

Schedule 1 Specification of the Library Services

v5.2

Suffolk Libraries 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
- Give access to films and music, in the format of CDs and DVDs, and through downloads.

It is accepted that Suffolk Libraries 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. Suffolk Libraries 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 Suffolk Libraries 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 2004¹; and
- ii) *Code of professional practice for library and information professionals*, adopted by CILIP in 2004² (or by updated replacement versions).

The Council encourages Suffolk Libraries to be an Organisational 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 Suffolk Libraries to continue to run library services using paid staff, some of whom will be qualified librarians.

In addition, Suffolk Libraries 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. A disclosure and barring service DBS check will need to be carried out where this is appropriate.

Suffolk Libraries 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.
- People who are on a recognised programme to assist them to get into (or back into) work

Suffolk Libraries 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 its published Key Priorities, 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.

Suffolk Libraries 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.

Suffolk Libraries 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 Suffolk Libraries will contribute to raising literacy levels.

Hire of films and music

Suffolk Libraries will offer a hire service that allows users access to recorded music and to films. Currently the formats offered are CDs and DVDs respectively, and as these decline Suffolk Libraries will seek to 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, Suffolk Libraries 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.”⁵

Suffolk Libraries will endeavour to 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. Suffolk Libraries 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.

Suffolk Libraries will endeavour to 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.

Suffolk Libraries will enable libraries to provide services that focus on disadvantaged groups: for example, people out of work, with disabilities and with mental ill-health. Suffolk Libraries 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, and the Libraries Strategy 202 which was co-developed with partners and stakeholders. In particular Suffolk Libraries will ensure that 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.

Suffolk Libraries 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

Libraries will offer a range of learning support, alongside partner providers, to help people skill themselves for work. They will support and facilitate self-development through access to information, IT and signposting to other providers, as appropriate.

All libraries will be Suffolk Learning and Employment Access Points (LEAP) points. LEAP points offer information on local courses and providers and signposting to local learning providers. 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 the nearest National Careers Service advisor.

Libraries will work to deliver the developing SCL Universal Learning Offer:

- Access to free resources that support learning in a range of formats appropriate for each learner
- Study/learning spaces for children, young people and adults in the library service
- Signposting to a range of free and low cost learning opportunities, available within communities
- Opportunities for exploration and creation, especially for children and young people
- Places where communities and individuals can develop and share their own learning activities

Libraries will encourage intergenerational and family learning, which should include a mix of activities in libraries.

Libraries will endeavour to facilitate appropriate organised and informal learning events. Organised learning events will have formal outcomes and these will be

recorded. Typically such sessions would be designed for a specific group and measures of success will include how many people attended and how many achieved the learning outcomes.

Informal sessions can be self-organised, do not usually require formal monitoring and work on a drop-in basis so anyone accessing the library could participate without having to book in advance. Measures of success would typically be how many attended the session and what they got out of it.

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.

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

Suffolk Libraries 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 Suffolk Libraries ensures that all staff and volunteers understand information to be a core service delivered by all libraries.

Suffolk Libraries 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.

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

Digital Services and Internet provision

Suffolk Libraries 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. The council expects people to be able to access vital information through the internet in libraries.

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

Suffolk Libraries is expected to deliver the SCL Universal Digital Offer¹, and ensure that all Suffolk libraries offer:

- 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

Suffolk Libraries is expected to endeavour to deliver:

- Free internet access for all wanting to use it, including Wi-Fi at all libraries
- 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
- Targeted loans of digital devices for those without other access, where this is appropriate
- Access to digitised local archive and local history resources
- Social networking interaction/ engagement opportunities
- The ability to search across locally held online resources
- Access to online learning opportunities (citizenship, language learning, theory driving test etc)

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

Customer Service

Suffolk Libraries will ensure that library services are provided using the best industry practice for customer service. Everyone must be welcome in the library, and feel

¹ <http://www.goscl.com/universal-offers/digital-offer/> retrieved 03/10/2014

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.

Suffolk Libraries is expected to retain the current network of libraries. It is expected to retain the mobile library service in broadly the form prevailing after October 2012, amending and adjusting stops as appropriate, and developing community outreach activity to supplement this service

Suffolk Libraries is expected to work with community 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.

Suffolk Libraries 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. Suffolk Libraries 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.⁷

Suffolk Libraries will work with the council to develop and approach to support library access points, which are expected to be predominantly unstaffed, where

opportunities arise to use space in community buildings developed using Section 106 and Community Infrastructure Levy contributions towards library services.

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 Suffolk Libraries 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. Suffolk Libraries should aim to locate libraries as close as reasonable to the shopping centres of towns and villages.

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

Suffolk Libraries, or individual community 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. The 2011 Review 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 Suffolk Libraries.

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

Suffolk Libraries will continue to embed good practice in communications and marketing to all customer groups, but in particular to children, to young, vulnerable and under-reached groups, and older people, and to groups protected by the Equalities Act. Suffolk Libraries will promote libraries as community hubs.

Building Capacity to Govern Libraries

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

Suffolk Libraries will assist community groups to develop their capacity to support their library through delegated responsibilities, advocacy and fundraising.

Equalities

Suffolk Libraries 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
03/04/2012
3. http://www.transformingsuffolk.co.uk/files/comm_strat/suffolkstrategic.pdf
retrieved 03/04/2012
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 Suffolk Libraries in August 2012 for the commencement of the provision of the Library Services by Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries to comply with any external or national reporting regimes that are agreed by the Authority, subject to the Authority informing Suffolk Libraries of what these are from time to time.

This framework will form the basis of formal review meetings between the Authority and Suffolk Libraries which will happen at a minimum on a quarterly basis, together with the requirement for Suffolk Libraries 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 Suffolk Libraries 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

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

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?

7 Library Services provide value for money

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

| | description | source/ methodology | frequency of collection (to be decided by IPS) | frequency of reporting | CIPFA requirement ? Y/N | baseline (2010/ 11 unless otherwise stated) |
|-----|--|--------------------------------|---|---------------------------------------|--|--|
| 1 | Ethical and professional delivery | | | | | |
| 1.1 | Complaints, comments and compliments analysis C 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 C | Manual analysis | | quarterly | | |

| outcome/ indicator reference | description | source/ methodology | frequency of collection (to be decided by IPS) | frequency of reporting | CIPFA Requirement? Y/N | baseline (2011/12 unless otherwise stated) |
|---|--|--------------------------------|---|---------------------------------------|---------------------------------------|---|
| 2 | Stock/ library assets | | | | | |
| 2.1 | Stock count by category ² use category list in the LMS | LMS | | annual (census) | Y | |
| 2.2 | annual items purchased per 1,000 pop. ³ | LMS | | annual | | 228 (10/11 fig) |

² category lists are derived from the LMS; the appendix provides the full category list together with the main categories required for reporting

³ 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 C | 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. | Delivering the Vision | | | | | |
| 3.1 C | 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 C | 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 ⁴ | 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 |

⁴ 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. | Access | | | | | |
| 4.1 C | no. active borrowers ⁵ (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 ⁶ | calculation using ONS estimates | annual | annual | | |
| 4.5 C | 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 | |

⁵ use LMS category list

⁶ 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 C | 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 | Customer satisfaction | | | | | |
| 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 C | No. Libraries with community governance in place | | | quarterly | | 0 |

| | description | source/ methodology | frequency of collection | frequency of reporting | CIPFA Requirement? Y/N | baseline (2010/ 11 unless otherwise stated) |
|----------|---|--------------------------------|------------------------------------|---------------------------------------|---------------------------------------|--|
| 6 | Staff | | | | | |
| 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) |

| | description | source/ methodology | frequency of collection | frequency of reporting | CIPFA Requirement? Y/N | baseline (2010/ 11 unless otherwise stated) |
|-----|-----------------------------|--------------------------------|------------------------------------|---------------------------------------|---------------------------------------|--|
| 7 | Finance | | | | | |
| 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries by the Authority during the Term.
- 1.2 All amounts payable to Suffolk Libraries (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 Suffolk Libraries (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 Suffolk Libraries (or that third party) subject only to the Authority having received a valid VAT invoice from Suffolk Libraries (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 Suffolk Libraries:

- 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 Suffolk Libraries as Suffolk Libraries shall, in its absolute discretion, have considered appropriate;
- 2.1.1.2 those costs and expenses incurred by Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries; and

2.1.1.3 to third parties: the costs and expenses incurred by Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries the Contract Sum in equal instalments or in such other split as notified by Suffolk Libraries 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 1st 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 Suffolk Libraries from time to time, the Authority shall pay to Suffolk Libraries advance payments of the Contract Sum for the first Contract Year in such amounts as shall be specified by Suffolk

Libraries (acting reasonably) so as to permit Suffolk Libraries to satisfy costs and expenses incurred during such period of 6 months or of which Suffolk Libraries becomes aware within such period of 6 months will be incurred.

3.4 Suffolk Libraries 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 Suffolk Libraries in accordance with this Agreement (including the Specification and the Service Levels).

4. Budget Process

4.1 Prior to Suffolk Libraries submitting a Business Plan each Contract Year in accordance with clause 19, the Authority will notify Suffolk Libraries of its anticipated budget available for Suffolk Libraries' 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 Suffolk Libraries of a Business Plan (which shall include a cashflow forecast) for the immediately following Contract Year pursuant to clause 19 the Authority shall notify Suffolk Libraries 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 Suffolk Libraries during that period in accordance with this Agreement (including the Specification and the Service Levels) on or before 31st August.

4.3 Following receipt by Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 30th September in the Contract Year in which Suffolk Libraries submits its Business Plan pursuant to clause 19.

4.5 If Suffolk Libraries and the Authority shall fail to agree the Contract Sum for the immediately following Contract Year on or before 30th 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 Suffolk Libraries 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 30th September in the Contact 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries shall show that Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries' initial Authorised Representative: General Manager Suffolk's Libraries IPS Limited

2. **MEETINGS**

| Type | Quorum | Frequency | Agenda |
|---------------------|--------|-----------|--|
| 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 2.5, 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.
- 1.5 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.

2. **COMMERCIAL NEGOTIATIONS**

- 2.1 Subject to paragraph 2.5, 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 Suffolk Libraries |
|------------|--|--|
| Level 1 | Aidan Dunn Assistant Director Strategic | Mike Hosking Chair of the Finance and Audit |

| | | |
|---------|--|---|
| | <p>Finance</p> <p>Endeavour House</p> <p>Russell Road</p> <p>Ipswich</p> <p>IP1 2BX</p> <p>Tel 01473 264394</p> <p>Email</p> <p>aidan.dunn@suffolk.gov.uk</p> | <p>Committee</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</p> <p>mike.hosking@suffolklibrariesboard.co.uk</p> |
| Level 2 | <p>Lucy Robinson</p> <p>Director of Economy Skills & 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</p> <p>lucy.robinson@suffolk.gov.uk</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</p> <p>shona.bendix@suffolklibrariesboard.co.uk</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.

2.5 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.

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 Suffolk Libraries wishes to propose a Change, the Authority may at any time request, and Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries.
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 Suffolk Libraries 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 Suffolk Libraries (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 Suffolk Libraries 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 Suffolk Libraries (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, Suffolk Libraries 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 Suffolk Libraries acting reasonably and with regard to Suffolk Libraries’ 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 Suffolk Libraries;

(c) not implemented,

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

3.3 Following submission by Suffolk Libraries 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 Suffolk Libraries such Suffolk Libraries 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 Suffolk Libraries respectively and shall constitute an amendment to this Agreement.

Schedule 7 List of Libraries

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

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 - More information | 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. Reserve here | 1 week | 6 | FREE | 13p a day | £6.37 |
| Audio described films on DVD: DVDs with audio description (RNIB). More information can be found at: RNIB | 1 week | 6 | FREE | 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. | | | | | |
| Fax | | | Sending 1st page | Sending subsequent pages | Collection of received fax |
| United Kingdom | | | £1.10 | £0.55 | £1.65 |
| Europe/International | | | £1.75 | £1.20 | £1.65 |
| Other | Charges | | | | |
| Replacement library card | £1.50 adult / 50p children | | | | |
| Booking a computer | FREE 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 | | | | |
| Rooms for hire | Go to Rooms for hire | | | | |
| Leaflet distribution | Go to www.easternfms.co.uk/facilities-management/courier-and-postal-services/ | | | | |

| |
|-----------|
| Search... |
| Go |

Your library

<http://suffolkreads.onesuffolk.net/about-us/how-to-join-and-use-the-library/library-ch...> 06/07/2012

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Reserve, request or suggest

Reservation and request charges from 1 June 2011

| | |
|---|--|
| Reservations | |
| Reserve a title which is in stock or on order in Suffolk libraries | Free |
| You can be notified by post, email or text. To register an email address or mobile phone number visit Suffolk libraries direct , let library staff know or telephone Suffolk libraries direct on 01473 584563 | |
| Notification when title available | |
| Text or email notification | Free |
| Postal notification (2nd class) | 36p |
| Requests: | |
| For books and periodicals not in stock or on order, which are requested from libraries outside Suffolk | |
| Priority request service | |
| 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 |
| Standard request service | |
| 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 |
| British Library loans | |
| 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 | |
| British Library loan | £5.40 |
| British Library loan extension | £4.00 |
| Lost or damaged British Library books | £137.50 |
| Standard replacement charge (set by British Library in August) | |
| Suggest | |
| For titles that we do not have in stock you can make a suggestion here or speak to library staff. After making your suggestion, please check the catalogue from time to time to see if it has been ordered or | Free |

| | |
|--|--|
| 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.

| |
|--|
| <input type="text" value="Search..."/> |
| <input type="button" value="Go"/> |

Your library

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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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Libraries & Mobiles

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Schedule 9 TUPE

Part 1. Transfer of employees

1. DEFINITIONS

The definitions in this paragraph 1 apply in this Schedule 9:

Admission Agreement: the agreement in the form set out in Part 3 of this Schedule 1 to be entered into in accordance with regulation 6 of the Local Government Pension Scheme (Administration) Regulations 2008, as amended, by the administering authority, the Authority and Suffolk Libraries or Sub-Contractor, as appropriate.

Appropriate Pension Provision: in respect of Eligible Employees, either:

- (i) membership, continued membership or continued eligibility for membership of the pension scheme of which they were members, or were eligible to be members, or were in a waiting period to become a member of, prior to the Relevant Transfer; or
- (ii) membership of a pension scheme, which is certified by the Government Actuary's Department (GAD) as being broadly comparable to the terms of the pension scheme of which they were, or were eligible to be, members.

Eligible Employees: the Transferring Employees who are active members of (or are eligible to join) the LGPS on the Effective Date.

Employee Liability Information: the information that a transferor is obliged to notify to a transferee under Regulation 11(2) of TUPE:

- (b) the identity and age of the employee; and
- (c) the employee's written statement of employment particulars (as required under section 1 of the Employment Rights Act 1996); and
- (d) information about any disciplinary action taken against the employee and any grievances raised by the employee, where a Code of Practice issued under Part IV of the Trade Union and Labour Relations (Consolidation) Act 1992 relating exclusively or primarily to the resolution of disputes applied, within the previous two years; and
- (e) information about any court or tribunal case, claim or action either brought by the employee against the Authority within the previous two years or where the Authority has reasonable grounds to believe that such action may be brought

against Suffolk Libraries arising out of the employee's employment with the Authority; and

- (f) information about any collective agreement that will have effect after the Effective Date or the Service Transfer Date, as the case may be, in relation to the employee under regulation 5(a) of TUPE.

Employment Liabilities: all claims, including claims for redundancy payments, unlawful deduction of wages, unfair, wrongful or constructive dismissal compensation, compensation for sex, race, disability, age, religion or belief, gender reassignment, marriage or civil partnership, pregnancy or maternity, or sexual orientation discrimination, claims for equal pay, claims relating to pensions, compensation for less favourable treatment of part-time workers, and any claims (whether in tort, contract, statute or otherwise), demands, actions, proceedings and any award, compensation, damages, tribunal awards, fine, loss, order, penalty, disbursement, payment made by way of settlement and costs and expenses reasonably incurred in connection with a claim or investigation (including any investigation by the Equality and Human Rights Commission or other enforcement, regulatory or supervisory body), and of implementing any requirements which may arise from such investigation, and any legal costs and expenses.

IPS' Final Staff List: the list of all Suffolk Libraries's personnel engaged in, or wholly or mainly assigned to, the provision of the Library Services or any part of the Library Services at the Service Transfer Date.

IPS' Provisional Staff List: the list prepared and updated by Suffolk Libraries of all Suffolk Libraries' personnel engaged in, or wholly or mainly assigned to, the provision of the Library Services or any part of the Library Services at the date of the preparation of the list.

LGPS: Local Government Pension Scheme which, where the context so admits, shall include the Suffolk County Council Pension Fund.

LGPS Regulations: includes:

- (a) the Local Government Pension Scheme (Administration) Regulations 2008 (SI 2008/239); and
- (b) the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (SI 2007/1166) (as amended); and
- (c) the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 (SI 2008/239); and
- (d) the Local Government Pension Scheme Regulations 1997 (SI 1997/1612) (as amended and replaced from time to time).

Redundancy Costs: statutory redundancy payments, contractual redundancy payments, pensions payable on redundancy and contractual notice pay payable by Suffolk Libraries to the Redundant Transferring Employees, but excluding any payments or liabilities arising from any claim as to the fairness of the dismissal and/or unlawful discrimination.

Redundant Transferring Employees: Transferring Employees whom Suffolk Libraries has dismissed following a lawful redundancy within 24 months of the Effective Date.

Relevant Transfer: a relevant transfer for the purposes of TUPE;

Staffing Information: in relation to all persons detailed on Suffolk Libraries' Provisional Staff List, in an anonymised format, such information as the Authority may reasonably request including the Employee Liability Information and details of whether the personnel are employees, workers, self-employed, contractors or consultants, agency workers or otherwise, and the amount of time spent on the provision of the Library Services.

2. TRANSFER OF EMPLOYEES TO SUFFOLK LIBRARIES

- 2.1 The Authority and Suffolk Libraries agree that the outsourcing of the Library Services shall constitute a Relevant Transfer and the contracts of employment of any Transferring Employees shall transfer to Suffolk Libraries on the Effective Date. The parties shall comply with their respective obligations under TUPE.
- 2.2 The Authority shall be responsible for all remuneration, benefits, entitlements and outgoings in respect of the Transferring Employees, including all wages, holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions, pension contributions and otherwise, up to the Effective Date. The Authority shall provide and, where necessary, update the Employee Liability Information for the Transferring Employees to Suffolk Libraries, as required by TUPE. The Authority shall warrant that such information is complete and accurate as it is aware or should reasonably have been aware as at the date it is disclosed.
- 2.3 The Authority shall supply to Suffolk Libraries no later than five (5) Business Days prior to the Effective Date true copies of its union recognition agreement(s) and Suffolk Libraries shall in accordance with TUPE recognise the trade unions representing Transferring Employees after the transfer to the same extent as they were recognised by the Authority before the Effective Date.
- 2.4 Suffolk Libraries shall procure that, on each occasion on which the identity of a Sub-Contractor changes pursuant to this Agreement, in the event that there is a Relevant Transfer, the new Sub-Contractor shall in accordance with TUPE recognise the trade unions representing the employees whose contracts of employment transfer to the

new Sub-Contractor to the same extent as they were recognised before the change of identity of the Sub-Contractor in respect of the provision of the Library Services.

- 2.5 The Authority shall indemnify Suffolk Libraries against the Redundancy Costs reasonably and properly incurred by Suffolk Libraries provided that Suffolk Libraries has: (a) complied with its legal obligations and used all reasonable endeavours to avoid a redundancy situation and to re-deploy and/or re-train any Transferring Employees at risk of redundancy; and (b) used all reasonable endeavours to limit the Authority's liability under this paragraph 2.5.
- 2.6 Subject to paragraph 2.7, the Authority shall indemnify and keep indemnified Suffolk Libraries against all Employment Liabilities, incurred by Suffolk Libraries arising from or as a consequence of any claim or demand:
- (a) arising out of the employment of any Transferring Employee. This indemnity shall apply provided that it arises from any act, fault or omission of the Authority in relation to any Transferring Employee prior to the Effective Date except where such act, fault or omission arises as a result of Suffolk Libraries failure to comply with regulation 13 of TUPE; and
 - (b) by any person other than a Transferring Employee whose employment transfers to the IPC by virtue of TUPE.
- 2.7 Suffolk Libraries shall be liable for and indemnify and keep indemnified the Authority against Employment Liabilities arising from or as a consequence of any act, fault or omission of Suffolk Libraries in relation to any Transferring Employee after the Effective Date.
- 2.8 Suffolk Libraries shall be liable for and indemnify and keep the Authority indemnified against any failure to meet all remuneration, benefits, entitlements and outgoings for the Transferring Employees and any other person who is or will be employed or engaged by Suffolk Libraries in connection with the provision of the Library Services, including all wages, holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions, pension contributions and otherwise from and including the Effective Date.
- 3. SUBSEQUENT TRANSFERS**
- 3.1 This Agreement envisages that subsequent to its commencement, the identity of the provider of the Library Services (or any part of the Library Services) may change (whether as a result of termination of this Agreement, or part or otherwise) resulting in a transfer of the Library Services in whole or in part ("**Subsequent Transfer**"). If a Subsequent Transfer is a Relevant Transfer then the Authority or Replacement Service Provider will inherit liabilities in respect of the Relevant Employees with effect from the relevant Service Transfer Date.

- 3.2 Suffolk Libraries shall on receiving notice of termination of this Agreement or otherwise, on request from the Authority and at such times as required by TUPE, provide in respect of any person engaged or employed by Suffolk Libraries in the provision of the Library Services, Suffolk Libraries's Provisional Staff List and the Staffing Information together with any additional information required by the Authority, including information as to the application of TUPE to the employees. Suffolk Libraries shall notify the Authority of any material changes to this information as and when they occur.
- 3.3 At least 14 days prior to the Service Transfer Date, Suffolk Libraries shall prepare and provide to the Authority and/or, at the direction of the Authority, to the Replacement Service Provider, Suffolk Libraries's Final Staff List, which shall be complete and accurate in all material respects. Suffolk Libraries's Final Staff List shall identify which IPS Personnel named are Relevant Employees.
- 3.4 The Authority shall be permitted to use and disclose Suffolk Libraries's Provisional Staff List, Suffolk Libraries's Final Staff List and the Staffing Information for informing any tenderer or other prospective Replacement Service Provider for any services that are substantially the same type of services as (or any part of) the Library Services.
- 3.5 Suffolk Libraries warrants that Suffolk Libraries's Provisional Staff List, Suffolk Libraries's Final Staff List and the Staffing Information ("**TUPE Information**") will be true and accurate in all material respects and that no persons are employed or engaged in the provision of the Library Services other than those included on Suffolk Libraries Final Staff List.
- 3.6 Suffolk Libraries shall ensure at all times that it has the right to provide the TUPE Information under Data Protection Legislation.
- 3.7 Any change to the TUPE Information which would increase the total employment costs of the staff in the three months prior to termination of this Agreement shall not (so far as reasonably practicable) take place without the Authority's prior written consent, unless such changes are required by law. Suffolk Libraries shall supply to the Authority full particulars of such proposed changes and the Authority shall be afforded reasonable time to consider them.
- 3.8 The parties shall co-operate to ensure that any requirement to inform and consult with the employees and or employee representatives in relation to any Relevant Transfer as a consequence of a Subsequent Transfer will be fulfilled.
- 3.9 The parties agree that the Contracts (Rights of Third Parties) Act 1999 shall apply to paragraph 3.1, to the extent necessary to ensure that any Replacement Service Provider shall have the right to enforce the obligations owed to, and indemnities given to, the Replacement Service Provider by Suffolk Libraries or the Authority in its own right under section 1(1) of the Contracts (Rights of Third Parties) Act 1999.

3.10 Despite paragraph 3.9, it is expressly agreed that the parties may by Agreement rescind or vary any terms of this contract without the consent of any other person who has the right to enforce its terms or the term in question despite that such rescission or variation may extinguish or alter that person's entitlement under that right.

4. PENSIONS

4.1 Subject to the Authority complying with paragraph 5.2 of this Schedule 9, Suffolk Libraries shall ensure that all Eligible Employees are offered Appropriate Pension Provision with effect from the Effective Date up to and including the date of the termination or expiry of this Agreement, either by it or by the relevant Sub-Contractor which employs them (as applicable).

4.2 The provisions of paragraph 4 and paragraph 5 of this Schedule 1 shall be directly enforceable by an affected employee against Suffolk Libraries.

5. ADMITTED BODY STATUS TO THE LOCAL GOVERNMENT PENSION SCHEME

5.1 Where Suffolk Libraries wishes to offer the Eligible Employees membership of the LGPS, Suffolk Libraries shall or shall procure that the relevant Sub-Contractor which employs the Eligible Employees shall enter into an Admission Agreement to have effect from and including the Effective Date or, if the Relevant Transfer occurs after the Effective Date, from and including the date of that Relevant Transfer.

5.2 Where paragraph 5.1 of this Schedule 9 applies, the Authority shall and shall procure that the administering authority of the Suffolk Pension Fund shall execute the Admission Agreement referred to in paragraph 5.1 of this Schedule 9.

5.3 Suffolk Libraries shall indemnify and keep indemnified the Authority and/or any Replacement Service Provider from and against all direct losses suffered or incurred by it or them, which arise from any breach by Suffolk Libraries of the terms of the Admission Agreement, to the extent that such liability arises before or as a result of the termination or expiry of this Agreement.

6. CONTRIBUTION CAP AND PAST SERVICE INDEMNITY

6.1 If, at any time (and in any circumstances whatsoever) Suffolk Libraries (or the relevant Sub-Contractor) is required to contribute to the LGPS an amount, or at a rate, which is in excess of 23.7% of the pensionable pay (as defined in the LGPS Regulations) of the Eligible Employees (or a relevant Eligible Employee) earned from Suffolk Libraries (or relevant Sub-Contractor) over the period in respect of which the contribution is demanded, the Authority will indemnify Suffolk Libraries on demand and keep them indemnified for the balance paid by IPS or the relevant Sub-Contractor which is in excess of that amount. For the avoidance of doubt, for these purposes, no such period may be counted more than once (or in relation to more than one payment). The Authority will also indemnify IPS for any loss, cost or liability

incurred by it (or the relevant Sub-Contractor) arising out of any delay in the Authority complying with this paragraph.

- 6.2 Without prejudice to paragraph 6.1 of this Schedule 9, the Authority will indemnify Suffolk Libraries on demand and keep it indemnified for any loss, cost or liability incurred by it (or the relevant Sub-Contractor) in respect of any Eligible Employee's period of membership in the LGPS prior to the Effective Date.
- 6.3 Without prejudice to the generality of paragraphs 6.1 and 6.2 of this Schedule 9 and for the avoidance of doubt, the indemnities in paragraphs 6.1 and 6.2 of this Schedule 9 will apply:-
- (a) where ongoing contributions are required to be paid to the LGPS;
 - (b) where payments are required to be made to the LGPS in respect of the costs of administering it;
 - (c) where a payment to the LGPS is required to be made by Suffolk Libraries or relevant Sub-Contractor as a result of an award of an early retirement pension (whether on ill health, redundancy, efficiency or otherwise) including, for the avoidance of doubt, pursuant to clause 8 of the Admission Agreement; and
 - (d) where a payment to the LGPS is required to be made by Suffolk Libraries or relevant Sub-Contractor on termination of the Admission Agreement for whatever reason.
- 6.4 This paragraph 6 of this Schedule 9 shall survive termination of the Agreement and shall override any other provisions of this Schedule 9 which are inconsistent with it.

Part 2. Transferring Employees

[SCC TO INSERT]

| |
|-------------------------------|
| Transferring Employees |
| [List to be inserted] |
| |

Part 3. Admission Agreement (for use in transfers of members of LGPS only)

DATED *

SUFFOLK COUNTY COUNCIL

- and -

SUFFOLK COUNTY COUNCIL

- and –

SUFFOLK'S LIBRARIES INDUSTRIAL AND PROVIDENT SOCIETY

ADMISSION AGREEMENT

AN **AGREEMENT** dated the * day of * Two thousand and * and made between **SUFFOLK COUNTY COUNCIL** of Endeavour House, County Hall, Ipswich, IP1 2BX (“the Authority”), and **SUFFOLK COUNTY COUNCIL** of Endeavour House, County Hall, Ipswich, IP1 2BX (the Scheme Employer) and **SUFFOLK’S LIBRARIES INDUSTRIAL AND PROVIDENT SOCIETY** of County Library, Northgate Street, Ipswich, Suffolk IP1 3DE (“the Community Admission Body”)

BACKGROUND

- (a) The Authority is an administering authority within the meaning of the Local Government Pension Scheme (Administration) Regulations 2008 (“the Regulations”).
- (b) The Community Admission Body is a body which provides a public service in the United Kingdom otherwise than for the purposes of gain and has sufficient links with a Scheme employer (Suffolk County Council) for the body and the Scheme employer to be regarded as having a community of interest, whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise and is therefore eligible to enter into this Agreement under Regulation 5(2)(a)(i) of the Regulations.
- (c) The Community Admission Body has applied to the Authority to admit employees of the Community Admission Body to participate in the benefits the pension fund maintained by the Authority under Regulation 5 of the Regulations (the “**Pension Fund**”).
- (d) The Authority wishes to enter into such an Admission Agreement with the Community Admission Body.
- (e) In pursuance of the powers contained in Regulation 5 of the Regulations, the terms and conditions of such admission have been agreed between the parties.

OPERATIVE CLAUSES

1. The expressions used in this Agreement unless the context otherwise requires have the same respective meanings as in the Regulations.
- 2.1 The Community Admission Body shall comply with all relevant provisions in the Regulations.
- 2.2 Subject to the provisions of Clause 2.3 (below) the Authority shall admit to participate in the benefits of the Pension Fund the employees of the Community Admission Body set out in the Schedule hereto.
- 2.3 An employee may not become a member of the Pension Fund if:
 - 2.3.1 he/she would be ineligible to be a member by virtue of Regulation 12 of the Regulations if he/she became a member of the scheme by virtue of Regulation 4, or
 - 2.3.2 he/she is a member of another occupational pension scheme (within the meaning of section 1 of the Pension Schemes Act 1993) other than where the accrual of benefits under the occupational pension scheme would not affect approval of the scheme as an approved scheme.
3. The Agreement to admit employees of the Community Admission Body shall have effect on 1st August 2012.
4. At the commencement of this Agreement, the Authority shall establish a notional fund within the Pension Fund in relation to the employees to be admitted pursuant to Clause 2.2, such notional fund to be 100% funded on the actuarial basis used in the latest actuarial valuation of the Pension Fund to be performed (or which is in progress) at the date of admission of the employees.
5. The Community Admission Body shall be responsible for paying a share of the costs of administering the Suffolk Pension Fund.
6. The Community Admission Body shall pay to the Pension Fund such contributions and payments as are due under the regulations in respect of employee and employer contributions.

7. The Community Admission Body shall pay to the pension fund the employee and employer pension contributions on a monthly basis in arrears. The payments must be paid to the pension fund within 19 days of the end of the month in which it is due, or, as appropriate, deducted from the employees pay (or such other period as is specified by law).

8. Where the Community Admission Body certifies that
 - a) an Eligible Employee who is aged 55 or more is retiring by reason of redundancy or in the interests of efficiency, or
 - b) an Eligible Employee is retiring voluntarily with the consent of the Community Admission Body on or after age 55 and before age 60, or
 - c) an Eligible Employee is retiring on the grounds of permanent ill health or permanent infirmity of mind or body, or
 - d) the deferred benefit of an Eligible Employee is brought into payment with the consent of the Community Admission Body on or after age 55 and before age 60, or
 - e) the deferred benefit of an Eligible Employee is brought into payment on the grounds of permanent ill health or permanent infirmity of mind or body,and immediate benefits are payable under the Regulations, the Community Admission Body shall pay to the Pension Fund the sum notified to them in writing by the Authority as representing the actuarial strain on the Pension Fund, as certified by an actuary appointed by the Authority, of the immediate payment of benefits but only, in the case of sub-sections (c) or (e), to the extent that the strain is not met through the Community Admission Body's employer contribution rate. The payment is to be paid within 30 days of receipt of the written notification, PROVIDED THAT, if the payment exceeds £1,000, it may be paid in equal instalments over a period of 5 years.

9. This Agreement shall be terminated should the Community Admission Body cease to be a body which qualifies as an admission body under Regulation 5 of the Regulations.

10. This Agreement may be modified from time to time in such manner as the parties to the Agreement shall agree at any meeting convened for the purpose or within any correspondence and any modification so made shall without any further authority have the same force and effect as if it had been originally incorporated and formed part of this Agreement.

11. Each party hereto shall be entitled to terminate this Agreement by serving notice in writing of its intention to withdraw from the Agreement at least one month in advance of the proposed date of termination, provided that the Authority may only terminate in circumstances where the Admission Body has committed a material breach of this Agreement and has failed to remedy that breach upon being given a reasonable period in which to do so.

12. In the event of the Agreement being terminated under Clause 9 or 11 above, the Community Admission Body shall pay on demand to the Pension Fund such a sum as may be necessary based on the certificate of the Actuary to the Pension Fund to ensure that the pensions of existing employees and retired employees of the Community Admission Body will be fully funded.

This Agreement is executed as a Deed and is delivered on the date stated at the beginning of this Deed.

Schedule

[SCC TO INSERT – LIST OF NAMES AS PER PART 2 OF SCHEDULE 9]

| Transferring Employees |
|------------------------------|
| [List to be inserted] |
| |

The Common Seal of **SUFFOLK**)
COUNTY COUNCIL was hereby)
affixed in the presence of)
.....)
duly authorised to witness the
affixing of the Common Seal

.....
Duly authorised Officer

Executed as a Deed acting by
....., Committee Member
and Committee
Member for **SUFFOLK'S**
LIBRARIES INDUSTRIAL AND
PROVIDENT SOCIETY

.....
Committee Member

.....
Committee Member

Schedule 10 Commercially Sensitive Information

1. Purchasing arrangements, including discount rates, for stock material bought through the Central Buying Consortium.
2. All IPS contracts with any third parties.

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, Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries.
- 2.5 During the period the Licences are extant (to include any licence to Suffolk Libraries over the Licensed Libraries) the Authority indemnifies and keeps indemnified Suffolk Libraries against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses incurred by Suffolk Libraries in

respect of any property related incident to include but not limited to compliance with any legislative provisions affecting the Libraries.

- 2.6 If Suffolk Libraries has concerns arising from its due diligence exercise in respect of the any of the Libraries Suffolk Libraries shall be permitted to determine any Licence over any of the Libraries upon giving written notice to the Authority in which case Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries;

- (b) Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries and keeps indemnified Suffolk Libraries against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses incurred by Suffolk Libraries 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 Suffolk Libraries.

(b) Suffolk Libraries shall be responsible for minor internal repairs and decoration only and Suffolk Libraries 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 Suffolk Libraries'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) Suffolk Libraries shall be entitled to arrange for those repairs to be completed and the Authority shall indemnify Suffolk Libraries 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:** Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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:** Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries will waive this requirement in which case the Authority will pay Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries acting reasonably to meet the requirements of the Specification; and
 - (iii) the Authority paying all costs and expenses incurred by Suffolk Libraries in relocating to Alternative Premises.
- (b) Suffolk Libraries 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 Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries in relocating to Alternative Premises.

3.2.14 **Surrender and Re-grant:** Suffolk Libraries will be permitted to arrange for one or 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 Suffolk Libraries 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 Suffolk Libraries if Suffolk Libraries 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 Suffolk Libraries (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 Suffolk Libraries and following completion of the licence to Suffolk Libraries, the Authority will reimburse Suffolk Libraries all licence fees, insurance premiums and the costs incurred by Suffolk Libraries 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 Suffolk Libraries'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 Suffolk Libraries as tenant and the Authority indemnifies Suffolk Libraries 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 Suffolk Libraries will act as a prudent and efficient tenant/licensee.
- 6.4 To the extent that any dispute arises between Suffolk Libraries 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 Suffolk Libraries with a copy of its annual property condition survey each year and Suffolk Libraries 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 Suffolk Libraries 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

| | Scenario F1 | Scenario F2 | Scenario F3 | Scenario L1 | Scenario L2 |
|---|--|---|--|--|---|
| Current situation | 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 |
| Form of transfer to IPS | Lease of the whole property from the Authority to IPS | Lease of the library areas to Suffolk Libraries. 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 |
| Budget provision to IPS | 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 |
| Basis of occupation by other (non-library) users | 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 |

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

Aldeburgh Library

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 |

Aldeburgh Library

| | | |
|--|--------------------------|---|
| 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> |

Aldeburgh Library

| | | |
|--------------------|------------------------------|--|
| 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 intermitant fault to fan, als the fan is contains asbestos. This fan needs to be replaced with like for like. I will need to get a mechanical enginer out to disconnect and Asbestos specialists to dispose of.</p> |
| Stowmarket Library | Drain | <p>Attend to blocked drains - seeping out of manhole cover into car park</p> |
| Sudbury Library | Leaking Hot Tank | <p>Investigate and repair cause of leak from hot water cylinder</p> <p>Confirmatoion of out of hours call out by Matthew Lee</p> |

Aldeburgh Library

| | | |
|--------------------------------|------------------------------|--|
| 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 & disinfect water tank as per SCC/West/W-287. For quote of £421.58</p> |

Aldeburgh Library

| | | |
|--------------------------|---------------|---|
| 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.</p> <p>Thank you Theo Clarke Libraries Manager Libraries Archives & Information Adult & Community Services Suffolk County Council</p> <p>Contact Theo Clarke 01473 681751</p> <p>Access times 09.00 - 17.00 hrs</p> |
|--------------------------|---------------|---|

Aldeburgh Library

| | | |
|--------------------------------|--------------|---|
| <p>Ipswich, County Library</p> | <p>Other</p> | <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"> · Supply and install control panel with fault logging · Supply and install shaft mechanical limits · Shaft re-wire where required <p>The following work should also be carried out to the hydraulic system:</p> <ul style="list-style-type: none"> · Replace existing hose because it has become porous and is leaking · Clean out existing oil tank and replace hydraulic oil · Carry out a full hydraulic block service complete with new block seals · Replace landing push button stations to comply with DDA regulations · Replace ground floor landing indicator to |
|--------------------------------|--------------|---|

Aldeburgh Library

| | | |
|-------------------|------------------|--|
| | | <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> |

Aldeburgh Library

| | | |
|-----------------|---|---|
| | | 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 |

Aldeburgh Library

| | | |
|------------------------------------|--------------------------|--|
| | | 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 |

Aldeburgh Library

| | | |
|---------|---------------------|--|
| | | 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 |

Aldeburgh Library

Schedule 12 Authority's Assets

| Item of Equipment | No. of Items | Notes |
|--|--------------|-------|
| 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 | |

Aldeburgh Library

| 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 |
|-------------------|----------------------|------------|---------------|-------|
| Workroom | | | | |
| 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 | |
| | | | | |
| Mike's Area | | | | |
| | | | | |
| 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 | | | | |
| | | | | |
| Cleaners Cupboard | | | | |
| | | | | |
| Mastervac MV12 | 1009474 | | | |
| Floor polisher | | | | |
| | | | | |
| Staff Room | | | | |
| | | | | |
| 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) | | | | |
| | | | | |
| Manager's Office | | | | |
| | | | | |
| 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 | | | | |
| | | | | |
| Main Library | | | | |
| 1-10 public terminals | | | | |
| | | | | |
| BE1 | | 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 | | | |
| BE9 | | 5501696 | | |
| | | 5007361 | | |
| | B93B90AVBSE2IH | | | |
| | FB7330AN3V91Z50 | | | |
| BE10 | | 5502621 | | |
| | | 5502582 | | |
| | B93B90AVBSE9XZ | | | |
| | F93AAOAN35900M6 | | | |
| | | | | |
| <u>11, 12 &13 Viewpoint</u> | | | | |
| | | | | |
| BE11 | | 5502758 | | |
| | | 5502645 | | |
| | B93B90AVBSB1YS | | | |
| | F93AA0AN35F32G8 | | | |
| BE12 | | 5514463 | | |
| | | 5514434 | | |
| | BC3250DVBV84YU | | | |
| | F93AAOAN359009A | | | |
| BE13 | | 5502753 | | |
| | | 5502680 | | |
| | B93B90AVBSBA3J | | | |

Beccles Library

| Item of equipment | Serial number | CSD number | Purchase date | Notes |
|-----------------------|-----------------|------------|---------------|-----------------------------|
| 14 &15 Word Processor | | | | |
| BE14 | | 5514436 | | |
| | | 5514125 | | |
| | BC3250CCPV5100 | | | |
| | FB7330AUJVZJE4 | | | |
| BE 15 | | 5514445 | | |
| | | 5514144 | | |
| | BC320CCPV57NI | | | |
| | FB73300AUJV2J37 | | | |
| | 895CX1 | | | |
| BE16 | | 5502742 | | (Stored in Managers office) |
| | | 5502646 | | |
| | B93B90AVBSB3X7 | | | |
| | F93AA0AN3590DN1 | | | |
| 17 Junior | | | | |
| BE17 | | 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) | | | |
| | | | | |
| Staff Terminals | | | | |
| | | | | |
| 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 |
|--------------------------------------|---------------|------------|---------------|-------|
| | | | | |
| Inventory prepared April 2012 | | | | |
| | | | | |
| Annual check undertaken by: | | | | |
| Stephen Amer & Kerry Bliss | | | | |
| | | | | |
| Date: 10/04/12 | | | | |

Beccles Library

| |
|----------------------------------|
| <u>Beccles Inventory</u> |
| |
| Item of Equipment |
| |
| Managers Office |
| |
| 1x 4 drawer metal filing cabinet |
| 2x wooden armed chairs |
| 1x computer chair |
| 1x desk / 2 drawers |
| 1 x small sq table metal legs |
| |
| Corridor |
| |
| 1x 2 door cupboard |
| 1 x unit of lockers |
| 1 x pricing gun |
| |
| Staff Room |
| |
| 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 |
| |
| Staff Toilet |
| |
| 1 x unit of lockers |
| |
| Workroom |
| |
| 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 |
| |
| Mike's Area Workroom |

Beccles Library

| |
|--------------------------------------|
| |
| 1 x computer chair |
| 1 x 4 drawer filing cabinet |
| 1 x medium table metal legs |
| 1 x 5 drawer desk |
| |
| |
| Book Trolleys |
| |
| 1 x red painted wooden double sided |
| 3 x wooden double sided |
| |
| |
| Garage |
| |
| 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

| |
|---------------------------------------|
| Family Playtime Items: |
| |
| 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 |
| |
| Stored in Garage |
| |
| 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 |
| |
| Main Library |
| |
| 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 |
| |
| Junior Area |
| |
| 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 |
| |
| Entrance |
| |
| 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 |
| |
| Tables |
| |
| 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 |
| |
| Screens |
| |
| 6 x screens |
| |
| Leap Office |
| |
| All items owned by Leap |
| |
| Leap Centre |
| |
| 1 x adjustable computer desk |
| All other items owned by Leap |
| |
| Inventory prepared April 2012 |
| Annual check undertaken by: |
| Stephen Amer & Kerry Bliss |

Brandon Library

| Item of Equipment | | Serial No. | Purchase Price & Date | | |
|---|--|------------|---|--------|--|
| | | | | | |
| | | | | | |
| Work Room | | | | | |
| | | | | | |
| 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 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 | | | | | |
| | | | | | |
| Furniture | | | | | |
| 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 rectangular 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> |
|----------------------------|---------------------------------------|---------------------|
| <u>Main Library</u> | | |
| 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> |
|--|-------------------|---------------------|
| Foyer | | |
| 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 | BC3250CCPV5100 | 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

| | | |
|--------------------------|-------|---|
| vacuum 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. |
|--------------------------------|-----------------------|-------------|----------------|--------------------|--------------------------|
| ADMIN OFFICE | | | | | |
| 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 | | 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 | DWD5411W | 1 | £179.00 | Sep-10 | |
| Coffee Table | | 1 | | | |
| sofas | | 2 | | | |
| Dining Table | | 1 | | | |
| Chairs | | 6 | | | |
| Lockers | | | | | |
| COUNTER/FOYER | | | | | |
| workstation desks | | 2 | | | |
| desk drawers | | 2 | | | |
| Karrison Silver Hands Wall Clock | | 1 | £10.63 | Sep-10 | |
| Brother Fax Machine | T-140 series | 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 | | | |
| CONFERENCE ROOM | | | | | |
| Matrix Projector | Epson B5200WNL | EB- | 1 | £1,519.00 | Sep-10 |
| Matrix wall screen | | | 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 | | |
| WORKROOM | | | | | |
| 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 | | | |
| LENDING LIBRARY & TEEN | | | | | |
| 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 | | | |
| CHILDREN'S LIB | | | | | |
| 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 | | | |
| SMALL MEETING ROOMS | | | | | |
| Tables | | 2 | | | |
| chairs | | 8 | | | |
| cisco phones | | 2 | | | |
| OUTSIDE STORAGE | | | | | |
| large stepladder | | 1 | | | |
| small stepladder | | 1 | | | |
| sofa | | 1 | | | |
| coffee table | | 1 | | | |
| portable heaters | | 3 | | | |
| portable fans | | 3 | | | |
| work tools incl battery drill | | | | | |
| Evacuation Chairs | | 4 | | | |

Capel St Mary Library

| Item of Equipment | Serial Number | No. of Items | Purchase Price | Date Acquisition | of |
|--|---------------|--------------|----------------|------------------|----|
| 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 | |
| 1 white 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 | | | | | |
| 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 |
|-------------------------------------|-----------------|--------------------------------|---------------------------------|---------------|--------------------------|
| Main library | | | | | |
| 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 | |

| | | | | | |
|---|----------------|------------|--------|---|--|
| Store room | Chantry | | | | |
| 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 |
|-----------------------------------|-----------------|--------------------------------|---------------------------------|---------------|--------------------------|
| | | | | | |
| | | | | | |
| Cleaners' area and WCs | | | | | |
| 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 | |

| Kitchen | | | | | |
|------------------------|--|--|-----|----|--|
| 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

| 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 |
|--------------------------|-------------------|--------------|----------------|---------------------|--------|
| Public Terminals | | | | | |
| 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 | | | |
| Staff Terminal | | | | | |
| 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 Acquisiton | Date of Disposal | Disposal Form No. |
|-------------------------|----------------|-------------|------------------------------------|----------------|--------------------|------------------|-------------------|
| Flavia Coffee Machine | | 1 | Black | | | | |
| uplight | | 1 | floorstanding upright | | | | |
| 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 | | | | |
| Computer | | | | | | | |
| 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 | | | | |
| | | | | | | | |
| <u>Supplier</u> | | | <u>Ref</u> | <u>Description</u> | <u>Quantity</u> | <u>Total cost</u> | |
| | | | | | | | |
| 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 L |
|--|----------------|----------------|------------------------|-----------|
| Office | | | | |
| 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 telehpne | PQGT1550728 | | 2004 | |
| in safe canon camera power shot A560 | 4432109420 | | Aug-07 | |
| Rexel Laminator | LV340HS | | | |
| Bush CD/Record Player | B00417700916 | | Oct-08 | |
| | | | | |
| Workroom | | | | |
| 4 shelf wood unit | | | Jul-06 | |
| | | | 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 |
|---|-----------------|----------------|---------------------|------------------|-------------|
| Workroom (cont'd) | | | | | |
| | | | | | |
| Quantum Wallclock | | | not known | | |
| BT Diverse cordless telehpne | 8822 | | not known | 06/07 faulty | |
| Brother Fax | E62744M5F435049 | | Feb-06 | | |
| Metal 3 draw filing cabinet | | | More than 10 years | | |
| | | | | | |
| | | | | | |
| Small Meeting Room | | | | | |
| 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 | | |
| | | | | | |
| Top Landing | | | | | |
| | | | | | |
| 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 | | |
| | | | | | |
| Staff Room | | | | | |
| | | | | | |
| 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 |
|---------------------------------------|----------------|----------------|---------------------|---------------------------|---------------|
| Staff Room cont'd | | | | | |
| 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 | | |
| | | | | | |
| Room at the Top | | | | | |
| | | | | | |
| Red Arm Chairs x 23 | | | May-06 | | |
| Red Chairs (no arms) x 14 | | | May-06 | 2 damaged chairs disposed | 28/06/ |
| Tillt 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 |
|------------------------------|---------------|----------------|---------------------|------------------|-------|
| | | | | | |
| Coffee Shop area | | | | | |
| | | | | | |
| 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 | | |
| | | | | | |
| Main Library | | | | | |
| | | | | | |
| 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 |
|---|---------------|----------------|---------------------|------------------|
| Non-Fiction area | | | | |
| 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 | |
| | | | | |
| | | | | |
| Childrens Library | | | | |
| | | | | |

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 |
|---|----------------|----------------|---------------------|-----------------------|
| T-Zone | | | | |
| 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 | |
| Staff Work Station area | | | | |
| 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 |
|--|---------------|----------------|---------------------|---------------------------|------------|
| Coms. Cupboard | | | | | |
| Daewo DVD machine | 309ag00666 | | May-06 | | |
| Daeowo Freeview box | | | May-06 | | |
| | | | | | |
| Other furniture in Library area | | | | | |
| | | | | | |
| 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 |
|---|---------------|----------------|---------------------|------------------|------------|
| IT | | | | | |
| 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, lockable | | 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 | | | | |
| Rotary Tower 4 Arms 5 Tier | | 1 | | | | |
| Cd Rotary System Wood 8 Tier (plastic top) | | 1 | | | | |
| Rotary 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 | |
|---------|----------|----------------------------|--|

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 |
| Meeting | | |
| x1 | clock | |
| x1 | cabinets | |
| x10 | chairs | blue |
| x2 | Tables | |
| x1 | ip phone | |
| x1 | whiteboard | |
| Sound Studio | | |
| 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 | cabinet containing | |
| 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 |
|---|---------------|----------------|---------------------|----------------|
| Kitchen/Landing/Toilets | | | | |
| 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 MYESHE | 62126 | | | |
| Nappy bin (owned by phs) | | | | |
| Saitary towel bin (owned by phs) | | | | |

Hadleigh Library

| | | | | |
|--|--------------------|----------------------------------|------------|--|
| Stairwell | | | | |
| Filing cabinet 4 drawer | | Property of CRU | | |
| Seminar Room | | | | |
| 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 | |
| | | | | |
| Staff room (store) | | | | |
| Haminex slide projector | | donation | | |
| Stand for above Unicol | None | | | |
| Filing cabinet 8 drawer | None | | | |
| Wheelchair with cushion; no identification | None | | | |
| Playstation 2 console | A81174779 | | | |
| Playsation 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 | | | |
|---------------------------------|--|--|--|

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 (HL02) | 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 SPARE IN WORKROOM | 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 (HL03) 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 Desksits (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 Asset 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 (HL01) 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 (HL05) | 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 | | | | |
| KeyBoard - HP - Model KU 0316 BATJBOGVBY7303 | ASSY P/N 434821-032 UK SPARE P/N: 537746-031 | 1 | | 12/05/2010 | |
| 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 Terminal - Left) HP DC 7700 IP 172.21.80.140 (HL04) Product Key FXHYD-W67D8-K27G2-JVQV2-DM4VM | Serial No.- CZC7081BCY Product No. RG992AW CSD Tag - 5504240 Prop.Tag - 1025026 | 1 | | 06/06/2007 | |
| 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 | |
|---|---------------------------------|---|--|------------|--|

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 |
|--|------------------------|--------------|----------------|---------------------|------------------|
| STAFF ROOM | | | | | |
| Furniture/Fittings | | | | | |
| 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 2 |
| Grey Cube Locker | | 4 | | | rubbish run 2 |
| Blue Cube Locker | | 5 | | | rubbish run 2 |
| Green/Grey Cube Locker | | 2 | | | rubbish run 2 |
| 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- |
| Micromark Kettle | | 1 | | 01/02/2006 (Stores) | disposed 16/9 |

Haverhill Library

| Item of Equipment | Serial/Property Number | No. of items | Purchase Price | Date of Acquisition | Date of |
|---|--------------------------------|--------------|----------------|---------------------|---------|
| 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 | | | | | |
| | | | | | |
| IT Equipment | | | | | |
| 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 |
|---|--------------------------------|--------------|-----------------|---------------------|--------------------------|
| Furniture/Fittings | | | | | |
| 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 location |
| 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 | | | |
| | | | | | |
| | | | | | |
| Reviewed 03/04/12 | To be reviewed 03/04/13 | | | | |

WORKROOM

Haverhill Library

| Item of Equipment | Serial/Property Number | No. of items | Purchase Price | Date of Acquisition | Date of |
|-------------------------------------|------------------------|--------------|----------------|---------------------|-----------------|
| | | | | | |
| Workroom | | | | | |
| IT Equipment | | | | | |
| HP L1740 Monitor | 5505432 | 1 | | | |
| HP Compaq PC Tower | 5600805 | 1 | | | |
| Keyboard | | 3 | | | 2 believed to |
| 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 |
| Canon Telephone/Fax Machine | | 1 | | | sent to another |
| | | | | | |
| Furniture/Fittings | | | | | |
| 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 |
| 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 |
| 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 |
|------------------------------|--------------------------------|--------------|----------------|---------------------|---------|
| 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 | | | |
| | | | | | |
| | | | | | |
| Hallway | | | | | |
| <u>Furniture/Fittings</u> | | | | | |
| | | | | | |
| 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 |
|---|--------------------------------|--------------|----------------|---------------------|---------|
| 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 | | | | | |
| <u>Furniture/Fittings</u> | | | | | |
| 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 | | | |
| | | | | | |
| | | | | | |
| Furniture/Fittings | | | | | |
| 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 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <u>TeenZone</u> | | | | | |
| <u>IT Equipment</u> | | | | | |
| HP 1750 Monitor (CSD 5600833) | SCC 1037844 | 1 | | | |
| HP Compaq PC Tower | CSD 5600809 | 1 | | | |
| Keyboard | | 1 | | | |
| Mouse | | 1 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <u>Furniture/Fittings</u> | | | | | |

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 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Furniture/Fittings | | | | | |
| 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 | | | | | |
| | | | | | |
| IT Equipment | | | | | |
| 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 |
|---|------------------------|--------------|----------------|----------------------------------|---------------|
| 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 | | | |
| | | | | | |
| | | | | | |
| <u>Furniture/Fittings</u> | | | | | |
| 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 of Disposal |
|--------------------------------------|------------------------|--------------|----------------|---------------------|------------------|
| 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 | | | | | |
|-------------------------|--|--|--|--|--|

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 | | | | | |
|----------------|--|--|--|--|--|

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 |
|--|------------------|-----------|--------------------------------------|--|---------------|
| Ref Work Room | | | | | |
| 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 |
|---|------------------|-----------|--------------------------------|-------------------------------------|---------------|
| 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 2 X freestanding fans large number of toilet roll dispensers | NL3000 | | | | |
| 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 | | | | | |
|----------------------|--|--|--|--|--|

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 | | | | | |
|------------------|--|--|--|--|--|

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 Floding 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 | | | | |
| | | | | | |
| Lending Library | | | | | |
| 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 | | | | | |
|----------------|--|--|--|--|--|

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) 2 public pcs (monitor, base unit and mouse) 1 self-service machine 1 x HP Laserjet 2605dn | CSD No 5005698 | | | | |

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 Afrio MP 200Seriel 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 | | | | | | | | | |
| | | IBM Seriel No 006012 | | | | | | | metrologi c Model No:T48- 52-650R- 3 | | |
| Self service Self service in childrens area | DTECH | 1 | | M244A | | | | | | | |
| | 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 |
|---|--------------------|-------------------------|---------------------------|
| 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 |
|--|---------------|-------------------------|---------------------------|
| Other Equipment: | | | |
| 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 |
| Furniture: | | | |
| 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 harddrives | 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 | | | |
| | Ground Floor | Mouse | 2 | | | Listed here but ownership with the LEAP operator | | |
| | 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 | | | | | | 1 |
| | Crates | 10+ | | | | | |
| | Post trays | | | | | | 5 |
| 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. |
|--|----------------|-----------------------|----------------------------|
| KITCHEN | | | |
| Beko mini fridge | | | 100064302 |
| Hinari lifestyle microwave | H1623903306 | | |
| Flavia coffee machine | | | 9780 |
| signature electric kettle | | | |
| 3 litre pump thermos | | | |
| STAFF ROOM | | | |
| 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

M-UAE96

left hand public terminal Flat Screen Monitor

CNC750QZZX

left hand public terminal CPU

CZC8254KC6

left hand public terminal Keyboard

BC35BOEVBVZ1DA

left hand middle public terminal mouse

M-UAE96

left hand middle public terminal Monitor

CNK5461T59

left hand middle public terminal CPU

CZC5510865

left hand middle public terminal Keyboard

BC325ODVBV8456

right hand middle public terminal mouse

BO919004163

right hand middle public terminal Monitor

CNK5461CX1

right hand middle public terminal CPU

CZC6012WNC

right hand middle public terminal Keyboard

AO636A001999

right hand public terminal mouse

HCA40960236

right hand public terminal Flat Screen Monitor

CNK53515CG

right hand public terminal CPU

CZC8221N2Q

right hand public terminal Keyboard

AO602014686

self service check out

70045-599-328-517

right hand staff terminal mouse

M-UAE96

right hand staff terminal Flat Screen Monitor

CNC746P1C8

right hand staff terminal CPU

CZC825254KDN

right hand staff terminal Keyboard

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 Terminal 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 | | |
| Public 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 | | | |
| 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. |
|-------------------|---------------|----------------|---------------------|------------------|-------------------|
|-------------------|---------------|----------------|---------------------|------------------|-------------------|

Signed: L.Hooks L.Hooks L.Hooks D. Grand/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. |
|--------------------------------------|---------------|----------------|---------------------|---------------------|-------------------|
| 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 | | | |
| Card Spinner | | Unknown | Sent to ST.22/1/11 | | |
| 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 | | | |
| 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 | |

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 | 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 |

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| LIBRARIES & HERITAGE |
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| | |
|---|------------------------|
| 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 Intellowave | 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. |
|-------------------|---------------|----------------|---------------------|------------------|-------------------|
|-------------------|---------------|----------------|---------------------|------------------|-------------------|

Signed:

L.Hooks

L.Hooks

L.Hooks

D.Grand/L. Hooks

| |
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| LIBRARIES & HERITAGE |
|---------------------------------|

| | |
|---|--------------------------------|
| Location (e.g. service point, office, unit): | Needham Market Children's Area |
|---|--------------------------------|

| 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. |
|---------------------------|-------------------------------|--------------|----------------|---------------------|------------------|-------------------|
| viewpoint 1-honey | | | | | | |
| 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 | | |
| viewpoint 2- umber | | | | 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 | | |
| viewpoint 3- kiwi | | | | | | |
| 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 | | |
| Silver- CDR0M1 | | | | | | |
| 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 | | | | |
| Tan- CDROM 2 | | | | | | |
| 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 | | | | |
| junior library Fuchsia | | | | | | |
| 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 | | |
| counter | | | | | | |
| Jade- | | | | 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 | | | | |
| Lemon | | | | | | |
| 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 | | | | |
| Emerald-enquiry desk | | | | | | |
| 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 | | | | |
| Coral | | | | | | |
| 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 | | | | |
| Amber | | | | | | |
| 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 | | | | |
| Enquiry Desk Printer | Blue sticker 1021265 | 1 | | | | |
| Out Desk Printer- | Purple 5004526 | 1 | | | | |
| <i>internets</i> | | | | | | |
| Blue Terminal- Word processor | | | | | | |
| 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 | | |
| Green Terminal | | | | | | |
| 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. |
|------------------------|-------------------------------|--------------|----------------|---------------------|------------------|-------------------|
| Orange Terminal | | | | | | |
| Keyboard- | BC35BOEVBVZIDQ | 1 | | Dec-04 | | |
| Mouse | HP | 1 | | Dec-04 | | |
| Monitor | Purple sticker 5501173 | 1 | | Dec-04 | | |
| Base | Purple sticker 5600616 | 1 | | Dec-04 | | |
| Pink Terminal | | | | | | |
| Keyboard- | BC35BOEVBVZICF | 1 | | Dec-04 | | |
| Mouse- | Kensington | 1 | | Dec-04 | | |
| Monitor- | Purple sticker 5002588 | 1 | | Dec-04 | | |
| Base | Blue sticker 1037627 | 1 | | Dec-04 | | |
| Red Terminal | | | | | | |
| Keyboard | B77550ALPRG3BG | 1 | | Apr-06 | | |
| Mouse | Kensington | 1 | | Apr-06 | | |
| Monitor- | Purple sticker 5505794 | 1 | | Apr-06 | | |
| Base | Purple sticker 5502602 | 1 | | Apr-06 | | |
| Violet Terminal | | | | | | |
| Keyboard- | B93BGOAVBR045Y | 1 | | Apr-06 | | |
| Mouse- | Kensington | 1 | | Apr-06 | | |
| Monitor- | Purple sticker 5502735 | 1 | | Apr-06 | | |
| Base- | Purple sticker 5502598 | 1 | | Apr-06 | | |
| White Terminal | | | | | | |
| 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 | | |
| Yellow Terminal | | | | | | |
| Keyboard- | BG3BGOACPSKOY9 | 1 | | Apr-06 | | |
| Mouse- | Kensington | 1 | | Apr-06 | | |
| Monitor | Purple sticker 5502751 | 1 | | Apr-06 | | |
| Base- | Purple sticker 5501602 | 1 | | Apr-06 | | |
| workroom- zucchini | | | | | | |
| 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 | | | | |
| Grace's Computer Mauve | | | | | | |
| 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 | | |
| Downstairs Computer Indigo | | | | | | |
| 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. |
|--------------------------|---|--------------|----------------|---------------------|------------------|-------------------|
| Kitchen Equipment | | 1 | | | | |
| | Snowcap fridge 150 DL | 1 | | | | |
| | Panasonic microwave oven | 1 | | | | |
| | Cookworks Cordless kettle | 1 | | 11/07/2011 | | |
| | | | | | | |
| Miscellaneous | 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. |
|-------------------|-----------------------------------|--------------|----------------|---------------------|------------------|-------------------|
| Toys | | | | | | |
| | 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 | | |
| Paintings | 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 | | | | |
| | | | | | | |
| Phones | Panasonic KX-T7730 | 1 | | | | |
| | BT Converse 225 | 1 | | Jul-05 | | |
| | BT Diverse 7110 Digital Cordless Handset | | May-11 | | | |
| | | | | | | |
| Stationery Equipment | 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 | | | |
| Top Time Games/Puzzles | 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 MYOR32184760348KAPNM | 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 | | | | |
| keyboard -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 rax 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 | |
| Children's area | | | | | |
| 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 held/purchased | first | 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 | | | | |
| | | | | | | |
| Children's Area | | | | | | |
| 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 | | | | |
| | | | | | | |
| Workroom | | | | | | |
| 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. |
|------------------------------|------------------|--------------|----------------|---------------------|-------------------|-------------------|
| Shed/Garden Area | | | | | | |
| Gazebo | | 1 | | 2004 Argos | Dec-06 | 13 |
| Gazebo | | 1 | 79.99 | 30/8/06 Argos | | |
| 2 x White plastic chairs | | 2 | | 2004 from HL | | |
| Kitchen/Workroom Area | | | | | | |
| 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 Chassis No CM2317P | 1 | | | 10/03/2006 | 6 |
| Scanner | Model 1351 Serial No W0712 | 1 | | | | |
| 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 | | |
| Issue Desk Area | | | | | | |
| 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 Model DCTR | 1 | | 2005 | 25/02/2008 | 24 |
| Dell Keyboard Issue Desk Right | Model No RT7D50 CN-0J4623-37172-48H-02DX | 1 | | 2005 | 25/02/2008 | 25 |
| Dell Monitor Issue Desk Right | MY0R321847603484APQ5 Model No 1504FP | | | 2005 | 25/02/2008 | 26 |
| Dell Mouse Issue Desk Right | DP/N: 0F4177 S/N: L2B42106756 LP/N: 831091-0000 | 1 | | 2005 | 25/02/2008 | 27 |
| Opticon Scanner Issue Desk Right | OPL-6735-USB A14670R0030 | 1 | | 2005 | | |
| 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 230-240V-50Hz | 1 | | 2004 | 22/08/2007 | 16 |
| 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 Serial Number 4KCQC047295 | 1 | | 2005 | | |
| HP Color Laserjet 3600 | 5005554 | 1 | | 01/04/2009 | | |
| HP Colour Laserjet 2605dn printer | SCC 5005641 | 1 | | 20/07/2007 | | Disposed of by ICT |
| Main Library | | | | | | |
| 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 |
| | DS/N TH-0332TR-37171-21B-3864 | | | | | |
| Dell Monitor Internet Adult Area Right | 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 | | 1 | 5513700 | 25/02/2008 | | |
| HP Monitor SO 01 | | 1 | 1034545 | 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 | | 1 | 5516785 | 25/02/2008 | | |
| HP Monitor SO 02 | | 1 | 5513715 | 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 | | 1 | 5516774 | 25/02/2008 | | |
| HP Monitor SO 03 | | 1 | 5513456 | 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 | | 1 | 5516602 | 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. |
|------------------------------|--------------------------|----------------|---------------------|------------------|-------------------|
| LIBRARY - PUBLIC AREA | | | | | |
| 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 | BC35BOEV/BW55S6 | | | | |
| 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 | BC35BOFV/BW7B39 | | | | |
| 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

| | | | | | |
|--------------------|--|--|--|--|--|
| | | | | | |
| LIBRARY | | | | | |
| PUBLIC AREA | | | | | |
| | | | | | |
| 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 | CSD 5502284 |
| | | Keyboard/ Mouse HP | |
| | | Base Unit HP | |
| | | HP L1750 | CSD 5601195 |
| | | Keyboard/mouse HP | |
| | | Base Unit HP | |
| | | Self-service-stand on bench shelving | 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 |
|--|------------------|----------------|---------------------|------------------|------------------|
| Location: Managers Office | | | | | |
| 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 Fire 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 |
|-------------------|---------------|----------------|---------------------|------------------|------------------|
|-------------------|---------------|----------------|---------------------|------------------|------------------|

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 |
|--------------------------|----------|---------|------------|
| | Base | Monitor | |
| Childrens Library | | | |
| SU09 | 5601011 | 5601099 | |
| SU11 | 5601003 | 5601097 | |
| 30 Min terminals | | | |
| SU01 | 550254? | 5600718 | |
| SU03 | 5502535? | 5501876 | |
| SU07 | 5600983 | 5601096 | |
| SU10 | 5600984 | 5601089 | |
| 1 Hour terminals | | | |
| 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 | |
| WORKROOM | | | |
| Next to Printer | 5600996 | 5601090 | 172.20.16.38 |
| Next to Door | 5600907 | 5601088 | 172.20.16.39 |
| OFFICE | | | |
| | 5502613 | | 172.20.16.35 |
| COUNTER | | | |
| ENQUIRY DESK | 5600908 | 5603565 | 172.20.16.33 |
| ADMIN TERMINAL | 5600981 | 5601091 | 172.20.16.31 |
| | 5600995 | 5600719 | 172.20.16.30 |
| LIBRARY PRINTER | 5004527 | | |

Thurston Library

| Item of Equipment | Serial Number | No. of Items | Purchase Price | Date of Acquisition | Date of Disposal | Disposal Form No. |
|--|---------------|--------------|----------------|---------------------|------------------|-------------------|
| FURNITURE | | | | | | |
| 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 | | | | |
| SHELVING | | | | | | |
| 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 | | | | |
| OTHER EQUIPMENT | | | | | | |
| 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 | | | | |
| IT EQUIPMENT | | | | | | |
| 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 |
|--|-----------------|----------------|------------------------------|
| Main Library Area | | | |
| 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. |
|--|---------------|--------------|----------------|---------------------|------------------|-------------------|
| Main Library | | | | | | |
| 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 | | | | |
| Childrens Area | | | | | | |
| 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 | | | | |
| Atrium | | | | | | |
| Self service machine | | 1 | | | | |
| Trolley/display unit on wheels | | 1 | | | | |
| Office | | | | | | |
| 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 | | | | |
| Comms Unit | | | | | | |
| 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 |
|---|---------------------------|-----------------------------|---------------------------------------|---------------|------------------------------|
| Main Library | | | | | |
| Entrance Hall | | | | | |
| 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 | |
| | | | | | |
| Meeting Room | | | | | |
| 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 | |
| | | | | | |
| Sale / Exhibition area | | | | | |
| 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 | |
| | | | | | |
| | | | | | |
| Young Adult Area | | | | | |
| 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 | |
| | | | | | |
| | | | | | |
| Counter area | | | | | |

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 | |
| | | | | | |
| Childrens area | | | | | |
| 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 | |
| | | | | | |
| Study Area | | | | | |
| 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 | |
| | | | | | |
| Reading Area | | | | | |
| 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

| | | | | | |
|---|--|--|------|----|--|
| Main Area | | | | | |
| 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 | |
| | | | | | |
| Plant Room | | | | | |
| | | | | | |
| 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 | |
| | | | | | |
| | | | | | |
| Staff room | | | | | |
| 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 | |
| | | | | | |
| Workroom | | | | | |
| 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 | |
| | | | | | |
| Staff corridor | | | | | |
| Blue fabric noticeboard | | | 2010 | 2 | |
| Round collapsable table | | | 2007 | 1 | |
| Small wooden table | | | 1995 | 1 | |
| | | | | | |
| Office | | | | | |
| 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 |
|--|------------------------|--------------|----------------|---------------------|------------------|----------------|
| Furniture/Fittings | | | | | | |
| Constantine House | | | | | | |
| Bookstart/LAC: Con House room G07 | | | | | | |
| 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 |
| Ground Floor: Con House | | | | | | |
| Computer chair, pink/red on castors with arm rests | | 1 | | | | 16/04/2012 |
| Stock Unit: Room 35, Ground floor Con House | | | | | | |

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 |
| | | | | | | |
| Equipment | | | | | | |
| | | | | | | |
| Constantine House | | | | | | |
| | | | | | | |
| Bookstart/LAC: Con House Room G07 | | | | | | |
| | | | | | | |
| 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 |
| | | | | | | |
| Ground Floor: Con House | | | | | | |
| | | | | | | |
| 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 |
| | | | | | | |
| | | | | | | |
| Stock Unit: Room 35, Ground floor Con House | | | | | | |
| | | | | | | |
| 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 |
|--|--------------------------------|--------------|----------------|----------------------------------|------------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| Reviewed 13/04/12 | To be reviewed 13/04/13 | | | | | |
| Mental Health and Wellbeing Information Service | | | | | | |
| Banners pull up | | 2 | | 2009 | | David Grimmer |
| Display board-table top | | 1 | | 2010 | | David Grimmer |
| Camera-Canon A560 and chargers | | 1 | | 2010 | | David Grimmer |
| Laptop and Charger Hewlett Packard Probook 6560b | 1044750 | 1 | | Replaced old item in 2012 by CSD | | David Grimmer |
| Mobile modem for laptop and security pendant | imei no : 352869030179271 | 1 | | 2011 | | David Grimmer |
| Laptop bag Targus | | 1 | | 2011 | | 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 | |
|---|-------------------------------|--------------|----------------|---------------------|------------------|---------------|-----------------|
| 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 Acquisiton | 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 Acquisiton | 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 Acquisiton | 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 Acquisiton | 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 | | | | |

Computer

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

Ipswich SLS

| Item of Equipment | Serial Numbers | No of Items | Description | Purchase Price | Date of Acquisiton | 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 Acquisiton | Date of Disposal | Disposal Form No. |
|---------------------------------|----------------|-------------|-------------|----------------|--------------------|------------------|-------------------|
| 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 Acquisiton | 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 |
|----------------------------|----------|------------|------------------------|---|---|
| General | | | | | |
| 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 ₂ | | Procurement. we only pay for calls |
| | | 168.00 | Vodaphone Vodaphone | Al818, AL819, AL820, AL821, AL817, AL808 AL601 | 6 phones for mobile libraries on Vodaphone because of coverage £28 each per annum Bury caretakers |
| telephone lines for alarms | all | | | | CSD IT |
| non-featurenet phones | all | | | each property cost centre | CSD IT except at Long Melford |
| Featurenet phones | all | | | | CSD IT |
| Refuse collection | all | | | | Property budget in modelling spreadsheet |
| recycling collection | | | | | 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 | |
| Site specific | | | | | |
| 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 Library (Admin) | 610.20 | Ricoh | | 1/09/10 ends 31/08/14 Not on main contract |
| | Newmarket | 761.76 | Ricoh | | 1/11/09 ends 31/10/13 Not on main contract |
| | Bury Library | 917.24 | Ricoh | | started 01/09/10 ends 31/08/14 |
| | Bury Library | 415.00 | Danwood | | Not on main contract ends Nov 2013 |
| | Kesgrave Library | 378.48 | Ricoh | | Not on main contract started 01/02/06 ended 31/01/11just rolling over |
| | Thurston Schools Library | 370.08 | Ricoh | | shared with children's centre who pay a further £1001.92 pa |
| | Service, Ipswich Schools Library | 553.64 | Danwood | Paul Cunningham AL904 | VAT incl? |
| | Service, Lowestoft | 340.00 | Danwood | Paul Cunningham AL904 | |
| Coffee machines | Ipswich County | 180.00 | Morvend | Jill Terrell AL702 | rental & servicing |
| Cash collection | Beccles Lowestoft, Bury & | 780.00 | Freshpac G4S | Jill Terrell AL702 | rental & servicing expires 31/5/13 part of CSD Finance costs |

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

| | | | | | |
|------------------|--------------------------|--------|---------------------|--------------|--------------------|
| 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 Lynda Farnworth AL512 | Includes servicing and monitoring for both |
| Microfilm/fiche readers | County Library Ipswich | 270.00 | Rembrand | | the machine in Sudbury is paid by SRO None in place yet- not sure if should be shared with RO as benefit to all users of the building Property (combined tap and hot water boiler for drinks) |
| Non return valves | Lowestoft Gainsborough, Felixstowe | | | | This is an SCC contract linked to their bank and would need to be replaced with one linked to Suffolk Libraries 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. |
| Zip taps | | | | | |
| Credit card machines | Lowestoft, County Library Ipswich, Bury St Edmunds, Beccles, Felixstowe, Newmarket, Hadleigh, Haverhill, Woodbridge, Sudbury, Stowmarket, | 3,326.40 | | 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 | | |
| | Newmarket | 176.00 | Eastern Telephones |
| | Haverhill | 176.00 | |

Mike Ellwood
AL614
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

Property Maintenance contracts

| | |
|-------|---|
| | Newmarket, Felixstowe, Sudbury, Halesworth, Lowestoft, County Library |
| Lifts | Ipswich, Bury |

these are organised and managed by Property and are in the costs already supplied

St Edmunds,
Haverhill

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

These contracts are managed by
 SCC Procurement and paid for
 from Property budgets.
 Shown in NA's spreadsheet

Utilities

Gas

Water

Sewerage

Electricity

oil

Lakenheath

Online subscriptions - various

OUP etc

120,000.00 Various

Jill Terrell/Paul

Howarth

AL703

IT (CSD)

Dtech - self service

Netloan

Stephen Taylor Included in CSD IT costs

Stephen Taylor Included in CSD IT costs

licence costs for year 2-5. Year 1

inc set up paid from Regional

grant (Improvement East)

Spydus Supplied by CIVICA)

15,000.00

Jill Terrell ??

Supporting software (plugs

into Spydus)

c£4000

Jill Terrell ??

either Civica (c.£20-£25k);

Cambs 1 day per week (c. £7k);

or within IPS resource (c.£5.5k)

IT Support contract for

Spydus

see note

Jill Terrell ??

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

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 Suffolk Libraries, an IPS Party and Suffolk Libraries 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 Suffolk Libraries:
 - 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 Suffolk Libraries with the information required under regulation 11 of TUPE in relation to each of the Employees and shall notify Suffolk Libraries 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 Suffolk Libraries; 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 Suffolk Libraries 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 Suffolk Libraries as tenant and the Authority indemnifies Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries.

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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries. Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries 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 uses, 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 Suffolk Libraries 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. Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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. Suffolk Libraries has an obligation to provide the stock that people want at least cost and with the leanest processes. The library providers (Suffolk Libraries 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 Suffolk Libraries to ensure that all parties carry out these responsibilities.
- 8) **Catalogue records and web descriptions**
- a) Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries, which will include cover formats by cost by use. The Fund will be ring-fenced.
 - b) Suffolk Libraries 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. Suffolk Libraries 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. Suffolk Libraries will explain and substantiate its approach and progress at quarterly monitoring meetings.
- 10) **New publications**
- a) Suffolk Libraries 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. Suffolk Libraries 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 Suffolk Libraries keep its practices under review to ensure the very best balance between titles and copies, potentially increasing the number of titles.

- d) Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries 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) Suffolk Libraries 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, 4th edition, (<http://combinedregions.com/documents/JFRguide4.pdf>).
 - ii) The Council's library service passes into the safekeeping of Suffolk Libraries 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, Suffolk Libraries 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) Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries 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 Suffolk Libraries will continue to provide and manage a collection of such material.

13) **Contracts and partnerships**

- a) Suffolk Libraries should enter into contracts and partnerships which make all stock processes as efficient and effective as possible.
- b) In this context, Suffolk Libraries should be a member of a buying consortium to get best prices (currently the Central Buying Consortium).
- c) Suffolk Libraries should also be a member of regional partnerships, currently:
 - i) SPINE
 - ii) The national and regional inter lending schemes.
- d) Suffolk Libraries 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) Suffolk Libraries 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. Suffolk Libraries 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) Suffolk Libraries 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) Suffolk Libraries 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) Suffolk Libraries is inheriting a manual sales system in which items are removed from the computerised housekeeping database, before being offered for sale. Suffolk Libraries will also be using the new Spydus housekeeping system, which has the functionality to manage the sales of withdrawn stock electronically. Suffolk Libraries 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) Suffolk Libraries 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. Suffolk Libraries 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 – Suffolk Libraries 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 – Suffolk Libraries 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) Suffolk Libraries will ensure informative, up to date and accessible electronic records to assist customers in the self-selection of titles and items
 - iv) Suffolk Libraries will ensure the monitoring of the physical condition of stock items and appropriate withdrawal and replacement. Currently Smart SM assists in this process.

- v) Suffolk Libraries will ensure the identification of non-issuing items and responding with withdrawal or relocation as appropriate. Currently Smart SM assists in this process.
- vi) Suffolk Libraries 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 Suffolk Libraries to develop and maintain a current stock management policy and guide to good practice.
- b) It should also be published on Suffolk Libraries' 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

- 1.2 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.
- 1.3 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.
- 1.4 All profits, receipts, all losses and all outgoings incurred or payable, arising from the provision of the Library Services by Suffolk Libraries 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 Suffolk Libraries unless otherwise expressly stated in this Agreement.
- 1.5 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 Suffolk Libraries.
- 1.6 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 Suffolk Libraries on a like basis.
- 1.7 Where any product or service is to be provided by Suffolk Libraries 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 Suffolk Libraries and shall hold such sum in trust for Suffolk Libraries until it is paid.

- 1.8 Where any item or service is to be provided to Suffolk Libraries 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, Suffolk Libraries 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.
- 1.9 All money or other items belonging to Suffolk Libraries, 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 Suffolk Libraries and shall be paid promptly to Suffolk Libraries.
- 1.10 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 Suffolk Libraries. 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 Suffolk Libraries on the Commencement Date the net balance of funds for the Schools Library Service for the period 1 April 2012 to 31 July 2012.
2. The Authority from the Commencement Date will hold for the benefit of the Schools Library Service the present reserve of approximately £127,000. This reserve can be utilised by Suffolk Libraries in furtherance of the Schools Library Service as it decides in its absolute discretion. The Authority will make payments from this reserve within 30 days of receiving a request from Suffolk Libraries.
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 Suffolk Libraries 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 Council's 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