

# 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