

## Community Councils – How your local library can support you



Community councils play an important part in representing the community's view on the 12 Neighbourhood Partnerships established across the city. To support community councils in their role, Libraries have been identified as neighbourhood bases where community councils can have access to information, promotional facilities and office services.

**Library services available to promote and support community councils:**  
(these may vary so please contact your local library to check out availability)

- Display space
- Notice boards for publicising local meetings and events
- Use of community rooms for meetings
- Consultation areas, using the library space to promote and or consult with the local community
- Web access – add your details to the Community Information Website Your Edinburgh [www.youredinburgh.info/engage/](http://www.youredinburgh.info/engage/) or [www.edinburgh.gov.uk/communitycouncils](http://www.edinburgh.gov.uk/communitycouncils)
- Office services
  - ✓ phone, fax, scanner, guillotine, computers
  - ✓ free computer printouts and photocopying of CC minutes/ meeting papers are available to **community council office bearers** to assist them carry out community council business. Please note that free photocopying does not extend to CC publicity and promotional material. Community councils can apply for grants available from the Neighbourhood Partnerships to assist with these costs.

### Identification & Monitoring

Community Council Office-bearers using office services will be asked to provide their name and address to Library Staff which will be checked against the list of CC office-bearers. Library staff will ask CC office-bearers to complete a form for monitoring purposes. These forms will be returned to the Community Council Liaison Officer after 6 months.

### **Where do I find details of my local library?**

The contact details of each library and a list of services available to CCs are included in a citywide directory which has been sent to all community councils and can be viewed at [www.edinburgh.gov.uk/communitycouncils](http://www.edinburgh.gov.uk/communitycouncils).

### **Do I have to use the facilities at my local library?**

Community councils are encouraged to approach their local library in the first instance but are welcome to use the facilities at other libraries.

### **Library staff**

Library staff will be available to assist with accessing equipment and information but will not be involved in carrying out photocopying requests.

### **Further information**

If you have any queries regarding this guidance, please contact **Eileen Hewitt, Community Council Liaison Officer**, tel 469 3838, [eileen.hewitt@edinburgh.gov.uk](mailto:eileen.hewitt@edinburgh.gov.uk)