



Academic and National Library
Training Co-operative

anlhc.conul.ie

CONUL (Staff Training and Development)

Annual Report 2014

ANLTC (CONUL Staff Training & Development) Committee

October 2015

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ANLTC COMMITTEE, 2014

Ellen Breen, (Dublin City University): Programme Evaluator

Ken Bergin, (University of Limerick): attended 27/3/14

Sally Bridge, (Queens University Belfast): Minute Taker and Website Editor

Ciaran Creggan, (University of Ulster):

Bernadette Cunningham, (Royal Irish Academy): External Liaison & Communication

Helen Fallon, (National University of Ireland, Maynooth): Library Assistant Bursary Coordinator

Ursula Gavin, (Dublin Institute of Technology): Chair and Website Editor

Valerie King, (University College Cork): from 23/10/14

Jessie Kurtz, (Trinity College Dublin): Substitute Minute Taker

Grainne MacLochlainn, (National Library of Ireland): Treasurer and Vice Chair

Ciara McCaffrey, (University of Limerick): from 29/5/14

Ann Mitchell, (National University of Ireland, Galway): Co-ordinator of the SWETS Research Award

Paul Murphy, (Royal College of Surgeons in Ireland): Web Site Administrator

Claire O'Brien, (University College Cork): attended 29/5/14

Carmel O'Sullivan, (University College Dublin): Continuing Professional Development Sub-Group

From the Chairperson

It was another productive year for the ANLTC committee.

There were four meetings in 2014:

27th March, 29th May, 23rd October and 15th December.

Six courses were held in 2014

- Advanced Academic writing workshop, 6th February 2014, NUIM
- Enclosures & Housing: Protecting our collections, 27th March 2014, TCD
- Using Multimedia tools to present information, 11th April 2014, DIT
- Librarian as Researcher, 8th May 2014, NUIM
- Improving Library Services with LibQual +[®], 2nd December 2014, UL/TCD
- Supporting the activities of your Research community, 3rd December 2014, RIA

All were well attended and positively evaluated. See full programme review below.

Two programmes were run at the behest of the CONUL sub groups; Digital Services and Infrastructure and Research Support, which proved to be successful collaborations. Ann Mitchell and Ursula Gavin produced a template for CONUL sub groups to use in requesting training.

As reported in the ANLTC Programme Review 2014, produced by Ellen Breen, a total of 137 participants attended our six programmes. The suggestions for future courses and activities proved useful in planning for the 2015 programme.

As part of Library Ireland week in November 2014 various staff exchanges were organised involving NUIM, Kildare Public Libraries and Carlow Institute of Technology.

ANLTC produced a healthy balance sheet each quarter with the final balance in the bank of €20,606.48 at the end of the year.

Much of the year was occupied with the consolidation of the relationship with CONUL.

John Howard (UCD) was nominated as CONUL Champion to act as guide to the members and as a conduit for reporting to CONUL as well as providing regular feedback from CONUL to the members. John attended the annual planning day on 29th May in TCD.

John also attended a regular meeting of the committee on 23rd October in NLI to put forward a proposal on ANLTC's role in planning an annual CONUL conference.

At the meeting on 15th December it was agreed to plan a CONUL conference in 2015 based on the recommendations from the CONUL Librarians Group. A sub group consisting of Ellen

Breen (DCU), Helen Fallon (NUIM), Carmel O'Sullivan (UCD) and John Howard (UCD) as the CONUL champion was formed as a conference planning group.

Paul Murphy and Ursula Gavin worked with the designer from Eclipse to incorporate the ANLTC website into CONUL.

The new address is <http://anlhc.conul.ie/>

During the summer of 2014 the following work was done:

- All the content from anlhc.ie was migrated to anlhc.conul.ie
- Recent posts facility was added which will allow us to advertise the next upcoming three events
- A twitter feed was incorporated with #anlhc for news updates
- A suggestions form was included
- The Intranet was migrated
- The link on the CONUL website has been updated

Paul liaised with HEANET to terminate our hosting contract which ended on 30th June 2014.

Paul, Sally Bridge and Ursula have access to the Content Management System to edit the content on the site.

All training courses and events were advertised on the new site from summer 2014.

The ongoing maintenance of the site, any other design work as well as software upgrades rest with Eclipse who are based in NUIM. The site is hosted by Blacknight (also based in NUIM) and the hosting contract is financed by CONUL.

Paul updated the ANLTC stationary to incorporate the new web address and loaded them on the intranet as templates for use when needed.

At the December meeting Grainne MacLochlainn, who is stepping down from the committee, was thanked for her several years of dedicated service to ANLTC in her role as Treasurer. Jessie Kurtz kindly agreed to take over the role of Treasurer for one year in 2015.

I would like to thank all the ANLTC Committee members for their commitment, contributions, creativity and support throughout 2014.

Ursula Gavin, Chair, 2014

Mission Statement and Terms of Reference

ANLTC (CONUL) Staff Training & Development)

Mission Statement

The Academic and National Library Training Co-operative (ANLTC) was founded in 1995. It became a sub-committee of CONUL in 2013 and was renamed ANLTC (CONUL Staff Training & Development). The aim of ANLTC (CONUL Staff Training & Development) is to identify training and development needs within [member](#) Irish academic and national libraries (see list below) to form the basis of an ongoing co-operative training and development programme. This training supplements each institution's own programme and through consultation aims to offer a wide range of training opportunities to library staff at an economical rate. Co-operative training also enables staff to meet colleagues from other institutions to exchange experience.

Aims

- To offer to all levels of library staff the appropriate level and complimentary range of training and development opportunities, based on regular training needs analysis, and in line with individual service and institutional policies.
- To eliminate duplication of effort in staff training and development.
- To extend the range and flexibility of training and development available to staff.
- To ensure improved value-for-money through shared investment.
- To foster greater co-operation and communication among ANLTC staff to identify common needs and goals, to share expertise.
- To develop in-house training skills of staff by providing the opportunity for our staff to make presentations and deliver training
- To provide opportunity of awards for Assistant Librarians encouraging practitioner-based research and for Library Assistants promoting and supporting staff development.

Governance

ANLTC (CONUL Staff Training & Development) is a sub committee of CONUL and is made up of the senior staff in member libraries who have responsibility for staff training and development. It takes on an All-Ireland flavour by the participation of the two universities from Northern Ireland.

Terms of Reference

To engage collaboratively to enhance the delivery of staff training and development by:

- Developing collaborative and innovative approaches to the delivery of staff training and development.
- The dissemination of information, best practice and shared experience.
- Pursuing collaborative procurement of staff training and development services (e.g. SILS).
- Influencing policy in the area of staff training and development of library staff.
- Liaising as appropriate with the Consortium of National & University Libraries (CONUL) to inform staff training and development strategies and policies.
- Representing the interests of the group regionally, nationally, and on similar bodies.
- Seeking funding opportunities, for the development of staff training and development programmes by the consortium.

Revised 19th November 2013

Library Assistant Award 2014

This is a biennial award.

Following a comprehensive review it was agreed that new formats for the award would be explored. In 2014, the competition was for designing a blog. A blog design toolkit was made available to entrants via the website to encourage self-directed online learning.

Four entries were received and all were of a high quality covering staff development, medical library matters, archive and special collections and information services. The judging panel were: Bernadette Cunningham (RIA), Jane Burns (External) and John Howard (UCD).

First prize was awarded to Bernadette Gardiner (NUIM)

Joint second prize was awarded to Emma Boyce (NUIM) and Mary Crickard (QUB)

Third prize was awarded to Brendan Duffy (NUIG)

ANLTC Programme Review 2014

The 2014 programme comprised five main events. An additional free event ran as a follow up to the 2013 workshop on academic writing. The following is a listing of the courses and seminars offered this year. The review is based on data and information compiled from course evaluation forms completed by attendees.

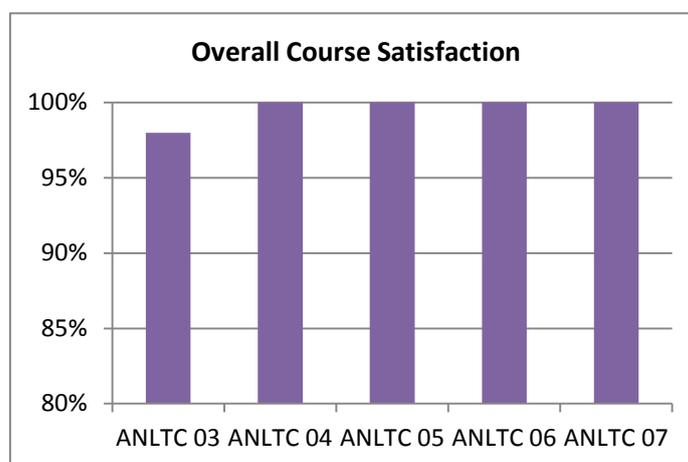
Event Title and Date	Host & Location	Participants
<i>Advanced Academic Writing (follow up to 2013 workshop)</i>	MU	12
Enclosures and Housing: protecting our collections	TCD	21
Using Multimedia Tools to Present Information	DIT	14
Librarian as Researcher – Seminar	MU	19
Supporting the Activities of your Research Community: issues and initiatives	RIA	54
Improving Library Services with LibQual	UL	17

Course Attendance

Year	Number of Events	Number of Participants
2014	6	137
2013	8	160
2012	3	55
2011	5	135
2010	5	68

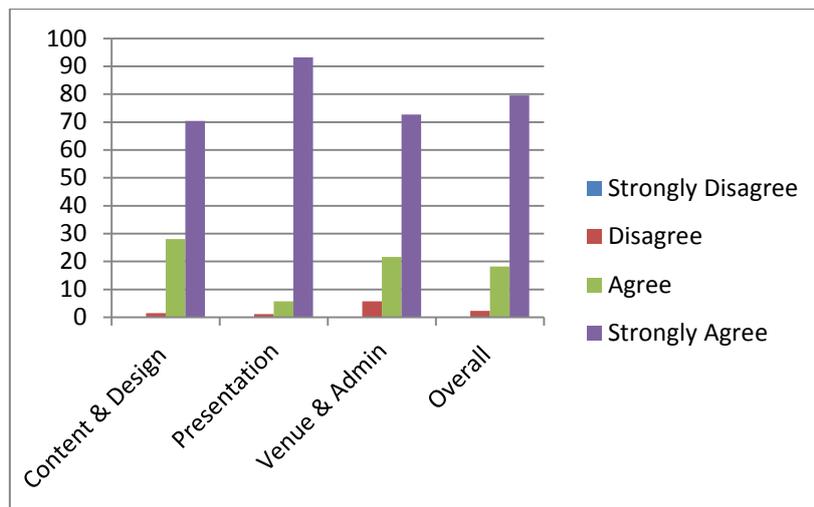
Overall Response to the 2014 Programme

As per previous years, overall course satisfaction was extremely high. In the case of four of the course, 100% of respondents agreed or strongly agreed that they were satisfied with the course. The other course received a 98% overall satisfaction rating. This is extremely encouraging and affirms the relevance of the courses offered.



Individual Course Evaluation Summaries

Enclosures and Housing: protecting our collections

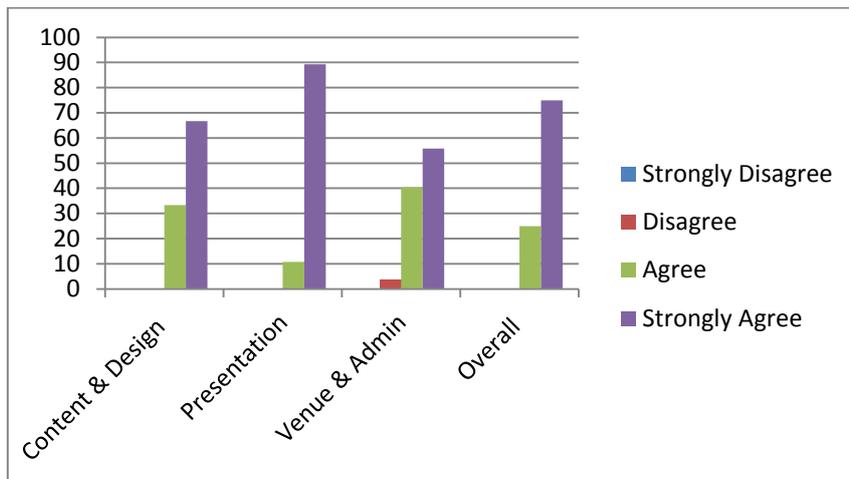


98% of attendees who completed a course evaluation form were satisfied or highly satisfied with this course.

“Really enjoyed the course and found it very useful to my work”

“Excellent presenter, engaging and clear”

Using Multimedia Tools to Present Information

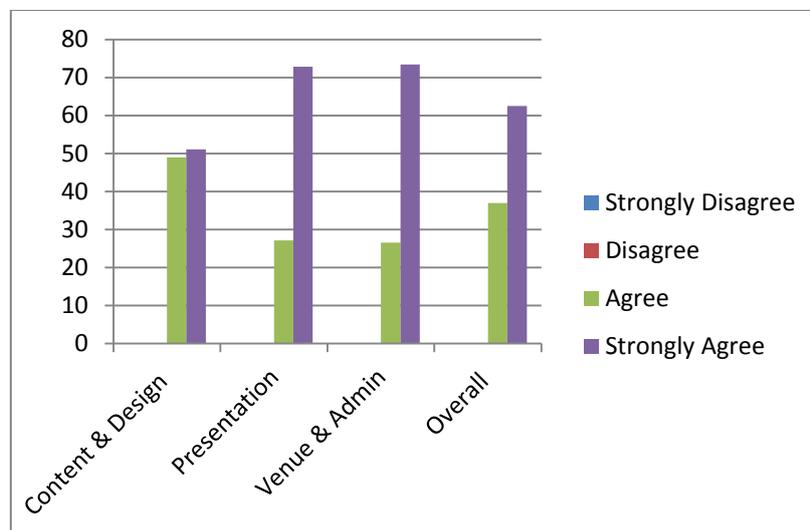


100% of attendees who completed the course evaluation were satisfied or highly satisfied with this course.

“Practical sessions were really useful”

“Excellent day”

Librarian as Researcher

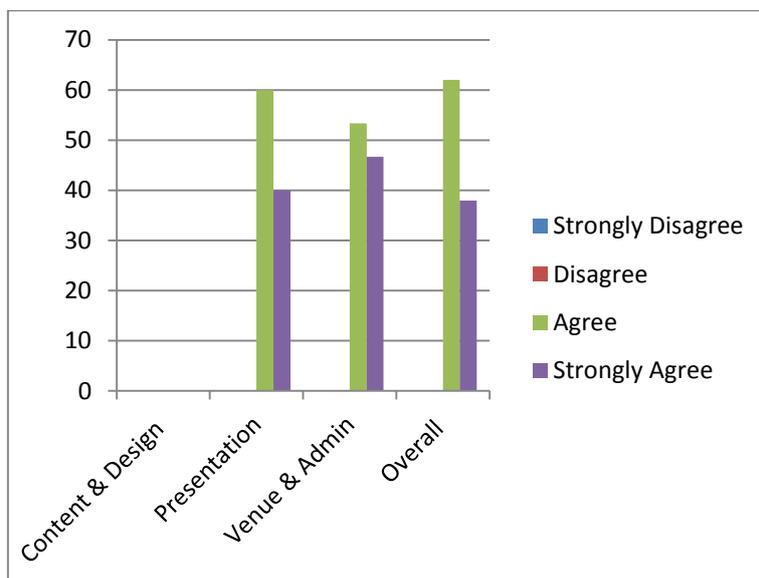


100% of attendees who completed the course evaluation were satisfied or highly satisfied with this seminar.

“This was a very informative day, I have learnt a lot”

“Very high quality of speakers, great organization”

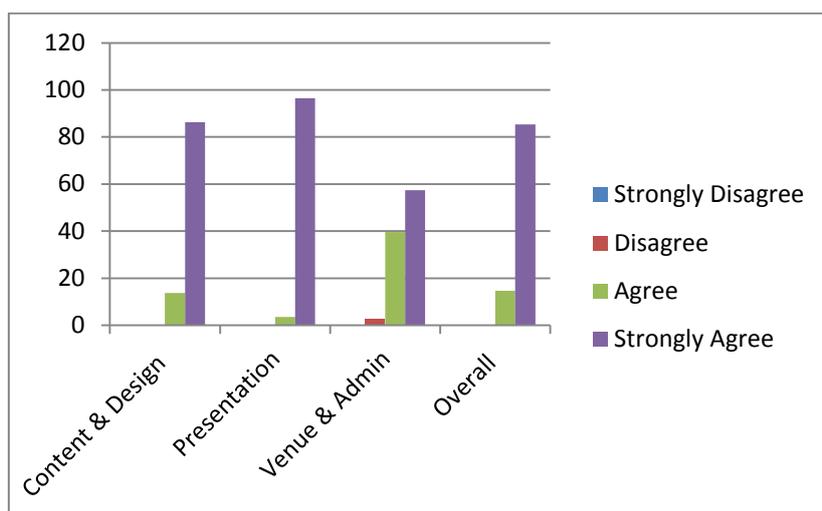
Supporting the Activities of your Research Community: issues and initiatives



100% of attendees who completed the course evaluation were satisfied or highly satisfied with this seminar.

“Thanks for a very stimulating and very useful and very well organized day”
“Excellent programme”

Improving Library Services with LibQual



100% of attendees who completed the course evaluation were satisfied or highly satisfied with this course.

“Very useful course”
“The presenter obviously knew her stuff”

Suggestions for Future Courses /Activities

The common thread emerging from course feedback forms this year is the high demand for courses, workshops and seminars across a broad range of areas. Below is a list of the suggested themes for future events:

- Future technologies / emerging technologies and systems
- Social media
- Augmented reality
- Online pedagogy and design
- Special collections, rare books
- Cataloguing (MARC and RDA)
- Discovery Systems
- Marketing
- Research services
- Demonstrating value and assessment tools
- Digitization, digital tools and digital preservation
- Academic writing

Hon. Treasurer's Annual Report 2014

During 2014 there were 6 ANLTC courses as listed below, and total of **137** participants took part in the courses with a very high take up on each course.

Course fees remained at €120 for all regular one-day courses; €60 for seminars; no cost for Library visits [with ANLTC paying refreshment costs]; and specialist courses priced to cover costs.

Bank balance at 31st December 2014 was €20,606.48 compared to €15,229.36 at year end of 2013, with 55 transactions in all (30 payments received, 25 outgoing expenditure).

Bank Activity

Lodged	Withdrew	Bank /Gov't charges
€12,146.50	€5,131.32	€51.80

ANLTC courses 2014

Course	Library	Library	Costs	Income	Outcome
2014/01	Advanced Academic Writing (12)	MU	€0.00	€0.00	€0.00
2014/03	Enclosures & Housing: protecting our collections(21)	TCD	€1,512.19	€2,520.00	€1,007.81
2014/04	Using multimedia tools to present information(14)	DIT	€1,363.59	€1,689.00	€325.41
2014/05	The Librarian as researcher(19)	MU	€1,318.85	€1,000.00	-€318.85
2014/06	Supporting your research community(54)	RIA	€1,702.38	€2,250.00	€547.62
2014/07	Improving Library Services with LibQual+(17)	UL	€1,911.15	€2,040.00	€128.85
TOTAL 2014	137		€7,808.16	€9,499.00	€1,690.84 Profit

Jessie Kurtz

Jessie Kurtz, Treasurer, ANLTC

Appendix 1 – ANLTC Course Evaluation Form



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CONUL (Staff Training and Development)

We would be grateful if you would complete the following evaluation form. This will help us in planning future programmes.

Please rate each statement below by ticking the appropriate box.

	Strongly Disagree	Disagree	Agree	Strongly Agree
Content and Design				
The objectives for the course were clearly identified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was relevant to my needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The pace of the course was appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handouts/materials were appropriate and useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Practical sessions were well organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject matter was covered to an appropriate level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation				
Presenter demonstrated good knowledge of subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material was presented clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The pace of the presenter was appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presenter was responsive to questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio-visual aids were high quality and effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Venue and Administration				
Pre course administration was satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training room was comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment for sessions was satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The catering was good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Course Satisfaction				
Overall the course met my objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall I was satisfied with this course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

P.T.O.

