



Academic and National Library  
Training Co-operative

[anltc.conul.ie](http://anltc.conul.ie)

CONUL (Staff Training and Development)

## Annual Report 2013

ANLTC (CONUL Staff Training & Development) committee

December 2014

# CONTENTS

	<b>Page</b>
ANLTC Committee.....	1
Introduction from the Chair .....	2
Mission Statement and Terms of Reference .....	4
Review of Programme Evaluations .....	7
<i>Analysis and Methodology</i>	
<i>Overall response to the programme</i>	
<i>Individual Courses</i>	
<i>Analysis by Section</i>	
<i>Suggestions for Future Programmes</i>	
Hon. Treasurer’s Financial Report.....	14
Appendix 1. Course Evaluation Form .....	15

## **ANLTC COMMITTEE, 2013**

**Ellen Breen** (Dublin City University): Chair, Programme Evaluator

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

**Ciaran Creggan** (University of Ulster): from December 2013

**Bernadette Cunningham** (Royal Irish Academy): External Liaison & Communication, from April 2013

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

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

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

**Grainne MacLochlainn** (National Library of Ireland): Treasurer

**Ciara McCaffrey** (University of Limerick)

**Seamus McMahon** (University College Cork): Continuing Professional Development Sub-Group

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

**Paul Murphy** (Royal College of Surgeons in Ireland): Until April 2013 Web Site Administrator

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

**Janet Peden** (University of Ulster):

**Petra Schnabel** (Royal Irish Academy): External Liaison & Communication

## *From the Chairperson*

The Committee met five times in 2013:

29<sup>th</sup> January, 11<sup>th</sup> April, 22<sup>nd</sup> May, 18<sup>th</sup> October and 18<sup>th</sup> December.

Six courses were held in 2013 (two ran twice):

- Introduction to Metadata, run twice 14<sup>th</sup> and 15<sup>th</sup> January 2013, NUIG/RCSI
- The Media as your Ally, 21<sup>st</sup> February 2013, NUIM
- Library Impact and Assessment, 7<sup>th</sup> May 2013, UCD
- Introduction to Resource Description and Access, run twice 23<sup>rd</sup> and 24<sup>th</sup> May 2013, NLI/TCD
- Sconul Statistics Workshop, 13<sup>th</sup> June 2013, UL
- Publishing and Disseminating your Research and Practice, 26<sup>th</sup> June 2013, NUIM

All were well attended and positively evaluated. See full evaluation summary below.

As reported in the Review of Programme Evaluations, a total of 160 participants attended our programmes – three times as many as last year, which may be due to the fact that all programmes had no restrictions on the numbers attending.

The academic writing courses were offered each year since 2007, and have contributed to a significant growth in the number of Irish librarians publishing.

ANLTC produced a healthy balance sheet each quarter with the final balance in the bank of €12,329.55 at the end of the year.

Much of the year was occupied with the relationship with CONUL. Arising from a CONUL Colloquium it was proposed that ANLTC would become a formal sub group of CONUL with a suggested new title of CONUL CPD. Kate Kelly (RCSI) was nominated as 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. Kate attended the annual planning day on 22<sup>nd</sup> May in NUIM and addressed the meeting. Kate outlined the new role envisaged for ANLTC and its relationship with CONUL as well as financial arrangements and the incorporation of the ANLTC website into CONUL. She also indicated that proposals for training may emanate from other CONUL sub groups in future.

The committee agreed that the new name would be ANLTC (CONUL Staff Training and Development) and a new Mission Statement as well as new Terms of Reference were agreed and posted on the website. See Mission Statement and Terms of Reference Page 4.

It was agreed that the financial arrangements would remain as they are with ANLTC managing the bank account and its own financial affairs.

In preparation for the incorporation of the ANLTC website into CONUL training was organised in NUIM on the CONUL content management system on 19<sup>th</sup> September, 2013. Ursula attended for ANLTC and subsequently passed on the training to Sally for website editing.

CONUL held a Knowledge event 6 December 2013 in the Herbert Hotel, Ballsbridge at which all of the CONUL sub-committees gave presentations on their areas of interest. It became evident that each group was keen for ANLTC to host training which would be useful for their needs and it was agreed that each group would nominate a person to liaise with ANLTC.

Requests for training will be considered at the ANLTC planning day each year and it was decided to develop a template for the groups to complete giving detailed descriptions of training requirements.

Planning for ANLTC programmes has several challenges as so many other groups are providing very good CPD programmes such as LAI, HSLG, ACIL, LIR group as well as in-house offerings in each member library.

At the April meeting Paul Murphy (who has stepped down as RCSI representative) was thanked for his many years of dedicated service to the committee. Petra Schnabel has been replaced by Bernadette Cunningham on the committee and both Paul and Petra were thanked for their professional contribution to ANLTC.

At the December meeting Seamus McMahon announced that he is taking early retirement from UCC. The Committee passed on best wishes to Seamus and he was thanked for his work on the committee over many years.

We would like to thank all the ANLTC Committee members for their commitment, contributions, creativity and support throughout 2013.

**Ellen Breen, Chair and Ursula Gavin, Vice Chair 2013**

## ***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.

## Membership

The membership currently includes the following:

<u>Institution</u>	<u>Current member</u>
Dublin City University	Ellen Breen
Dublin Institute of Technology	Ursula Gavin
National Library of Ireland	Grainne MacLochlainn
National University of Ireland, Galway	Ann Mitchell
National University of Ireland, Maynooth	Helen Fallon
Queens University Belfast	Sally Bridge
Royal College of Surgeons in Ireland	Vacant
Royal Irish Academy	Bernadette Cunningham
Trinity College Dublin	Jessie Kurtz
University College Cork	Seamus McMahon
University College Dublin	Carmel O'Sullivan
University of Limerick	Ciara McCaffrey
University of Ulster	Ciaran Cregan

## Programme overview

The programme of staff training and development offers extensive opportunities for professional and personal development to support and develop the abilities required of library and related staff to deliver existing and future services to users.

## 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.

3<sup>rd</sup> September 2009

Revised 19<sup>th</sup> November 2013

## ANLTC Programme Review 2013

The 2013 programme comprised eight events (two events were run twice). This is a significant increase on previous years which saw demand and attendance reduce due to library budget and staffing constraints across the sector. This year's programme comprised the following:

Event Title and Date	Host & Location	Participants
13/01 Introduction to Metadata 14 <sup>th</sup> , 15 <sup>th</sup> January	RCSI	35
13/02 The Media as your Ally 21 <sup>ST</sup> February	NUIM	9
13/03 Library Impact & Assessment 7 <sup>TH</sup> May	UCD/TCD	38
13/04 Introduction to RDA 23 <sup>rd</sup> , 24 <sup>th</sup> May	NLI/TCD	43
13/05 SCONUL Statistics Workshop 13 <sup>TH</sup> June	UL	16
13/06 Publishing and disseminating your research and practice 26 <sup>th</sup> June	NUIM	19

Year	No. of Events	No. of Participants
2013	8	160
2012	3	55
2011	5	135
2010	5	68

## Analysis

The analysis of the 2013 programme is based on data and information compiled from the course evaluation forms submitted for each event. The evaluation form is divided into four main sections with a number of open-ended questions at the end to allow participants suggest improvements and future course requirements.

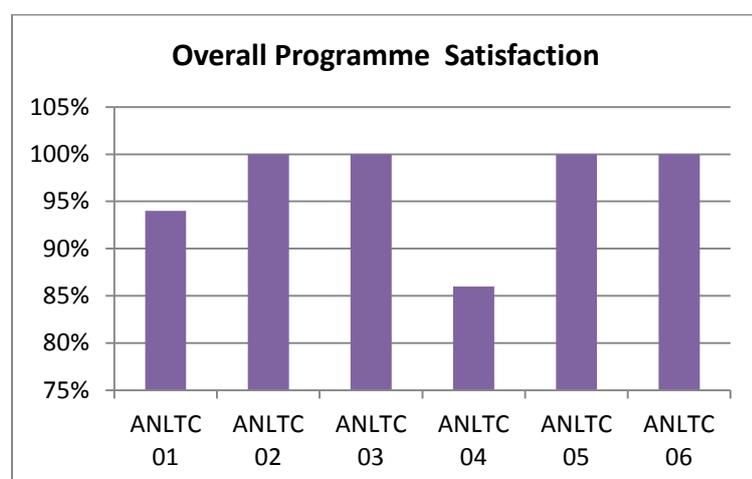
- Content and Design (6 questions)
- Presentation (5 questions)
- Venue and Administration (4 questions)
- Overall course satisfaction (2 questions)

A copy of the evaluation form can be viewed in Appendix x.

## Methodology

## Overall Response to the 2013 Programme

As per previous years, overall course satisfaction was high. In the case of four courses, 100% of respondents agreed or strongly agreed that they were satisfied with the course.

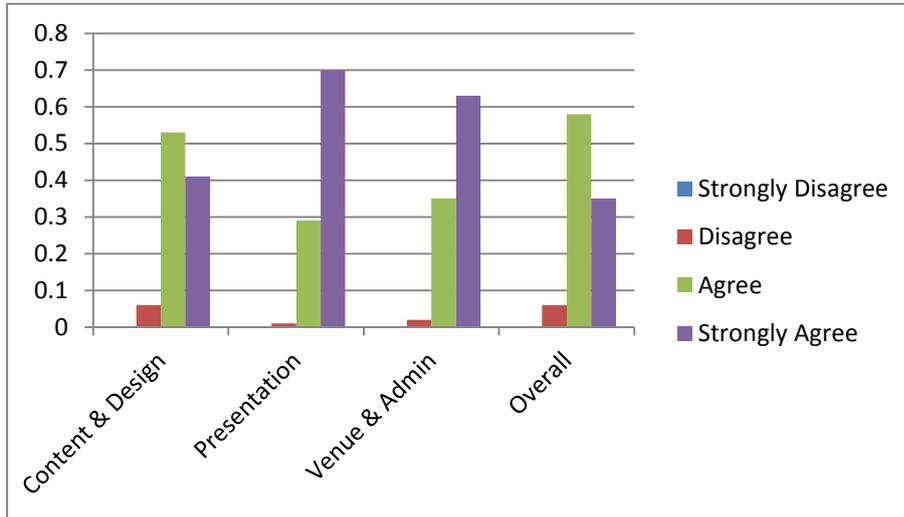


**Individual**

**Courses**

ANLTC 01 - Introduction to

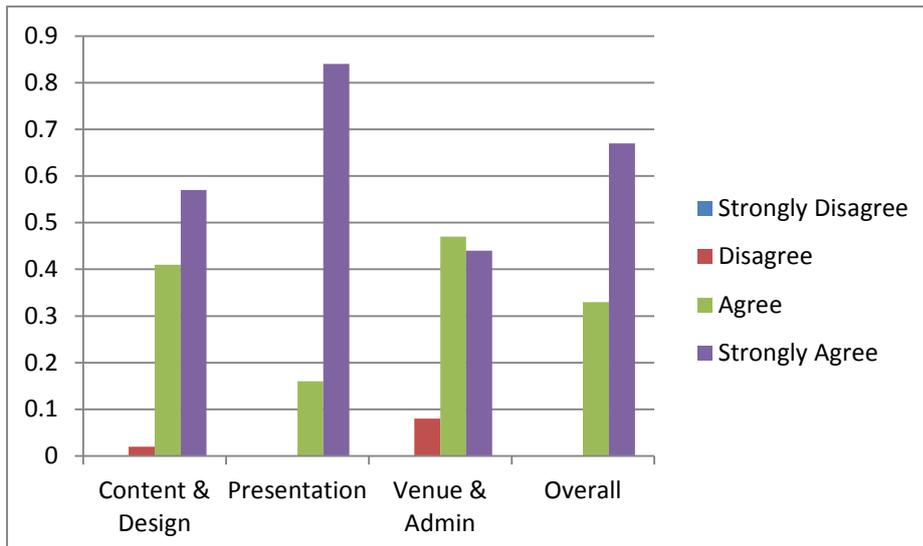
Metadata



94% of attendees who completed a course evaluation form were satisfied with the course. A very small percentage of attendees were dissatisfied as they found the introductory level covered material they were already familiar with.

*“Instructor was very clear and knowledgeable”*

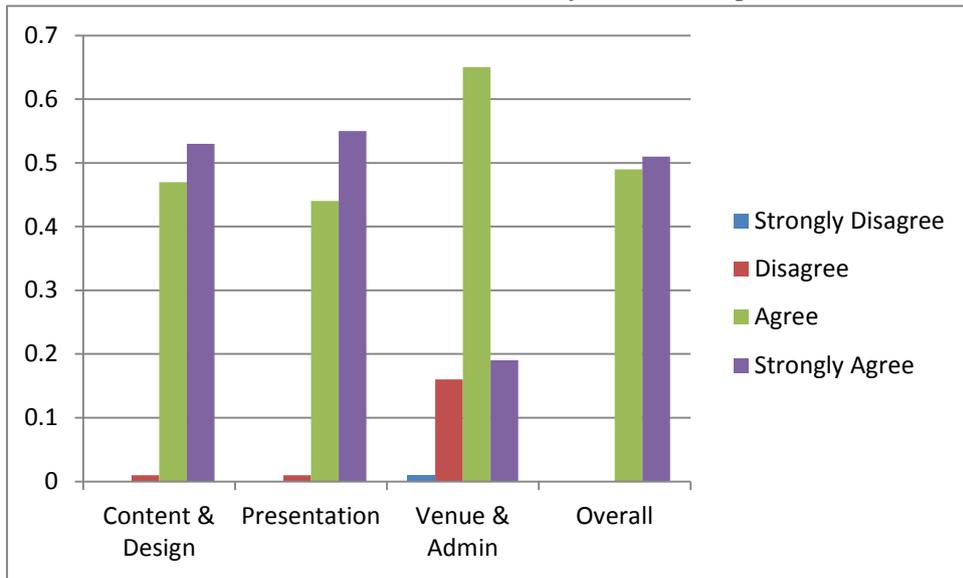
ANLTC 02 - The Media is your Ally



100% of attendees were satisfied with the course. A small number disagreed that the training room was comfortable.

*“Excellent course and presenter”*

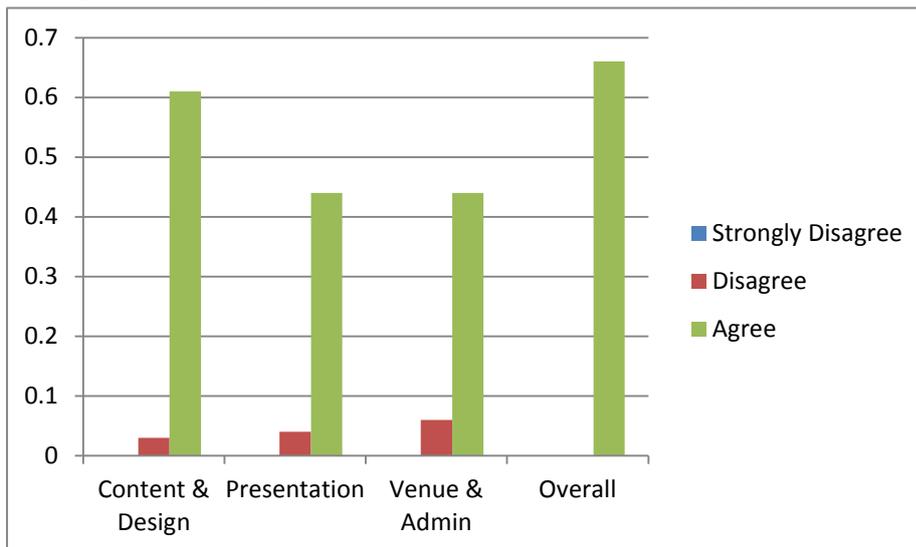
**ANLTC 03 - Library Impact and Assessment**



100% of attendees were satisfied with the course. A small percentage disagreed that the training room was comfortable.

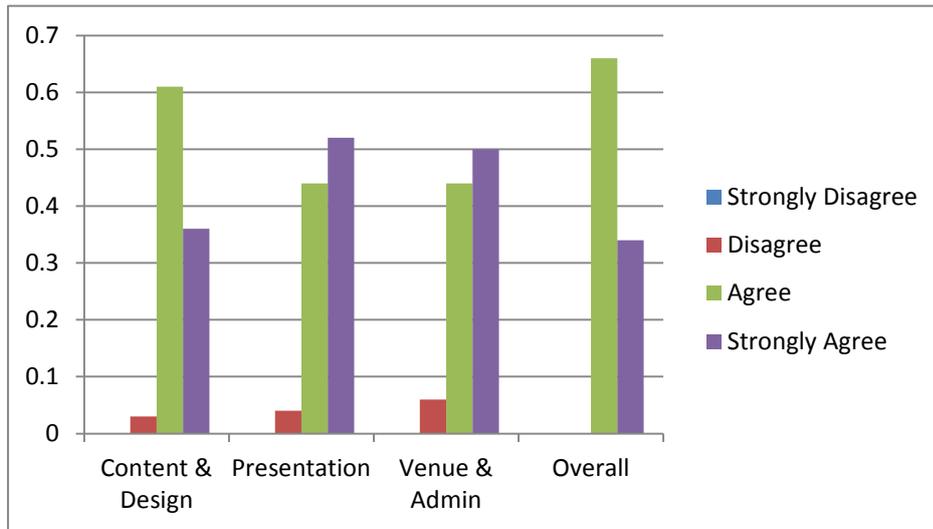
*“Really good presentations covering a diversity of topics”*

**ANLTC 04 - Introduction to RDA**



87% of respondents agreed they were satisfied with the course. A small number of individuals did not feel the course met their own objectives for attending. It’s possible they would benefit more from an advanced course.

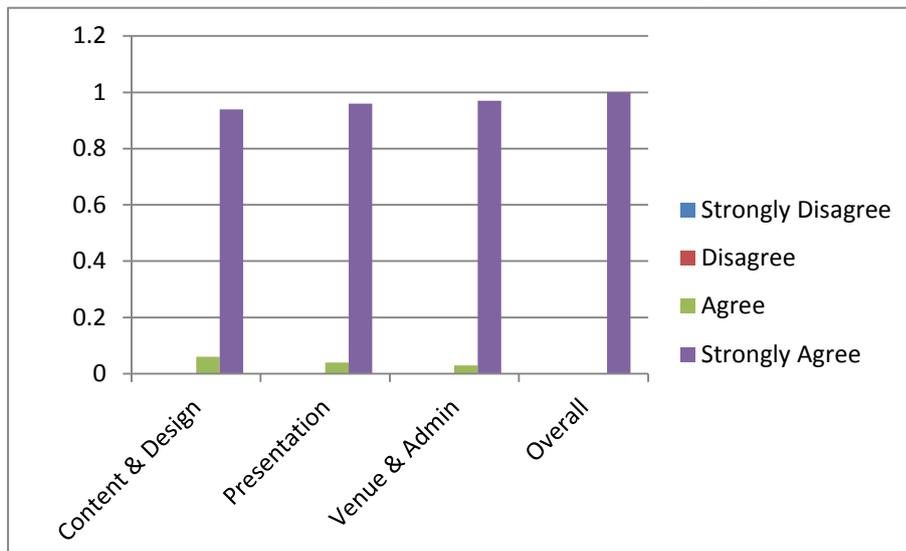
*“A very good introduction to new cataloguing language and theory”*



100% of respondents agreed they were satisfied with the workshop. A small number of respondents didn't feel the pace of the course was appropriate.

*“Very well run, relevant and appropriate to all levels”*

## ANLTC 06 - Publishing and Disseminating your Research and Practice



100% of respondents strong agreed that they were satisfied with this course.

*"Excellent course, great tips and ideas to talk about"*

### Suggestions for Future Courses /Activities

The common thread emerging from course feedback forms is firstly the demand for more practical-based workshops and secondly, the high value placed by attendees on the opportunity to meet and share experiences with colleagues from other institutions. Below is a list of the suggested themes for future events:

#### Practical Workshop

- More sessions on RDA, basic and advanced
- Advanced metadata course and metadata for alternative formats
- FRBR
- Dublin Core, VRA
- Introduction to XML/HTMLS
- Statistical analysis tools
- Altmetrics / Bibliometrics
- Presentation skills

#### Courses/Seminars

- Setting effective KPIs in an academic library
- Quality processes in libraries
- Business intelligence for Librarians
- Marketing Libraries
- More on quality processes, impact and assessment
- Academic Writing
- Interview skills
- Digitising archival material

- Visual images and the printed book (Lithographs, engravings, woodblock etc)

### **Conclusion**

Based on course evaluations, and the numbers attending this year, the programme was clearly a success. The feedback received demonstrates the value of continuing to offer a good mix of practical skills based workshops with opportunities to attend events which allow the community to share best practice initiatives and experiences.

## Hon. Treasurer's Annual Report 2013

During 2013 there were 6 ANLTC courses as listed below, and total of 142 paying participants took part in the courses with a very high take up on each course.

Some of the course fees dropped to €100 due to their format/numbers attending.

Bank balance at 31<sup>st</sup> December 2013 was €12,329.55 compared to €15,224.17 at year end of 2012, with 37 transactions in all (12 payments received, 25 outgoing expenditure including 7 for bank charges/ duties).

### Bank activity

Lodged	Withdrew	Bank /Govt charges
5,580	8,474.62	44.93

Payment had not been received for RDA course of €2,996.50 2013/04

### Course profit/loss at year end

Income	Expenditure	Profit
€14,860.00	€10,505.77	€4,354.23

### ANLTC courses 2013

Course	Library	Cost	Income	Outcome
2013-01 Introduction to Metadata	UCG	3,262.98	4,200.00	937.02
2013-02 Media as your ally (9)	NUIM	1,347.35	1,080.00	267.35 Loss
2013-03 Library Impact and Assessment	TCD	1,163.90	3,100.00	1,936.10
2013-04 RDA (with LAI/CMG)	NLI	2673.00	4160.00	1487.00
2013-05 Sconul Statistics	UL	1975.14	1920.00	55.10 Loss
2013-06 Publishing and Disseminating	NUIM	83.40	400.00	316.60

Gráinne MacLochlainn  
Hon. 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
<b>Content and Design</b>				
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"/>
<b>Presentation</b>				
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"/>
<b>Venue and Administration</b>				
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"/>
<b>Overall Course Satisfaction</b>				
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.

