

A member of staff in your library service is applying for the Carnegie Library Lab Programme which will run between June 2018 and November 2019. To be successful in their application they require your support. This document explains what Carnegie Library Lab is and what we ask of Sponsors, both as part of the application process and whilst the programme is live, should the applicant be successful.

Your supporting statement forms part of the application materials the applicant will submit to the Trust.

About Carnegie Library Lab

Carnegie Library Lab is a programme designed to support and develop innovation and leadership in the public library sector.

The Trust believes that for libraries to be excellent services, innovation and leadership must be cultivated at all levels. The programme is therefore targeted at individual library staff in early and mid-management roles (professional librarians or otherwise).

The programme launched in 2014 and we have since supported 13 participants ('Carnegie Partners') over two rounds of the programme. We are now seeking a further five to seven Carnegie Partners to work with us for 18 months from June 2018 to November 2019.

Library Lab is much more than project funding and we're looking for individuals committed to personal development and participating in all aspects of the programme.

The programme provides:

Funding: A fund (between £5,000 and £15,000) will be made available for each Carnegie Partner to help them develop and implement an innovative idea in relation to public library services. Whilst the project is important in itself, we also ask that Carnegie Partners and their managers approach it in

terms of an opportunity for the Carnegie Partner's professional development.

Learning programme: A facilitated online modular programme to support innovation and leadership skills will be provided. This bespoke programme draws on the International Network of Emerging Library Leaders (INELI) programme run by the Bill and Melinda Gates Foundation.

Mentoring: The expert Advisory Group will help secure mentors for Carnegie Partners. Mentors will assist with project management and personal development, and visit the project on two occasions.

Creating and supporting a network: The Trust will facilitate communication and networking among participants via online platforms and three face-to-face meetings.

Evaluation: The Trust has put in place an external evaluation of Carnegie Partners' projects. The evaluation will help participants to identify successes, challenges and how to take their work forward. It will also enable the Trust to share learning and experience from supported projects with policymakers, practitioners and funders.

Time Commitment Required

Applicants are required to secure the support of their line manager and Head of Library Service in order to apply for Library Lab. One of the

reasons for this is to ensure they discuss how much work-time they can spend on implementing their project and how much of this time will be covered by Carnegie funding.

Implementing the innovative idea/project: as the time required to implement a project is dependent on the scale and complexity of the idea, and because the idea will enhance the library service and therefore be part of the applicant's every-day work, we would like Sponsors to discuss a mutually agreeable amount of time that applicants can spend on their project during the working day or week.

Learning programme: Partners are expected to engage in the online learning programme out of work hours for approximately 1 hour a week.

Mentoring: Partners are entitled to around 3 hours of mentor support every month.

Network: Partners are required to attend an initial two-day residential (13 and 14 June 2018) and two further one-day meetings between June 2018 and November 2019. The cost of travel and accommodation will be covered but we are unable to provide financial compensation to libraries for staff time. Depending where Partners are travelling from, the one-day meetings may require travel to occur the evening or night before the meeting. If you or your applicant have any concerns on this point please do not hesitate to contact us.

Project budget and staff time

Some of the £5000-£15,000 can be used as a contribution towards staff time. However, as the project will enhance the library service, we expect the applicant will spend more time on the project than is covered by Carnegie funding as part of their everyday work. If applicants plan to use some funding to cover staff time, they are asked to state in their application

approximately how many hours they plan to cover with the funding and how many non-funded hours they will spend on their project.

Library Service Support required

The Library Lab programme is designed to support and develop innovation and leadership in the public library sector. We recognise that internal support within the partners' library service is essential for them to develop.

We ask the library service as a whole to support the delivery of the Library Lab project, as well as ensuring that Partners can take time to meet with their mentor, take part in networking opportunities offered to them, undertake the online learning elements of the programme and take advantage of opportunities to put this learning into practice.

Role of Sponsor

Each Carnegie Partner must have a Sponsor: their line manager or equivalent to champion them and support their project. The Sponsor will help notify or liaise with the Partner's Head of Service and other departments implicated in project development and delivery to ensure that they are aware of the project and their role in relation to it.

To help us assess the applicant's project and the amount of support an applicant might receive, we also ask Sponsors to write a short supporting statement. This is essential in order to ensure that:

- the proposed project fits with the council's strategic priorities;
- the proposed project contributes to key library service goals and adds to the library offer;

January 2018

Notes and Supporting Statement Guidelines for Sponsors

- the applicant will have support from the Library Service to deliver and embed the project in the service; and
- the applicant's learning will be shared across the wider service
- the applicant will be supported in their professional development.

Staff from the Trust will want to speak to the Sponsor if the applicant is successful regarding their plans for supporting the Partner in undertaking the programme. Our evaluators will also be in direct contact with Sponsors during the programme at the interim and final evaluation points. This will not to monitor the progress of the project, but to discuss how the Partner are developing as a professional.

Statement from Sponsor

Please address the following questions in a short 200 word statement on headed paper:

- How does the proposed project fit with the council's strategic priorities?
- How does the proposed project contribute to key library service goals?

- How will you and the Head of Service support the applicant to gain buy-in from the wider team and deliver the project?
- How will you and the applicant's Head of Service work to ensure the applicant's learning is shared across the wider service either during or after project activities?
- How will you support the applicant's professional development?

Please: sign your response; write your name, role and the name of your organisation; and hand the document to the applicant. The applicant will submit this as part of their application by **Thursday 5th April at 5pm**. We regret that we are unable to consider applications received after this date.

Contact Us

If you have any queries, please contact Rachel Heydecker:

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Email: rachelh@carnegieuk.org

We are grateful for the support being offered and the investment you are making in nurturing future talent for public libraries
