COLLECTION SECURITY GOVERNANCE IN THE BRITISH LIBRARY:

KRISTIAN JENSEN, HEAD OF COLLECTIONS AND CURATION

ELIZABETH II

British Library Act 1972

1972 CHAPTER 54

An Act to establish a national library for the United Kingdom under the control and management of a new Board and incorporating the Library of the British Museum; and for connected purposes. [27th July 1972]

B E IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

1.—(1) This Act shall have effect with a view to the establishment for the United Kingdom of a national library, to be known as " the British Library ", consisting of a comprehensive collection of books, manuscripts, periodicals, films and other recorded matter, whether printed or otherwise. *The British Library.*

(2) The British Library shall be under the control and management of a public authority, to be known as " the British Library Board ", whose duty it shall be to manage the Library as a national centre for reference, study and bibliographical and other information services, in relation both to scientific and technological matters and to the humanities.

(3) The Board shall make the services of the British Library available in particular to institutions of education and learning, other libraries and industry; and—

    (a) it shall be within the functions of the Board, so far as they think it expedient for achieving the objects of this Act and generally for contributing to the efficient management of other libraries and information services, to carry out and sponsor research; and

British Library Board

Non-Departmental Public Body

British Library: Key Information Sheet

1. Priorities

The Secretary of State's priorities for the British Library are as follows:

- That the world-class collections and front-line services of the British Library will be protected;
- that free entry to the permanent collections of the British Library will continue to be available and public access will be protected;
- that the British Library will continue to work in partnership to maintain its status as a world class institution;
- that the British Library will continue to strengthen the financial resilience of the sector, building on the work you have already embarked on to develop philanthropy in the sector, and adding further impetus to organisations' efforts to increase their share of 'earned income';
- that the British Library will support international cultural exchange and build relationships which help develop the culture sector in this country and assist export promotion in that sector;

Charities Act 1993

CHAPTER 10

[A table showing the derivation of the provisions of this consolidation will be found at the end of this Act. The table has no official status.]

ARRANGEMENT OF SECTIONS

PART I

THE CHARITY COMMISSIONERS AND THE OFFICIAL CUSTODIAN FOR CHARITIES

PART II

REGISTRATION AND NAMES OF CHARITIES

Registration of charities

Charity names

PART III

COMMISSIONERS' INFORMATION POWERS

THE CHIEF EXECUTIVE AS ACCOUNTING OFFICER

Treasury Officer of Accounts
Fiona Hamill
Central Finance Group
Rathgael House
Balloo Road
BANGOR BT19 7NA
Tel No: 028 9185 8128 (x 68128)
email: fiona.hamill@dfpni.gov.uk
and   jill.downie@dfpni.gov.uk

Department of
Finance and Personnel
www.dfpni.gov.uk

DAO (DFP) 08/11

20 December 2011

Dear Accounting Officer

ACCOUNTING OFFICER RESPONSIBILITIES

Purpose

1. The purpose of this letter is to remind Accounting Officers of the responsibilities of their appointment and in particular to emphasise the importance of providing the Public Accounts Committee with clear, accurate and complete information.

Background

2. An Accounting Officer letter of appointment clearly sets out the formal and statutory context of the appointment and the personal responsibilities for which an Accounting Officer can expect to be called to account in the Assembly. These responsibilities are also set out in Chapter 3 of Managing Public Money Northern Ireland (MPMNI).

The Public Accounts Committee

3. The Public Accounts Committee is a standing committee established under the Assembly's Standing Orders with the specific remit to consider accounts, and reports on accounts laid before the Assembly. The Committee is authorised to exercise the power in section 44(1) of the Northern Ireland Act
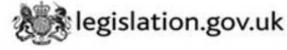
PUBLIC ACCOUNTS COMMITTEE

Matt Brittin, CEO, Google UK

legislation.gov.uk

Freedom of Information Act 2000

Any person making a request for information to a public authority is entitled

a) To be informed in writing by the public authority whether it holds information of the description specified in the request, and

b) If that is the case, to have that information communicated to him

Home > About Us > Freedom of Information > Publication scheme

Freedom of Information Publication Scheme

This page brings together publications relating to the structure of the Library, its organisation, and what we do.

- ▶ Who we are and what we do
- ▶ What we spend and how we spend it
- ▶ What are our priorities and how are we doing
- ▶ How we make decisions
- ▶ Our policies and procedures
- ▶ Lists and registers
- ▶ The services we offer

One of the aims of the Act is that all public authorities should be clear and proactive about the information they make available. Section 19 of the Act requires the preparation of a Publication Scheme which sets out:

- The classes of information the Library publishes or intends to publish

Search About us

[   ] GO

Search tips

In this section

1. Who we are and what we do ▶

2. What we spend and how we spend it ▶

3. What are our priorities and how are we doing ▶

4. How we make decisions ▶

5. Our policies and procedures ▶

6. Lists and registers ▶

7. The services we offer ▶

In accordance with the recommendations of the Nolan Committee, the Library maintains a Register of Interests of Board Members.

Any Other Register or List (as Required by Law or Otherwise)

The Library's Strategic Risk Register.

The Library's Missing Item Database. This listing includes everything recorded on the ABRS (Automated Book Requesting System) as mislaid or lost from November 1997 (when the ABRS system was first used) to present day. It must be noted that many historical losses of items which occurred pre 1997 were entered onto the system. For example, this can be seen with the Oriental items with many historical losses (approx. 800 items) added in 2010. Similarly, this is true for the lost Document Supply items with approx. 17,700 being bulk loaded onto the system in June 2010. The spreadsheet is comprised of separate sheets displaying information by collection (e.g. Humanities, Music), providing details of shelfmark, author, title, publication year and the date it was added to the system. The number of mislaid or lost items expressed as a percentage of the entire collection of 150 million items is 0.02%.

In most cases, mislaid items not at the correct shelf position have been misplaced on the shelves or the catalogue record may not have been altered to reflect a changed shelf mark. Although rigorous procedures are in place, the British Library's collection is an exceptionally busy working collection and human error cannot be entirely eliminated. Furthermore items that were destroyed in the WWII bombings were not all identified as such and so may have been entered onto the system as mislaid. The Library has a rolling programme of collection audits, with priority given to auditing the most valuable items and those used most heavily in our collections. We also undertake other checks to locate mis-shelved items.

With regards to the India Office material (with shelfmarks beginning IOR) many of these entries on ABRS are for numbers which were never used as gaps were left in the sequences. When India Office Records items were entered wholesale on the ABRS in 1998, the
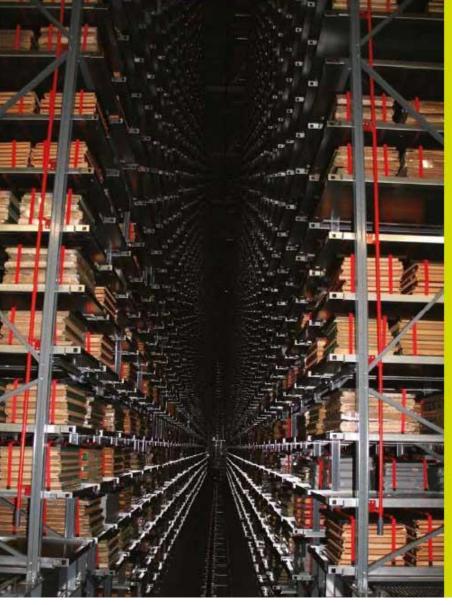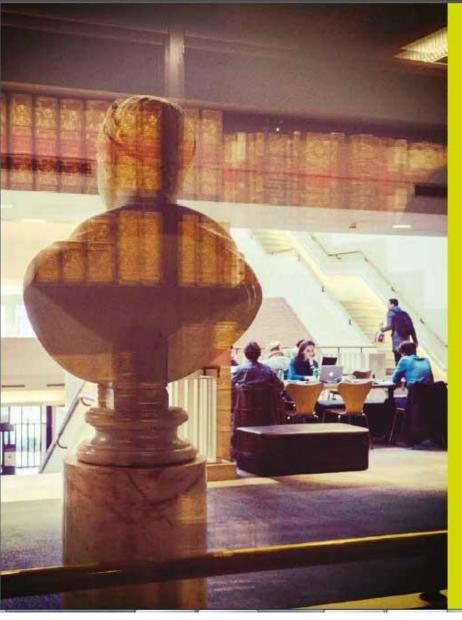
Custodianship

We build, curate and preserve the UK's national collection of published, written and digital content

The National Newspaper Building in Boston Spa, home to over 750 million newspaper pages. Photo by Katie Batts

FROM THE BRITISH LIBRARY'S STRATGY "LIVING KNOWLEDGE", 2015
Everything we do at the Library is underpinned by our responsibilities as custodians of this extraordinary resource, guaranteeing access to it for future generations

We make our intellectual heritage accessible to everyone, for research, inspiration and enjoyment

View from inside the King's Library at St Pancras. Photo by Tony Antoniou

FROM THE BRITISH LIBRARY'S STRATGY "LIVING KNOWLEDGE", 2015

STRATEGIC

Risk Ref	Risk Title	Cause & Effect	Inherent Risk Priority (I x L)	Existing Controls	Residual Risk Priority (RI x RL)	Action Required
100	The Library does not adequately protect its assets including collections, property and systems. **Risk Owner: Steve Morris** **Last Updated: 27/01/2015**	**Cause & Effect:** Cause: Insufficient risk awareness Incomplete business continuity plans and lack of appropriate testing. Failure to deliver obligations under Legal Deposit. Failure to embed risk management policy and procedures into business as usual. Lack of appropriate physical and IT security. Inadequate invigilation in reading rooms Failure to adequately control copies of digital items. Effect: Loss or/and damage to collection items, property or other assets leading to financial loss, reputation damage, stakeholder dissatisfaction and litigation. Inability to provide and maintain effective services.	5 4 Primary	Collection Risk Strategy agreed. Risk Management Policy Statement, sets our all roles and responsibilities in terms of risk assessment and management. It includes risk appetite statement for collection items. Effective relationships with external security bodies – Camden police, Camden Emergency Planning Group (CAMPEG) etc.	5 2 Contingency	Relevant security policies are linked together on the Intranet. Information Security is the responsibility of CIGG whereas the remaining security policies fall under the remit of the Head of Integrated Risk Management. Further effort will be made to better link these policies and to perform gap analysis where required. **Person Responsible: Peter Brooks** **To be implemented by: 31/03/2016**

Page

FROM THE BRITISH LIBRARY'S CORPORATE RISK REGISTER

Assessing risk	embed a risk management approach throughout the organisation so that resources are best used to enhance the security of the collections
	agree the likelihood of collection-security incidents occurring, and define the impact that they will have
Setting risk ·. appetite	agree our appetite for risk to the collection, so that resources are focussed on areas where they will have most impact
Ensuring controls	identify and mitigate risks through continuous improvement reviews of all collection processes
	ensure accountability by allocating responsibility for each collection process
	measure our progress against our risk appetite
Enforcing	further enhance the security of the collection by using the latest technology as it becomes available
	extend the same level of protection to non-BL items that are in our safe keeping
	demonstrate zero tolerance of anyone who mutilates or steals collection items
Working with others	share information on known threats with the library and archive community
	actively promote best practice in the library and archive community
	develop and maintain relationships with the criminal justice system and with professional and trade bodies, to promote the security of the collections

RISK APPETITE ASSESSMENT

Impact	5 Highly Unlikely	4 Unlikely.	3 Possible	2 Likely	1 Almost certain.
1 Catastrophic					
2 Significant					
3 Moderate					
4 Minor					
5 Almost none					
Negligible					

Contingency

Primary

Housekeeping

The chair of the Collection Security Group reports annually

- to the British Library Board

- to the British Library Board's audit committee

- The management of collection security is subject to an annual scrutiny by the Library's auditors

Objectives of the British Library Collection Security Group

To identify and mitigate risk in the collection acquisition and description process

To identify and mitigate risk incurred through reader use of the collection

To identify and mitigate risk incurred through staff use of the collection

To identify and mitigate risk incurred through exhibition and loans

To carry out security investigations and risk assessments

To identify and mitigate risks to digital collections

RISKS IN THE COLLECTION ACQUISITION AND DESCRIPTION PROCESS

- A formal programme of "Continuous Improvement"

- Auditing

- Fixed assets register

ACTIONS TO MITIGATE RISK – USE BY READERS

USE VERSUS SECURITY?

ACTIONS TO MITIGATE RISK – USE BY READERS: Parameters for a risk based analysis of the collections

Classification principles	Automated book request categories
T = Treasure	XXXX
R = Restricted	ROZ, RMZ, RCZ, RRZ, Z-safe ROX, RMZ, RCX, RRX
S = Special	SEL
G = General	GEN, SER, SUR, RO1/3, RM1/3, WXY, RC1/3, RR1/3, RK3, MSS, EAR, MFM, NEW, SSC/1, CDM
D = Digital	
O = Open	GEN, SER, SOA
DS = Document Supply	DSS, DSM

Data gathering	
Security measures – deliberately vague	
Enforcement/ communicatio n	

ACTIONS TO MITIGATE RISK – USE BY STAFF

SECURITY INVESTIGATIONS

COLLECTION SECURITY REPORT FORM
Initial report

Date form was initiated	
Name of member of staff initiating this report	
Date and time of incident	
Place incident occurred	
Name of person who alerted staff to the incident if different from person initiating the form	

Description of collection item
Shelf-mark:
Title:
Author:
Date of publication:
Place of publication:
Publisher:
Description (size, no. pages etc.):
Storage location:
ABRS status (when applicable):

Reading category (please tick)

GEN		RC1			RM3		
SER		RM1			RO3		
SUR		RO1			Restricted		
EAR		RR3			Open access		
RR1		RC3					

Details of last known user (when applicable):
Name:
Number:

Summary of incident to be completed by person initiating the form – include as much information as possible):

Investigation log

Actions taken (what shelf searches, catalogue checks, reader request & shelf-mark history checks, departmental checks, audit checks, physical checks of items etc. have been made)

Date	Initials	Details of actions taken - Please add additional rows as needed.

Please e-mail to Collection Security

THANK YOU