ellwood AL512	annual expires 31/7/12
	Lowestoft	189.00	APG	AL407	
	Bury St Edmunds	192.50	SOS	AL601	
	Chantry,		SOS	AL513	Paid via Inviron
	Gainsborough	82.50	SOS	AL518	seems too low - query paid via Inviron?

CCTV monitoring	Gainsborough, Chantry	0.00		Mike Ellwood	contract cancelled
				Mike Ellwood	
Alarm monitoring	Aldeburgh	361.73	Chubb	AL506	
	Beccles	361.73	Chubb	AL410	
	Bungay	361.73	Chubb	AL411	
	Bury St Edmunds	375.00	SOS	AL601	Intruder
		365.00	T&P	AL601	Fire
	Chantry	361.73	Chubb	AL513	
	Elmswell	342.36	Chubb	AL402	
	Eye	361.73	Chubb	AL415	
	Felixstowe,	394.98	Chubb	AL521	
	Gainsborough		EMCS	AL518	
	Hadleigh	361.73	Chubb	AL514	
	Halesworth	361.73	Chubb	AL412	Intruder
	Halesworth	306.00	Southern Monitoring	AL412	Fire
	Haverhill	361.73	Chubb	AL606	
	County Library				
	Ipswich	415.51	Chubb	AL512	
	Ixworth	361.73	Chubb	AL615	
	Lowestoft	361.73	Chubb	AL407	
	Mildenhall	361.73	Chubb	AL613	
	Needham Market	361.73	Chubb	AL418	
	Newmarket	361.73	Chubb	AL614	
	Rosehill	361.73	Chubb	AL515	
	Stowmarket	361.73	Chubb	AL419	
	Sudbury	361.73	Chubb	AL610	

	Westbourne	361.73	Chubb	AL517	
	Woodbridge	425.36	Chubb	AL522	
	Lowestoft Schools Library Service	361.73	Chubb		
	Kesgrave	529.50	APG	AL524	Includes servicing and monitoring for both
	County Library Ipswich	270.00	Rembrand	Lynda Farnworth AL512	
Microfilm/fiche readers					the machine in Sudbury is paid by SRO
Non return valves	Lowestoft				None in place yet- not sure if should be shared with RO as benefit to all users of the building
Zip taps	Gainsborough, Felixstowe				Property (combined tap and hot water boiler for drinks)
	Lowestoft, County Library Ipswich, Bury St Edmunds, Beccles, Felixstowe, Newmarket, Hadleigh, Haverhill, Woodbridge, Sudbury, Stowmarket,	3,326.40			This is an SCC contract linked to their bank and would need to be replaced with one linked to the IPS bank. It is funded centrally so the cost is in the corporate overheads. There is a question around need if/when there are online payments. £277.20 per machine, currently paid out of CSD central costs.
Credit card machines				Mike Ellwood	
Water Coolers	County Library Ipswich,	362.41	PHS		These are in staff rooms. The one in Beccles is in the public space but paid for by LEAP

Water heaters	Lowestoft	222.48	MIW Office Solutions		
Telephone switchboard maintenance	Bury St Edmunds			Mike Ellwood	
	Newmarket	176.00	Eastern Telephones	AL614	
	Haverhill	176.00		AL606	
					Does not come out of either mobile staffing or vehicle budgets. Paid for via CSD ICT. Covers annual maintenance and use of helpline as well as updates to system. Any additional work is charged from individual vehicle budgets.
Mobiles					
Satellite equipment maintenance			inc in IT budg	SIS Live	
				Helen Haynes	
<b>Property Maintenance contracts</b>					
			Newmarket, Felixstowe, Sudbury, Halesworth, Lowestoft, County Library Ipswich, Bury St Edmunds, Haverhill		
	Lifts				these are organised and managed by Property and are in the costs already supplied



	Automatic doors	these are organised and managed by Property and are in the costs already supplied
	Alarm & detection system maintenance	these are organised and managed by Property and are in the costs already supplied
	Emergency lighting maintenance	these are organised and managed by Property and are in the costs already supplied
	Boiler servicing	these are organised and managed by Property and are in the costs already supplied
	Lightening conductor checks	these are organised and managed by Property and are in the costs already supplied
	Wiring checks (5 years)	these are organised and managed by Property and are in the costs already supplied
	Water monitoring	these are organised and managed by Property and are in the costs already supplied
	Convactor heaters	these are organised and managed by Property and are in the costs already supplied
Utilities		These contracts are managed by SCC Procurement and paid for

from Property budgets.

Shown in NA's spreadsheet

Gas				
Water				
Sewerage				
Electricity				
oil	Lakenheath			
Online subscriptions - various				Jill Terrell/Paul
OUP etc		120,000.00	Various	Howarth AL703
IT (CSD)				
Dtech - self service				Stephen Taylor Included in CSD IT costs
Netloan				Stephen Taylor Included in CSD IT costs
				licence costs for year 2-5. Year 1
				inc set up paid from Regional
Spydus Supplied by CIVICA)		15,000.00		Jill Terrell ?? grant (Improvement East)
Supporting software (plugs				
into Spydus)		c£4000		Jill Terrell ??
IT Support contract for				either Civica (c.£20-£25k);
Spydus		see note		Cambs 1 day per week (c. £7k);
				Jill Terrell ?? or within IPS resource (c.£5.5k)
				Paul Howarth
Smart SM		18,000.00	Bridgeall	AL703
BDS licence				Paul Howarth
(bibliographic records		4,480.00	BDS	AL703

supply)

BDS live data feeds	6,685.00	BDS	Paul Howarth AL703	to reduce in consortium with Cambs (from June)
BDS enhanced content	3,955.00	BDS	Paul Howarth AL703	to reduce in consortium with Cambs (from June)
Nielsen Bookdata	3,350.00	Nielsen	Paul Howarth AL703	
Unity UK (inter-library loans)	2,267.00	OCLC	Paul Howarth AL703	Income generated from lending of our stock to other authorities
Supplier Selection (Adult, Childrens and AV)	9,000.00	Askews and Holts	Paul Howarth AL703	
Bookstart - Treasure & Baby packs	1,485.00 <sup>[1]</sup>		Jo Dixon AL309	Bookstart packs are a universal entitlement for every child (free to us); EFMS delivery charge

**Contracts to deliver  
services for others  
(income)**

Prison Library service	0.00	Suffolk Libraries	Jill Terrell AL822; AL823; AL826; AL827; AL828	Full cost recovery model with potential to expand - recovered £232,821 2011-2012
West Suffolk House Library Point	0.00			

Schools library service	0.00		Paul Cunningham	
Amazon link	c-£350/pa		AL901-904, AL906-9, AL911	
IT (SCC)				paid when credit reaches £25
Anywhere.me	c.-£6000	Infinity marketing	Jill Terrell	brings in approx £6000 of income to the library service
Health Informatio				
Mental health and wellbeing information service			David Grimmer/Helen Boothroy	Mental health info service delivered across all service points
All	-41.895 pa	SCC Mental health pooled fund		Funded until April 2014
Gainsborough - BLF			Mike Ellwood	
LEAP			Mike Ellwood	

## **Schedule 14     Warranties**

### **1.        General**

Each of the Warranties set out in this Schedule 14 is a separate and independent warranty and shall not be limited by reference to any of the other Warranties and/or anything else in this Agreement.

### **2.        Capacity of Authority**

The Authority has all requisite power and authority, and has taken all necessary corporate action, to enable it to enter into and perform this Agreement and all Agreements and documents entered into, or to be entered into, pursuant to the terms of this Agreement (including the Leases).

### **3.        Title to Assets, Authority Assets, Stock and the Domain Names**

- 3.1        The Assets, the Authority Assets and the Stock comprise of all of the assets used in the period up to and including the Commencement Date by the Authority in the provision of the Library Services which are identical or not materially different from the Library Services;
- 3.2        The Stock comprises of all of the Stock held either at the Libraries or is on loan to library users in accordance with each Libraries lending policies and used up to and including the Commencement Date by the Authority in the provision of the Authority Services;
- 3.3        The Assets, the Authority Assets and the Stock are in the possession and control of the Authority at the Commencement Date except for those Assets, Authority Assets or Stock disclosed prior to the Commencement Date to the IPS as being in the authorised possession of a third party;
- 3.4        The Authority has good and marketable title to each Asset, Authority Assets and every item of Stock (tangible and intangible) and each Asset, Authority Asset and item of Stock is legally and beneficially owned by the Authority;
- 3.5        Each of the Assets, Authority Assets and items of Stock are in working order and fit for the purpose for which they were respectively acquired and/or used in connection with the Library Services immediately before the Commencement Date;

- 3.6 None of the Assets, Authority Assets and/or Stock are expected to require repair or replacement within the period commencing on the Commencement Date and ending on 31 March 2014;
- 3.7 There are no other Encumbrances over any of the Assets, Authority Assets or Stock and the Authority has not agreed to create any Encumbrances, other than Library Charges over any of the Assets, Authority Assets or Stock or any part of them;
- 3.8 All documents which in any way affect the right, title or interest of the Authority in or to any of the Assets, Authority Assets and/or Stock and which attract stamp duty have been duly stamped within the requisite period for stamping;
- 3.9 The Authority Contracts are the only contracts, engagements and orders entered into, or which will have been entered into, on or before the Commencement Date by or on behalf of the Authority for the supply or sale of goods or services in connection with the provision of the Library Services by the Authority up to and including the Commencement Date which, at the Commencement Date will remain to be performed in whole or in part by a supplier;
- 3.10 The Authority is the legal and registered owner of the Domain Names;
- 3.11 The Authority is the owner of the LMS, free from Encumbrances and all other rights exercisable by third parties.
- 3.12 The Authority has obtained all necessary rights from third parties to enable it to make exclusive and unrestricted use of the IT Authority Assets, and such rights are freely transferable to the IPS.
- 3.13 The elements of the LMS:
- (a) are functioning properly and in accordance with all applicable specifications;
  - (b) are not defective in any respect;
  - (c) have sufficient capacity and performance to meet the current and foreseeable requirements of the provision of the Library Services;
  - (e) are capable of performing functions as required by the IPS in order to supply the Library Services in accordance with the Specification.
- 3.14 The LMS and the IT software, hardware and equipment will be refreshed as deemed reasonably necessary by the Authority in order for

the IPS to continually provide the IT aspects of the Specification to the required Service Levels.

- 3.15 The Authority warrants that all IT software installed on the IT equipment will always be “supported software” and will never be more than 10 years old.

#### **4. Authority Contracts**

- 4.1 The Authority has no knowledge of the invalidity of, or any grounds for termination, avoidance or repudiation of an agreement, arrangement or obligation entered into or applied by the Authority for the operation of providing the Library Services and which will or may be required by the IPS for the provision of all or any part of the Library Services. No party with whom the Authority has entered into an agreement, arrangement or obligation for the purpose of, or which is used in the operation of, the Authority’s provision of the Authority Services up to and including the Commencement Date and which will or may be required by the IPS for the provision of all or any part of the Library Services has given notice of its intention to terminate, or has sought to repudiate or disclaim, such agreement, arrangement or obligation;
- 4.2 No party with whom the Authority has entered into an agreement or arrangement for the purpose of, or which is used in the operation of, the Authority’s provision of the Library Services up to and including the Commencement Date and which will or may be required by the IPS for the provision of all or any part of the Library Services is in breach of the agreement or arrangement in question and no matter exists which might give rise to such breach;
- 4.3 The Authority is not in breach of any agreement or arrangement which it has entered into for the purpose of, or which is used in the operation of the Authority Services and which will or may be required by the IPS for the provision of all or any part of the Library Services and no matter exists which might give rise to such breach;
- 4.4 No event has occurred, is subsisting or is likely to arise which, with the giving of notice and/or lapse of time will, constitute or result in a default or the acceleration of any obligation of the Authority under any agreement or arrangement which it has entered into for the purpose of, or which is used in the operation of, the Authority’s provision of the Authority Services and which will or may be required by the IPS for the provision of all or any part of the Library Services;

- 4.5 None of the Authority Contracts is ultra vires the Authority;
- 4.6 Other than the Authority Contracts, there are no contracts, agreements or arrangements (whether oral or documented) in relation to the Authority's provision of the Library Services up to and including the Commencement Date and which will or may be required by the IPS for the provision of all or any part of the Library Services that:
- 4.6.1 have been entered into otherwise than in the ordinary and usual course of conducting the provision of the Library Services by the Authority up to and including the Commencement Date; or
  - 4.6.2 are of an unusual or abnormal nature, or not fully on an arm's length basis; or
  - 4.6.3 are for a fixed term of more than six months, or incapable of performance in accordance with their terms within six months after the date on which they were entered into or undertaken; or
  - 4.6.4 are incapable of termination in accordance with their terms by the Authority on 60 days' notice or less;
- 4.7 All of the Authority Contracts have been disclosed to the IPS and are as set out in Schedule 13 and no Authority Contract:
- 4.7.1 is likely to result in a loss to the Authority on completion of performance; or
  - 4.7.2 cannot readily be fulfilled or performed by the Authority on time without undue or unusual expenditure of money or effort; or
  - 4.7.3 involves or is likely to involve an aggregate expenditure in excess of £5000; or
  - 4.7.4 contains obligations or liabilities that ought reasonably to be made known to the IPS; or
  - 4.7.5 involves the payment by the Authority of any commission, finder's fee, royalty or the like; or



4.7.6 is for the supply of goods and services by or to the Authority on terms under which retrospective or future discounts, price reductions or other financial incentives are given;

4.8 Except for the Authority Contracts, there are no contracts, arrangements, licences or other commitments involving obligations or liabilities in respect of the Authority's provision of the Authority Services up to and including the Commencement Date which ought reasonably to be made known to the IPS.

## 5. **Mobile Library Vehicles**

5.1 Each of the Mobile Library Vehicles:

5.1.1 are in good repair and condition and in working order at the Commencement Date and will continue to be capable of doing the work for which they were designed. In the event that they become incapable of doing the work for which they were designed, the Authority shall as soon as reasonably possible arrange for their repair and or replacement;

5.1.2 have been regularly and properly maintained;

5.1.3 are, up to and including the Commencement Date used exclusively in connection with the Authority's provision of the Authority Services.

5.1.4 are not older than 10 years old at the Commencement Date and during the Term of this Agreement the Authority warrants that no Mobile Library Vehicle supplied shall ever be more than 10 years old.

5.1.5 are at the Commencement Date and will remain for the Term of this Agreement, fully insured by the Authority for use by the IPS, an IPS Party and the IPS Personnel, at its sole cost and expense;

5.1.6 will during the Term of this Agreement, be repaired and replaced at the sole cost and expense of the Authority in accordance with clause 17;

5.1.7 have the benefit of an Operator's Licence.

## 6. **Stock**

- 6.1 The Stock is and will be sufficient for the normal requirements of the provision of the Library Services and has been used exclusively in the provision of the Library Services up to and including the Commencement Date and is in good condition;
- 6.2 None of the Stock is obsolete, unusual or unmarketable/inappropriate for lending pursuant to a Library Service; and
- 6.3 The Stock complies fully with all applicable laws, regulations, standards (including British and European Union Standards) as required.

**7. Employees and agents**

- 7.1 No persons are employed or engaged in the provision of the Library Services other than the Employees and volunteers;
- 7.2 None of the Employees has given or received notice terminating their employment or will be entitled to give notice as a result of the provisions of this Agreement;
- 7.3 There is not in existence any contract of employment (or any contract for services with any individual) relating to the Library Services which cannot be terminated by three months' notice or less without giving rise to the making of a payment in lieu of notice or a claim for damages or compensation (other than a statutory redundancy payment or statutory compensation for unfair dismissal);
- 7.4 The Authority has disclosed to the IPS:
  - 7.4.1 copies of all service contracts and contracts for services and all handbooks, policies and other documents which apply to the Employees (whether binding or not), identifying which applies to which Employees;
  - 7.4.2 full particulars of the current terms of employment or engagement and benefits of all Employees, whether or not recorded in writing, or implied by custom or practice or otherwise;
  - 7.4.3 all information required by law to be included in particulars of terms of employment, including date of birth, date of commencement of continuous employment, job title, current remuneration, bonuses, commission, pension schemes or pension rights and benefits;

- 7.4.4 details of all remuneration and benefits which the Employee's or their dependants receive or are entitled to receive (now or in the future); and
  - 7.4.5 copies of all agreements or arrangements with any trade union, employee representative or body of employees or their representatives (whether binding or not) and details of any such unwritten agreements or arrangements which may affect the Employees;
- 7.5 The Authority has provided the IPS with the information required under regulation 11 of TUPE in relation to each of the Employees and shall notify the IPS of any changes in that information before the Commencement Date.
- 7.6 In relation to each of the Employees (and so far as relevant to each of its former employees who were employed or engaged in the provision of the Library Services) the Authority has:
  - 7.6.1 complied with all obligations imposed on it by Articles of the Treaty on the Functioning of the European Union, European Commission Regulations and Directives and all statutes, regulations and codes of conduct relevant to the relations between it and its employees or it and any recognised trade union representatives;
  - 7.6.2 maintained adequate and suitable records regarding the service of each of its employees;
  - 7.6.3 complied with all collective agreements and customs and practices for the time being dealing with such relations or the conditions of service of its employees; and
  - 7.6.4 complied with all relevant orders and awards made under any statute affecting their conditions of service;
- 7.7 The Authority has not been involved in any industrial or trade disputes in the last three years and to the best of the Authority's knowledge, information and belief there are no circumstances which may result in any industrial dispute involving any of the Employees and none of the provisions of this agreement including the identity of IPS is likely to lead to any industrial dispute;
- 7.8 There is not outstanding any agreement or arrangement to which the Authority is party in relation to the Employees for profit sharing or for

payment to any of the Employees of bonuses or for incentive payments or other similar matters;

- 7.9 There is no agreement, arrangement, scheme or obligation (whether legal or moral) for the payment of any pensions, allowances, lump sums or other like benefits on redundancy, on retirement or on death or during periods of sickness or disablement for the benefit of any of the Employees or former employees employed or engaged in the provision of the Authority Services or for the benefit of dependants of such persons;
- 7.10 No amounts due to or in respect of any of the Employees (including PAYE and National Insurance and pension contributions) are in arrears or unpaid;
- 7.11 The Authority has not made any offer of employment or engagement to work in the Authority's provision of the Library Services that has not yet been accepted, or that has been accepted but the employment or engagement has not yet started (except to any of the Employees);
- 7.12 The Authority has not offered, promised or agreed to any future variation in any contract of employment of any of the Employees or any other person employed by the Authority in respect of whom liability is deemed by TUPE to pass to IPS, and no negotiations for an increase in the remuneration or benefits of any Employee are current or likely to take place within the period of six months after the Commencement Date.
- 7.13 There are no terms under which the Employees are employed and nothing took place on or prior to the Effective Date which could give rise to any claim for unlawful discrimination or unequal pay.
- 7.14 No Employee:
  - 7.14.1 has given or received notice to terminate their employment or engagement, and no Employee is entitled, intends or is likely to terminate such employment or engagement as a result of the parties entering into this Agreement; or
  - 7.14.2 has been off sick for a period of 21 days or more in any six-month period within the three years ending on the date of this Agreement (whether or not consecutive), or is receiving or is due to receive payment under any sickness or disability or permanent health insurance scheme and, so far as the

Authority is aware, there are no such claims pending or threatened; or

- 7.14.3 is on secondment, maternity or other statutory leave or otherwise absent from work; or
  - 7.14.4 is subject to a current disciplinary warning or procedure;
  - 7.14.5 has objected or indicated an objection to the transfer of the Library Services to the IPS; or
  - 7.14.6 has any entitlement to any accrued but unused holiday from previous holiday years, or has taken holiday in excess of their accrued entitlement as at the Commencement Date;
- 7.15 There are no amounts outstanding or promised to any of the Employees, and no liability has been incurred by the Authority which remains undischarged for breach of any employment contract; or redundancy payments (statutory or otherwise, including protective awards); or compensation under any employment legislation or regulations; or wrongful dismissal, unfair dismissal, equal pay, sex, race or disability discrimination or otherwise. No order has been made at any time for the reinstatement or re-engagement of any of the Employees or any person formerly employed or engaged or working in the Library Services.

## **8. Libraries**

- 8.1 The particulars of the Libraries set out in Schedules 7 and 11 are true, complete and accurate.
- 8.2 All written replies given by or on behalf of the Authority in response to any written enquires raised by or on behalf of the IPS in relation to the Libraries were complete and accurate at the date they were given.
- 8.3 The Authority warrants that it has legal title to each of the Freehold Libraries and the Leasehold Libraries and there are no matters that will adversely affect the IPS as tenant and the Authority indemnifies the IPS against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever that arise as a result of any legal issues concerning ownership or title to any or all of such properties.

## **9. Health and safety**

- 9.1 The Library Services have at all times been operated and the Assets, Authority Assets, Stock and Libraries used, in compliance with all law, and the Library Services and the Libraries comply with all conditions, limitations, obligations, prohibitions and requirements contained in any law and there are no facts or circumstances which may lead to any breach of or liability under law.
- 9.2 Without prejudice to paragraph 9.1, the Authority has at all times operated the Authority Services in compliance with law relating to health and safety and there have been no claims, investigations or proceedings relating to law relating to health and safety against the Authority or any of its officers or employees and there are none pending or threatened, nor are there any facts or circumstances which may give rise to any such claim, investigation or proceedings.
- 9.3 Other than as fully disclosed by the Authority to the IPS prior to the Commencement Date, there are no outstanding repairs at any of the Properties including but not limited to, any repairs that may give rise to a health and safety liability on the part of the occupier.

## **10. Compliance**

- 10.1 All legislation and all orders, provisions, directions and conditions relating to the Assets, Stock, Authority Assets or the provision of the Library Services up to and including the Commencement Date (including VAT) have been duly complied with in all respects.
- 10.2 All necessary licences, consents, permits, agreements, arrangements and authorities (public and private) have been obtained to enable the IPS to carry on the provision of the Library Services effectively in the manner in which it is carried on at the Commencement Date by the Authority and all such licences, consents, permits, agreements, arrangements and authorities are valid and subsisting. The Authority knows of no reason why any of them should be suspended, cancelled or revoked or the benefit of them should not continue to be enjoyed by the IPS.

## **11. Litigation**

- 11.1 Neither the Authority, nor any person for whose acts or omissions it may be vicariously liable, is engaged in, subject to or threatened by any:
- (a) litigation, administrative, mediation or arbitration proceedings in relation to the provision of the Library Services up to and including the

Commencement Date or the Assets, Authority Assets or Stock, or any of them; or

(b) is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body.

- 11.2 Details of all material claims, complaints or returns relating to the provision of the Library Services that have occurred during the 12 months preceding the date of this Agreement have been fully and completely disclosed to the IPS prior to the Commencement Date.

## **Schedule 15     Mobile Library Vehicles**

### **Public library service**

W284 MDX

AY55 FBN

AY55 FBL

AY56 AXN

AY58 DZD

AY59 DLV

AY59 ALO

### **Schools Library service**

AY56 AXM

### **Other motor vehicles (these are Authority Assets)**

AY02 HXN

AX10 GYP

AF56 PCZ



## **Schedule 16     Stock Policy**

### **Stewardship of Suffolk's Library Stock Commissioning the IPS Policy and Practice**

#### **1) Background**

- a) The Council owns or subscribes to a stock of public library materials, together with stock management policies, which have been developed over decades. However, it is not a static stock, and the stock profile continues to change rapidly, with electronic media again having a particular impact in 2012.
- b) The Council is handing stewardship of this asset, and the values with which it was created, to the IPS. The IPS is responsible for stewarding the asset so that each year it is recognisable as Suffolk's public library stock. It should demonstrate continuity of values combined with change and transformation to meet contemporary needs and aspirations.
- c) The IPS is responsible for maintaining the stock so that it continues to demonstrate timeless public library values, whilst changing it on a daily basis to ensure its currency and relevance.
- d) The Council is delegating to the IPS this stock asset which on 31 March 2012 was made up of:
  - i) 869,329 Books
  - ii) 90,174 DVDs
  - iii) 119,584 CDs
  - iv) 10,087 Computer games
  - v) 107,036 other items (i.e. that fall in categories other than the above, or which are held in non-library locations, such as prisons, children's centres )
  - vi) 614 subscription to journals, magazines and newspapers (includes some multiple subscriptions)
  - vii) 18 subscriptions to online reference resources
- e) The Council expects this asset to be maintained at all times so that it is always recognisable as a comprehensive stock that complies with the Public Libraries and Museums Act 1964.

#### **2) Compliance with the Public Libraries and Museums Act (PLMA) 1964**

- a) Section 7 of the Act describes the general duty of a library authority 'to provide a comprehensive and efficient library service for all persons desiring to make use thereof' by providing, inter alia, 'such books and other materials ... as may be requisite'. The object of such provision is to assist in 'securing by the keeping of adequate stocks ... that facilities are available for the borrowing of or reference to books and other printed matter ... sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children'.
- b) In default of any precise legal definitions and in the absence of any regular or readily available external and authoritative guidance as to the meaning of the words used, the Council interprets the Act as follows:

- i) 'comprehensive' means 'broadly representative of the current and retrospective publishing output in the English language and in Other Languages as required by the people of Suffolk'
  - ii) 'efficient' means 'able to attract maximum use at the least cost consistent with the criteria for the size, scope and quality (physical, electronic and content) of the stock as a whole'
  - iii) 'requisite' means 'total necessary to meet present and future demand according to local circumstances in Suffolk'
  - iv) 'adequate' and 'sufficient' taken together mean 'a stock large enough, broad enough and measurably good enough to sustain local demand, and to meet any foreseeable new demand'.
  - v) 'Stock' and 'such books and other materials' include electronic and audio visual formats and other relevant alternative formats including those that may be developed in the coming years.
- c) This prescription is assumed to satisfy the provisions of the Act, as applied to the community of Suffolk, and is to be used by the IPS on the Council's behalf.

### **3) Compliance with other relevant legislation**

- a) The public library stock must comply with all relevant legislation.
- b) Public Lending Right (PLR): from time to time Suffolk is required to collect data for the PLR scheme. The IPS will do this work on the Council's behalf.

### **4) Social tolerance: the law and conventions of publishing**

- a) Any book proscribed under current law may not be stocked; if already in stock, it must be withdrawn.
- b) Some publications, on any reasonable assessment, transgress the tenuous borderline of the law without falling foul of it. Others, less easy to identify at the time of purchase, subsequently attract attention as potentially or actually flouting the conventions of the day.
- c) It is not incumbent on the library service to present a bland or unexceptional stock to its users. On the contrary, to conduct the selection of stock as a means to such an end would be to deny the nature of the written word – its ability to reflect every aspect of the age that produced it – and thus to deny its right to exist.
- d) In general therefore, every individual desirous of doing so should have access to the widest possible selection of stock, conventional and unconventional, restricted only by the law and one other consideration.
- e) The other consideration is the principle argued by John Stuart Mill in his essay *On liberty*, first published in 1859, namely 'that the only purpose for which power can be rightfully exercised over any member of a civilised community, against his will, is to prevent harm to others.' Where a particular publication, having been given the benefit of every doubt, is considered to

violate this principle, the publication will also be excluded from stock.

- f) The Council expects the IPS to comply with this guidance on social tolerance and the law and conventions of publishing

**5) The ethical and professional obligations of library and information professionals in the management of Suffolk's library stock**

- a) In the management of stock, the Council expects the IPS to comply with:
  - i) *Ethical principles for library and information professionals*, adopted by the Chartered Institute of Library and Information Professionals (CILIP) in 2004; and
  - ii) *Code of professional practice for library and information professionals*, adopted by CILIP in 2004 (or by updated replacement versions).

**6) One countywide stock**

- a) The stock forms one countywide stock, freely accessible currently in and from public static and mobile libraries, children's centres, prison libraries, library outreach points including those serving Council offices, and the At Home Library Service (AHLS). The Library Access Model sets out the direction for access in the future, including the development of community outreach which will also use the one countywide stock.
- b) The process of 'dynamic stock' means that the lending stock moves from access point to access point reflecting the movement of its borrowers, and efficiently moving stock to new access points. The process of 'reservation' means that a title can be picked up at any access point, and returned to any other.
- c) This one stock approach makes efficient use of the stock, enabling the service to run on fewer titles than if each library held its own stock. It is managed via an electronic library management system which is available self-service to library customers over the internet.
- d) The Council expects the IPS to maintain and develop this approach of one county wide stock and free access to it.

**7) One countywide stock: rights and responsibilities of IPS and its members**

- a) [2011 Review p32] The one countywide stock brings information, books and other material, including e-books, will continue to be available free of charge across the county, managed by an on-line catalogue with self-service transactions available to all Suffolk library customers on the internet.
- b) [2011 Review p32] The shared network of materials and technology brings rights and responsibilities for providers and customers. All library services need to use the shared library housekeeping system and share stock. The IPS has an obligation to provide the stock that people want at least cost and with the leanest processes. The library providers (the IPS itself or its members) have an obligation promptly to despatch reserved books and to weed out stock that is no longer wanted. The library customers have an obligation to return stock on time and pay any charges.
- c) The Council requires the IPS to ensure that all parties carry out these responsibilities.

**8) Catalogue records and web descriptions**

- a) The IPS will provide stewardship of the catalogue records and electronic descriptions of its stock, and maintain them so that they meet recognisable and current bibliographic standards.
- b) The basic catalogue records should comply with the current version of MARC (currently MARC 21).
- c) Catalogue records should be extended to include the range of data that people need in order to select their titles remotely e.g. excerpts of text, customer reviews.
- d) Catalogue records should be supported by on-line services and resources to aid customers in selecting items and making reading choices. Examples may include Whichook.net, access to supplier/publisher information and other online reader development resources.

#### 9) **Stock Fund**

- a) By September of each year, the Council and the IPS will agree the Stock Fund for the following financial year, and broadly what it will buy. The discussions will be based on performance information available to the Council through the library housekeeping system, and provided by the IPS, which will include cover formats by cost by use. The Fund will be ring-fenced.
- b) The IPS will buy, or subscribe to, stock as described in section 2, Compliance with the PLMA 1964.
- c) The Council recognises that formats, and the needs and aspirations of customers, are changing rapidly. The IPS will closely monitor the needs and aspirations of library customers, together with available formats, value for money and the PLMA, and adjust its purchasing to meet need. The IPS will explain and substantiate its approach and progress at quarterly monitoring meetings.

#### 10) **New publications**

- a) The IPS is inheriting from the Council very lean systems for the selection and acquisition of new stock, much of which is contracted out to book supply partners. The IPS is expected to specify in some detail Suffolk's stock needs, monitor contractors' performance and take timely remedial action if required. The current supplier documentation is included as annexes 1-9, and sets the current baseline for the acquisition of new stock.
- b) Software (currently SmartSM) should be used to ensure the most cost effective buying framework. The use of new stock management tools would be welcomed.
- c) There is some indication that the stock contains not enough titles but too many copies. This may be a consequence of short shelf life of paperbacks, and short print runs, making the purchase of printed back stock more important than it has been. There are also licensing and format issues regarding e-books, which are currently limiting the number of available titles. The Council expects the IPS keep its practices under review to ensure the very best balance between titles and copies, potentially increasing the number of titles.

- d) The IPS should use its influence nationally to lobby for improved choice of stock for public libraries.
- e) Library customers, IPS members and community groups should be invited to give their views on the stock, so that it is tailored as closely as possible to need and demand within the framework of this schedule.

#### 11) **Back stock including replacement**

- a) The IPS is inheriting an approach to back stock which relies on:
  - i) Customer suggestions
  - ii) Stock gaps identified by frontline and stock unit staff
  - iii) Forthcoming potential demand (e.g. due to the televising of a novel, a significant and publicised anniversary etc) identified by stock unit staff or flagged by publishers/suppliers
  - iv) Re-prints by publishers
  - v) Information available from various printed and electronic resources (e.g. The Bookseller magazine, music press, supplier websites etc)
  - vi) Demand for specific subject areas/genres identified by stock management software (currently Smart SM).
- b) The Council expects the IPS to implement an effective approach to back and replacement stock which could, for example, formalise the customer suggestion scheme, develop new software, or make greater use of the Joint Fiction Reserve and/or donations.
- c) **Joint Fiction Reserve (JFR)**
  - i) The IPS must be a member of the English Joint Fiction Reserve and comply with its current Regulations and Recommendations for Good Practice. Regulations in force at the moment are set out in *Guide to the joint fiction reserves*, by Conarls Working Group, Spring 2010, 4<sup>th</sup> edition, (<http://combinedregions.com/documents/JFRguide4.pdf>).
  - ii) The Council's library service passes into the safekeeping of the IPS a good track record in collecting and preserving titles for the JFR, but it has not exploited the JFR for Suffolk customers. Given that the Council's own back stock of fiction has gaps, the IPS is asked to consider more extensive use of the JFR by its own customers, as part of its review of access to out of print fiction.
- d) The IPS should put in place an improved approach to back stock by April 2013.

#### 12) **Formats**

- a) The Council only has one supplier of e-books and e-audio titles for loan, but there are now more providers and more titles available. The Council expects that the IPS will review the supply of e-books/e-audio and consider the purchase of/subscription to additional titles.
- b) Many reference resources (such as Encyclopaedia Britannica and Oxford English Dictionary) are now available in an online format. The Council subscribes to a selection of such resources and expects the IPS will continue to do so and will manage an appropriate balance between online and print based editions.

- c) A variety of formats are required to meet the needs of people with a range of disabilities including sensory, physical, cognitive and mental disorders.
- d) The Council has been keen to embrace new electronic formats and to account for them in its stock policies and practices. It expects that the IPS will take a balanced approach in assessing future developments in alternative formats, keeping abreast of developments in this area and assessing their likely impact before seeking commitment to specific formats.
- e) The Council provides a selection of books in languages other than English, reflective of the languages spoken by Suffolk's residents. The Council expects the IPS will continue to provide and manage a collection of such material.

### **13) Contracts and partnerships**

- a) The IPS should enter into contracts and partnerships which make all stock processes as efficient and effective as possible.
- b) In this context, the IPS should be a member of a buying consortium to get best prices (currently the Central Buying Consortium).
- c) The IPS should also be a member of regional partnerships, currently:
  - i) SPINE
  - ii) The national and regional inter lending schemes.
- d) The IPS should also participate in appropriate networks related to the sharing of inter-library loans (currently Unity UK and the Conarls network). There is also expectation of participation in less formal inter-lending of library materials with authorities not in the above systems/networks.
- e) The IPS should enter into contracts relating to the supply and refreshing of bibliographic data, records and information. Bibliographic records are currently supplied by BDS.
- f) The Council currently participates in the National Acquisitions Group (NAG) network. The IPS will be expected to consider membership of this professional network.
- g) The council has recently signed a five year contract with CIVICA for the supply of the Spydus library management system as part of the SPINE consortium. The council will retain ownership of this contract. (see Appendix XXX for details of contracts)
- h) Stock is managed using SmartSM software, which allows central and local library staff to design and run reports on stock performance.

### **14) Withdrawal of stock**

- a) The IPS must put in place clear and strict guidelines for the withdrawal of stock. It must both protect the overall stock, and keep it fresh, current and attractive. The Council's stock withdrawal policy is attached as the baseline (*Schedule 16. Appendix 6*).
- b) The IPS must make as much income for the Council as can be reasonably expected from the efficient and effective sale and disposal of stock. This

income must be reported to the Council on a regular basis so that the sums can be taken into account when agreeing the following year's ring fenced stock budget. The Council will pay a percentage commission for the handling of the sales and disposals – see Contract Section 24 for detail on the ownership and handling of income from library charges.

- c) The IPS is inheriting a manual sales system in which items are removed from the computerised housekeeping database, before being offered for sale. The IPS will also be using the new Spydus housekeeping system, which has the functionality to manage the sales of withdrawn stock electronically. The IPS should take on the development, and implement the electronic management of sales of stock by April 2013.

**15) Donations of stock to the library service**

- a) The IPS is inheriting a culture in which donations of stock can be seen as a problem rather than a solution. This is because donations may be old and not of interest to either borrowers or local buyers of discarded stock.
- b) It may be possible to be more organised in soliciting stock for both adding to stock, and for sale. The IPS should review its approach to donated stock so that it can be as efficient and effective as possible. This review should take place so that it can be implemented by April 2014.

**16) Standards of good practice in the management of stock**

- a) The standards of good responsive customer service and good practice in local libraries are set out in Section 5 of the Libraries Staff Handbook. Specific performance measures are laid out in Schedule 2 of the contract.
- b) Elements that apply to stock management include:
  - i) Speed of supply – the IPS will ensure new acquisitions are available to the Suffolk public on the day of publication, or as near to as possible in accordance with the terms of supplier contract via the Central Buying Consortium (CBC).
  - ii) Speed of supply of reservations – the IPS will ensure daily shelf checking and fulfilment of reservations and customer focused van delivery, and timely communication on the progress of inter library loans (ILLs).
  - iii) The IPS will ensure informative, up to date and accessible electronic records to assist customers in the self-selection of titles and items
  - iv) The IPS will ensure the monitoring of the physical condition of stock items and appropriate withdrawal and replacement. Currently Smart SM assists in this process.
  - v) The IPS will ensure the identification of non-issuing items and responding with withdrawal or relocation as appropriate. Currently Smart SM assists in this process.
  - vi) The IPS will ensure the identification of areas where demand in an area of stock outweighs our current holdings. Currently Smart SM assists in this process.

**17) Suffolk's Libraries Stock Management Policy and Practice Guide**

- a) The Council requires the IPS to develop and maintain a current stock management policy and guide to good practice.
- b) It should also be published on the IPS' website, to assist transparency and the participation of library users in the development and maintenance of the stock.
- c) The Council's outgoing policy and practice guide are attached as the April 2012 benchmark.

**18) Annual report, performance management, mystery shopping, spot checks**

- a) These requirements are set out in the performance management framework in the Specification and Service Levels document.



## **Schedule 17     Support Services**

### **Support Services to be provided by the Authority in the main via its contractor who is currently Customer Services Direct (“CSD”)**

The information in this Schedule is descriptive only of the range and scope of the support services to be provided by the Authority and its current contractor CSD (the “**Support Services**”) and is not a comprehensive list of the only Support Services to be provided.

#### **1. Human Resources**

1.1 Recruitment – scoping, advertising, application management, short listing, assistance with interviewing and managing engagement processes including contracts of employment, references etc.;

1.2 Training provision, procurement and management;

1.3 Overall appraisal scheme management;

1.4 Management of contract of employment changes arising from job changes, changes in policy etc.;

1.5 Provision of management information for holiday and sickness management via HR Self Service;

1.6 Professional HR support to line managers in respect of HR issues including sickness management, competency issues and disciplinary matters;

1.7 HR helpline; and

1.8 Project support by professional HR team.

#### **2. Finance**

2.1 Provision of sales ledger services including web collection of payments, debt chasing, and posting of cash receipts;

2.2 Posting of, approval system for and payments of purchases invoices;

2.3 Bank account reconciliation & BACS Payments;

2.4 Expenses system via HR Self-Service and payroll;

2.5 General Ledger maintenance including month end and year end reports;

2.6 Automated links to third party software e.g. bank statements, Spydus library management system;

2.7 Computerised requisition and ordering system including the ability to match purchase invoices;

2.8 VAT Compliance services and completion of returns;

2.9 Payroll services including the management of payroll deductions including taxes, court orders, student loan deductions etc.;

2.10 HMRC compliance including provision of returns including P11's, P35 and P11d forms;

2.11 Financial modelling and management information support.

### **3. Information Technology and Communication**

3.1 Adequate broadband links to all libraries (including mobiles) which will provide speeds and reliability sufficient to provide the public internet access as set out in the Specification in Schedule 1 taking account of user numbers and expected response times set out in the Service Standards in Schedule 2;

3.2 Telephony links to all Libraries and mobile connections for those staff that require mobile telephony for their role;

3.3 The Authority public access services;

3.4 Access to COLIN (the Authority's intranet);

3.5 Management of the Authority website and links therein;

3.6 Provision of Filestore;

3.7 Provision of email addresses;

3.8 Install, maintain, move all IT Equipment including communication links, cabling, terminals and printers;

3.9 IT helpline support for hardware and software;

3.9 Manage Spydus links to the Authority's system and automated links such as Civica icon;

3.10 Frontline Library systems to be retained in tier 1 for the Authority/CSD contract or any successor;

3.11 Manage and maintain the Detex self-service machines in the Libraries;

3.12 Provision of services to ensure that system security and backup of data is maintained to levels at least in line with the manufacturers minimum recommended levels;

3.13 All other system administration including user manuals, operating protocols etc. and access to the Service Bridge Team for system access;

3.14 Strategic IT support to departmental leads e.g. head of library service;

3.15 Developmental work including links with the Spydus library management systems;

3.16 Managing office moves including new cabling provision;

3.17 Out of hours support to the library service for evening and weekend operation;

3.18 Procurement of new equipment.

All IT Support Services are to be provided in line with the contractual terms of the SLA between the Authority and CSD.

The charges for the provision of the Support Services for a full 12 month period will be as follows:-

Human Resources	£416,789
Finance	£416,789
ICT (Items 3.1 and 3.2)	£130,000
ICT (Remaining items)	£385,316

## **Schedule 18     Asset Sale and Transfer of Authority Assets**

### **PART 1 – TRANSFER OF ASSETS**

- 1.1 The Authority has provided all Library Services for the area for which it is a library authority under the Public Libraries and Museums Act 1964 on its own account and at its own risk over the period up to the Commencement Date.
- 1.2 All income received and all losses and all outgoings incurred or payable by the Authority, including under any of the Authority Contracts, arising from the provision of the Authority of any and all of the Library Services up to the Commencement Date shall belong to and be paid and discharged by the Authority.
- 1.3 All profits, receipts, all losses and all outgoings incurred or payable, arising from the provision of the Library Services by the IPS from and including the Commencement Date shall (without prejudice to clause 13.2(c) and Schedule 3) belong to and be paid and discharged by the IPS unless otherwise expressly stated in this Agreement.
- 1.4 All periodical charges and periodical outgoings arising in connection with the provision of the Library Services, Assets and/or the Authority Contracts, and/or the Libraries including rents, rates, gas, electricity, water charges and all liabilities in relation to salaries, wages, entitlement to holiday, employee bonus or commission, expenses, National Insurance and pension contributions, and any liability to tax shall be apportioned on a time basis so that such part of the relevant charges attributable to the period ending at midnight on the day preceding the Commencement Date shall be borne by the Authority and such part of the relevant charges attributable to the period commencing on the Commencement Date shall be borne by the IPS.
- 1.5 All rents, licence fees, royalties and other periodical receipts arising in connection with the provision of the Library Services and/or the occupation of any of the Libraries shall be apportioned between the Authority and the IPS on a like basis.
- 1.6 Where any product or service is to be provided by the IPS under any Authority Contract on or after the Commencement Date, but any payment (whether by way of deposit, prepayment or otherwise) in respect of the price or costs of such item or service has been received by the Authority before the Commencement Date, the Authority shall pay an amount equal to the amount of that payment to the IPS and shall hold such sum in trust for the IPS until it is paid.

- 1.7 Where any item or service is to be provided to the IPS under any Authority Contract on or after the Commencement Date, but any payment (whether by way of deposit, prepayment or otherwise) in respect of the price or costs of such product or service has been made by the Authority before the Commencement Date, the IPS shall pay an amount equal to the amount of that payment to the Authority and shall hold such sum in trust for the Authority until it is paid.
- 1.8 All money or other items belonging to the IPS, which is or are received by the Authority on or after the Commencement Date in connection with the provision of the Library Services and/or the Stock and/or Assets and/or Libraries shall be held on trust for the IPS and shall be paid promptly to the IPS.
- 1.9 The Assets shall be at the risk of the Authority until midnight on the day preceding the Completion Date whereupon those Assets capable of passing by delivery shall be delivered to the IPS. For the avoidance of doubt, the Authority Assets shall remain at the risk of the Authority at all times.

## **PART 2 – SCHOOLS LIBRARY SERVICES**

1. The Authority will transfer to the IPS on the Commencement Date the net balance of funds for the Schools Library Service for the period 1 April 2012 to 31 July 2012.



3. The Authority will make available the mobile library vehicle listed under the heading “Schools Library Service” in Schedule 15 on the same terms as the other mobile library vehicles referred to in Clause 17 except in respect of replacement where the funding of a new vehicle will be as follows:
  - a. proceeds from the disposal of the existing mobile library vehicle;
  - b. the replacement funds held at commencement by the Authority to the account of the Schools Library Service Mobile Library Vehicles Replacement Fund; and

- c. such sums as the IPS will have provided into a replacement fund after the Commencement Date.

## Schedule 19 Authority Policy

As part of the Equality Act 2010, Suffolk County Council is committed to providing services that are fair and accessible for everyone.

We also have a responsibility to ensure that our partners, companies and organisations we commission, to provide services on our behalf, take the same positive approach to equality.

In line with the Equality Act's (specific duties) Regulations 2011, Suffolk County Councils equality objectives aim to

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality between everybody
- Foster good relations between communities, tackling prejudice and promoting understanding.

The Act further explains that having **due regard** for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Therefore, it is important that all organisations that deliver services on behalf of Suffolk County Council actively promote the above equality objectives

### **Note:**

The Equality Act 2010 defines, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity as 'protected characteristics'

## **APPENDICES AND ANNEXURES**

APPENDIX 1 2011 REVIEW OF LIBRARY SERVICES

APPENDIX 2 TRANSITION COSTS

APPENDIX 3 CONSULTATION WITH CUSTOMER GROUPS REPORT

APPENDIX 4 MENTAL HEALTH AND WELLBEING INFORMATION SERVICE AGREEMENT 2012

APPENDIX 5 SPINE DRAFT INFORMATION SERVICES V2

APPENDIX 6 Community Consultation Process Draft v1

APPENDIX 7 SPYDUS DEVELOPMENT PLAN

APPENDIX 8 LEAP POINT SERVICE STANDARD V1

APPENDIX 8A LEAP 2010 GUIDES

ANNEX 1 2012.03.27 SUFFOLK LIBRARY SERVICE STOCK MANAGEMENT POLICY

ANNEX 2 SPECIFICATION FOR SUPPLIER SELECTION OF ANF V.01

ANNEX 3 2011.08.08 FICTION SUPPLIER SELECTION

ANNEX 4 2012.01.20 ASKEWS HOLTS JUNIOR SUPPLIER SELECTION

ANNEX 5 2012.01.25 AUTHOR AND SERIES LIST

ANNEX 6 2012.03.20 WITHDRAWAL POLICY

ANNEX 7 2011.08.01 TRAVEL GUIDES STANDING ORDER UPDATE

ANNEX 8 2012 SUPPLIER SELECTION MASTER LIST V.1.0

ANNEX 9 BERTRAMS SUPPLIER SELECTION

ANNEX 10 SPOKEN WORD STANDING ORDERS 2012/13