



## Scottish Book Trust's Early Years Programme (Bookbug) Partnership Agreement

between

**Scottish Book Trust and «Local\_AuthorityTrust»**

**1 April 2015 – 31 March 2016**

This Partnership Agreement sets out the nature of the commitment given by «Local\_AuthorityTrust» to manage and deliver the Bookbug programme and the support offered by Scottish Book Trust to make that delivery effective.

Appendices 1 (Scottish Book Trust provision) and 2 (Local Authority/Trust provision) set out the practical arrangements for programme delivery.

### Signatures

By signing this Partnership Agreement, Scottish Book Trust and «Local\_AuthorityTrust» agree to abide by the principles of the partnership as set out within this agreement.

	Signature	Date
<p><b>Head of Public Library Service</b></p> <p>Name:</p> <p>Position:</p>	<p>X</p> <hr/>	
<p><b>Director of Education</b></p> <p>Name:</p> <p>Position:</p>	<p>X</p> <hr/>	
<p><b>Director on behalf of Scottish Book Trust</b></p> <p>Name: Marc Lambert</p> <p>Position: Director</p>	<p>X</p> <hr/>	

**Please provide a postal address (Head of Public Library Service) so that we can return your completed partnership agreement:**

### **About this Partnership Agreement**

- This agreement recognises Libraries as Scottish Book Trust's main partner in delivering the Bookbug Programme. It provides the commitment required by your local authority and Scottish Book Trust and sets out in practical terms how that integrated approach is managed.
- Due to the nature of local authority and NHS boundaries, a separate Partnership Agreement will be issued by Scottish Book Trust to each NHS Board.
- Local authorities taking part in Dolly Parton's Imagination Library will also receive a separate Memorandum of Agreement (MOA) between themselves and The Dollywood Foundation of the UK.
- For the purposes of this agreement, all references to "Libraries" and equivalent, are in relation to «Local\_AuthorityTrust».

### **Scottish Book Trust Outcomes**

The shared aim of the Bookbug Programme is to encourage every child in Scotland to develop a lifelong love of reading. In order to reach this aim, the Bookbug Programme works towards the following outcomes:

- Children are reading, talking, singing and cuddling more with their parents and carers
- Parents and carers are reading, talking and singing more with their children
- More practitioners are confident and able to communicate the key Bookbug messages
- Decision makers integrate the Bookbug approach into Early Years practice
- More children and families use libraries.

## APPENDIX 1

### Programme Provision and Support from Scottish Book Trust

#### Bookbug Co-ordinators (Local Area Co-ordinators)

Within every local authority area, a Bookbug Co-ordinator oversees Bookbug bag gifting to families and the co-ordination of Bookbug Sessions. The Bookbug Co-ordinator is usually employed by the local library service.

The Bookbug Programme is co-ordinated in your area by:

- **Bookbug Co-ordinator(s)**

«BB1\_Name»  
«BB1\_Email»  
«BB1\_Telephone»

«BB2\_Name»  
«BB2\_Email»  
«BB2\_Telephone»

«BB3\_Name»  
«BB3\_Email»  
«BB3\_Telephone»

The Bookbug Primary 1 Family Bag is co-ordinated in your area by:

- **P1 Co-ordinator(s)**

«P1\_Name»  
«P1\_Email»  
«P1\_Telephone»

«P1\_2\_Name»  
«P1\_2\_Email»  
«P1\_2\_Telephone»

#### Bag Quantities

Scottish Book Trust's Bookbug Programme will provide the following quantities of Bookbug bags:

Bookbug Bag	Number of Bags
Baby Bags	«Bookbug_Baby_TOTAL»
Toddler Bags	«Bookbug_Toddler_TOTAL»
Pirate Bags	«Bookbug_Pirate_TOTAL»
Primary 1 Family Bag (final number to be confirmed in August after Primary 1 entries confirmed for 2015/16 academic year.	«P1_Bags»

- The total commercial retail value of the four packs amounts to £135.75 for each child.
- The above quantities were agreed with the Bookbug Co-ordinator in February 2015.

- Order forms and stock-take forms will be provided to each Bookbug Co-ordinator by Scottish Book Trust, with no less than two weeks' notice for completion.

Full details of Bookbug bag contents can be found in the Bookbug Co-ordinator Information Handbook.

### **Gaelic Bags**

Gaelic Bookbug Bags are available in the following local authorities and by request in other areas of Scotland: Aberdeen, Angus, Argyll & Bute, East Ayrshire, East Dunbartonshire, Edinburgh, Glasgow, Highland, Inverclyde, North Lanarkshire, Perth & Kinross, South Lanarkshire, Stirling, Comhairle nan Eilean Siar (Western Isles).

Quantities of Gaelic bags were agreed with the Bookbug Co-ordinator in February 2015. However, Bookbug Co-ordinators can request further deliveries of the Gaelic packs if required.

### **Books for children with additional support needs**

For children and families with additional support needs, Scottish Book Trust provides touchy feely books in addition to the four free Bookbug Bags. These books all have simple, repetitive text, bright illustrations and textured sections throughout. Bookbug Co-ordinators can request a supply of these books at any time for families in your area.

### **Delivery Location**

Bookbug bags will be delivered to the following address:

- Baby/Toddler/Pirate

Main Delivery Address:

«Delivery\_Location\_Main»

Pirate Bag Delivery Address:

«Delivery\_Location\_Pirate»

Gaelic Bag Delivery Address:

«Delivery\_Location\_Gaelic\_»

- Bookbug Primary 1 Family Bag

We will work with a named P1 Bag Co-ordinator within your area to agree a delivery point for these packs in Autumn 2015.

## Delivery Schedule

- Bookbug bags will be delivered to your Council in the following months:

	March	June	September	December	ANNUAL TOTAL
	Q1	Q2	Q3	Q4	
Baby	«Bookbug_Baby_March»	«Bookbug_Baby_June»	«Bookbug_Baby_Sept»	«Bookbug_Baby_Dec»	«Bookbug_Baby_TOTAL»
Toddler	«Bookbug_Toddler_March»	«Bookbug_Toddler_June»	«Bookbug_Toddler_Sept»	«Bookbug_Toddler_Dec»	«Bookbug_Toddler_TOTAL»
Pirate	«Bookbug_Pirate_March»	«Bookbug_Pirate_June»	«Bookbug_Pirate_Sept»	«Bookbug_Pirate_Dec»	«Bookbug_Pirate_TOTAL»

- Scottish Book Trust's logistics agents, Spring Distribution, will contact the Bookbug Co-ordinator to 'book-in' and agree delivery dates a minimum of ten working days in advance of deliveries being made.
- The Bookbug Primary 1 Family Bag will be delivered in October/November.

## NHS Direct Distribution (if applicable)

Libraries will receive an agreed percentage of the total Baby and Toddler Bags required for the local authority. The majority of Baby and Toddler Bags are distributed by their NHS Health Board. A separate Partnership Agreement is issued to NHS Health Board regarding the delivery of Bookbug Baby and Toddler Bags direct to health centres.

## Gifting Advice

Scottish Book Trust provides national guidance for practitioners on gifting the Bookbug bags, It is a simple two-page guide setting out key information and messages relating to a Bookbug Bag. The guidance includes:

- An overview of the Bookbug Bags that they are responsible for gifting.
- Key messages to pass on to parents and carers when gifting the Bookbug Bags.
- An outline of how the Bookbug programme links to GIRFEC.

A link to the Guidance Advice can be found here: <http://scottishbooktrust.com/gifting-advice>

## Evaluation of impact

Bookbug is an evidence informed programme and Scottish Book Trust will consult with experts and parents on all elements of the programme. Where possible, parent consultation is done in collaboration with local partners from local authorities. The content of the Bookbug bags is reviewed and updated on an annual basis.

Scottish Book Trust has appointed an external team at Centre for Research on Families and Relationships based at the University of Edinburgh to assess the impact of the Bookbug programme in Scotland on parents, children and early years professionals. The evaluation will run throughout 2015 and 2016. More information can be found on our website:

<http://www.scottishbooktrust.com/bookbug/bookbug-packs/bookbug-survey>

### **Bookbug Free Training**

Bookbug runs a full programme of professional courses and online resources to support early years professionals to share the benefits of songs, stories and rhymes with parents and carers. Courses are delivered nationally and locally. Scottish Book Trust will keep in touch with Bookbug Co-ordinators and Heads of Public Library Services about the provision of this training in their area and where it is taking place nationally. Full course descriptions can be found on our website:

<http://www.scottishbooktrust.com/learning/working-with-bookbug/training-course-descriptions>

### **Assertive Outreach (Years 1, 2 and 3) (if applicable)**

We are delighted that your local authority has been participating in our Assertive Outreach Programme which began in 2012.

- The project, now entering its fourth year, aims to increase vulnerable families' access to and participation in Bookbug Sessions, as well as other library, council and third-sector services offered in the wider community.
- The project is tailored to each authority taking part, based on their local needs, but involves free delivery by Scottish Book Trust of Bookbug training for all appropriate professionals and volunteers as identified by the project's local steering group.

Scottish Book Trust expects its commitment will include but may not be limited to:

- **Continued support of a local Steering Group:** Scottish Book Trust will continue to work with the local steering group and chair these meetings if required.
- **Further training tailored to local needs:** Scottish Book Trust will continue to provide training for any groups or individuals identified by the steering group, until at least April 2016.
- **Advocacy of programme:** Scottish Book Trust will continue to foster links with local and national third-sector groups who provide early years activity within your local authority to ensure the programme is reaching its target audience.
- **Evaluation:** Scottish Book Trust is committed to the ongoing evaluation of the programme, and we require the support of the steering group to encourage feedback from trainees on an ongoing basis.

### **Assertive Outreach (Year 4) (if applicable)**

We are delighted that your local authority is participating in our Assertive Outreach programme this year.

- The project, now entering its fourth year, aims to increase vulnerable families' access to and participation in Bookbug Sessions, as well as other library, council and third-sector services offered in the wider community.
- The programme is tailored to each authority taking part, based on their local needs, but involves free delivery by Scottish Book Trust of Bookbug training for all appropriate individuals identified by the project's local steering group.
- These individuals or teams will be identified and prioritised through a quarterly steering group composed of operational managers from Libraries, Education, Health and Social Work departments, as well as and Third Sector partners.

- Training includes Bookbug for the Home Training for those professionals and volunteers who make home visits to vulnerable families, Awareness Sessions for Health Visiting Teams involved in gifting the Bookbug Baby and Toddler Bags, and Pirate Bag CPD for nursery staff.

Scottish Book Trust expects its commitment will include but may not be limited to:

- **Coordination of a local Steering Group:** Scottish Book Trust will work with the local steering group and chair these meetings if required.
- **Advocacy of programme:** Scottish Book Trust will foster links with local and national third-sector groups who provide early years activity within your local authority to ensure the programme is reaching its target audience.
- **Training tailored to local needs:** Scottish Book Trust will provide training for any groups or individuals identified by the steering group, until at least April 2016.
- **Evaluation:** Scottish Book Trust is committed to the ongoing evaluation of the programme, and we require the support of the steering group to encourage feedback from trainees on an ongoing basis.

### Communication

- Scottish Book Trust will provide regular e-mail updates to Bookbug Co-ordinators, containing news items and information requests.
- Scottish Book Trust will respond promptly to all enquiries from Local Authorities regarding the Bookbug Programme and will work with Local Authorities to support the programme locally wherever possible.

### Marketing

Scottish Book Trust will support the marketing of the programme nationally and locally through the provision of the following:

- **General Marketing resources, to be delivered in June 2015:**
- **Bookbug Week resources, to be delivered in April 2015:**
- **Bookbug Week**
  - Scottish Book Trust will hold Bookbug Week, an annual celebration of the Bookbug programme, from **18 - 24 May 2015**.
- **National Bookbug Annual Conference**
- **Regional Shared Practice Days**
- **Library Challenge**
  - Scottish Book Trust will commit to providing Certificates and Posters to promote the Library Challenge in the local authority.
- **Press Release and Social Media Guidance**

### Scottish Book Trust Website

- Scottish Book Trust's website features information on early book sharing and national advice, guidance, competitions and fun ideas on sharing books together.
- It also includes a dedicated page for each local authority featuring local programme information, such as Bookbug Co-ordinator contact details, advertising of local events and activities as well as links to local library websites.

<http://scottishbooktrust.com/>

## APPENDIX 2

### Commitment and Support required from «Local\_AuthorityTrust»

#### Staffing and Contacts

- Libraries will provide a **named contact(s)** to Scottish Book Trust to act as the Bookbug Co-ordinator for the Bookbug Programme.
- The Bookbug Co-ordinator details must be kept up to date. Scottish Book Trust cannot be held responsible for complications relating to the delivery of Bookbug materials or for other communication problems, if the contact name is not kept up to date.
- It is the responsibility of the Bookbug Co-ordinator to read email updates from Scottish Book Trust and share information with colleagues and partners where appropriate.
- The Bookbug Co-ordinator is required to provide information relating to the local programme (pack stock checks etc.) at given times throughout the year. A complete timetable of these tasks is included in the Co-ordinator Handbook.

#### Shared Practice Meetings and Bookbug Annual Conference

- We ask all Bookbug Co-ordinators to attend an annual shared practice day with other local authorities from the surrounding area. These events are an opportunity to share best practice and discuss issues with a member of the Scottish Book Trust team and other local co-ordinators.
- We invite the Bookbug Co-ordinator and Head of Public Libraries Service to attend the Bookbug Annual Conference to find out about new Bookbug developments, and hear from relevant Early Years speakers.

#### Bookbug Bag Gifting

- Libraries will provide all relevant order information, contact details and delivery addresses within agreed schedules to enable Scottish Book Trust to deliver appropriate quantities of Bookbug Baby, Toddler, and Pirate Bags, and Bookbug Primary 1 Family Bags to the venue specified by the Bookbug Co-ordinator.
- Scottish Book Trust **must** be alerted to changes to delivery addresses at the earliest possible date, and at least three weeks prior to a delivery being made.
- The Bookbug Co-ordinator must return order forms and stock-take forms within agreed timescales to ensure smooth delivery of Bookbug bags. Scottish Book Trust cannot guarantee delivery of packs on schedule if order and stock-take forms are not received within specified deadlines.
- Libraries agree to work with the «NHS\_Board» to gift **Bookbug Baby and Toddler bags** to children at the appropriate ages via the health visitor network and other appropriate health practitioners e.g. community nursery nurses.
- Libraries and education services department will deliver **Bookbug Pirate bags** to all children in their ante pre-school year (age 3) who attend a Care Commission inspected setting (i.e. Local Authority, Private and Partner Providers). «Local\_AuthorityTrust» will take all reasonable steps to ensure that each child receives only one Bookbug Pirate bag during the ante pre-school year and will endeavour to ensure the avoidance of double-gifting.



- Libraries and education services department agrees to gift **the Bookbug Primary 1 Family Bag** to all Primary 1-aged children (local authority and independent).
- Libraries will provide a back-up gifting service to support parents who have missed out on packs from the main access routes, by either gifting packs directly to parents where appropriate or by passing details of parents to the Bookbug Co-ordinator.
- Libraries and education services department will not add any additional information or contents to the Bookbug Bags without the express permission of Scottish Book Trust, and will not remove or withhold any contents from the Bookbug Bags.
- Libraries and education services department will work to provide a message to parents, about the benefits of early book sharing, through activities/messages during book gifting and other support activities such as Bookbug Sessions (please see the Partnership Agreement Support Information for further details about Bookbug Sessions).
- The Bookbug Co-ordinator will keep Scottish Book Trust informed of issues relating to Bookbug packs e.g. storage, onward delivery, queries about pack contents etc.

### Logistics

- Libraries will accept responsibility for Bookbug Bags delivered to «Local\_AuthorityTrust» by Scottish Book Trust's Logistics Agent, Spring Distribution Ltd.
- Libraries will not unreasonably refuse to accept delivery provided that the Bookbug Co-ordinator has been notified by Spring Distribution of the delivery date and quantity of bags being delivered at least ten working days in advance of the delivery being made.
- It is the responsibility of the Bookbug Co-ordinator to note the delivery date and make preparations to receive the delivery, ensuring that provision is in place to accept the delivery into the local authority building. Spring Distribution drivers are not paid to carry deliveries into the building.
- It is the responsibility of the Bookbug Co-ordinator to send an email to Spring Distribution to confirm the delivery date and time.
- It is the responsibility of the Bookbug Co-ordinator to notify Scottish Book Trust immediately if an error is found within the delivery booking email.
- Libraries will keep the relevant bag delivery information statistics as required by Scottish Book Trust. This includes the following record-keeping:
  - recording numbers of bags received from Spring Distribution Ltd
  - recording numbers of bags delivered to gifting partners
  - recording numbers of bags gifted from libraries
  - carrying out stocktake of Bookbug bags across the whole local authority.

Scottish Book Trust will provide relevant forms for record-keeping.

### Bookbug Sessions

Libraries will:

- Promote Bookbug Sessions to local families
- Record statistics relating to numbers of Bookbug Sessions run by venue

- Record statistics relating to numbers of children and adults attending Bookbug Sessions, including within areas of deprivation.
- Share this information to Scottish Book Trust annually in April of each year.

### **Library Joining Incentive Scheme (Bookbug's Library Challenge)**

Libraries will:

- Promote Bookbug's Library Challenge
- Record statistics relating to numbers of certificates issued
- Record statistics relating to numbers of children participating in Bookbug's Library Challenge
- Share this information with Scottish Book Trust annually in June of each year.

### **Bookbug Free Training**

The Bookbug Co-ordinator or another appropriate council contact will work with Scottish Book Trust to promote free national Bookbug training and top up training to appropriate library, local authority and health staff in your area. The Bookbug Co-ordinator or another appropriate council contact will keep Scottish Book Trust informed of any Bookbug training being organised and delivered locally.

### **Assertive Outreach (Year 1, 2, and 3 authorities) (if applicable)**

«Local\_AuthorityTrust»'s commitment to the Bookbug Assertive Outreach programme will include but may not be limited to:

- Continue to run Assertive Outreach programme within the local authority
- Work with Scottish Book Trust's Early Years Outreach Manager to maintain a steering group of key local early years contacts involved with vulnerable families. This may tie in with any existing Bookbug Steering Group, where appropriate, and should include representatives from library, health, education, the third sector and other relevant council departments.
- The Bookbug Co-ordinator or another appropriate council contact commits to attending the Steering Group meetings and to promoting Bookbug training to all appropriate council staff.
- The Bookbug Co-ordinator or another appropriate council contact, commits to assisting Scottish Book Trust's evaluation of the programme, including assisting with the identification of suitable case studies.
- The Bookbug Co-ordinator or another appropriate council contact will act as an advocate for the Assertive Outreach programme within the local authority and to external partners.

### **Assertive Outreach (Year 4) (if applicable)**

«Local\_AuthorityTrust»'s commitment to the Bookbug Assertive Outreach programme will include but may not be limited to:

- Work with Scottish Book Trust's Early Years Outreach Manager to set up a steering group of key local early years contacts involved in work with vulnerable families. This may tie into/be an extension of the existing Bookbug Steering Group, where appropriate, and should include representatives from library, health, education, the third sector and other relevant council departments.
- Work with Scottish Book Trust's Early Years Outreach Manager and the steering group to map existing local early years activity for vulnerable families.
- The Bookbug Co-ordinator or another appropriate council contact commits to attending the Steering Group meetings and to promoting Bookbug training to all appropriate council staff.

- The Bookbug Co-ordinator or another appropriate council contact, commits to assisting Scottish Book Trust's evaluation of the programme, including assisting with the identification of suitable case studies.
- The Bookbug Co-ordinator or another appropriate council contact will act as an advocate for the Assertive Outreach programme within the local authority and to external partners.

### **Scottish Book Trust Website**

- It is the responsibility of the Bookbug Co-ordinator to keep Scottish Book Trust informed of any updates required to their listing on the Scottish Book Trust website.

<http://www.scottishbooktrust.com/bookbug/about-bookbug/local-bookbug-contacts>

## **APPENDIX 3**

### **Tailored commitment from «Local\_AuthorityTrust» libraries to the Bookbug Programme**

Please use this space to insert your libraries' tailored commitment to the Bookbug Programme below, based on discussion with Libraries, Early Years Education and other Partners, and the information contained within this Partnership Agreement, and return with your signed agreement.

*[PLEASE USE THE ATTACHED WORD DOCUMENT VERSION  
OF THIS PAGE TO UPDATE YOUR TAILORED COMMITMENT]*