



# ساختار کتابخانه های عمومی در انگلستان با نگاهی به خدمات کسب و کار: تجربه زیسته یک کتابدار

نرگس خالقی

کتابدار کتابخانه عمومی

اسکس، انگلستان

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# کلیات

- ▶ Essex County: شرق انگلستان ؛ جمعیت 1503521
- ▶ تعداد کتابخانه های عمومی: 74
- ▶ بودجه کتابخانه های عمومی: شهرداری Council, Local Government
- ▶ ساعت کار: متفاوت
- ▶ ثبت نام: رایگان با ارائه کارت شناسایی
- ▶ منابع: داستانی و غیر داستانی Fiction and Non-fiction
- داستانی بر اساس ژانر و سپس نام خانوادگی نویسنده (Modern Fiction, Thriller/Crime, Fantasy, Horror, Classic, Romance, Graphic Novels, Saga)
- غیر داستانی بر اساس رده بندی دیویی Nonfiction
- ▶ تعداد و مدت امانت: 14 کتاب به مدت سه هفته و ده بار قابل تمدید آنلاین (تا زمانی که شخص دیگری کتاب را رزرو نکرده باشد)
- ▶ امانت بین کتابخانه ای: تمامی استان اسکس و بخش هایی از لندن
- ▶ جریمه دیرکرد: فقط برای بزرگسالان
- ▶ سیستم کتابخانه: Symphony

# Essex Public Libraries

[Basildon Library](#)  
[Billericay Library](#)  
[Braintree Library](#)  
[Brentwood Library](#)  
[Brightlingsea Library](#)  
[Broomfield Library](#)  
[Buckhurst Hill Library](#)  
[Burnham-on-Crouch Library](#)  
[Canvey Island Library](#)  
[Chelmsford Library](#)  
[Chigwell Library](#)  
[Chipping Ongar Library](#)  
[Clacton Library](#)  
[Coggeshall Library](#)  
[Colchester Library](#)  
[Danbury Library](#)  
[Debden Library](#)  
[Dunmow Library](#)  
[Earls Colne Library](#)  
[Epping Library](#)  
[Frinton Library](#)  
[Fryerns Library](#)  
[Galleywood Library](#)  
[Great Baddow Library](#)  
[Great Parndon Library](#)

[Great Tarpots Library](#)  
[Great Wakering Library](#)  
[Greenstead Library](#)  
[Hadleigh Library](#)  
[Halstead Library](#)  
[Harlow Library](#)  
[Harwich Library](#)  
[Hatfield Peverel Library](#)  
[Hockley Library](#)  
[Holland Library](#)  
[Hullbridge Library](#)  
[Ingatestone Library](#)  
[Kelvedon Library](#)  
[Laindon Library](#)  
[Loughton Library](#)  
[Maldon Library](#)  
[Manningtree Library](#)  
[Mark Hall Library](#)  
[North Melbourne Library](#)  
[North Weald Library](#)  
[Old Harlow Library](#)  
[Pitsea Library](#)  
[Prettygate Library](#)  
[Rayleigh Library](#)  
[Rochford Library](#)

[Saffron Walden Library](#)  
[Shenfield Library](#)  
[Sible Hedingham Library](#)  
[Silver End Library](#)  
[South Benfleet Library](#)  
[South Woodham Ferrers Library](#)  
[Southminster Library](#)  
[Springfield Library](#)  
[Stansted Library](#)  
[Stanway Library](#)  
[Stock Library](#)  
[Thaxted Library](#)  
[Tiptree Library](#)  
[Tye Green Library](#)  
[Vange Library](#)  
[Waltham Abbey Library](#)  
[Walton Library](#)  
[West Clacton Library](#)  
[West Mersea Library](#)  
[Wickford Library](#)  
[Wickham Bishops Library](#)  
[Witham Library](#)  
[Wivenhoe Library](#)  
[Writtle Library](#)

# کتابدار

- ▶ ساعت کاری: بر اساس نوع استخدام از 7 ساعت تا 37.5
- ▶ مدرک تحصیلی: متنوع
- ▶ آموزش: دوره های کوتاه آنلاین یا حضوری؛ اجباری و اختیاری که در اینترنت روند آن به ثبت می رسد. (My learning)
- ▶ فضای کار: چرخشی بر اساس برنامه ریزی روزانه و هفتگی مدیر کتابخانه
- ▶ ارتباط با مدیر: هر 8 هفته 121، گزارش کامل از فعالیت ها، سلامت روان در محیط کار، پیشرفت کاری و ... که در اینترنت ثبت می شود.
- ▶ وظایف: افزون بر وظایف روزمره، کتابدار موظف است برای برگزاری مناسبت ها بر اساس تقویم مناسبت های انگلستان (UK events Calendar)، در هر ماه حداقل سه مراسم برگزار کند.

# Everyone's literacy service 2022- 2026

## **Pillar One: Library Service and Literacy**

Supporting residents with their learning, development and engagement with reading

- Support children to be ready for school and improve their reading.
- Help adults to improve their literacy.
- Run a new and exciting programme of events and activities.
- Keep our stock and resources up to date and appealing.
- Provide books and resources in formats that meet changing needs.
- Increase residents' involvement in shaping the service.
- Give our staff the skills and support to offer the best possible service.
- Explore new roles and opportunities for volunteers.

## **Pillar Two: Communications and Infrastructure**

Making sure our communication is accessible and our buildings are in the right place, modern and sustainable

- Improve our buildings.
- Seek to reduce our carbon footprint.
- Develop our mobile and outreach service.
- Engage better with new and existing users.
- Improve communications with staff and volunteers.
- Develop an online platform.
- Update the printing services offered to customers.
- Roll out better mobile technology for staff and volunteers.

## **Pillar Three: Levelling up and Serving Communities**

Improving our ties with the community, making the library invaluable

- Expand our outreach service further.
- Improve employability.
- Help improve health and wellbeing
- Help reduce digital exclusion.
- Connect residents to new, exciting services.
- Explore options for providing chargeable activities alongside the existing free activities.

# خدمات به خردسالان و کودکان

- Rhyme time and story telling شعر و قصه خوانی
- Crafts نقاشی و کاردستی
- Lego لگو
- Book Strat baby pack بسته کتاب برای نوپایان
- Start Book بسته کتاب برای شروع مدرسه
- School Meet up آشنایی قبل از شروع مدرسه
- School visits بازدید مدارس از کتابخانه
- Winter reading Challenge چالش کتابخوانی زمستانه
- Summer reading challenge چالش کتابخوانی تابستانه
- Homework Club
- Code Club
- Block Builders Construction Club

# خدمات به خردسالان و کودکان

Essex Therapy Dog -

دعوت از نویسندگان کودک -

Stay and Play, Sensory Toys -

New Baby and You -

برگزاری مناسبیت ها مانند تعطیلات ایستر Easter Holiday، روز زمین Earth Day، هفته علوم Science week، تاجگذاری پادشاه انگلستان King's Coronation و ... -

Literacy Area (school dictionary, Phonics,...) -

# خدمات به بزرگسالان

- کلاب کتابخوانی Book Club
- شطرنج Chess Club
- بافتنی Knit and Natter
- پازل Jigsaw Puzzle
- خدمات فتوکپی و پرینت
- آموزش های رایگان کامپیوتر و اینترنت Learn my way computer coaching, IT club
- خدمات رایگاه نوشتن رزومه، کاور لتر و جستجوی وب سایت های کاریابی Job Club
- کلاس زبان انگلیسی English Sessions for Non-native Speakers
- ارائه کتاب فایننس برای خانواده های کم درآمد برای آگاهی رسانی و کمک به مدیریت مالی
- پذیرایی با چای و قهوه و بیسکویت Warm Welcomes



# خدمات به بزرگسالان

- Adult Crafts Club کاردستی
- Hearing Aid battery خدمات به کم شنوایان (باطری دستگاه شنوایی)
- Recycling bags کیسه های بازیافت
- Battery recycling and Small Electrical Recycling بازیافتی مانند باطری و لوازم الکترونیک
- Biological, Historical and Family History دتسرسی به پایگاه داده (فقط از داخل کتابخانه قابل دسترس است) شجره نامه و پیشینه خانوادگی
- Mobile and Home Library Service کتابخانه سیار
- Dementia Friendly بهبود فضای کتابخانه برای افراد دچار آلزایمر
- Large print
- Literacy Area (quick reads, dyslexia)
- دسترسی به مجلات آنلاین از جمله مجلات درباره کسب و کار
- اجاره فضا یا اتاق برای برگزاری جلسات یا شروع مذاکرات کسب و کاری

# منابع آنلاین

- آموزش های رایگان (لینک در وب سایت کتابخانه) (Free Courses (Universal Class, Learn My Way, ACL, ...)
- دسترسی به فیلم Kanopy
- داستان صوتی و موزیک برای کودکان (طراحی شده برای قبل از خواب) Moshi
- اپلیکیشن کتاب و مجلات صوتی Borrow Box, Libby

# خدمات به کسب و کارهای کوچک

Essex County Council

Issue 1  
February 2023

## ESSEX CAREERS

Your guide to local employment and skills

Sector Spotlights on  
Construction  
Health and social care

SUCCESS  
SKILLS  
CAREERS  
FUTURE

Find out about

- Apprenticeships
- Work placements
- Career changes
- Interview skills

and much more...

HOW TO BE WORK READY

Essex Careers

## Find your next career with the Essex Library Service

Read about our free resources, perfect for those looking to get back into work or take the next step in their career.

In our libraries there's something to help support you whatever you are looking for. We have hundreds of books with tips and tricks and resources to help you upskill yourself. Whether you are looking for a guide on creating your CV, writing your cover letter or you're looking to brush up on your technical knowledge for an interview, it is all here in the library.

Every single one of our libraries also has free WiFi and study space. Don't have a computer? Not a problem! We have free bookable computers in our libraries. Everything you need is all in one place and all you need is an Essex Library card!

Looking for more hands-on help? You can find work clubs in many of our libraries. Designed to hone and improve your CV and help you search for jobs, work clubs are perfect if you are looking to get back into work or get your first job. The sessions are designed to work on what you need and show you the basics such as setting up your email account or structuring your cover letter.

Setting up your library account couldn't be simpler; either fill out our online form, or speak to a member of staff in a library. You will need to bring proof of address with you, which can be any official document that confirms the address you give us is correct. If you have any questions, check out the **Contact Us** page on our website and we will be happy to answer any queries.

**'Every single one of our libraries also has free WiFi and study space'**



Find out more about the Essex Library Service on their website: [libraries.essex.gov.uk](https://libraries.essex.gov.uk)

You can find out more about library computers and WiFi on the Essex Library Service website here: [libraries.essex.gov.uk/facilities-and-charges/library-computers-and-wi-fi](https://libraries.essex.gov.uk/facilities-and-charges/library-computers-and-wi-fi)



Essex County Council

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# خدمات به کسب و کارهای کوچک (Essex County Council)

## Business

### [Start or grow your business](#)

Find information, advice and support for new, established and growing businesses in Essex

### [Venues and workspaces for hire](#)

Find venues, workspaces and other support services for your business in Essex

### [Doing business with the council](#)

Find out about the services we offer to companies and information for suppliers

### [Trading Standards](#)

Get business or consumer advice from Trading Standards

### [Licences](#)

Find out about business licences, or apply and pay for a licence

### [Business rates](#)

Where to go to pay and find out about business rates

# خدمات به کسب و کارها، کتابخانه بریتانیا

BRITISH LIBRARY

Search our website    Our website  Main Catalogue

Catalogues & Collections Discover & Learn What's On Visit Business & IP Centre Visit the Shop Join

## Business & IP Centre

Home Start your business Protecting your ideas Grow your business Mentoring Workshops and events Articles About

Support resources


### National Network

The British Library's National Network of Business & IP Centres is transforming the way ideas grow into successful businesses. We're supporting a thriving community of bright and inspiring people by partnering with local libraries all over the UK.

Offering insights and access to free resources, training and events – both online and in-person – we'll help you imagine, start or develop your business. Whether you're just setting out, need advice on protecting your intellectual property, or simply have a brilliant idea you want to discuss, we're here to guide you.

You can find our National Network in regional and local libraries around Britain. We'll meet you wherever you live and whatever your ambition. With new locations set to open soon, and a growing collection of helpful tools available online, we're bringing business inspiration and support to more people than ever before.

Supported by

 Intellectual Property Office

London	<h2>London</h2> <p><b>Available services:</b></p> <ul style="list-style-type: none"><li>• Ask an Expert</li></ul>
Birmingham	
Bristol	

# خدمات به کسب و کارها، کتابخانه بریتانیا

/ipse-offers/the-british-library-business-ip-centre.html



## About us

The British Library Business & IP Centre (BIPC), based in the heart of London at St Pancras, opened in March 2006 with the help of London Development Agency funding. Since then, we have welcomed over 750,000 people through our doors and have an excellent record of accomplishment in supporting entrepreneurs and the self-employed from all walks of life to start and grow successful businesses. People who use our services are up to four times more likely to create a sustainable business, with 90% of businesses succeeding after three years, compared to 50-60% across the UK.

Our core offerings are open to everyone and include:

- free IP advice on how to protect your ideas
- access to our research experts
- free industry and IP guides
- over £5m worth of current market reports from top publishers such as Mintel
- information clinics and one-to-ones to talk through your business ideas

Since 2012, we have been rolling out our model for business support to other UK libraries: we now head a National Network of 19 Business & IP Centres offering comparable services across the country. They are

**Business &  
IP Centre  
London**



# خدمات به کسب و کارها، کتابخانه بریتانیا

## Our Services



### Free Workshops, Events & Webinars

Throughout the year, you can take part in any of our workshops, events or webinars, covering a range of topics - such as *How to Plan a Commercially Viable Fashion Collection* to *Virtual Networking Coffee Mornings*. Last year we also launched *Reset. Restart*, a range of webinars initially curated to help businesses adapt to challenging and unprecedented circumstances, we're continuing to support you beyond the pandemic as the world starts to reopen. No matter what stage of your business you are in or where you are looking to go.

[Sign up for our events](#)



### Start-Ups in London Libraries

London libraries are transforming the way ideas grow into successful businesses. By partnering with ten London boroughs, we are developing a community of new and existing business owners, which is free to join and open to businesses or business owners with a London postcode. Whether you are just setting out, need advice on protecting your intellectual property, or simply have a brilliant idea you want to discuss, we are here to guide you.

[Learn more](#)



### National Network

We're supporting a thriving community of bright and inspiring people by partnering with local libraries all over the UK. You can find our National Network in regional and local libraries around Britain. We'll meet you wherever you live and whatever your ambition. With new locations set to open soon, and a growing collection of helpful tools available online, we're bringing business inspiration and support to more people than ever before.

[Learn more](#)

# خدمات به کسب و کارهای کوچک



## Business & IP Centre (BIPC) Norfolk

### About BIPC Norfolk

How we can help you start or grow a business in Norfolk

### Events

Free one-to-one advice, webinars, workshops and networking events

### Intellectual property advice

How to protect your business ideas

### Our stories

Find out how BIPC Norfolk has helped people to set up and run their own businesses

### Resources and facilities

Access databases, publications and industry guides, plus study space and free internet access


### Useful links


Get access to companies, organisations, district authorities and business bodies




# خدمات به کسب و کارهای کوچک

ry-and-archives/libraries/library-services/business-library/resources-and-facilities

 **Norfolk**  
County Council

Services ▾  Sign in

Find services and information...  Search

Home > Libraries, local history and archives > Libraries > Library services > Business & IP Centre (BIPC) Norfolk > Resources and facilities

## Resources and facilities

Our Business and IP Centre in Norwich and six BIPC local centres around Norfolk can help you conduct your own research.

They offer [bookable PCs](#) with office software, free access to the internet and study spaces.

You'll find the main collection of business resources at BIPC Norwich. All the local centres have access to the collections of business books and online databases.

Trained library staff are on hand to help you find the information you need.

### Online publications

You can [search for business publications in the library catalogue](#) and reserve items to collect at your nearest branch.

We also have a wide range of [business e-books available](#). You can download and read these on your computer, smartphone, tablet or e-reader.

### Free database subscriptions

BIPC Norfolk provides free access to a great selection of online subscriptions. These provide up-to-date business information, including market research, grants and company reports.

To access them please [visit our online library resources page](#) - all you need is your library card.

Accessible from library and non-library computers:

- GRANTfinder - identify, apply for and manage funding
- Kompass EasyBusiness - powerful B2B data search platform
- NewsBank - comprehensive collection of reliable global news sources

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[See our online resources >](#)

# خدمات به کسب و کارهای کوچک

atory-and-archives/libraries/library-services/business-library/resources-and-facilities

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Accessible from library and non-library computers:

- GRANTfinder - identify, apply for and manage funding
- Kompass EasyBusiness - powerful B2B data search platform
- NewsBank - comprehensive collection of reliable global news sources

Accessible from library computers only:

- BSOL (British Standards Online) - complete collection of management standards from the British Standards Institution
- COBRA (Complete Business Reference Adviser) - information covering all aspects of starting and running a business in a wide range of industries
- EMIS - emerging markets research, data and news
- FAME (Financial Analysis Made Easy). High quality information covering companies, news, directors and industry research
- IBISWorld - industry market research, reports and statistics
- Innovation DB - discover new and emerging technologies
- Local Data Company - UK's most accurate retail location data company
- Mintel - internationally recognised specialist in market intelligence; vital tool for understanding consumer behaviour
- Statista - insights and facts across 170 industries and 150+ countries

# خدمات به کسب و کارهای کوچک

← → ↻ [kent.gov.uk/leisure-and-community/libraries](https://kent.gov.uk/leisure-and-community/libraries)

## Business and IP Centre for Kent

We are proud to be part of The British Library's successful network of library based Business and Intellectual Property Centres (BIPCs).

[Join a thriving business community](#) in your local library, all for free.



# خدمات به کسب و کارهای کوچک

← → ↻ bipkent.org.uk/events/

## LATEST PAST EVENTS


MAR  
**22**  
2023

22 March @ 13:00 pm - 14:00 pm

### THE BY-BUSINESS WAY OF THINKING

Kent History & Library Centre James Whatman Way, Maidstone

Just like products can have by-products, every business could have a by-business. Learn how you can explore and expand your ideas... This is a hybrid event, you will be able to join in person at the Kent History & Library Centre, Maidstone or live online via a zoom link that will be sent to you...




MAR  
**21**  
2023

21 March @ 13:00 pm - 14:00 pm

### UNDERSTANDING INTELLECTUAL PROPERTY (HYBRID EVENT)

Kent History & Library Centre James Whatman Way, Maidstone

Join our Understanding Intellectual Property (IP) event to learn more about IP and how to protect your great ideas! This is a hybrid event, you will be able to join in person or live via a zoom link that will be sent to you before the event. The workshop will provide an introduction to intellectual...



FEB  
**22**  
2023

22 February @ 13:00 pm - 14:00 pm

### UNDERSTANDING THE BUSINESS MODEL & VALUE CANVAS (HYBRID EVENT)

Kent History & Library Centre James Whatman Way, Maidstone

Having and creating a good 'Business Model Canvas' can really help your business grow and succeed. Learn how to create or improve your Business Model Canvas. The Business Model Canvas is key to business planning and success, it is a strategic management tool that gives you a visual representation of a business model. It helps...

