How Good is Our Public Library - Peer Review Visit

Below is a suggested structure for the Peer Review visit to review the self evaluation process and results. This should be adjusted to suit individual library service requirements.

Please complete the following:

- Public Library...........................................................................................................................................
- Library Service Manager ..........................................................................................................................
- Convenor ...................................................................................................................................................
- Peer reviewers ............................................................................................................................................
- Date of visit ................................................................................................................................................

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<tr>
<th>Time</th>
<th>Event</th>
<th>Responsibility</th>
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| xx.xx am   | Introduction and welcome  
  Discuss process, timetable and roles                            | Library Service Manager                                   |
| xx.xx am   | Overview of library service                                                                                     | Library Service Manager                                  |
| xx.xx am   | Quality Indicators  
  For each QI reviewed:  
  • Present key strengths and  
  • Areas for improvement | Library Service Manager /  
  Team Leaders responsible for each QI                     |
| xx.xx am   | Discussion and questions                                                                                        | Peer Reviewers and Library Team                          |
| xx.xx am   | Review evidence and confer                                                                                      | Peer Reviewers                                           |
| xx.xx am   | Lunch break                                                                                                     |                                                          |
| xx.xx pm   | Travel to, and tour of, selected branch libraries and services                                                  | Library Service or Branch manager with Peer Reviewers     |
| xx.xx pm   | Peer reviewers consolidate feedback during afternoon break                                                      | Peer Reviewers                                           |
| xx.xx pm   | Consolidated feedback session  
  • Peer Reviewers present feedback and overall level ratings                                                          | Peer Reviewers                                           |
| xx.xx pm   | • Discuss and agree overall level rating  
  • Next steps                                                                                                       | Peer reviewers with Library Team                         |
| xx.xx pm   | Close of visit                                                                                                   |                                                          |
| Within 30  | Peer Review Report written up integrating Peer Reviewers comments, sent to SLIC to finalise the process.         | Library Manager and Peer Review Panel.                   |
  days of visit |                                                                                                                  |                                                          |
Peer Review Visit - Good practice to share

As part of capturing good practice and sharing learning please answer the following questions. Your feedback will be added to the resources on the SLIC website for convenors and peer reviewers.

Good practice to share will also be captured from the Peer Review Reports. Together the information will provide a resource of good practice including ideas, suggestions, hints and tips.

1. What approach was taken to planning today’s visit?
   • What worked well?
   • What would you do differently?

2. How successful was the planned approach on the day?
   • What worked well?
   • What would you do differently?

3. Overall what would you recommend for other convenors and peer reviewers?
   • Do’s
   • Don’t

4. Is there any further training/learning that would be helpful?

5. Any additional points to highlight?

Please return your completed Peer Review Visit responses to SLIC.

With many thanks