**Self-Evaluation Report Template**

Executive Summary

[Insert text here and include: overall rating and brief explanation of process, key dates, highlights and challenges, high priority improvement actions, objectives and plans]

Introduction

[Insert text here to include: information about the library service, geographic spread, number of branches and locations, key services delivered, what is unique about the library service, any demographic characteristics of note (e.g. transient population, % of older people etc), organisational structure of council and where the library service fits in, reflection on the self-evaluation process, challenges and highlights.]

|  |  |
| --- | --- |
| Key Information |  |
| Coverage | Xx Sq Miles |
| Number of branches and locations |  |
| Mobile libraries |  |
| Opening hours (total per week) |  |
| Population served |  |
| Membership |  |
| Visits |  |
| Circulation |  |
| Collection size |  |
| Average age of collection |  |
| Staffing (numbers and FTE) |  |
| Budget |  |
| Funding per capita |  |

Key Dates

|  |  |
| --- | --- |
| Date | Activity |
| DD MM YY | Key Information |
| DD MM YY | Key Information |
| DD MM YY | Key Information |

Team involved in self-evaluation process

Working Groups

• [Insert names of staff here]

Peer Reviewers

• [Insert name, library service and role here]

**Summary Results**

The overall ratings of the self-evaluation process for the Quality Indicators are:

[Delete Quality Indicators not currently being addressed]

|  |  |
| --- | --- |
| Quality Indicator | Self-evaluation rating (1-6) |
| QI 1 – Access to Information |  |
| QI 2 – Readers’ Experience |  |
| QI 3 – Learning Culture |  |
| QI 4 – Individual and community engagement |  |
| QI 5 – Vision, strategy and continuous improvement |  |

Key Strengths

• [Insert text]

Key opportunities for improvement

• [Insert text]

INSERT IMPROVEMENT PLAN AND SELF-EVALUATION TEMPLATES