

EQUALITY IMPACT ASSESSMENT (EQIA): DRAFT SCREENING FORM

1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

COVID 19 Recovery Plan – Mitchell Library (Glasgow Libraries) - Glasgow Life

b) Reason for Change in Policy or Policy Development

Guidance has been developed and changes in operational practice will be introduced to support customers safely returning to Glasgow Life Libraries in line with the Scottish Government's COVID 19 guidelines.

The Mitchell Library is scheduled to re-open on 27th April 21 – this is in line with Scottish Government directives on re-opening of indoor venues and as such is subject to change.

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

The guidance provides a plan for ensuring there are measures in place to decrease the spread of COVID-19 in line with Public Health and Government advice. These will include measures focused on social distancing and hygiene and are subject to change as public health and Scottish Government guidelines evolve over time.

The following services will all be available in the Mitchell by appointment only; made by phone or email

- General Enquiries and Research support
- Archives
- Special Collections
- Business & IP Centre Service
- PC Access (9 PCs in Granville St)

In addition, the following walk-up services will be available:

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- Browsing and borrowing in Leisure & Lifestyle on the Ground Floor
- Self-service photocopying in Leisure & Lifestyle and Levels 4/5

Please note: There is a planned phased approach to re-opening **community** libraries. More details about the approach can be found on our regularly updated Coronavirus webpage: <https://www.glasgowlife.org.uk/coronavirus-covid-19-latest-information>

d) Summary of geographic area impacts

Please use the tick boxes below to identify which areas of the city are potentially affected. You may also wish to flag if there are particular areas to be noted e.g. ward or local area.

North East	<input type="checkbox"/>	North West	<input checked="" type="checkbox"/>	South	<input type="checkbox"/>	City wide	<input type="checkbox"/>
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Other area details:

Although situated in the North West of the city, the Mitchell library serves the whole Glasgow population as the major reference and archive resource for Glasgow.

d) Name of officer completing assessment (signed and date)

Karen Donnelly, Business Information and Mitchell Operations Manager 19th Aug 2020, revised Helen Maclean 1/4/21

e) Assessment Verified by (signed and date)

Gordon Anderson, Cultural Venues Manager, 9 April 2021

2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to one or more of the protected characteristics:	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
<p>The Glasgow Libraries Recovery strategy is based on multiple sources of reference, including</p> <ul style="list-style-type: none"> • Cushman and Wakefield’s “Recovery Readiness: A How-To Guide for Re-opening Your Workplace” (https://info.cushmanwakefield.com/l/263412/2020-04-20/2lpnkx), • Knight Frank’s “COVID-19 Office Re-Occupancy Roadmap” (https://www.knightfrank.co.uk/blog/2020/04/20/covid19-office-reoccupancy-roadmap), • Building Owners and Managers Association (BOMA) 	<p>Age Disability Race/Ethnicity Pregnancy/maternity</p> <p>The research and emerging guidance outlines measures which will be adopted to ensure safe access to public library services for all customers, with particular</p>	<p>There will be internal consultation on the strategy in addition to a review of external available guidance. This will be used to update the strategy with details of best practice and information from public health authorities.</p>

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<p>International's Guidance Document "Getting Back to Work: Preparing Buildings for Re-Entry amid Covid-19" (https://www.boma.org/BOMA/Research-Resources/3-BOMA-Spaces/Newsroom/Press_Room/2020/Getting_Back_to_Work.aspx),</p> <ul style="list-style-type: none">● Glasgow City Council social distancing in the workplace guidance● Discussions with Trade Unions● Scottish and UK Government ongoing guidance such as Venue Recovery Plan – Reopening & Readiness June 2020 COVID-19 and the Scottish Governments 5 phase roadmap out of lockdown● The World Health Organization (WHO), national health organisations,● Library Guidelines and Procedures published by the International Federation of Library Services.	<p>consideration to customers over 70 years old and any individual with underlying health conditions that mean they are more at risk of COVID-19. This could include disability or pregnancy.</p>	
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3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
SEX/ GENDER	Women	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained.</p> <p>This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p>	<p>Women and young families are particularly affected by economic aspects of COVID-19 and safety concerns may result in less visits to libraries where they can access free culture and useful information via reading materials etc.</p> <p>Additional challenges faced by female entrepreneurs will be lessened during this time with the support or materials and bookable sessions within BIPC Glasgow</p> <p>Re-starting of employment, benefits and financial advice services will assist those who need these services, and when restrictions ease these will once more be available. It is hoped that the service operated by CAB within the Mitchell library will re-open at a future date. Until that time CAB are operating an on-line advice service.</p> <p>Similarly, those requiring the library support service for Universal Credit applications, will still not be able to access this library service at present. Throughout the COVID 19 pandemic,</p>

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			<p>Wearing of masks will be required but for those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p>	<p>Glasgow Life has operated a telephone support service to enable support to continue. This service operates a translation service for the main community languages spoken in Glasgow.</p> <p>Updates on the return of employment and benefit services can be found on the Glasgow Life website at https://www.glasgowlife.org.uk/coronavirus-covid-19-latest-information</p> <p>Although we operate a free online library offer, (which includes eBooks, eAudiobooks, eNewspapers, eMagazines, and activities such as BookBug, reading groups, book reviews and readings, promoted and accessible on social media platforms), for those without internet access due to constrained financial resources– these will not be an option for e-reading, cultural engagement, and accessing information .</p> <p>The e-library service will continue to host and promote online activities.</p> <p>Waiving charges to customers, so that the financially disadvantaged do not face barriers accessing the services e.g. fines and penalties.</p> <p>In relation to Article 27 (1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities</p>
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				<p>for engaging in cultural /community activity will re-commence in the near future at least.</p> <p>Contact tracing protocols will be in place in line with NHS guidance. Customers will need to supply their name and contact details and some people may not be comfortable with this.</p>
	Men	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled</p>	As above	<p>Re-starting of employment, benefits and financial advice services will assist those who need these services, and when restrictions ease these will once more be available. It is hoped that the service operated by CAB within the Mitchell library will re-open at a future date. Until that time CAB are operating an on-line advice service.</p> <p>Similarly, those requiring the library support service for Universal Credit applications, will still not be able to access this library service at present. Throughout the COVID 19 pandemic, Glasgow Life has operated a telephone support service to enable support to</p>

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				<p>continue. This service operates a translation service for the main community languages spoken in Glasgow.</p> <p>Updates on the return of employment and benefit services can be found on the Glasgow Life website at https://www.glasgowlife.org.uk/coronavirus-covid-19-latest-information</p> <p>Although we operate a free online library offer,(which includes eBooks, eAudiobooks, eNewspapers, eMagazines, and activities such as BookBug, reading groups, book reviews and readings, promoted and accessible on social media platforms), for those without internet access due to constrained financial resources– these will not be an option for e-reading, cultural engagement, and accessing information .</p> <p>In relation to Article 27 (1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities for engaging in cultural /community activity will re-commence in the near future at least.</p> <p>Contact tracing protocols will be in place in line with NHS guidance. Customers will need to supply their name and contact details and some people may not be comfortable with</p>
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				this.
	Transgender	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled</p>	As above	As above
RACE*	White	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled</p>	<p>As above</p> <p>For those who do not feel confident in returning to a physical library service, the alternative e-library service has limited resources in community languages in comparison to the physical book and information collections.</p>	As above
<p><i>Further information on the breakdown below each of these headings, as per census, is available here.</i></p> <p><i>For example Asian</i></p>	Mixed or Multiple Ethnic Groups	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell</p>	As above	As above

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<p><i>includes Chinese, Pakistani and Indian etc</i></p>		<p>Library including Glasgow Archives will be enabled.</p> <p>Customer communication and notices will take into account communication needs, such as being provided in other languages</p>		
	<p>Asian</p>	<p>As above</p>	<p>As above</p> <p>BAME populations have been identified as being particularly vulnerable to the COVID 19 virus. The Mitchell Library services all of Glasgow, including areas with a large South Asian population and customers may not feel comfortable in returning to public spaces and thus may not access the resources and services available.</p> <p>Free online e-books and audio books are available via our e-library service which may help those who can access online services. However, the alternative e-library service has limited resources in community languages in comparison to the physical book and information collections.</p>	<p>As above</p>

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	African	As above	<p>BAME populations have been identified as being particularly vulnerable to the COVID 19 virus. The Mitchell Library services all of Glasgow, including areas with African populations and customers may not feel comfortable in returning to public spaces and thus may not access the resources and services available</p> <p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not be part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and</p>	As above
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			<p>reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Free online e-books and audio books are available via our e-library service which may help those who can access online services. However, the alternative e-library service has limited resources in community languages in comparison to the physical book and information collections.</p>	
	Caribbean or Black	As above	<p>BAME populations have been identified as being particularly vulnerable to the COVID 19 virus. The Mitchell Library services all of Glasgow, including areas with Caribbean or Black populations and customers may not feel comfortable in returning to public spaces and thus may not access the resources and services available.</p> <p>Meeting and bookable room spaces along with learning or activity spaces will only be</p>	As above

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			<p>opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained.</p> <p>This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not be part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Free online e-books and audio books are available via our e-library service which may help those who can access online services. However, the</p>	
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			<p>alternative e-library service has limited resources in community languages in comparison to the physical book and information collections.</p>	
	Other Ethnic Group	As above	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained.</p> <p>This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not be part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some</p>	As above

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			<p>conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Free online e-books and audio books are available via our e-library service which may help those who can access online services. However, the alternative e-library service has limited resources in community languages in comparison to the physical book and information collections.</p>	
DISABILITY	Physical disability	<p>The guidance seeks to minimise risk to anyone with a physical disability – particularly those with underlying health condition who are deemed to be in the clinically vulnerable or extremely clinically vulnerable groups which makes them more at risk to COVID-19</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar’s service and Central Citizen’s Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along</p>	As above

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			<p>with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Free online e-books and audio books are available via our e-library service which may help those who can access online services.</p> <p>Home Library Service could be an option to support older people so they do not need to access libraries</p> <p>Macmillan Cancer Support services will not be operating fully initially. Information resources will be in place. They have throughout the closure period provided online and telephone support services and these will continue.</p> <p>Removal of seating may make it difficult for some disabled people- particularly those with mobility problems - to use libraries.</p> <p>Similarly, the potential for queues forming outside the</p>	
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			<p>venues may cause difficulty for those who find standing difficult.</p> <p>Lifts will operate at limited capacity with only one person, or one person with a carer allowed and use of stairs encouraged.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask</p>	
<p><i>A definition of disability under the Equality Act 2010 is available here.</i></p>	<p>Sensory Impairment (sight, hearing,)</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along</p>	<p>As above</p>

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			<p>with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Lifts will operate at limited capacity with only one person, or one person with a carer allowed and use of stairs encouraged.</p> <p>Those with a visual impairment may find the new operational practice particularly in relation to following signs and specified routes around a library - challenging and may not therefore attend.</p> <p>Free online e-audio books are available via our e-library service which may help those who can access online services.</p> <p>Staff will where possible</p>	
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			<p>wearing clear visors, but on occasion be wearing masks to prevent infection when dealing with returned books. If any DEAF person or someone with a hearing impairment relies on lip reading they may find it difficult to communicate with that staff member. However, other staff will be on hand for any queries from customers.</p>	
	<p style="text-align: center;">Mental Health</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The will operate with reduced opening hours and reduced</p>	<p>As above</p>

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			<p>customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Deteriorating mental health has been an unfortunate consequence of the COVID 19 pandemic and if customers are feeling particularly anxious or vulnerable or have safety concerns regarding returning to public spaces they may not be able to access the mental health books/resources available in Glasgow libraries' collections.</p> <p>Free online e-books and e-audio books are available via our e-library service which may help those who can access online services.</p>	
	<p>Learning Disability</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained.</p> <p>This will mean that learning</p>	<p>As above</p>

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		<p>Glasgow Archives will be enabled.</p>	<p>services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Some customers may find the changes and guidance difficult to adhere to or understand and this requires clear communication and staff support. It is intended that staff will receive training on the new operating model including information on how best to support customers.</p>	
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			<p>Free online e-books and e-audio books are available via our e-library service which may help those who can access online services.</p>	
<p>LGBT</p>	<p>Lesbians</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be</p>	<p>As above</p>

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			<p>uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Free online e-books and e-audio books are available via our e-library service which may help those who can access online services.</p>	
	Gay Men	The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.	As above	As above
	Bisexual	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	As above	As above
AGE	Older People (60 +)	The guidance/new operational practices seeks to minimise risk to anyone who is older than 70 years old as per UK Government advice for older people to take additional precautions.	<p>As above</p> <p>Many of Glasgow's older population will have been shielding and experienced a protracted period of social isolation. Libraries are usually viewed as safe places and afford opportunities for social interaction. If this population</p>	As above

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		<p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>group feels unconfident in returning to libraries they may continue to feel socially isolated.</p> <p>Home Library Service could be an option to support older people so they do not need to access libraries</p> <p>Free online services are available for e-readers but many older people are not on-line or are not familiar with e-reading and accessing online content.</p> <p>Removal of seating may make it difficult for some older people to use the libraries.</p> <p>Similarly, the potential for queues forming outside the venues may cause difficulty for those who find standing difficult.</p> <p>Lifts will operate at limited capacity with only one person, or one person with a carer allowed and use of stairs encouraged.</p>	
	<p>Younger People (16-25)</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems</p>	<p>As above</p>

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		<p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p>	
	<p>Children (0-16)</p>	<p>The guidance and new practice seeks to minimise risk to anyone in contracting COVID-19.</p> <p>Some, albeit limited access to the Mitchell</p>	<p>The library will operate at reduced opening hours and customer capacity limiting the numbers who can attend.</p> <p>Physical group sessions within libraries unable to take place</p>	<p>Women and young families are particularly affected by economic aspects of COVID-19 - carefully to encourage attendance and access to culture and information via free borrowing of books and resources for those experiencing financial constraints.</p>

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		<p>Library including Glasgow Archives will be enabled.</p>	<p>due to government guidelines</p> <p>For those with online access there is a platform to bring activities i.e. Bookbug and storytelling to children to keep them engaging with library services.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask. This does not apply to those aged under 5 years.</p> <p>Removal of children's furniture and seating in children's areas of libraries and halving of the number of personal computers will negatively impact children's learning opportunities.</p> <p>Any under 12 year olds must be accompanied by an adult. This will prevent independent access and curtail learning opportunities. In addition, there is some albeit anecdotal evidence that children may use libraries as safe space when experiencing difficult home lives.</p>	<p>Although we operate a free online library offer, (which includes eBooks, eAudiobooks, eNewspapers, eMagazines, and activities such as BookBug, reading groups, book reviews and readings, promoted and accessible on social media platforms), for those without internet access due to constrained financial resources– these will not be an option for e-reading, cultural engagement, and accessing information .</p> <p>In relation to Article 27 (1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities for engaging in cultural /community activity will re-commence in the near future at least.</p> <p>The United Nations Convention on the Rights of the Child, Article 31 (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities. (Not all of our opportunities for engaging in culture, artistic activities and play will re-start due to limitations in holding group sessions</p> <p>Contact tracing protocols will be in place in line with NHS guidance. Customers will need to supply their name and contact details and some</p>
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				people may not be comfortable with this.
MARRIAGE & CIVIL PARTNERSHIP	Women		No bookings for weddings or civil partnerships will be taken at this time.	N/A
	Men		As above	N/A
	Lesbians		As above	N/A
	Gay Men		As above	N/A
PREGNANCY & MATERNITY	Women	<p>The guidance and new practice seeks to minimise risk to anyone deemed at particular risk to COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along</p>	<p>Women and young families are particularly affected by economic aspects of COVID-19 - this perhaps needs to be considered carefully to encourage attendance and access to culture and information via free borrowing of books and resources for those experiencing financial constraints.</p> <p>Re-starting of employment, benefits and financial advice services will assist those who need these services, and when restrictions ease these will once more be available. It is hoped that the service operated by CAB within the Mitchell library will re-open at a future date. Until that time CAB are operating an on-line advice service.</p>

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			<p>with other complementary activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p> <p>Pregnant women will be advised to follow public health guidance and may feel less confident in visiting. Books on pregnancy and parenting are readily available in the Mitchell and mothers to be and new mothers may not access the reading material that they otherwise may have.</p> <p>Free online e-books and audio books are available via our e-library service.</p> <p>Lifts will operate at limited capacity with only one person, or one person with a carer allowed and use of stairs encouraged. Prams and</p>	<p>Similarly, those requiring the library support service for Universal Credit applications, will still not be able to access this library service at present. Throughout the COIVD 19 pandemic, Glasgow Life has operated a telephone support service to enable support to continue. This service operates a translation service for the main community languages spoken in Glasgow.</p> <p>Updates on the return of employment and benefit services can be found on the Glasgow Life website at https://www.glasgowlife.org.uk/coronavirus-covid-19-latest-information</p> <p>Varying or waiving fees and charges to customers, so that the financially disadvantaged do not face barriers accessing the services e.g. fines and penalties.</p> <p>Although we operate a free online library offer,(which includes eBooks, eAudiobooks, eNewspapers, eMagazines, and activities such as BookBug, reading groups, book reviews and readings, promoted and accessible on social media platforms), for those without internet access due to constrained financial resources– these will not be an option for e-reading, cultural engagement, and accessing information .</p> <p>In relation to Article 27</p>
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			<p>buggies with small children will be excepted from this to allow families to stay together when they require to move between floors.</p>	<p>(1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities for engaging in cultural /community activity will re-commence in the near future at least.</p> <p>Contact tracing protocols will be in place in line with NHS guidance. Customers will need to supply their name and contact details and some people may not be comfortable with this.</p>
<p>RELIGION & BELIEF** A list of religions used in the census is available here.</p>	<p>See note</p>	<p>The guidance and new practice seeks to minimise risk to anyone deemed at particular risk to COVID-19.</p> <p>Some, albeit limited access to the Mitchell Library including Glasgow Archives will be enabled.</p>	<p>Meeting and bookable room spaces along with learning or activity spaces will only be opened when future health advice and assessment deems that it is possible for physical distancing and compliance to be maintained. This will mean that learning services, including workshops, 1:1s and partner activities will not resume initially.</p> <p>City Registrar's service and Central Citizen's Advice Bureau are not part of the initial opening phase.</p> <p>Events and exhibitions, along with other complementary</p>	<p>Waiving charges to customers, so that the financially disadvantaged do not face barriers accessing the services e.g. fines and penalties.</p> <p>Re-starting of employment, benefits and financial advice services will assist those who need these services, and when restrictions ease these will once more be available. It is hoped that the service operated by CAB within the Mitchell library will re-open at a future date. Until that time CAB are operating an on-line advice service.</p> <p>Similarly, those requiring the library support service for Universal Credit applications, will still not be able to access this library service at present. Throughout the COVID 19 pandemic,</p>

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			<p>activities will not be resumed initially.</p> <p>The library will operate with reduced opening hours and reduced customer capacity which will limit visitor numbers at all times.</p> <p>Wearing of masks will be required. For those with some conditions this may be uncomfortable and we will allow those in that category to not wear a mask.</p>	<p>Glasgow Life has operated a telephone support service to enable support to continue. This service operates a translation service for the main community languages spoken in Glasgow.</p> <p>Updates on the return of employment and benefit services can be found on the Glasgow Life website at https://www.glasgowlife.org.uk/coronavirus-covid-19-latest-information</p> <p>Although we operate a free online library offer,(which includes eBooks, eAudiobooks, eNewspapers, eMagazines, and activities such as BookBug, reading groups, book reviews and readings, promoted and accessible on social media platforms), for those without internet access due to constrained financial resources– these will not be an option for e-reading, cultural engagement, and accessing information .</p> <p>In relation to Article 27 (1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities for engaging in cultural /community activity will re-commence in the near future at least.</p> <p>Contact tracing protocols will be in place in line with NHS guidance. Customers will need to supply their name and contact details and some</p>
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				people may not be comfortable with this.
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* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

Summary of Protected Characteristics Most Impacted

Most impacted would be :

AGE -those who are 60+ as this is a main age group of customers who access libraries.

RACE – BAME groups particularly affected by COVID 19 and e-library service has a limited stock of reading material in community languages.

DISABILITY - Home Library service may support those who cannot access libraries due to disability.

PREGNANCY and MATERNITY - Pregnant women will be advised to follow public health guidance but still may not feel confident in returning to the library.

Summary of Socio Economic Impacts

Fairer Scotland Duty - research indicates those facing socio-economic challenges may be disproportionately affected by COVID 19 and the scaled- down service especially in relation to employment and benefits advice may have some negative impact although this is partially mitigated by the free UC application telephone support service.

There is free online library services available – however, those without domestic internet access will be less likely to access this.

Waiving of fines and printing charges in particular should help those in financial difficulties.

Services for employability and critical financial and welfare advice, will be available online and where possible in some Community Libraries. E.g. Citizens Advice Bureau, Universal Credit, Jobs and Business Glasgow and Revenues and Benefits.

Summary of Human Rights Impacts

Potential human rights issue for those who access our services and become infected especially if adequate contact and tracing procedures are not put in place or adhered to rigorously. In addition, for contact tracing protocols customers will need to supply their name and contact details and some people may not be comfortable with this.

Slight impact possible in relation to **Article 27**

(1) Everyone has the right freely to participate in the cultural life of the community and **The United Nations Convention on the Rights of the Child, Article 31** (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities. – Not all our opportunities for engaging in cultural /community activity will re-commence in the near future at least.

Summary of Health Inequalities* Impacts

Please include reference to any protected characteristic group which may be affected in terms of health inequalities.

Also make reference to other groups that may potentially be affected – including people with drug problems, homeless people, care - experienced young people and carers. This is an indicative but not exhaustive list and any relevant groups along with the anticipated impacts should be noted.

Positive impacts in terms of health literacy with local libraries affording access to pc's and borrowing of materials relating to health conditions.

McMillan cancer information will be available in the Mitchell library– however, the associated support service will still operate via telephone for the immediate future.

Benefits and financial support services along with employment services will not initially operate until it is safe to do so and these services play a role in assisting people experiencing poverty - a significant social determinant of health inequality. However, telephone and online support will operate until these services can safely operate within the library once more.

Positive impacts for those seeking employment with access to pc's.

Negative impact for the foreseeable future for those who wish to participate in learning programmes e.g. those seeking to upskill to help them in finding employment.

Positive impact for children and young people as access to pc's will help with learning.

Lack of group activities for the foreseeable future may have a negative effect on those who use libraries for social interaction – this is especially relevant for those experiencing social isolation and those who feel lonely.

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4. OUTCOMES, ACTION & PUBLIC REPORTING

Screening Outcome	Yes /No Or / Not At This Stage
<p>Was a significant level of negative impact arising from the project, policy or strategy identified?</p>	<p>Yes</p> <p>However, within the guidance from the Scottish Government and public health authorities for safe operation we have sought where possible to minimise the negative outcomes identified.</p>
<p>Does the project, policy or strategy require to be amended to have a positive impact?</p>	<p>Not at this stage (Constrained in operational practice as adhering to Scottish Government COVID 19 guidance in relation to public spaces)</p>
<p>Does a Full Impact Assessment need to be undertaken?</p>	<p>Not at this stage (See above)</p>

Actions: Next Steps

(i.e. is there a strategic group that can monitor any future actions)

Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)
<p>COVID 19 Libraries' recovery plans to be considered as a working document and be reviewed every 2 weeks (or more frequently as required) in line with emerging guidance from UK/Scottish Government and Public Health authorities.</p> <p>Access arrangements will be reviewed periodically with a view to mitigating any unforeseen negative impacts that can be addressed within the COVID 19 Scottish Government guidelines for safe operation of public buildings.</p>	<p>Infrastructure Support</p> <p>HR and Health and Safety to be involved in a working group that reviews and adapts the workplace arrangements regularly</p> <p>Building Transitions Group</p> <p>Norman Ferguson, Community Services Manager (Citywide Libraries Responsibility)</p> <p>Gordon Anderson, Cultural Venues Manager</p>	<p>Suggest weekly meeting of a working group comprising Infrastructure Support, HR and Health and Safety.</p> <p>Building Transitions Group has now been convened as of 26/05/20 and meets regularly on a Tuesday.</p> <p>Libraries Operations and Development Group Meet Monthly to Review Operations and Developments for the City Libraries members; Community Services Manager, Library Operations Manager, Community Services Coordinator, Principal Librarian</p> <p>Libraries Management Meeting held weekly to update and review on Mitchell and library developments; Cultural Venues Manager, Mitchell Operations Manager, Product Planning Manager, Outreach and Access Manager, Community Libraries Operation Manager</p> <p>Area Vision for Glasgow Libraries Groups Meet Monthly members; Principal Librarian, Librarian, Community Services Coordinator, Community Services Officer, Community Services Supervisor</p>

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