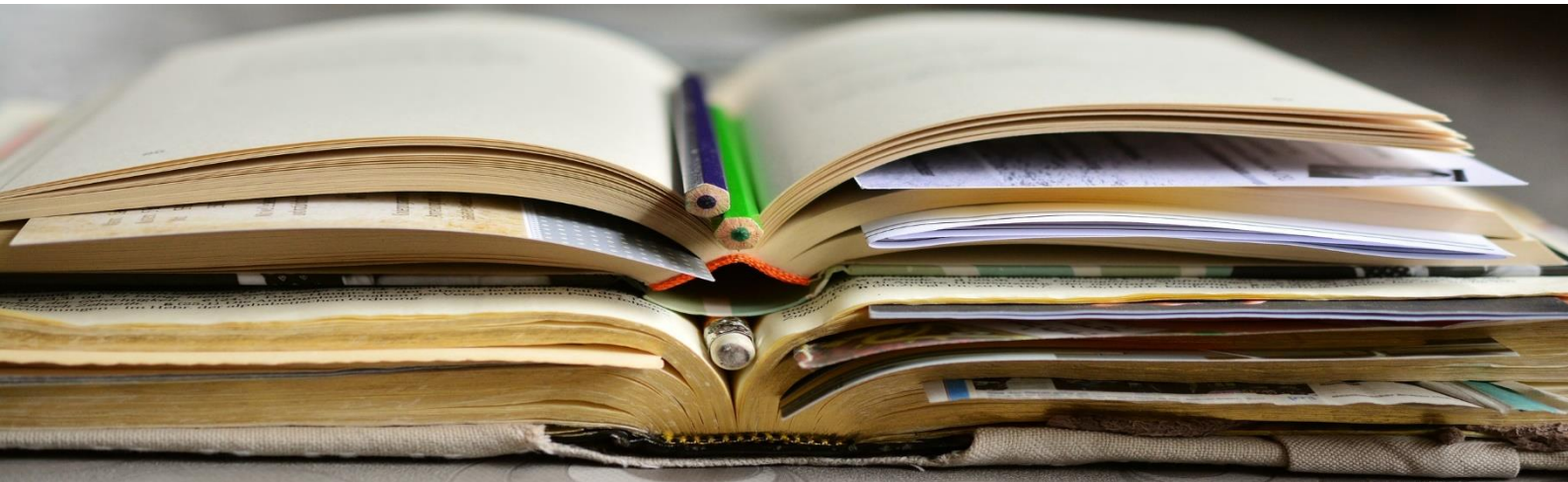


# conul

consortium of national and university libraries

## Training & Development



Annual Report 2019

---

## Table of Contents

|   |        |
|---|--------|
| 1. Committee Members & Roles .....                            | page 3 |
| 2. From the Chairperson .....                                 | page 4 |
| 3. Programme Review 2019 .....                                | page 5 |
| 3.1 Training Courses .....                                    |        |
| 3.2 Library Assistant award .....                             |        |
| 3.3 ERASMUS Library Staff Mobility Week.....                  |        |
| 3.4 LIBER international conference .....                      |        |
| 4. Hon. Treasurer’s Annual Report 2019 .....                  |        |
| 5. Appendix 1: Mission Statement and Terms of Reference ..... |        |

## **1. Committee Members & Roles (2019)**

Ellen Breen (Dublin City University): Programme Evaluation Coordinator

Sally Bridge (Queen's University Belfast): Website Editor

Ciaran Cregan (Ulster University): Assistant Website Editor

Bernadette Cunningham (Royal Irish Academy): Chair

Lorna Dodd (Maynooth University): 2020 CONUL Conference Organising Committee Chair, (resigned summer 2019)

Brendan Devlin (Dublin Institute of Technology): Substitute Minutes Secretary

Elizabeth Kirwan (National Library of Ireland): Minutes Secretary

Jessie Kurtz (Trinity College Dublin): Treasurer and Deputy Chair

Ciara McCaffrey (University of Limerick): Programme Co-ordinator CONUL 2020 Conference Committee

Ann Mitchell (National University of Ireland, Galway): Co-ordinator of the CONUL T&D Research Award [on leave during 2019]

Donna Ó Doibhlin (University College Cork): Library Assistant Award Co-ordinator

Peter Hickey (University College Dublin): External Liaison & Communication

Kathryn Smith (Royal College of Surgeons in Ireland): ERASMUS staff week Co-ordinator & T&D Representative on CONUL Strategy Implementation Group

## **2. From the Chairperson**

Each year CONUL Training & Development seeks to provide co-operative training and staff development opportunities, which are in support of CONUL's strategic objectives. These opportunities are identified by staff in member libraries, attendees at courses, the CONUL Board and CONUL Sub-Groups.

It was a year of business as usual in 2019 for the one-day training events organised by the CONUL T&D committee. Training events were well attended. The feedback from participants can be seen in Ellen Breen's Programme Evaluation report below. A biennial Library Assistant Award competition was also held.

The second annual collaborative Erasmus Exchange Programme was held in June 2019. Hosting was shared across a range of CONUL libraries in the Dublin region. The committee responsible for the week-long programme was chaired by Kathryn Smith, RCSI. The Erasmus Programme continues to develop and to contribute to CONUL's strategic objective of being 'the platform for our international presence'.

There was no CONUL Annual Conference in 2019 because the international LIBER Annual Conference was being held in Ireland for the first time. The LIBER conference was hosted by Trinity College Dublin, in collaboration with CONUL, and CONUL T&D assisted in recruiting volunteers from CONUL libraries to assist with event management.

Extensive planning for the CONUL Conference 2020 was undertaken during 2019, on the theme 'Imagining the Future and How We Get There'.

It was agreed at the CONUL Annual Planning Day on 4 June 2019 that the CONUL Conference Committee would function separately from the CONUL T&D Committee from 2021.

CONUL T&D continued to participate in the work of the CONUL Strategy Implementation Group (SIG), and we thank Kathryn Smith for representing the committee at SIG meetings throughout 2019.

CONUL T&D continues to collaborate with other CONUL groups in the identification and provision of training needs.

The CONUL T&D Committee met at venues in Dublin four times over the course of 2019 on 9 April, 4 June, 6 September and 25 November and communicated regularly throughout the year via email.

There were some changes within the CONUL T&D committee membership this year. Lorna Dodd (Maynooth) resigned as Maynooth University representative on taking up a new post elsewhere. Lorna was replaced as CONUL Conference chair by Monica Crump (NUI Galway) who was nominated by CONUL T&D and appointed as Conference chair by the CONUL Board. Ann P. Kelly handled CONUL T&D communications to library staff at NUI Galway while Ann Mitchell was unavailable. Laura Connaughton (Maynooth University) was nominated at the end of 2019 to replace Lorna Dodd as a CONUL T&D committee member.

I thank all my colleagues on the CONUL T&D group for their commitment and vision in developing and implementing training courses appropriate to the needs of library staff throughout CONUL libraries.

Bernadette Cunningham

December 2020

### 3. Programme Review

#### 3.1 Training Courses

The following is a listing of the courses and seminars offered in 2019. This listing excludes the LIBER Conference and the Erasmus Dublin programme which is covered elsewhere in this report.

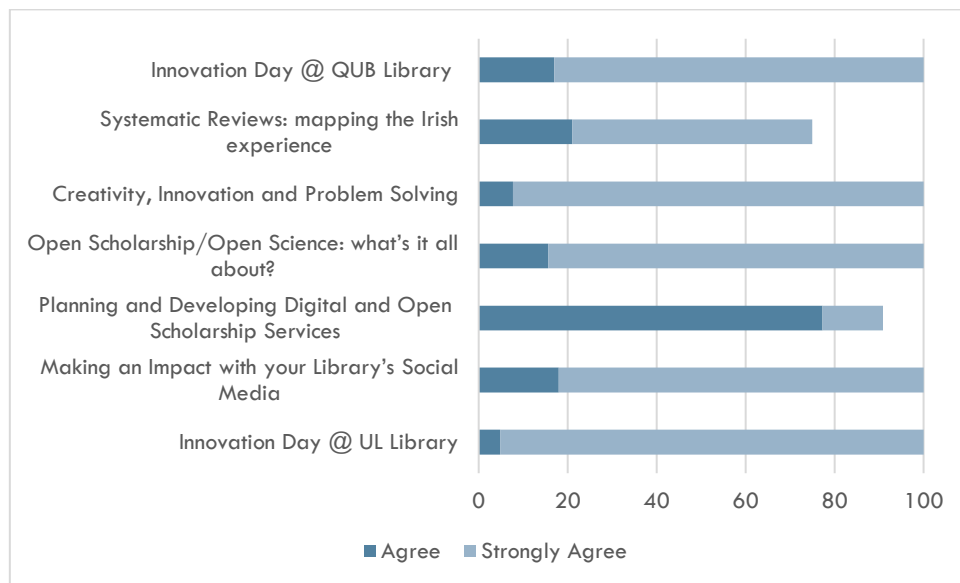
The review of events is based on data and information compiled from completed course evaluation forms. The total number of staff attending courses in 2019 was **X**

| Event Title and Date   | Host & Location | Participants |
|--|-----------------|--------------|
| Innovation Day @ the Glucksman Library, UL<br>January 2019   | UL              | 61           |
| Making an Impact with your Library's Social Media, Boole Library, UCC<br>January 2019  | UCC             | 47           |
| Planning and Developing Digital and Open Scholarship Services<br>June 2019   | DCU/RCSI        | 31           |
| Open Scholarship and Open Science: the move to openness in research and scholarly environments – what's it all about?<br>August 2019 | RCSI            | 48           |
| Creativity, Innovation and Problem Solving<br>October 2019   | DCU             | 14           |
| Systematic Reviews: mapping the Irish experience<br>November 2019  | UCD             | 28           |
| Innovation Day @ QUB<br>December 2019  | QUB             | 52           |

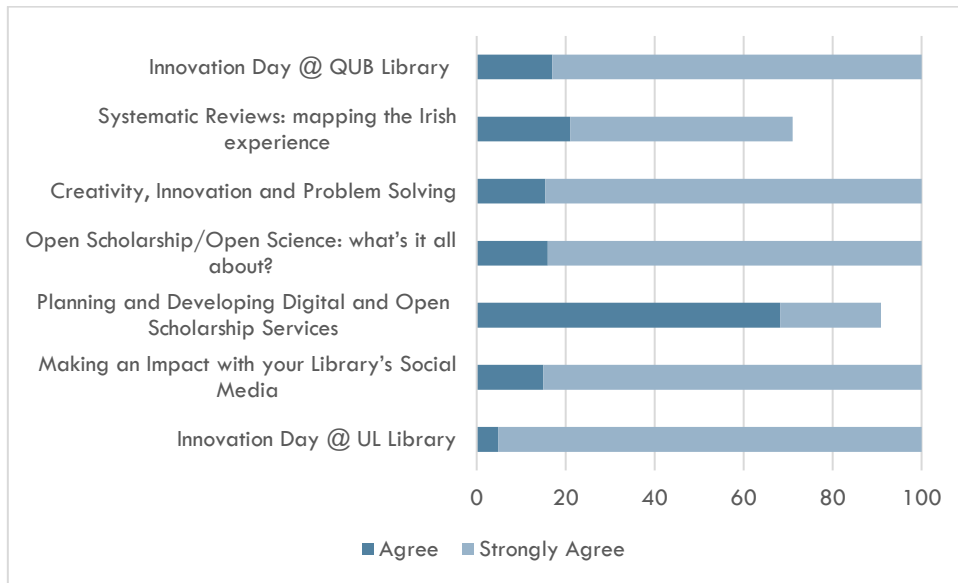
| Course Attendance Year | Number of Workshops/Seminars | Number of Participants |
|------------------------|------------------------------|------------------------|
| 2019                   | 7                            | 281                    |
| 2018                   | 5                            | 174                    |
| 2017                   | 5                            | 142                    |
| 2016                   | 8                            | 197                    |
| 2015                   | 9                            | 296                    |

## Course evaluations

When asked if their **objectives for attending the event were met**, the below percentage of respondents either agreed or strongly agreed.



The chart below shows the percentage of respondents who either agreed or strongly agreed that they were **satisfied with the event** they attended.



The level of satisfaction with all events remains high this year as in previous years. Participants hugely value the opportunity to meet colleagues from other libraries and share experiences, best practices and learn and explore new areas together.

## Course evaluations

Below is a list of the suggested themes and topics for future events received via the 2019 course evaluation forms.

- ✓ Leadership skills
  - ✓ Change management
  - ✓ Developing staff profiles for 21<sup>st</sup> century academic libraries
  - ✓ Strategic thinking
  - ✓ Communication skills
  - ✓ Critical thinking
  - ✓ Marketing libraries
  - ✓ Fundraising for libraries
  - ✓ More courses relating to communications and outreach
  - ✓ Designing online content
  - ✓ Designing posters
  - ✓ Graphic design
  - ✓ Adobe photoshop
  - ✓ Social media campaigns
  - ✓ UX design
  - ✓ Media Literacy
  - ✓ Green Libraries
  - ✓ Newsletter writing
  - ✓ Grant writing
  - ✓ Disability/accessibility awareness
  - ✓ Electronic resource management
  - ✓ Copyright
  - ✓ Networking/career development /Professional identity
  - ✓ Makerspace event
  - ✓ Digitisations workshops with practical sessions
  - ✓ Digital curation/preservation
  - ✓ Overview of repository software/technical infrastructures
  - ✓ Open scholarship/open access
  - ✓ Research data management
  - ✓ Overview of repository software and related technical infrastructure
  - ✓ More activities relating to systematic reviews
  - ✓ Research methods training
  - ✓ Cochrane training
  - ✓ Training on specific types of reviews
  - ✓ Health Sciences systematic review training
  - ✓ Advanced literature searching
  - ✓ Software training and focus e.g. SPSS
  - ✓ Set up community of practice for all librarians in Ireland working in the area of systematic reviews
  - ✓ Short training secondments between libraries
  - ✓ Training/experience for Library Assistants with a library qualification to progress to AL level
  - ✓ Library Assistant empowerment
- Event Type**
- ✓ More peer-to-peer sessions/exchange of ideas
  - ✓ Mix of hands on/ lecture style events
  - ✓ “What’s it all about” events
  - ✓ More innovation days/site visits
  - ✓ More sessions for Library Assistants to present and share experiences



### **3.2 Library Assistant award**

Staff from seven CONUL libraries participated in blog competition for the 2019 Library Assistant award. A total of eleven were entries received. The judging panel awarded prizes to those in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. The 2019 Library Assistant award competition was coordinated by Donna Ó Doibhlín (UCC).

### **3.3 ERASMUS Library Staff Mobility Week**

An international library staff mobility exchange week was hosted by CONUL libraries in the Greater Dublin area in the third week of June 2019. The delegates were drawn from a range of European countries, excluding Ireland. Feedback was overwhelmingly positive. Feedback recommended the inclusion of some Irish library staff among the delegates in future years.

Since institutional membership of ERASMUS differs from institutional membership of CONUL, the full 2019 report on the ERASMUS staff mobility week will be issued as a separate report.

The 2019 ERASMUS Library Staff Mobility Programme committee was chaired by Kathryn Smyth (RCSI).

### **3.4 LIBER International Conference**

2019 marked the first time that LIBER's Annual Conference was held in Ireland. The conference is a key meeting point for research library professionals, and delegates attended from across Europe and from Australia, Canada and the United States. It was held from 26 – 28 June 2019, preceded by pre-conference workshops and meetings.

CONUL T&D assisted by identifying volunteers from CONUL libraries who were willing to provide practical assistance at the various LIBER conference events. The participation of volunteers was managed by Peter Dudley, TCD.

No CONUL Annual Conference was held in 2019 because of the involvement of CONUL libraries in the LIBER International Conference.

## 4. Hon. Treasurer's Annual Report, 2019

During 2019 there were 9 CONUL Training & Development courses/events as listed below, and total of 281 participants took part in the courses.

Course fees remained at €120 for all regular one-day courses; €60 for full-day seminars; and €30 for half-day events, with no cost for Library visits [with CONUL T&D paying refreshment costs], and specialist courses priced to cover costs.

Bank balance at 31 December 2019 was €13,957.27 compared to €14,233.30 at year-end 2018, with 61 transactions in all (39 payments received, 22 outgoing expenditure).

The CONUL Training & Development Committee also paid for the Library Assistant Blog Awards = €450.00; CONUL conference Committee costs = €67.85 and CONUL T&D committee administrative costs = €327.78. TOTAL = €845.63

### Bank Activity

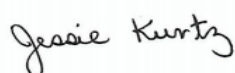
| Lodged                    | Withdrew                     | Bank /Gov't charges   |
|---------------------------|------------------------------|-----------------------|
| €10,230 [2018=€10,955.39] | €11,270.36 [2018=€10,829.12] | €95.17 [2018=€118.66] |

*\*Please note that the income and costs listed below usually extend into the following calendar/financial year.*

### CONUL Training & Development courses 2019

| Course     | Library   | Library  | Costs      | Income  | Outcome          |
|------------|---|----------|------------|---------|------------------|
| 2019/01    | Innovation Day at UL (61)   | UL       | €732.00    | € 0     | <b>-€732.00</b>  |
| 2019/02    | Making an impact with your Library's social media (47)  | UCC      | €3,534.91  | €5,640  | <b>€2,105.09</b> |
| 2019/03    | Erasmus Staff Mobility Week in Dublin   | CONUL    | €546.25    | € 0     | <b>-€546.25</b>  |
| 2019/05    | Planning & Developing digital open scholarship services (31)  | DCU/RCSI | €1,409.37  | €3,720  | <b>€2,310.63</b> |
| 2019/06    | Open Scholarship & Open Science, the move to openness in research & scholarly environments – what's it all about (48) | RCSI     | €1449.85   | €1,440  | <b>-€ 9.85</b>   |
| 2019/07    | Creativity, Innovation & Problem solving (14)   | DCU      | €1,348.97  | €1,680  | <b>€331.03</b>   |
| 2019/08    | Systematic Review Training (28)   | UCD      | €872.25    | €1,960  | <b>€1,087.75</b> |
| 2019/09    | Innovation Day (52)   | QUB      | €629.74    | € 0     | <b>-€629.74</b>  |
| TOTAL 2019 | 281   |          | €10,523.34 | €14,440 | <b>€3,916.66</b> |

Respectfully submitted by:



Jessie Kurtz, CONUL Training & Development Treasurer

## **5. Appendix 1: CONUL (Training and Development) Mission Statement and Terms of Reference**

### MISSION

To provide co-operative training and staff development opportunities in response to identified needs from member libraries, the CONUL Board and CONUL Groups and in support of CONUL's strategic objectives.

### TERMS OF REFERENCE

1. Explore, research and identify training and development needs for CONUL staff in response to the needs of the consortium and the CONUL strategy.
2. Monitor and maintain a watching brief on best international practices for staff training and development.
3. Proactively engage with the CONUL Strategy Monitoring Group and CONUL Groups to identify training needs within the consortium.
4. Develop and manage a programme of training events which underpins the delivery of world-class services by our staff including: An annual programme of training events and seminars. The annual CONUL conference. A programme of exchange visits for Irish Librarians and international colleagues. A biennial CONUL T&D Library Assistant Award to support professional development and engagement. A biennial CONUL T&D Research Award to promote and encourage practitioner-based research.
5. Connect nationally and internationally with relevant organisations and groups and seek to develop these to the mutual benefit of our staff.
6. Produce position papers and advise on key issues relating to staff training and development for research libraries.
7. Communicate, inform and report regularly to foster collaboration and open communication.

### MEETINGS

The Committee will meet four times per year. The Committee hosts an annual meeting to plan the programme of training activities for the next calendar year and extends an invitation to the chairs of the other CONUL groups to attend.

Records of meetings and the annual report are stored in the CONUL T&D intranet.