

## 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.....

Time	Event	Responsibility
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: <ul style="list-style-type: none"> <li>• Present key strengths and</li> <li>• Areas for improvement</li> </ul>	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 <ul style="list-style-type: none"> <li>• Peer Reviewers present feedback and overall level ratings</li> </ul>	Peer Reviewers
xx.xx pm	<ul style="list-style-type: none"> <li>• Discuss and agree overall level rating</li> <li>• Next steps</li> </ul>	Peer reviewers with Library Team
xx.xx pm	Close of visit	
Within 30 days of visit	Peer Review Report written up integrating Peer Reviewers comments, sent to SLIC to finalise the process.	Library Manager and Peer Review Panel.

## ***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***