Changes to the NHS Library Services Statistical Return 2018-19

For 2018-19 the HEE Library and Knowledge Services Leads will not be making any significant changes to the data we ask you to supply. We will ask you to return the same data as for 2017-18 this will enable us to test the validity of the data we request. We will also be checking whether the data collected is useful evidence in the new library quality assurance process that will replace the NHS Library Quality Assurance Framework (LQAF) in 2019.

Once again the return will be in two parts:
- part 1 covers LKS staff (to be issued April 2018)
- part 2 covers income, expenditure and LKS activity (to be issued May 2019)

Annual Return 2018-19 – Part 1 – LKS Staff

By 30 April 2018 we would like you to provide the following information:

PRELIMINARY SECTION (information as of 1 April 2018)

Name of Health Education England local area

Names of library sites

Sector of library service

Names of Organisations with Type of Service/Organisation

Section 1: STAFF QUALIFICATIONS OF STAFF IN POST as of 1 April 2018

Section 2: SALARY BANDS FOR ALL STAFF + VACANCIES + SALARY SCHEMES as of 1 April 2018

Section 3: STAFF QUALIFICATIONS BY PAY BAND OF STAFF IN POST as of 1 April 2018

This will ensure the LKS Leads and the Workforce Planning and Development Group have the most up-to-date information available on staffing levels. This is particularly pertinent to inform future work and development needs relating to the LKS workforce.

Section 4: CLINICAL/EMBEDDED/OUTREACH SERVICES - TIME SPENT FOR 2017-18
Annual Return 2018-19 – Part 2

Later in 2018 (your HEE LKS Lead will give you the deadline for submissions) we would like you to provide the following information which we specified for 2017-18:

PRELIMINARY SECTION (to ensure we can marry up the data from both returns)

Plus the following 12 sections:

Section 1: USERS
Section 2: EXPENDITURE
Includes category for expenditure on library management systems.
Section 3: INCOME
Section 4: LOANS FROM STOCK
Section 5: COPIES OF ARTICLES etc. FROM STOCK
Section 6: LOANS RECEIVED FROM OTHER LIBRARIES (NON-PHOTOCOPY)
Section 7: COPIES OF ARTICLES etc. SUPPLIED BY OTHER LIBRARIES
Section 8: INFORMATION CONSULTANCY - INFORMATION SEARCHES AND ENQUIRIES
This section changed in 2017-18.
Section 9: USER EDUCATION AND INDUCTION
This section changed in 2017-18.
Section 10: CURRENT AWARENESS/HORIZON SCANNING/ALERTING SERVICES
This section changed in 2017-18.
Section 12: COLLABORATIVE PURCHASING
This section changed in 2017-18.

Collecting this information later in the year will allow you to liaise with your finance departments to finalise your income and expenditure figures and give you time to collate data about your services and stock. It will also allow our HE-provided services, who work to a different financial year than the NHS, time to gather a smaller set of data.

Produced for the Knowledge for Healthcare Quality and Impact Working Group by Linda Ferguson, Deputy Director of Health LKS North.

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