

Quarterly Report on the Screening of Policies in Accordance with Section 75 of the Northern Ireland Act 1998

Jan - Mar 2026

Policy	New / Revised Policy	Policy Aim	Brief Description	Screening Outcome
Lone Working Policy	Revised	To policy aims to set out Libraries NI's approach to the management of lone working situations.	The policy ensures that there are appropriate controls and safe working practices are in place for staff who work alone.	Screened out for EQIA without mitigation
Records Management Policy	Revised	To ensure that corporate records are managed appropriately and in compliance with legislation and regulation.	The policy establishes a framework for the management of records, in all formats and media, created or received in the conduct of business.	Screened out for EQIA without mitigation
Code of Conduct for Staff	Revised	To provide a clear framework within which staff, working for Libraries NI, are expected to conduct themselves.	The Code has been developed in line with best practice guidance, legislation and the Nolan Principles.	Screened out for EQIA without mitigation
Community Information Policy	Revised	To ensure a consistent approach to community information, in line with legislative requirements and meeting the needs of both library users and non-users.	Establishes a framework for the collection, dissemination and exploitation of community information.	Screened out for EQIA without mitigation

Policy	New / Revised Policy	Policy Aim	Brief Description	Screening Outcome
Room Hire Policy	Revised	To ensure that library premises are used and/or hired in a fashion that is inclusive, within the legal framework and does not adversely affect services to others.	The policy defines the terms and conditions that need to be met to facilitate the use and/or hire of library premises.	Screened out for EQIA without mitigation

The screening documentation can be viewed in the **Equality** section of our website: [Quarterly Screening Outcome Report Jan-Mar 2026](#)

The policies can be viewed in the **Policies and Procedures** section of our website: [Policies and Procedures](#)

If you require further information please contact:

Heather Gardiner

Data Protection Officer

Libraries NI

Ballymena Regional Administration Office

25-31 Demesne Avenue

Ballymena, BT43 7BG

t: 028 2566 4135 | v: 6102 4135

e: Heather.Gardiner@librariesni.org.uk **w:** www.librariesni.org.uk