Appendix 16 - Library Inventories

ICT Inventory

Hardware/Software:

Torquay Library:

	Learning Centre	Main library	Staff Offices
Chip'n'pin device	-	1	-
Computers: Public	14	23	1 (IT use)
Computers: Staff	-	4	21
Fax	-	1	-
Plasma screen (Foyer)	-	1	-
Laptops	-	-	5
Microfiche /film Reader Printer	-	3	-
OPAC	-	2	-
Printers	1	2	3
Projector (ceiling mounted)	1	-	-
RFID Shelf readers	-	-	4
RFID Tag pads	-	1	2
Scanners (flat bed)	1	5	1
RFID Self Issue Kiosks	-	4	-
Servers	-	-	4
Slip printers	-	2	6
Till	-	1	-
Whiteboard	1	-	-
Wi-Fi kit and access points	-	3	1 kit

Paignton Library

	Learning Centre	Main library	Staff Offices
Chip'n'pin device	-	-	-
Computers: Public	17	14	-
Computers: Staff	-	5	6
Plasma screen	-	3	-
Laptops	-	-	1
Microfiche /film Reader Printer	-	1	-
OPAC	-	4	-
Printers	1	2	3
Projector (ceiling mounted)	1	2	-
RFID Shelf readers	-	-	4
RFID Tag pads	-	1	1
Scanners (flat bed)	1	3	-
RFID Self Issue Kiosks	-	4	-

Slip printers	-	2	2
Till	-	1	-
Whiteboard	1	-	-
Wi-Fi kit and access points	-	4	1 kit

Brixham library

	Learning Centre	Main library	Staff Offices
Chip'n'pin device	-	1	-
Computers: Public	-	9	-
Computers: Staff	-	2	2
FAX	-	1	-
Laptops	7	-	-
OPAC	-	1	-
Printers	2	1	1
Projector (ceiling mounted)	1	2	-
RFID Shelf readers	-	-	4
RFID Tag pads	-	1	1
Scanners (flat bed)	-	3	-
RFID Self Issue Kiosks	-	2	-
Slip printers	-	1	1
Till	-	1	-
Wi-Fi kit and access points	-	2	1 kit

Churston Library

	Main library	Staff Office
Chip'n'pin device	1	-
Computers: Public	5	-
Computers: Staff	2	2
OPAC	1	-
Printers	1	1
RFID Tag pads	1	1
Scanners (flat bed)	1	-
RFID Self Issue Kiosks	2	-
Slip printers	2	2
Till	1	-
Wi-Fi kit and access points	1	1 kit

Note:
Please note that all Bus pass webcams, Xerox Printers and the Photocopier in each library are the property of Torbay Council and so are not listed above.

Software:

The range of software Torbay Libraries currently use includes the following:

Public Access:
- Library Management System: Axiell: Open Galaxy, with an expectance that we will move to SPARK and Arena (for the OPAC) in partnership with Libraries Unlimited in 2017.
- BPH data for addresses
- Bibliotheca: software on self issue kiosks
- Public PCs: Windows 7, Netloan, Deep Freeze, MS Office

Library Staff:

- Windows 7 professional 32 bit & Windows 10 enterprise 64 bit
- MS Office 2013 standard
- Access to E5 (FIMS) Financial management System
- Access to My view – HR System
- Council Network drives for data storage
- Citrix for remote access
- Icon for chip and pin – card Payment system
- Bus Pass software – Bus pass renewals
- Wars forms – Waybill receipting system
- Egress – Secure mail system
- EAS – Emailing archiving system
- Cirrato print client for "follow-me" printing
- Adobe reader; Flash; shock wave; Air; Java; etc
- Mcaffee – anti virus
- Lumension – end point security

E books: Overdrive

Local History Website: Umbraco

Ancestry: Proquest

Wi-Fi: A range of hardware and software

It should be noted that this is indicative and that some changes may be expected to take place over the coming year.

Furniture and general items inventory

1. Brixham Library

Item:	Number/metres	Notes
Moveable shelving	68m	
Wall shelving (metal)	10m	
Shelving Metal shelves, wood cases	344m	
Enquiry desk	Entrance	Curved, wooden. With fitted worktable to side Approx 4m
Enquiry desk	Not in use	Approx 3 meters
Tables large	8	
Tables small	2	
Computer desks	6	
Computer chairs	16	
General chairs	40	
Sofa	1	
Kinder boxes	2	
Modern escritoire	1	Behind unused reception desk
Trolley	10	7 x single sided 3 shelf 2 x double sided 8 shelf (kiosk side) 1 x metal 6 shelf double sided
Internal postbox	2	Connections and Friends
Computer stands upright	2	
Fridge	1	
Microwave	1	
Locker unit – 6 door metal	1	
Locker unit 2 door wood	1	
Flip chart stand	1	
Kick stool	1	
Donut seats	1 set	
Beanbags	4	
Story carpet	1	
Junior chairs	10	
Cupboard	1	
Chest of drawers		5 x 3 drawer wood 1 X 5 drawer metal 2 x 2 drawer wood (Some of these were adopted by the library when Connections left – I am not sure all are required)
Metal filing cabinet	3	4 drawer

Display units:

Card sale	2	Not library property
Stock spinners	2	
Hybrid table/pbk stand	3	
Display boards	Floor standing 1 set	
Corner units to match shelving	3	
ABC spinner	1	
Donut seats	1 set	

38 folding metal chairs – property of Friends of Brixham Library

This inventory does not include some old face-on stands which may be removed in the future

2. Churston Library

Item:	Number/metres	Notes
Moveable shelving	4 Metal racks	Spoken word
Wall shelving (metal)	16 metres	F , some NF & some JF
Stand alone shelving (static)	5 of 3 M each	LP ,NF, JF & JNF
Enquiry desk	2	1 upper 1 lower
Paperback spinners	6	2 Junior 4 adult
Tables large	4	Including 2 folding tables
Tables small	6	2 coffee tables, 2 children's tables, 2 small tables
Computer desks	4	
Computer chairs	6	
Stacking chairs	12	6 in hall cupboard 6 in boiler cupboard
General chairs	4	
Sofas	1	
Tub chairs	6	
Kinder boxes	2	
Trolleys - shelving	4	Wooden metal frame
Trolleys - kiosks	2	
Trolleys - display	4	
Trolley – flat bed	1	
Kick stools	2	
Drop down slide screen	1	
Metal filing cabinet	1	
Free standing lockable cupboard	1	

Display units:

Card sale	2	
Spectacles	1	
DVD/CD	4	4 metal units bolted together to make 1
Book and leaflet	5	2 Leaflets 3 book
Table top	1	
Magazine Rack	1	

Office:

Desk	1	
Computer chairs	2	
Computer desks	2	1 long bench 1 metal trolley
Metal cupboards	2	
Metal set of drawers	1	
Metal wall shelves	7	

Staff Room

Coffee table	1	
Microwave	1	
Fridge Freezer	1	
Wall cupboards	2	
Easy chairs	2	

Note that Coffee machines & other kitchen items belong to the Friends of Churston Library Group

3. Paignton Library

First Floor:

Item:	Number/metres	Notes
Moveable shelving	- w0.83 x w0.53 = 32 bays	- All double sided
Wall shelving (wood)	- w0.84m x h1.83m = 14 - w0.55m x h1.83m = 3 -	- 12 of these are double-sided - 1 is double sided
Tables large	1 x round table	
Tables small	1 x round coffee table 2 x train/railway (w1.24m) tables	
Computer desks	3	1= long desk for 3 PCs 1 = higher desk for 2 PCs 1= old style stand up desk
Computer chairs	9	
General chairs	Train chairs = 8 General chairs = 19	
Microfiche/film reader	1	
Trolley	1	
Desk	Long desk/bench in Quiet Room	

Display units:

Table top	- fixed book display stand for face on display (w0.6m x h1.46m)	
Newspaper stand	X1 – large wooden 10 sided display	
Locked glass display cabinet	x 2 for local studies	
Magazine spinner	x 1	

Learning Centre

Item:	Number/metres	Notes
Wall shelving (wood)	1 x 1.4m	
Tables small	Printer table x 1	
Computer desks	- Old style stand up PC desk x 1 - w2.35m x 4 - w1.58 x 1 - w0.8 x 1 - w1.2m (movable height desk)	
Computer chairs	21	
Filing cabinet	2	

Staffroom

Item:	Number/metres	Notes
Tables large	2 x large round	
Tables small	2 x small round	
General chairs	16 (8 x tub chairs; 8 x normal)	
Lockers	2 x units – 1 x 6x4 lockers 1 x 3 x 4	

Ground Floor:

Workroom and office

Item:	Number/metres	Notes
Wall shelving (wood)	- 1.8m x 3 - 2.4m x 2 - 2.45m x 1	
Filing cabinets	X 5	
Computer desks	8	
Computer chairs	7	
Trolley	3 – 1 x flatbed 1 x normal 1 x garden trolley (for outside)	
Step ladder	X 1	
Fold away bed	X 1	
Kneeler	X 2 plus walking stick seat/chair	

Downstairs: Main library

Item:	Number/metres	Notes
Moveable shelving	2 x w.0.84 x h1.3 (double sided) 1 x Wavy mirror end display unit 1 x shape display end display unit Children's = 16 x h1.6m x 0.84m Adult = 9 x h1.6m x 0.84m 13 x W0.84m x h1.54 24 x W0.84 x h1.25m Teen = 5 x W0.84 x h1.25m	
Wall shelving (wood)	- Children's – light up display shelving – 1 x W1.2m x h1.96 and 3 x W 1.41 x h1.96m - 2 x w0.8 x h1.6m (double sided) 15 x h1.83m x w0.84m 6 x w0.57 x w0.84m 8 x W0.84 x h1.58m (one sided – SPW) 1 x w0.84 x h1.56	

Enquiry desk	2 x fixed desks – one long high desk facing into library (with 2 counter PCs), one facing into foyer (with 2 Netloan booking PCs).	
Tables large	1 x fold up display table	
Tables small	X 2 small round tables 1 x Children's rectangular table 1 x children's flower table 1 x w1.5m x h0.5m	
Computer desks	1 x large desk for 5 PCs 2 x small 3 x semi circle single desks 2 x desks for x box	
Computer chairs	17	
General chairs	15 6x children's chairs 4 x small children's chairs Padded seat/cushion blocks x 6 (w0.5 x h0.36)	
Sofas	5 sofas 1 x teenage sofa (high backed by x box) 1 x curved high back bench fixed seating (behind spoken word)	
Trolley	7 x large trolleys 7 x small/kiosk trolleys 1 x flatbed trolley	

Display units:

DVD	X 1 DVD/CD shelving = 4 x h1.6m x 0.84m	
Book display units	X 4 1 x display table 1mx1m	
Reading Tower/Castle	X 1	
Children's train book display	X 1	
Large plastic orange and green children's book display	X 1	

4. Torquay Library

<u>First Floor:</u>

<u>Balcony</u>

Item:	Number/metres	Notes
Wall shelving (wood)	144 metres	
Tables -	7	Rectangle with back lip
Computer bench	1	6 metre
Computer chairs	3	High
General chairs	15	
Kick stool	1	
AC unit	1	
Slat display	4	
Acrylics for slat display		Range of items

<u>Learning Centre</u>

Item:	Number/metres	Notes
Moveable shelving		
Wall shelving (metal)		
Wall shelving (wood)		
Tables rectangle	2	
Computer desks	Benching for 15	
Computer chairs	23	
General chairs	1	
Filing cupboard	1	
Horizontal map unit	1	
White board	1	
Curtains	2 pairs	
Flip chart board	1	
AC unit	1	
Telephone	1	
Foot rest	1	
Pin board	1	
Clock	1	
High bin	1	

<u>Ground Floor</u>

<u>Main Library</u>

Item:	Number/metres	Notes
Moveable shelving	250	
Wall shelving - metal	130	
Enquiry desk	1	4 rectangle tables + 2 quarters
Round book case	1	

Round magazine rack	1	
Newspaper rack	1	
Tables - small square	2	
Small round	1	
D shape	1	
Computer chairs	2	
General chairs	5	
Trolley	3	Green kiosk
Kick stool	4	
Computer pod small	2	
large	1	Part of enquiry desk
Key holder	1	
Wooden shelves	8	In cupboard
Headers – magnetic		A range of these
Headers – wall mounted		A range of these

Display units:

Glass Edwardian unit	1	Belongs to Torre Abbey- on loan
Display Cube	1	
Display double sided	2	
Display trolley	1	
Lockable display cube	1	
Display boards	2	

Small office – YPSL & project worker

Item:	Number/metres	Notes
Wall shelving (wood)	14 metres	Independent unit
Desks	2	
Filing Cabinet	1	
Double cupboard	1	wardrobe style
Notice board	1	
Computer chairs	2	
General chairs	1	

General Office

Item:	Number/metres	Notes
Desks	6	
Under desk unit	2	
Wall shelving (wood)	104 metres	
Filing Cabinets metal	2	
Lockers	2 units	12 lockers
Pin board	1	
White board	1	

DVD security	1	
Computer chairs	6	
Key cabinet	1	
Spare kiosk bin	1	
Foot rest	1	
CD player	1	
Electric heater	3	
Electric fan	2	
Kick Stool	1	
Answer phone	1	
Telephone	1	
Trolley	1	blue double sided
Trolley	2	metal single sided
Trolley	2	red edged double sided
Trolley	1	Wooden single sided

Manager's office

Item:	Number/metres	Notes
Wall shelving (wood)	1 unit 4 shelves	Free standing
Desk	1	
Computer chair	1	
General Chair	2	
Filing Cabinets	6	LS
Safe	1	
Pin Boards	2	
Small table	1	
Kick stool	1	
Cards index boxes	8 units	30 drawers (local history)
Fan Heater	1	
Fan	1	

Foyer and small front office

Item:	Number/metres	Notes
Wall Shelving wood	9 metres	
Curved desk	1	
Filling cupboard	1	
Computer Chair	4	
General Chair	3	
Telephone	1	Torbay Council: Connections
Pin board large	1	
Pin board large	3	
Under desk drawers	1	
Clock	1	
Pictures	2	
Small shelving unit	2metres	

Small storage cupboards	2	
A Frame	1	
Electrical recycle bin	1	Tor2
Battery recycle bin	2	Tor2
DVD security device on Plinth	1	
Telephone booth	1	Torbay Council: Connections

Display units:

Digital display screen	1	
Acrylic display units	3	
Acrylic display unit	1	Tourism
Moveable display stand	1	

Interact

Item:	Number/metres	Notes
Wall shelving - metal	12 metres	
Tables - rectangle	2	
Table –small square	1	
Tables – small round	1	
Computer desks	3 double 1 single 1 curve 1 bench – 6 unit	
Computer chairs	14	
General chairs	2	
Soft chairs	3	
Pin board	5 large 2 small	
Graphic Novel stand	3 metres	

Relax

Item:	Number/metres	Notes
Moveable shelving	4/ 24 metres	
Wall shelving (metal)	100	
Tables rectangle	2	
Tables – small round	1	
Table – small square	1	
General chairs	4	
sofas	1	
Soft chairs	6	
Cube seats	1	
Kick stool	2	

Display units:

DVD	2 wall units – 12 metres	
DVD	1	Stand alone unit
CD	2 units/ 12 shelves	
Mixed CD/DVD	1 unit/6 shelves	
Slat display acrylics		Range of acrylics

Reference Area

Item:	Number/metres	Notes
Moveable shelving	64	
Wall shelving - wood	152	
Small Enquiry desk	1	
Tables – extra large	2	
Tables large	1	
Tables – small round	1	
Table – small rectangle	1	
General Chair	11	
Computer chair	1	high
Soft chairs	2	
Small map display	1	
Magazine unit	1	
Role door lockable cupboard	1	
Pin boards	2 small	
Glass Edwardian unit	1	On loan from Torre Abbey

Local Studies

Item:	Number/metres	Notes
Wall shelving - wood	152	
Tables large – rectangle	1	
Tables – round	1	
General Chair	6	
Computer chair	4	2 high
Computer desk	1	
Computer bench	1	2 metres
Microfilm reader	3	+ printer and lenses
Pictures	2	
Plaques	2	
Filing Cupboards	8	For micro film
Digital picture display	1	Torquay museum
Pin boards	4	
Kick stool	1	
Horizontal map drawer unit	2	wood

Vertical map unit	1	Metal
Magazine holder	2	
Microfiche stand	1	
Wall Fan/heater	1	

Children's library

Item:	Number/metres	Notes
Moveable shelving	2 units/12 metres	
Wall shelving – metal	32	
Kinder boxes	6	
Staff desk	1	Curved, indent for wheelchair
Under desk drawer unit	1	
Tables - round	2	
Small chairs	8	
Toddler chairs	7	
General chairs	2	
Computer chairs	3	
Sofa	1	
Trolley	1	Single sided
Cube seating	3	
Soft chair	1	
Pin boards	6	
Painting	2	large
Foldaway tables	2	
Stacking chairs	28	
Kick stool	1	
Toy box	1	
Play table	1	
Baby changing mat	1	
8 plastic covered cushions	8	

IT office

Item:	Number/metres	Notes
Wall shelving - wood	12 metres	
Tables - rectangle	2	
Tables – small round	1	
Computer desks	3	
Computer chairs	5	
Filing cabinets	2	
Pin board	2	
Under desk cabinets	4	1 metal 3 'wood'
Portable heater	2	
Shelving metal	2M	
Wooden shelving Narrow	12M	

Basement:

Bibliographical Services

Item:	Number/metres	Notes
Wall shelving (metal)	14.8m	Shelving cabinets
Wall shelving (wood)	1m	Shelving cabinets
Chest of Drawers	2	Both containing 2 drawers
Wooden storage unit	1	
Wooden Cabinet	3	2 large & 1 small
Trolley	4	3 metal 1 large wooden
Footstools	1	
Computer desks	4	
Computer chairs	4	
General chairs	1	
Map Drawers	1.75m	12 Drawers
lockers	1	containing 4 lockers

Stack

Item:	Number/metres	Notes
Moveable shelving	166.6m	Rolling stack shelving
Wall shelving (metal)	16.6m	Shelving cabinets
Wall shelving (wood)	2m	Shelving cabinets
Wooden Cabinet	1	large
Trolley	6	3 metal 3 wooden
Footstools	2	
Metal moveable ladder	1	
Caretakers trolley	1	Large wooden
Caretakers lockers	2	1 double & 1 single
Caretakers sack trucks	2	

Special Services

Item:	Number/metres	Notes
Wall shelving (metal)	48m	Shelving cabinets
Wall shelving (wood)	7.4m	Wooden shelf
Tables large	1	
Tables small		
Computer desks	1	
Computer chairs	3	
Trolley	3	2 metal (small) 1 wooden (large)
Footstool	1	

Town Hall: Shoalstone Room and small adjacent room, and LG53.

We expect that items in LG53 will be moved within the next 6 months

Item:	Number/metres	Notes
Wall shelving - metal	166M	
Tables – small folding wood	1	
Kick Stool	1	
Filing cabinet	2	LG53
Computer chairs	3	LG53
Trolley, wood and red metal	1	LG53