FORMAT				
1. Name of resource	CILIP Managing Safe and Inclusive	Public Library Spaces		
2. Location	https://www.cilip.org.uk/page/safe-and-inclusive-			
	guide?gad source=1			
3. Alternative location	https://cdn.ymaws.com/www.cilip.org.uk/resource/res			
	mgr/cilip/safe-and-			
	inclusive/managing safe and inclu	<u>ısive .pdf</u>		
4. Author[s]	CILIP			
5. Publisher/producer/host	CILIP			
6. Year	2023			
7. Suggested citation	CILIP (2023). Managing Safe and Inc	clusive Public Library		
	Spaces. CILIP, available at			
	https://www.cilip.org.uk/page/safe	-and-inclusive-		
	guide?gad source=1			
Languages in which available	English, Welsh, web pages translate	e automatically		
9. Geographic area	England and Wales with wider relev	/ance		
resource relates to				
10. Does the resource relate				
to a specific time frame?				
11. Type	Report			
	Toolkit/Framework/Roadmap	Yes		
	Sign-post to other resource			
	(database)			
	Case studies			
	Other	Posters for		
		communication		
12. Part of an initiative?				
COLLECTIONS AND COLLECTIONS				
13. Explicit links to collections	Yes			
14. Explicit links to	Yes			
museums/libraries/archi				
ves				
15. Types of institutions		X		
relevant to	Archives X			
		X		
10.0	Other X			
16. Does the resource relate	Arts, humanities and X			
to specific disciplines?	social sciences:			
	philosophy, psychology,			
	religion, social sciences,			
	law, politics, language,			
	arts and recreation,			
	architecture, literature,			

	history, geography and			
	ethnology,			
	anthropology,			
	archaeology			
	Science, natural history,	Χ		
	technology, medicine,			
	engineering,			
	manufacturing			
17. If no explicit links to				
collections, justification				
for inclusion				
HOW IT CONTRIBUTES TO SUSTAI	NABLE DEVELOPMENT			
18. Collections-related activiti	es the resource relates to	(mark a	II that apply)	
Develop collections to protect an			х	
natural heritage more effectively	•			
collecting to threatened forms of l				
Use collections to promote learni			Х	
opportunities that contribute to s		nore		
effectively , for example education	·			
and sustainable lifestyles, human	·	CITC		
promotion of a culture of peace a				
citizenship and appreciation of cul		re's		
contribution to sustainable develo				
relating to collections	princine ana, or skins acvere	pincin		
	al narticination/social incl	usion	X	
Use collections to promote cultural participation/social inclusion more effectively, for example by reducing barriers to participation,			X	
to ensure no-one is 'left behind'				
Use collections to promote sustai	nable tourism more offect	ivoly		
•		• •		
	for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in			
relation to collections	ignits of stakeholder groups	5 111		
	sh that contributes to			
Use collections to support research		d solf		
sustainable development (includi				
directed research at all levels that make use of stored collections)				
more effectively, for example by providing effective facilities,				
collections and information to meet researchers' needs				
Make decisions around collections that contribute to sustainable				
development more effectively				
i. employment (recruiting, staff training, staff safety)				
ii. energy consumption, g				
reduction, monitoring and reporting				
iii. waste management and reduction of waste				
iv. transport (forms of transport, energy use)				
v. commercial activities including copyright and IP				
vi. governance and management			X	
vii. security, disaster preparedness and risk reduction			X	

Direct external leadership, partne	•	X		
towards sustainable developmen				
by developing impactful partnersh	•			
	clearly to any international conven	tions (mark all that		
apply)?				
Culture conventions:	and Naighbornian Biobto			
1952, 71 Protection of Copyright a				
1954 Protection of Cultural Prope	•			
1970 Fighting Against the Illicit Tra				
1972 Protection of the World Cult				
2001 Protection of the Underwate				
2003 Safeguarding of the Intangib		V		
2005 Protection and Promotion of	t the Diversity of Cultural	X		
Expressions				
Rio Conventions:	(CDD) Convention to Comba			
Convention on Biological Diversity				
Desertification (UNCCD), Framewo	ork Convention on Climate			
Change (UNFCCC) AIMS AND CONTENT				
	"Managing cofe and inclusive mul	alia lihuamu aamuiaaa		
20. What issues does the	"Managing safe and inclusive public library staff with	•		
resource aim to address?	provides public library staff with			
auuress:	making framework to deal with challenging issues in public libraries."			
21. Intended audience of	"This Guidance is intended primarily for public librarians			
resource	and staff who to make decisions around stock, public			
1 555 511 55	Internet access, use of space and public programming.			
	and passed programming.			
	The guide also includes references to good practice for			
	library services in schools and prisons, and its key			
	principles can be applied across all library contexts."			
22. Process of development	"Managing safe and inclusive public library services is			
	produced by CILIP with funding from Arts Council			
	England.			
	It replaces the earlier document G	Guidance on the		
	Management of Controversial Ma			
	Libraries, originally published by the Museums, Libraries			
	and Archives Council (MLA) in 2008."			
23. Organisation/structure/c	[website]			
ontents	Principles			
Resources [including checklists, a template for				
	communicating a crisis, and a template on intellectual			
	freedom]			
	Intellectual freedom			
[report]				

	Foreword		
	4		
	Who this guidance is for 5		
	Introduction 6		
	Freedom of expression for libraries 7-9		
	Key principles 10-16		
	Checklist 17-18		
	The law and its limits 19-23		
	Management of stock 24-29		
	Public internet access 30-31		
	Public spaces 32-36		
	Events and activities 37-45		
	Managing challenge 46-49		
	Legal references 50		
	Further reading 51		
FRAMEWORKS			
24. Framework structure	The key principles are a framework		
25. Relevant policy	Yes		
considerations			
26. Resources for	Yes		
implementation			
identified			
27. Specific assessment	Yes		
points/indicators/milest			
ones/action plan for			
monitoring			
28. ASPECTS OF SUSTAINABIL	ITY COVERED BY RESOURCE (mark all that apply)		
People (social sustainability)	X		
Planet (environmental			
sustainability)			
Prosperity (economic	Х		
sustainability)			
Peace	Х		
Partnerships	Х		
29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)			
Gender perspectives	X		
North and South perspectives	Х		
HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs			
HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE			
30. SDGs and Agenda 2030	No		
specifically mentioned?			
31. SDGs specifically	No		
mentioned?			
32. SDG targets specifically	No		
mentioned?			

33. SDG indicators specifically mentioned?

No

SDGs AND SDG TARGETS AND LINKAGES

34. Comments on SDG linkages

The resource can help ensure that libraries and other institutions fulfil their responsibilities in terms of education, inclusion and participation, freedom of expression and public access to information, in the context of challenges and while managing their reputations. The resource supports SDG targets 1.4 (access to public services), 1.5 (reduce the vulnerability of the poor), 3.4 (wellbeing), 4.4 (staff training), 4.5 (removing barriers in education), 4.7 (Education for Sustainable Development), 4.A (effective learning environments), 5.1 (gender equality), 5.C (policies for gender equality), 8.8 (which includes safety at work), 9.1 (sustainable infrastructure), 10.2 (universal inclusion), 10.3 (end discriminatory practices), 10.4 (adopt policies for equality), 11.4 (safeguard cultural and natural herniate), 11.5 (Disaster Risk Reduction), 11.7 (safe and inclusive green and public spaces), 11.B (policies for inclusion and disaster risk reduction), 16.1 (reducing all forms of violence), 16.3 (promote the Rule of Law), 16.6 (effective, accountable and transparent institutions), 16.10 (protect the right to information and fundamental freedoms), 16.B (laws and policies for sustainable development), 17.14 (policy coherence), 17.16 (global partnerships) and 17.17 (local partnerships).

In some circumstances, access to information will support SDGs 12.8 (education and information for sustainable development) and 13.3 (climate education, awareness and action).

35. SDGs and SDG targets the resource helps advance

SDG 1: End poverty in all its forms everywhere

1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance

Numbers and proportions of people from particular groups using collections in comparison with demographics in broader society.

Numbers of people accessing collections.

Number of targeted programmes that aim to enhance access to collections by disadvantaged groups.

Sustainable tourism that enhances local communities' access to basic services, ownership and control over land and other forms of property (including cultural and natural heritage), as well as to technology and markets.

	Involvement of people from disadvantaged groups in decision-making activities and processes relating to collections and collections-based institutions.
SDG 1: End poverty in all its forms everywhere 1.5 By 2030, build resilience of the poor and those in vulnerable situations and reduce their exposure and	Number of collecting programmes that aim to build resilience to climate-related events and other shocks and disasters, for example by forming collections that can contribute to related educational and research programmes.
vulnerability to climate-related extreme events and other economic, social and	Number of educational programmes drawing on collections that incorporate resilience perspectives.
environmental shocks and disasters.	Number of targeted programmes drawing on collections that are aimed at vulnerable groups, to build their resilience to climate-related and other shocks and disasters.
	Number of research programmes drawing on collections that are aimed at building resilience to climate-related and other shocks and disasters.
	Strengthen the resilience of employees, communities and suppliers by paying at a minimum the living wage and offering insurance to employees and their families, such as accident insurance; and by paying fair prices to all suppliers
SDG 3: Ensure healthy lives and promote well-being for all at all ages 3.4 By 2030, reduce by one third	Plans, policies and procedures in place for the safe use of collections, notably in relation to chemical, physical, biological and other forms of hazard.
premature mortality from non- communicable diseases through prevention and treatment and promote mental health and	Proportion of users of collections facilities reporting positive well-being during and as a result of activities relating to collections.
well-being	Number and proportion of programmes relating to collections that incorporate wellbeing considerations and perspectives.
	Number of targeted programmes drawing on collections that address issues relating to non-communicable diseases, supporting prevention and treatment.
SDG 4. Ensure inclusive and	Number of young people and adults in skills-
equitable quality education and	development activities and programmes drawing on

promote lifelong learning opportunities for all

4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship

collections, for employment, decent jobs and entrepreneurship

Increase in number of young people and adults in such programmes

Number and proportion of staff who have received training in the last year, to better support their contribution to the SDGs.

Programs and processes in place to ensure the availability of a skilled workforce.

SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

4.5 By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations

Number of educational and/or training programmes drawing on collections directed to eliminate gender disparities in education.

Number of educational and/or training programmes drawing on collections directed to meet the particular needs of persons with disabilities.

Number of educational and/or training programmes drawing on collections directed to meet the particular needs of Indigenous peoples' groups.

Number of educational and/or training programmes drawing on collections directed to meet the particular needs of children in vulnerable situations.

SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of

Numbers of people in each type of programme drawing on collections from different demographic groups.

Increases in numbers of people in each type of programme from different demographic groups.

Proportion of people involved in such programmes in relation to overall audience size.

Evidence that learners have acquired knowledge and skills to promote sustainable development.

culture's contribution to	
sustainable development	
SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all 4.A Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all	Number and proportion of education facilities that are child, disability and gender sensitive. Proportion of education facilities that provide safe, nonviolent, inclusive and effective learning environments for all. Number and type of initiatives to improve effectiveness of learning environments. Support given to other education facilities to make them more inclusive and effective.
SDG 5. Achieve gender equality and empower all women and girls 5.1 End all forms of	Collections development to ensure that collections effectively meet the needs of all, irrespective of sex or gender.
discrimination against all women and girls everywhere	Number and proportion of educational and participatory programmes that promote participation irrespective of sex or gender.
	Numbers and proportions of girls, women and gender-diverse people making use of collections in relation to the demographic of the local population.
	Numbers and proportions of girls, women and gender-diverse people involved in focused programmes aimed at promoting social, economic and political inclusion.
	Numbers and proportions of girls, women and gender-diverse people from different demographic groups involved in decision-making processes relating to collections and collections-based institutions.
	Number and types of partnerships that build relationships with people of different sex and gender.
SDG 5. Achieve gender equality and empower all women and girls 5.C Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the	Number and proportion of policies relating to collections and collections-based institutions that incorporate gender perspectives to promote gender equality and empowerment of all women and girls at all levels.

empowerment of all women and girls at all levels	
SDG 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all 8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment	Number and proportions of staff working with collections in safe and secure working environments. Number of accidents and other health and safety incidents reported. Training and support provided for staff to ensure their wellbeing, health and safety. Education, awareness-raising and partnership programmes drawing on collections that address labour rights, notably those of migrant workers and others in precarious employment. Reduction of numbers and proportions of staff on short-term or zero-hours contracts. Fair pay policies and procedures in place to prevent exploitation. Procurement policies that ensure that collecting institutions make use of people who are in decent employment, and that avoid exploitation throughout the supply chain.
infrastructure, promote inclusive and sustainable industrialization and foster innovation 9.1 Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all	Development of research-useful collections to support reliable, sustainable and resilient use by researchers and others. Number and proportion of collections facilities and stores that support economic development and human well-being. Number and proportion of collections facilities and stores that provide affordable and equitable access for all. Investment in collections facilities. Inclusion of collections information in regional and transborder initiatives, notably via digital access for discoverability.

SDG 10. Reduce inequality within and between countries 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status

Collections development to ensure that collections effectively meet the needs of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.

Number and proportion of educational and participatory programmes that promote participation irrespective of social or other status.

Numbers and proportions of people making use of collections in relation to the demographic of the local population.

Numbers and proportions of people involved in focused programmes aimed at promoting social, economic and political inclusion.

Numbers and proportions of people from different demographic groups involved in decision-making processes relating to collections and collections-based institutions.

Number and types of partnerships that build relationships with marginalized groups, individuals and communities.

SDG 10. Reduce inequality within and between countries 10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard

Identification of discriminatory policies and practices, with clear plans to address these, to ensure equal opportunity for all and reduce inequalities of outcome.

Collections development to uphold and promote legislation and anti-discriminatory perspectives, with the aim of reducing inequality within and between countries.

Education and participatory programmes that promote anti-discriminatory legislation, policies and action, with the aim of reducing inequality within and between countries.

Research that supports anti-discriminatory legislation, policies and action, with the aim of reducing inequality within and between countries.

Participation in partnerships that promote antidiscriminatory legislation, policies and action, with the aim of reducing inequality within and between countries.

Number and proportion of policies that proactively address equality issues relating to fiscal, wage and social protection considerations.

SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.4 Strengthen efforts to protect and safeguard the world's cultural and natural heritage

11.4.1 Total expenditure (public and private) per capita spent on the preservation, protection and conservation of all cultural and natural heritage, by type of heritage

Plans, policies and procedures in place for the safe use of collections for a variety of purposes, protecting and safeguarding both collections and those who use them.

Plans, policies and procedures in place for the identification, safeguarding and protection of cultural and natural heritage at risk.

Collecting programmes in place to protect, safeguard and make use of cultural and natural heritage, addressing the needs of communities and stakeholders, and ensuring that collections can be an effective resource for sustainable development.

Number and diversity of educational, awareness-raising, research programmes, and partnerships that aim to strengthen protection of cultural and natural heritage.

SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable

11.5 By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations

Collections-based research that supports the understanding and management of disasters of all kinds.

Plans in place for public education and awareness drawing on collections and collections-based institutions to reduce exposure and vulnerability to disasters of all kinds.

Plans in place to ensure collections-based institutions steadily work to reduce their contributions to disaster risk, for example by reducing pollution and waste of all kinds.

Plans in place to ensure collections-based institutions, and people related to them (including workers) are protected from economic losses as a result of disasters.

	Plans in place to provide special support/protection to poor and vulnerable people and groups in and following disasters.
SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.7 By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities	Numbers of people accessing collecting institutions from different demographic groups, notably women, children, older people and persons with disabilities. Increases in numbers of people accessing collecting institutions from different demographic groups. Measures taken to remove barriers to access green and public spaces. Extent of green space provided by collections institutions.
SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.B By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels	11.B.1 Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030a Disaster Risk Reduction strategies and plans in place, in line with the Sendai Framework for Disaster Risk Reduction, to ensure collecting institutions and collections are factored into planning, and contribute effectively to Disaster Risk Reduction. Collections-based institutions included in local plans for social inclusion, resource use, and Disaster Risk Reduction.
SDG 12 Ensure sustainable consumption and production patterns 12.8 By 2030, ensure that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature	12.8.1 Extent to which (i) global citizenship education and (ii) education for sustainable development (including climate change education) are mainstreamed in (a) national education policies; (b) curricula; (c) teacher education; and (d) student assessment Extent to which global citizenship education and education for sustainable development (including climate change education) are mainstreamed in formal,

informal and non-formal education programmes and

activities drawing on and related to collections.

SDG 13. Take urgent action to combat climate change and its impacts

13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning

Plans in place to enhance positive contributions to addressing climate change through use of collections. Plans in place to ensure collections, collections institutions and broader society can adapt effectively to climate change.

Plans in place for effective education and awareness raising on climate change mitigation, adaptation, impact reduction and early warning.

Plans in place to reduce negative contributions of collections-related functions, e.g. measuring greenhouse emissions with plans and targets in place to reduce them.

SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. 16.1 Significantly reduce all forms of violence and related death rates everywhere

Collections development that relates to violent crime, and violence of all kinds, and the relationships between violence and mortality.

Number of educational, awareness-raising and partnership programmes drawing on collections that aim to reduce violence and related mortality.

SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

Collections development that relates to the rule of law, equality before the law, and justice for all.

16.3 Promote the rule of law at the national and international levels and ensure equal access to justice for all Number of activities drawing on collections, for example educational, research and partnership activities, that promote the rule of law at national and international levels, and that promote a culture of lawfulness, and the right of all to justice.

SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

16.6.2 Proportion of the population [audience/users/non-users] satisfied with their last experience of public services

Access to information, and accountability policies and mechanisms, in place.

Effective institutional arrangements, both for own working and for working in partnership with other sectors, in place.

10 0 D			
16.6 Develop effective,			
accountable and transparent institutions at all levels	Plans and arrangements in place for extraordinary circumstances such as natural and human-caused		
mstitutions at an ieveis	disasters.		
	arsusters.		
	Effective arrangements in place to fulfil legal and social		
	obligations and responsibilities.		
	Effective arrangements in place for transparent		
	communication and reporting of institutional		
	performance.		
	Effective arrangements in place for transparent decision-		
	making and accountability.		
SDG 16. Promote peaceful and	Adopt and implement constitutional, statutory and/or		
inclusive societies for	policy guarantees for public access to information.		
sustainable development,			
provide access to justice for all	Plans in place, and plans implemented to enhance public		
and build effective,	access to information relating to collections.		
accountable and inclusive			
institutions at all levels.	Plans in place, and plans implemented to support		
16.10 Ensure public access to information and protect	fundamental freedoms, in line with human rights,		
fundamental freedoms, in	national and international agreements and legislation.		
accordance with national	Plans and procedures in place for public access to		
legislation and international	information relating to the operation and management		
agreements	of collections-based institutions.		
	Complaint mechanism in place for public to use where		
	public access to information and fundamental freedoms		
	not supported or fulfilled.		
SDG 16. Promote peaceful and	16.B.1 Proportion of population [audience/users/non-		
inclusive societies for	users] reporting having personally felt discriminated		
sustainable development,	against or harassed in the previous 12 months on the		
provide access to justice for all	basis of a ground of discrimination prohibited under		
and build effective,	international human rights law		
accountable and inclusive			
institutions at all levels.	Number and proportion of policies that incorporate		
16.B Promote and enforce non- discriminatory laws and policies	sustainable development considerations, in the full sense of recognizing all three of social, economic and		
for sustainable development	environmental considerations.		
SDG 17. Partnerships for the	Proportion of policies that incorporate sustainable		
goals	development considerations, linking to SDGs and targets.		

17.14 Enhance policy co for sustainable develop		Incorporation of policy considerations from outside the collections sector into policies of collections-based institutions, to facilitate partnerships and effectiveness.			
SDG 17. Partnerships for	or the	17.17.1 Amount of United States dollars committed to			
goals		public-private and civil society partnerships			
17.17 Encourage and pr	17.17 Encourage and promote				
effective public, public-	private	Number and/or increase in number, and diversity of			
and civil society partnerships,		local, national and regional multi-stakeholder (public,			
building on the experience and public-private and civil society) partnerships that			nips that address		
resourcing strategies of		the SDGs drawing on collections, or that otherwise			
partnerships		involve collections-based organisations and institutions.			
	2	<mark>3</mark>	<mark>4</mark>	<mark>5</mark>	6
7	<mark>8</mark>	9	<mark>10</mark>	<mark>11</mark>	<mark>12</mark>
13	14	15	<mark>16</mark>	<mark>17</mark>	