



Newnham College Library Company Limited: Publication Scheme

Newnham College Library Company Limited (NCLCL) is a private company which commenced trading in 2001 and whose principal activity is the provision of library services. As a wholly-owned subsidiary of Newnham College, Cambridge, which publishes its own Publication Scheme, Newnham College Library Company Limited is subject to the Freedom of Information Act 2000.

The Publication Scheme follows the model prepared and approved by the Information Commissioner.

This Publication Scheme commits the Company to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Company.

The Publication Scheme follows the model prepared and approved by the Information Commissioner.

This Publication Scheme commits the Company to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Company.

The scheme commits the Company:

- Actively to publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the Company and falls within the classifications below.
- Actively to publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

- To review and update on a regular basis the information the Company makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

The scheme is arranged in the following classes:

- 1. Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7. The services we offer.**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The Company will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Company, information specified in this scheme will be provided on its website. Where it is impracticable to make information available on its website or when an individual reasonably does not wish to access the information by the website, the Company will indicate how the information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Company is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Company for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. [Charges](#) may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Company that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Publication Scheme for Newnham College Library Company Limited

I. Who we are and what we do

Organisational information, structures, locations and contacts

I.1 Newnham College Library Company Limited (NCLCL) was set up to take on the work of providing Library services (inter alia) to members of Newnham College. It is a wholly owned subsidiary of the College and is responsible for all aspects of the running of the Library

I.2 The Executive Committee of Newnham College Library Company Limited is responsible to the Board of Directors

I.3 The Library Users Committee represents the interests of College users to the Board of NCLCL. Joint meetings of the NCLCL Executive Committee and the Library Users Committee of Newnham College provide an opportunity for College users of the Library to communicate their interests to the Board of NCLCL. The customary practice has been for the Director Member of the NCLCL Executive Committee to chair the joint meetings, with the Librarian acting as Secretary. The Chairman of the Library Users Committee acts as Chairman for the joint meetings in the absence of the NCLCL Executive Committee Chair.

I.4 The Library Users Committee is responsible to the College Council. Please see www.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/foi-class-04/ for information about the role and responsibilities of the College Council:

- the Statutes
- the Ordinances of the Council
- role of the Council
- membership of the College Council and
- about the College's committees.

I.5 Articles of Association

The Memorandum and Articles of Association of the Company may be obtained by writing to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or foi@newn.cam.ac.uk. A small charge will be made.

They may also be obtained from Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ, enquiries@companies-house.gov.uk.

I.6 Board Membership

The Directors of the Company are:

Dame Carol Black, Principal of Newnham College Cambridge

Ms Jenny Raine, Bursar of Newnham College Cambridge

Professor Christine Watson, Vice-Principal and Fellow of Newnham College Cambridge

The Company Secretary is:

Mr Graham Gale, College Accountant, Newnham College

I.7 Executive Committee

The members of the NCLCL Executive Committee are:

Professor Christine Watson, Vice-Principal and Fellow of Newnham College Cambridge, [Chair] and Director of the Company

Ms Deborah Hodder, College Librarian

I.8 Staff Structure

The Company does not employ any staff. The Librarian, Senior Library Assistant and Graduate Trainee are employed by Newnham College Cambridge and seconded to NCLCL.

I.9 Contact Points

The Company Secretary is Mr Graham Gale (College Accountant of Newnham College) (telephone: 01223 335786; e-mail: accountant@newn.cam.ac.uk).

The Registered Office of the Company is the Bursary, Newnham College, Cambridge CB3 9DF.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

2.1 Annual Accounts

The Annual Accounts of the Company may be obtained by writing to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or foi@newn.cam.ac.uk. A small charge will be made.

They may also be obtained from Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ, enquiries@companies-house.gov.uk.

2.2 Loans Sanctioned

Details of the Company's creditors may be found in its Annual Accounts.

2.3 Procurement Procedures

The Company procures its principal supplies from a range of wholesale and retail booksellers.

2.4 Staff and board members' allowances and expenses

Board members do not claim for any out-of-pocket expenses. Staff are reimbursed for expenses incurred wholly in the furtherance of their duties.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

3.1 Any reports indicating main priorities and progress against them

The Library Users Committee represents the interests of College users to the Board of NCLCL. Joint meetings of the NCLCL Executive Committee and the Library Users Committee of Newnham College provide an opportunity for College users of the Library to communicate their interests to the Board of NCLCL. [Sections 1.2 and 1.3 above]

3.2 Annual Report

The Company's Annual Report, together with the Accounts, may be obtained by writing to the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or foi@newn.cam.ac.uk. A small charge will be made.

4. How we make decisions

Decision making processes and records of decisions

4.1 The Executive Committee of Newnham College Library Company Limited is responsible to the Board of Directors

4.2 The Library Users Committee represents the interests of College users to the Board of NCLCL. Joint meetings of the NCLCL Executive Committee and the Library Users Committee of Newnham College provide an opportunity for College users of the Library to communicate their interests to the Board of NCLCL.

4.3 The Library Users Committee is responsible to the College Council. Please see www.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/foi-class-04/ for information about the role and responsibilities of the College Council:

- the Statutes
- the Ordinances of the Council
- role of the Council
- membership of the College Council and
- about the College's committees.

4.4 Minutes of Council meetings are available as paper documents three months after confirmation, by contacting the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or foi@newn.cam.ac.uk A small charge will be made to cover photocopying costs.

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

5.1 Policies and procedures for conducting departmental business

The Company is not organised in departments.

5.2 Policies and procedures for delivering our services

5.2.1 The Library Guide contains information on the collection and on Library services and is available at www.library.newn.cam.ac.uk/how-to-use-the-library/guides-to-the-library-and-resources

5.2.2 Policies on:

- collection development
- weeding
- donations

are available from the Freedom of Information Officer, Newnham College, Cambridge CB3 9DF or foi@newn.cam.ac.uk. A small charge will be made to cover photocopying costs.

5.2.3 The catalogue of the collection is accessible on-line at www.library.newn.cam.ac.uk/the-catalogue

5.3 Policies and procedures for recruiting and employing staff

5.3.1 The Company does not employ any staff. The Librarian and the Senior Library Assistant are employed by Newnham College Cambridge and seconded to NCLCL. Current vacancies at the College may be found at www.newn.cam.ac.uk/about/vacancies/

5.3.2 The Library Graduate Trainee is employed by Newnham College Cambridge and seconded to NCLCL. For vacancies see www.cilip.org.uk/qualificationschartership/GraduateTrainingOpportunities/

5.4 Customer service

5.4.1 The Library Guide contains information on Library services. (See 5.2.1 above)

5.4.2 Any Library user who has a complaint about the services offered may address their complaint to the Librarian, Newnham College, Cambridge, CB3 9DF or librarian@newn.cam.ac.uk.

If a complaint has been made to the Librarian and the complainant is not happy about the response, they may complain in writing to the Chairman of the Executive Committee, Newnham College Library Company Limited, Newnham College, Cambridge, CB3 9DF.

5.5 Records management and personal data policies

The Company outsources its records management to the College. Personal data is managed in accordance with Newnham College Data Protection Policy which may be found at www.newn.cam.ac.uk.

5.6 Charging regimes and policies

5.6.1 For the Library Guide see www.library.newn.cam.ac.uk/how-to-use-the-library/guides-to-the-library-and-resources

5.6.2 The Company may make a small charge to external users of Library Services which is negotiated on a case by case basis.

5.6.3 Information about charges for information provided under this Publication Scheme may be found at <http://websvr.newn.cam.ac.uk/about/freedom-of-information/foi-pub-schemes-further-info/#accordion-7>

6. Lists and registers

Any information we are currently legally required to hold in publicly available registers

6.1 Any lists or registers that may be required to produce in the conduct of their business

There are none.

6.2 Any property asset list

There is none.

6.3 Disclosure logs

The Company does not maintain a disclosure log.

7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

7.1 Details of Company Services

The Library Guide contains information on the collection and on Library services and is available at www.library.newn.cam.ac.uk/how-to-use-the-library/guides-to-the-library-and-resources

7.2 Services for which the Company is entitled to recover a fee, together with those fees

The Company charges for printing, copying and reproduction services.

7.3 Leaflets

The Company publishes no leaflets.

7.4 Media Releases

Any media releases are available on the Company website www.library.newn.cam.ac.uk and may be on Twitter at twitter.com/NewnhamLibrary.