

## Changes to the NHS Library Services Statistical Return 2021-22

For 2020-21 the HEE Library and Knowledge Services Leads **will be only making any minor changes** to the data we ask you to supply. We will mainly ask you to return the same data as for 2020-21, with some additional data that is needed to support the new Knowledge For Healthcare Strategic Framework.

Once again, the return will be in two parts:

- part 1 covers LKS staff (to be issued March 2021)
- part 2 covers income, expenditure, and LKS activity (to be issued later)

### To note:

**NHS Library Services Statistical Return 2020-21 pt 2** will be issued later 2021 as it records the data for 1 April 2020 to 31 March 2021 for NHS library and knowledge services.

## Annual Return 2021-22 – Part 1 – LKS Staff

There have been some minor changes to the 2021-22 staffing return relating apprentices. This was done to reduce the risk of double counting staff.

By **30 April 2021** we would like you to provide the following information:

**PRELIMINARY SECTION** information as of **1 April 2021** **[MINOR CHANGES]**

Name of Health Education England local area (Chose from drop-down list)

Lead library service/Library service org. name (Chose from drop-down list)

Sector of library service (Chose from drop down-list)

Names of Organisations with Type of Service/Organisation

Section 1: STAFF QUALIFICATIONS OF STAFF IN POST as of 1 April 2021 [MINOR CHANGES]

STAFF QUALIFICATIONS OF STAFF IN POST

Please complete all information as of 1 April 2021.  
Record ONLY the highest-level qualification NOT ALL qualifications held. INCLUDE apprentices

Professionally Qualified Library Staff

*i.e., 1st degree in library information science (LIS), PG Diploma, Masters or PhD in LIS, MCLIP, FCLIP*

Para-professionally qualified library staff (i.e., ACLIP, LIS NVQ, City and Guilds, completed library/information/archive assistant level 3 apprenticeships)

No library qualification (include here NVQs in Customer Service, Business Administration etc.)

Total WTEs

Whole Time Equivalent (WTE) staff in post	NEW WTE currently undertaking an apprenticeship
0.00 WTEs	0.00 WTEs
0.00 WTEs	0.00 WTEs
0.00 WTEs	0.00 WTEs

APPRENTICES

How many apprentices do you currently have?

What type of apprenticeship are they undertaking?.....Please provide Head Count per apprenticeship

Library/information/archives assistant (level 3)

Other (please add details in explanation box)

Head Count Apprentices in post
0.00 WTEs

0
0

LKS Manager's explanation of 'Other'

Section 2: SALARY BANDS FOR ALL STAFF + VACANCIES + SALARY SCHEMES as of 1 APRIL 2020 [NO CHANGES]

Section 3: STAFF QUALIFICATIONS BY PAY BAND OF STAFF IN POST as of 1 APRIL 2021 [NO CHANGES]

Section 4: CLINICAL/EMBEDDED/OUTREACH SERVICES - TIME SPENT FOR 2020-21 [NO CHANGES]

Section 5: FACILITATING AND IMPLEMENTING KNOWLEDGE MOBILISATION TOOLS AND TECHNIQUES - TIME SPENT [NEW]

Please provide an informed judgement on the proportion of time (whole time equivalence) that your staff (in post in 2020-21) spent delivering clinical/embedded/outreach librarian services in 2019-20.

WTE for facilitating and implementing knowledge mobilisation by AfC pay band						
Bands 1-2 (as WTE)	Band 3 (as WTE)	Band 4 (as WTE)	Band 5 (WTE)	Band 6 (WTE)	Band 7 (WTE)	Band 8a+ (WTE)
		0.20 WTEs		0.20 WTEs	0.40 WTEs	

PLEASE NOTE - VACANCIES IN 2021-22

If the posts where staff delivered facilitated Knowledge mobilisation activities in 2020-21 are vacant in 2021-22

DO NOT enter the data in the table above as it will skew the figures. Please add it as a note in the "Additional comments from LKS Manager" box below.

## Annual Return 2020-21 – Part 2: Finance and Activity

By **30 June 2021** we would like you to supply the following information:

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

Section 1: USERS [NO CHANGES]

Section 2: EXPENDITURE [NO CHANGES]

Section 3: INCOME [NO CHANGES]

Section 4: LOANS FROM STOCK [NO CHANGES]

Section 5: COPIES OF ARTICLES etc. FROM STOCK [NO CHANGES]

Section 6: LOANS RECEIVED FROM OTHER LIBRARIES (NON-PHOTOCOPY) [NO CHANGES]

Section 7: COPIES OF ARTICLES etc. SUPPLIED BY OTHER LIBRARIES [NO CHANGES]

Section 8: INFORMATION CONSULTANCY - INFORMATION SEARCHES AND ENQUIRIES [NO CHANGES]

Section 9: USER EDUCATION AND INDUCTION [NO CHANGES]

Section 10: CURRENT AWARENESS/HORIZON SCANNING/ALERTING SERVICES [NO CHANGES]

Section 12: COLLABORATIVE PURCHASING [NO CHANGES]

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