

ANLTC Committee Meeting
Thursday 22 January 2009
North Training Room, Berkeley Library, TCD.

Present: Jessie Kurtz (Chair), Carmel O’Sullivan, Colette McKenna, Lindsay Mitchell, Paul Murphy, Seamus McMahon, Helen Fallon and Ursula Gavin

Apologies: John Cox, Miriam Corcoran, Trevor Lyttle and Gráinne MacLochlainn

1. Minutes of the meeting of 11 December 2008 **approved.**

2. Matters Arising

None

3. Correspondence

PM reported that Gobnait O’Riordan (Conul Chair) had communicated with him to schedule a meeting in Dublin to discuss the CPD report. It was agreed that PM and JK would attend. Chair will also invite MC and TL to attend the meeting since they were members of the original CPD group. UG offered to attend if MC unable to do so. Chair will communicate with Gobnait O’Riordan to progress the issue within the next few weeks.

PM circulated copy of letter he had sent to Lucy McBride of SWETS regarding the ANLTC Swets Research award 2005 and confirmed enclosure of cheque for £500 stg in partial reimbursement of the Swets sponsorship. PM also circulated new and updated chronology of events regarding the 2005 ANLTC/SWETS research award.

Action: JK

4. Financial Report

Chair will follow up with GMcL on the financial report

Action: JK

5. Annual Report 2008

PM circulated a draft report for 2008. Two further sections to be included: Evaluation reviews for 2008 programmes and Treasurer’s Report for 2008. Members noted some small amendments and corrections to be made to the report and PM will distribute updated version to members when available.

Action: MC, GMcL, PM

6. Programme evaluation 2008

Chair distributed two documents supplied by MC: Programme 2008 and Evaluation Analysis. Discussion deferred to next meeting to give members time to review the documents and so that MC could attend. Chair will forward documents electronically to the Committee.

Action: ALL

7. Programme 2009

See amended schedule below for programmes to be run in 2009.

PM reported that a panel of seven speakers will be invited to the Copyright seminar and as a result setting a date was proving to be difficult. COS distributed details of a conference of Workplace Coaching which might be of interest to member staff. LM reported that there is SIF funding available for the consortium which includes: UL, Limerick IT, Tralee IT and Mary Immaculate College. Funding of €49,000 is available for this year and already the EPIGEUN suite of training products has been purchased. LM reported that the funding should allow them to repeat training if there is over subscription to courses offered.

CMcK asked that application forms and course programmes be sent to her as soon as they are available so that the website can be updated.

Action: ALL

8. Review of ANLTC

Chair circulated several documents for consideration: Roles Review 2009, Officer and Committee Roles, Terms of Reference and Strategic Plan 2009-2014.

It was agreed that due to time constraints the focus would be restricted to the Terms of Reference and ANLTC's relationship with Conul. The other topics for review i.e. Officer Roles and Committee role were held over for the next meeting.

Some issues which arose during the discussion were:

- Question regarding training needs analysis as last one completed in 2004 with results analysed in 2005.
- Website may be used to get feedback on training needs
- Training should be targeted to library staff and not include generic training provided elsewhere in the Institution
- We should consider more interactive tools e.g. wiki
- Question regarding the number of library staff who attend courses abroad
- If excess money available in the bank should quality courses be sourced and subvented from ANLTC funds?

- Several groups now offering training to library staff and as a result it is becoming increasingly difficult to offer unique and library oriented training
- More courses should be based on more input from library staff
- ANLTC should act as a collaborative group – sharing policies and best practice.
- Would a glossary of training terms on the website be of benefit
- ANLTC should develop links with other training groups such as M25 and Scottish training group.
- Need to clarify our relationship with Conul
- Experienced cordial relations in the past
- Conul representative invited to participate in programme planning day
- Year programme sent to Conul for comment
- Conul involved in library assistant bursary

Chair will draft a new Terms of Reference based on the discussion and circulate it for comment. Chair will seek clarification on ANLTC relationship with Conul.

Action: JK

9. AOB

HF reported that Library Assistant Award was due again this year and offered to circulate details to the group.

Action: HF

10. Date of next meeting

The next meetings will be held:

Thursday 12 March 2009 in Henry Jones Room, **TCD** Library

ANLTC PROGRAMME 2009		Version 4.0 January 22 2009		
		Topic	Notes	Host
1	Jan 20	The Power of customers	Ran as arranged	NLI
2	Feb	Writing for Academic Publication	Course advertised	NUIM
3	Date will change	Copyright Seminar. Will include workshop	7 speakers. PM will set date and finalise details for website.	RCSI
4	Mar 26	Digitization	Details on website	TCD
5	April 17	Consultancy skills for Librarians	Terry Kendrick. LM to confirm date and send details for website	UL
6	April 24	Web Development Toolkit	Details on website	DIT
7	May (end)	Innovative Customer Services. Combine with library visit	To incorporate Self Services, Roving etc. 3 speakers. SMcM to send details for website	UCC
8	June 11	Research Support	Details on website	NUIG
9	June (end)	Evidence based Library and Information Practice	Andrew Booth. Workshop. Will be held in Belfast. CMcK will finalise details for website.	UU
10	July 16	How to build a stronger future	Details on website	TCD
11	Oct 21	Emotional Intelligence	Details on website	NLI
12	Nov 12	Irish Maps since the 19 th Century: availability and access issues	Details on website	UCD

ANLTC Committee Meeting
Thursday 12 March 2009
Henry Jones Room (Old Library), TCD.

Present: Jessie Kurtz (Chair), Carmel O'Sullivan, Colette McKenna, Lindsay Mitchell, Paul Murphy, Seamus McMahon, Helen Fallon, Ursula Gavin, John Cox, Miriam Corcoran, Trevor Lyttle and Gráinne MacLochlainn

Apologies: none

1. Minutes of the meeting of 22 January 2009 **approved.**

2. Matters Arising not on Agenda

None

3. Matters carried from previous meeting

Draft Annual Report for 2008 produced and circulated by PM incorporating the programme evaluation report and the financial report for 2008. PM will send final edited copy for loading onto website. It was noted that the 2007 report needs to be made available on the website also. It was agreed that paper copies will not be produced this year and that letter email with link to the report will be sent to distribution list instead. Chair will circulate distribution list requesting additions/deletions.

Action: PM, JC, JK

Chair circulated draft Terms of Reference including mission statement. Chair will edit draft copy and re-distribute for comment and approval. It was agreed that Chair will write to Royal Irish Academy inviting them to join ANLTC.

Chair spoke to Robin Adams regarding the relationship between ANLTC and CONUL. Currently ANLTC has loose connections with CONUL and is an independent body made up of the senior staff in member libraries who have responsibility for staff training and development. It was agreed to leave the association with CONUL as it is and not to seek any closed or more formal relationship.

Action: JK

4. Regular Reports

Correspondence

None

Financial Report

GMcL distributed the financial report for 2008 and indicated that the bank balance was healthy at €13,333.95 with profit from courses in 2008 at €5,975.62. There was slight concern about Electronic Fund Transfers (EFT). While they are going through the bank account it is difficult to track what the EFT refers to. GMcL will liaise with institutions which are paying through EFT and contact the relevant financial controller to see if she can be included in automatic notification of transfer.

Action: GMcL

Programme 2009

See amended schedule below for programmes to be run in 2009.

HF reported that ten people attended Writing for Academic publication and that it went well with positive evaluations and making a profit of €645.30. The venue was not rated highly and HF pointed out that it would cost money to book a better room. An open blog has been set up for the participants and it was agreed that a link to it will be made available on the website.

JK reported that 14 non TCD applications were received plus 11 TCD staff. It was decided therefore to run the course a second time to accommodate all applicants.

PM reported that he was still trying to set the date for Copyright seminar but it would most likely be in Summer.

SMcM would like feedback on numbers likely to attend the themed Library visit to UCC.

Action: All

5. New Business

Programme evaluations 2008

MC circulated the evaluations received for 2008 which have been incorporated into the annual report for 2008. There were ten events, five of which were in Dublin and one was a visit. There were 145 participants in total with 127 responses representing an 88% response rate. Overall they were very positive with high satisfaction rates with courses, presenters, course content and design. In comparison with 2007 course satisfaction was up 3% to 98%. Any dissatisfaction expressed related to course venue and catering. MC queried if the evaluation procedure needs to be amended, if the approach and methodology used need to be changed. Should we track library grades/categories, geographic spread of applications, information of oversubscription to courses all of which may provide useful information? It was suggested that the website could be used as a letterbox for suggestions for courses, training etc. and it might be possible to provide an online evaluation form as well as a printed one. It was agreed that MC will review and amend the evaluation form and circulation for comment in time for 2010 evaluations.

Action: MC

Review of ANLTC officer roles

Draft document - ANLTC Committee Officer and member roles circulated by PM for discussion. It was agreed that there are sufficient roles and that the Awards Co-ordinator would be distinguished between research and other awards. The following were also agreed: Chair will rotate every year, Treasurer will rotate every three years, task and finish sub groups could be established including individuals from outside ANLTC, each member with a role will produce a manual of instruction which can be loaded on the intranet. It was proposed to review the website with a view to revamping it, whilst simplifying the maintenance process and incorporating web 2.0 functionality. It was agreed that JC would chair a task group to do the work with COS, GMcL and PM.

Action: All

ANLTC Strategic plan

It was agreed to defer this item to the next meeting.

6. AOB

HF distributed flyer on Library Assistant Bursary 2009 which will be loaded on the website so that library staff can be notified.

Action: HF, JC

7. Date of next meeting

The next meetings will be held:

Monday 18 May 2009 (whole day – Strategic plan and programme planning 2010)

Thursday 3 September 2009

Thursday 5 November 2009

Thursday 10 December 2009

Venue to be decided

ANLTC PROGRAMME 2009		Version 5.0 March 12 2009		
		Topic	Notes	Host
1	Jan 20	The Power of customers	Ran as arranged	NLI
2	Feb	Writing for Academic Publication	Ran as arranged. Evaluations distributed	NUIM
3	Date will change Summer?	Copyright Seminar. Will include workshop	PM will set date and finalise details for website.	RCSI
4	Mar 26	Digitization	Course has been advertised	TCD
5	April 17	Librarian as consultant: ensuring respect for your library service	Terry Kendrick. Details on website	UL
6	April 24	Web Development Toolkit	Details on website	DIT
7	May early?	Facing the challenge of Change	MC to research, confirm date and provide details for website	DCU
8	May 26	Innovative Customer Services. Combine with library visit	Details on website	UCC
9	June 25	Research Support	Details on website	NUIG
10	July 1 st week	Evidence based Library and Information Practice	Andrew Booth. Workshop. Will be held in Belfast. CMcK will finalise details for website.	UU
11	July 16	How to build a stronger future	Details on website	TCD
12	Oct 21	Using Emotional Intelligence at Work	Details on website	NLI
13	Nov 12	Irish Maps since the 19 th Century: availability and access issues	Details on website	UCD

ANLTC Committee Meeting
Monday 18 May 2009
Henry Jones Room (Old Library), TCD.

Present: Jessie Kurtz (Chair), Seamus McMahon, Colette McKenna, Miriam Corcoran, Helen Fallon, Lindsay Mitchell, Petra Schnabel, Gráinne MacLochlainn, Carmel O’Sullivan, John Cox, Paul Murphy and Ursula Gavin

Apologies: Trevor Lyttle

1. Minutes of the meeting of 12 March 2009 **approved** with following corrections:

Item 3 last sentence – change closed to closer.

Sentence to read - ‘It was agreed to leave the association with CONUL as it is and not to seek any **closer** or more formal relationship’.

Item 4 Programme 2009 2nd paragraph 3rd sentence – change ‘the participants’ to ‘academic writing’.

Sentence to read - ‘An open blog has been set up for **academic writing** and it was agreed that a link to it will be made available on the website’.

Item 4 Programme 2009 2nd paragraph 4th sentence – amend.

Sentence to read - ‘JK reported that it was necessary to run a second course **on Digital Imaging** to accommodate all applicants’.

2. Matters Arising not on Agenda

LM reported that Siobhan Dunne, winner of the SWETS Research Award 2007, will have her report ready by 31 May 2009. It was agreed to advertise the next research award and LM will update standard publicity flyer by 1st week in June and circulate to members. PM noted that SWETS have been in communication to ascertain if we are going ahead with award this year and LM will respond to confirm. HF reported that Marie Cullen, winner of Library Assistant bursary, will be requested to submit her report to the Chair by closing date of 30 September 2009. HF reported that Marie gave a presentation to library staff at NUIM on 5 May 2009.

Both the Research Award and the Library Assistant Bursary will be publicised at INULS coming up in UL in June with flyers for both to be included in the INULS programme. It was agreed that ANLTC sponsorship for INULS will be continued this year.

Action: LM

3. Matters carried from previous meeting

- (i) **Terms of Reference.** Chair circulated final draft of Mission Statement and Terms of Reference. It was agreed to defer approval until after discussion on Strategic plan.

- (ii) **ANLTC Officer Roles.** Chair outlined current Officer Roles. Chair will re-distribute updated document on Roles and Responsibilities and will include a template so that members may indicate further detail. COS will look at External Liaison role to see how it can be developed and it was noted that the CPD role could fall to more than one person.
- (iii) **Website Review.** JC reported that work still to be done and migration of the site could be a project for a student to undertake. JC proposed that the task group (JC, PM, COS and GMcL) will meet on 9 July 2009 to review the website with the aim of having the work done over the Summer months and a new website up and running by next year. JC will welcome any comments or suggestions on enhancing/changing the website.

Action: JK, COS, JC

4. Regular Reports

- (i) **Correspondence.** None other than SWETS in item 2.
- (ii) **Financial Report.** GMcL distributed the financial report as of May 2009 and indicated that the bank balance was €14,659.07. She has written to institutions which are paying through Electronic Fund Transfers (EFT) and got a good response with details of their procedures.
- (iii) **Programme 2009.**

See amended schedule below for programmes in 2009.

JK reported that Digital Imaging went very well overall, it was run twice and that it made a large profit.

LM reported that 15 people attended Librarian as Consultant and that feedback was positive. She noted that there was some crossover in content with Marketing Planning for academic libraries which was run in 2007.

UG reported that 11 people attended Web Development Toolkit which went very well with positive feedback and will make a small profit.

MC reported that so far 8 people had applied for Dealing with Change and that offering the course through the LIR list produced no extra applicants. The course will however, go ahead as planned.

SMcM reported that so far 26 people had applied to attend the themed Library Visit to UCC and all is going well with course planning.

JC reported that NUIG can accommodate a maximum of 30 people on Meeting the Information needs of Researchers. The course has just been advertised.

JK reported that programme planning for How to build a Stronger Future was progressing and would be revised in light of suggestions from HF.

PM reported that tentative date for Copyright seminar was 1st September and that it will focus on text of Copyright Briefing Paper from CONUL sub committee. It was agreed that it would be a low cost open event with a fee of €60 to attract numbers.

Action: All

5. New Business

(i) ANLTC Strategic Plan.

Chair circulated draft Strategic Plan 2009-2014 for discussion. Some of the points raised were as follows:

- Should different modes of course delivery be considered e.g. online?
- Should we offer courses more than once and in different locations?
- Co-ordination and collaboration with other groups might generate new courses and follow on from some courses
- We need to develop skills in new areas and look at re-training in traditional skills
- Consider staff exchanges between libraries
- Support LAI and FLAI process
- How do we co-operate further with SILS and what will be the impact of Dublin Business School offering MLIS courses?
- Identify training needs by different methods
- Need to train up staff quickly in highly skilled areas
- What will be the impact of early retirement and resultant skills deficit?
- What effect will re-deployment have on training?
- Should we be proactive and offer basic library skills training?
- Should we collaborate more with groups such as AGI and ACIL to provide specialist training?
- Should we collaborate more with INULS by providing CPD on programme
- Possibility to explore more informal collaboration between libraries
- Should we develop a skills bank based on skills need?
- Is there a mechanism to draw up a skills bank – How did CURL do it?
- Create a Directory of skills to allow libraries to source staff with essential skills as needed
- Is it realistic to hope to achieve a job mentoring and job shadowing programme?
- Online newsletter should be a collaborative effort and could be linked to Website review
- Guidelines for Staff Development plans could be shared amongst the group e.g. SCONUL has generic policies and plans available
- Is there a need for the committee to undertake training?

It was agreed that the document title be changed to Priority Actions 2009-2013 and that Chair will make final changes and re-distribute. Comments on document and any other ideas such as specific training for the committee to be sent to Chair. Chair will also circulated amended draft of Mission Statement and Terms of Reference based on discussion.

Action: JK

(ii) Programme 2010

Chair distributed two documents to aid discussion – ANLTC courses 2004-2009 summary and ANLTC course suggestions list – from evaluations 2008-2009.

The following are possible topics for 2010:

Bibliometrics – UCD

Exhibitions in Libraries – NLI

Information Literacy/assessment – RCSI

Positioning your library in framework of HE politics/KPIs – TCD

Academic writing – NUIM

Music Librarianship – NUIM

Metadata/content description – DCU

Organisational Development/Staff re-deployment – UCC

Mentoring and Job Shadowing workshop – NUIG

Learning spaces/Library Design – UU

Library visit – QUB

First line contact/Reference interview triage – UL

Advanced Google/search engines - DIT

6. AOB

None

7. Date of next meeting

The next meetings will be held:

Thursday 3 September 2009

Thursday 5 November 2009

Thursday 10 December 2009

Henry Jones Room, TCD

ANLTC PROGRAMME 2009		Version 6.0 May 18 2009		
		Topic	Notes	Host
1	Jan 20	The Power of customers	Ran as arranged. Evaluations distributed.	NLI
2	Feb 26	Writing for Academic Publication	Ran as arranged. Evaluations distributed.	NUIM
3	Mar 26	Digital Imaging	Ran twice due to high demand. Evaluations distributed.	TCD
4	April 17	Librarian as consultant	Ran as arranged. Evaluations distributed.	UL
5	April 24	Web Development Toolkit	Ran as arranged. Evaluations distributed.	DIT
6	May 21	Dealing with Change	Details on website. Has been advertised.	DCU
7	May 26	Themed visit to UCC PG Library	Details on website. Has been advertised.	UCC
8	June 25	Meeting the Information needs of Researchers	Details on website. Has been advertised.	NUIG
9	July 16	How to build a stronger future	JK to provide amended details for website.	TCD
10	July 22	Acting on Evidence	Details on website.	UU
11	Sept 1	Copyright Seminar.	PM will confirm date and finalise details for website	RCSI
12	Oct 21	Using Emotional Intelligence at Work	Details on website.	NLI
13	Nov 12	Irish Maps since the 19 th Century:	Details on website.	UCD

ANLTC Committee Meeting
Thursday 3 September 2009
Henry Jones Room (Old Library), TCD.

Present: Jessie Kurtz (Chair), Seamus McMahon, Colette McKenna, Petra Schnabel, Gráinne MacLochlainn, Carmel O'Sullivan, Ann Mitchell, Paul Murphy and Ursula Gavin

Apologies: Trevor Lyttle, Miriam Corcoran and Helen Fallon

1. Welcome to new NUIG representative

Chair welcomed Ann Mitchell, NUIG to the meeting

2. Minutes of the meeting of 18 May 2009 approved

3. Matters Arising not on Agenda

None

4. Matters carried from previous meeting

- (iv) **Terms of Reference.** Chair circulated final version of Mission Statement and Terms of Reference. Chair will re-edit to reflect new membership and circulate. Chair will send final document to CONUL for information and it will be posted on the website.
- (v) **ANLTC Officer Roles.** Chair circulated two documents: ANLTC Committee Officer and member roles and Officer Role Template – with sample insert. Chair will re-distribute updated template document and asked that each member complete it for their own role and circulate it to members by 22 October 2009. These will be reviewed at the next meeting. It was suggested that procedures for organising courses would be updated as an aid to new members. Chair will review checklists available on the website and circulate them to members.
- (vi) **Website Review.** PM reported that a meeting of the task group (JC, PM, COS and GMcL) was held on 9 July 2009 to review the website and a report on same was circulated to members. The task group carried out a SWOT analysis of the existing website, identified desirable facets of our future web presence and outlined the next steps which need to be taken. It was agreed that PM, COS and GMcL would take it forward to the next stage and begin the process of writing a brief. All members were asked to look again at the website to suggest which elements of the current site should be preserved and which elements could be deleted. Members were also asked to review the task group report and circulate any observations or suggestions.
- (vii) **ANLTC Priority Actions 2009-2013**
Chair circulated Final Draft of Priority Actions 2009-2013 document for approval. Members to give feedback re priority level for each priority action and Chair will re-edit and circulate again.

(viii) **Programme 2010**

Members to review the programme as outlined in the previous minutes and have firm proposals for courses to be run by the next meeting. Members to have course description, and confirmed dates ready by the end of November so that they can be posted on the website in time for January 2010. CMcK will email members with specific dates.

Action: ALL

5. Regular Reports

(iv) **Correspondence.** None.

(v) **Financial Report.** GMcL distributed the financial report as of September 2009 and indicated that the bank balance was €13,223.17. CMcK noted that although the course, 'Acting on Evidence: Applying the principles of Evidence Based Library and Information Practice' was cancelled, expenses payments will need to be made for hotel and flights.

(vi) **Programme 2009.**

See amended schedule below for programmes in 2009.

Chair reported that Dealing with Change went ahead as planned at DCU. MC previously circulated evaluations by email - 8 participants attended and the course worked well as it was very interactive.

SMcM reported that the themed Library Visit to UCC was well received and well attended.

AM reported that Meeting the Information needs of Researchers went ahead as planned in NUIG and overall the day went well.

JK reported that How to build a Stronger Future was deferred due to insufficient uptake and it is proposed to re-schedule it for late November.

CMcK reported that Acting on Evidence: Applying the principles of Evidence Based Library and Information Practice was cancelled due to insufficient uptake and will be re-scheduled early in 2010. CMcK will consider joint hosting the course with a member library in Dublin.

PM reported that 34 people attended the Copyright seminar in RCSI and that feedback was positive.

GMcL reported that all is in hand for Using emotional Intelligence at work at NLI and the course will be given by Treasa Kenny.

COS reported that Irish Maps will go ahead as planned. COS to forward application form and course description for loading on the website.

Action: JK, CMcK, GMcL, COS

6. New Business

(iii) **ANLTC/SWETS award 2009**

Chair to confirm continuation of award

(iv) **Library Assistant Bursary 2009**

Has been advertised. Closing date for entries is 30 September 2009.

Action: JK

7. Round Table

Chair asked each member to outline anything significant happening in each library.

CMcK - Information Services at Ulster are adopting the ITIL (Information Technology Infrastructure Library) approach to service provision within their department. ITIL is a set of concepts and policies for managing information technology infrastructure, development and operations. The benefits of this project are: 'The development of a systematic and professional approach to the management of IT Service Provision, which will: reduce costs and improve productivity, improve IT services through the use of proven best practice processes improve customer satisfaction, through a more professional approach to service delivery improve the use of skills and experience improved delivery of third part services.

GMcL - NLI are ready to launch the digitized version of Sources for Manuscripts. The NLI Director will be leaving at the end of January 2010 and it is not clear if he will be replaced.

PS - A new website is on the agenda at RIA and that they intend to put on larger exhibitions to attract a more general audience.

COS – New Librarian, John Howard, starting on 1st October at UCD and COS will revert back to her previous role as Associate Librarian. Budget situation is dire and there has been a huge impact of staff training and development due to cutbacks. Mission critical training will be supported. UCD involved in fund raising campaign for library special collections. Library included as trainer in Learning and Training Directory produced by UCD and will facilitate nine different courses.

PM – At RCSI staff training and development funding was provided by HR controlled fund. Unsure of funding for next year so library has made available a limited contingency fund from library budgets to cover staff training and development.

UG – DIT Library Annual Report for 2008 showed good take-up by library staff for conferences, seminars, in-house training and ANLTC courses. The situation this year will be very different due to cutbacks in budget. Several staff shortages due to Employment Control Framework and will have adverse affect on library opening hours. Planning for Grangegorman is going ahead despite the McCarthy report.

AM – John Cox has been appointed Librarian at NUIG. Library working on a strategic plan, Senior Management Team has been restructured and old job titles no longer apply. AM is Head of Staff Development and the Service Environment. NUIG has lost the Deputy Librarian post and the role has been distributed amongst the four Sub Librarians. Budget is down 10% and it is not clear if new Research Library will go ahead.

SMcM – Planning on staff re-structuring at UCC similar to NUIG. Second Deputy post will not be filled and Librarian is also Director of Information Services but UCC is not a converged service. Support to research and Information Literacy is being reviewed and plan to do more with virtual reference support. SMcM to meet with head of Change Management unit in UCC to progress library change issues.

JK – TCD have a new website and a new LMS (Millennium) which went live in August. Undertaking a Library Disability review and the recruitment moratorium is having a major impact on library services. Budget spend has been reduced.

8. AOB

(i) Sophie Bury and SILS, UCD

Chair distributed letter from Sophie Bury, Visiting Librarian at SILS inviting library staff to complete a survey on CPD needs analysis. The research is intended to provide an overview of CPD requirements and activities, with the aim of establishing what sorts of CPD might usefully be provided by SILS, UCD to the profession to meet ongoing demands.

(ii) CPD Committee report progress

Chair is still trying to set up a meeting with Margary Sliney

(iii) UL representative

Lindsay Mitchell has resigned and chair awaiting confirmation from UL on a new representative.

9. Date of next meeting

The next meetings will be held:

Thursday 5 November 2009

Thursday 10 December 2009 (followed by Christmas Lunch)

Henry Jones Room, TCD

ANLTC PROGRAMME 2009		Version 7.0 September 3 2009		
		Topic	Notes	Host
1	Jan 20	The Power of customers	Ran as arranged. Evaluations distributed.	NLI
2	Feb 26	Writing for Academic Publication	Ran as arranged. Evaluations distributed.	NUIM
3	Mar 26	Digital Imaging	Ran twice due to high demand. Evaluations distributed.	TCD
4	April 17	Librarian as consultant	Ran as arranged. Evaluations distributed.	UL
5	April 24	Web Development Toolkit	Ran as arranged. Evaluations distributed.	DIT
6	May 21	Dealing with Change	Ran as arranged. Evaluations distributed.	DCU
7	May 26	Themed visit to UCC PG Library	Ran as arranged. Evaluations distributed.	UCC
8	June 25	Meeting the Information needs of Researchers	Ran as arranged. Evaluations distributed.	NUIG
9	July 16	How to build a stronger future	Cancelled. Deferred to Late November 2009	TCD
10	July 22	Acting on Evidence	Cancelled. Deferred to early 2010.	UU
11	Sept 1	Copyright Seminar.	Ran as arranged. Evaluations to be distributed.	RCSI
12	Oct 21	Using Emotional Intelligence at Work	Details on website.	NLI
13	Nov 12	Irish Maps since the 19 th Century:	Details on website. COS to provide application form and programme for website.	UCD

**ANLTC Committee Meeting
Thursday 5 November 2009
North Training Room, Library, TCD.**

Present: Jessie Kurtz (Chair), Seamus McMahon, Paul Murphy, Miriam Corcoran, Colette McKenna, Helen Fallon, Ann Mitchell and Ursula Gavin

Apologies: Trevor Lyttle, Petra Schnabel, Gráinne MacLochlainn and Carmel O'Sullivan

1. Minutes of the meeting of 3 September 2009 **approved** with the following amendments: Item 7 Round Table. Two sentences to be deleted: Planning on staff restructuring at UCC similar to NUIG. SMcM to meet with head of Change Management unit in UCC to progress library change issues. Item 4 (iii) Correct typographical error and replace 'wash' with 'was'. Sentence to read 'PM reported that a meeting of the task group (JC, PM, COS and GMcL) was held on 9 July 2009 ...'

2. Matters Arising not on Agenda

Sophie Bury, visiting Librarian at SILS will give a talk in UCD on 24 November 2009. Chair will circulate details and invitation to members.

Action: JK

3. Matters carried from previous meeting

- (ix) **ANLTC Officer Roles.** Chair has distributed updated template and asked that each member complete it for their own role by 8 December 2009 for review at the next meeting.
- (x) **Website Review.** PM reported on review so far and circulated the brief he has written for the website which was based on advice received internally and with some external website owners. PM has approached three web providers who will submit proposals and it was agreed that he would ask the three to quote and arrange for presentations. UG agreed to join the task group (PM, COS and GMcL) for the presentations. It was agreed that up to €3,700 could be made available for the project.
- (xi) **ANLTC Priority Actions 2009**
Chair circulated another draft of Priority Actions 2009-2013 document for discussion. An attempt was made to put the actions into priority order but this proved difficult. In light of discussion and further suggestions Chair will re-edit the document and circulate again.
- (xii) **Programme 2010**
See draft schedule below for programmes in 2010.
Members to review the programme and have course description, and confirmed dates ready by the 4 December 2009 so that they can be posted on the website in time for January 2010. CMcK will email members with a reminder.
- (xiii) **ANLTC/Swets award 2009**

Chair distributed a report outlining the results of the judging panel (Jessie Kurtz, Paul Murphy and Miriam Corcoran). The calibre and topic selection of the proposals were high. The winner, of €2,000, was Caleb Derven (UCD) for the proposal: 'Evaluating Services and specifications for Reading List systems'. The committee agreed to the proposal that Marie Cullen (NUIM) be commissioned (for €800) to carry out her research on 'Staff Development: a case study of the ANLTC Library Assistant Bursary'.

(xiv) **Library Assistant Bursary 2009**

HF distributed a report outlining the results of the judging panel (Helen Fallon, Miriam Corcoran, Jessie Kurtz and Philip Cohen (Conul Chair). The award of €1,500 went to Maud Conry (NUIG) for her proposal 'E-book update in Irish Academic Libraries – an overview'. Second prize of €750 went to Elaine Bean (NUIM) for her proposal 'The development of shared library orientation and information sharing training programmes'. As the proposal from Edward O'Loughlen (NUIG) was highly commended it was agreed that he would get a €100 book token. All three other entrants will receive a book token.

HF and AM agreed to investigate when and where an appropriate event could be organised to publicly confer the awards. Letters and cheques will be issued immediately and it was also proposed that a trophy be considered which could be presented to the winners.

Action: All

4. Regular Reports

(vii) **Correspondence**

None.

(viii) **Financial Report**

Chair reported that the bank balance was €14,801.97.

(ix) **Programme 2009**

Using emotional intelligence at work ran as arranged on 21 October 2009 and evaluations to be distributed. Feedback was positive.

Irish Maps course to be run on 12 November and has been advertised.

How to build a stronger future has been re-scheduled for 30 November and has been advertised.

Action: COS, JK

5. New Business

(v) **Annual Report 2009**

Deferred to next meeting

Action: JK

6. Round Table

Chair asked each member to outline significant developments in each library.

7. AOB

(i) CPD Committee report progress

Chair has set up a meeting with Margory Sliney (LAI), Siobhan Fitzpatrick (LAI) and Gonnait O'Riordan (Conul Chair) following ANLTC committee meeting at 2p.m. JK, PM, MC and UG to attend.

(ii) UL representative

Chair awaiting confirmation from UL on a new representative.

8. Date of next meeting

The next meetings will be held:

Thursday 10 December 2009 (followed by Christmas Lunch)

Henry Jones Room, TCD

ANLTC PROGRAMME 2010		Version 1.0 November 5 2009		
		Topic	Notes	Host
1	Feb	Writing for Academic Publication	HF will investigate MCB workshop on publishing and may include some elements	NUIM
2	Spring (early)	Learning spaces/Library Design	To be combined with visit to new Library at QUB. CMcK to consult with TL	UU
3	Spring (early)	Library visit	To be combined with above	QUB
4	April	Positioning your library in framework of HE politics/KPIs		TCD
5	April 30	Advanced Google/search engines	UG to confirm Cilip course	DIT
6	April/May	Digital Humanities Observatory	e-scholarship, scholarly communication	RIA
7	May	Information Literacy/assessment		RCSI
8	June (early)	Mentoring workshop		NUIG
9	Sep (1 st week)	Metadata/content description		DCU
10	Oct	Work life balance in a time of organisational change	Pat Lyons	UCC
11	?	Acting on Evidence	Deferred from 2009. Will be run early in 2010	UU
12	?	Exhibitions in Libraries		NLI
13	?	Music Librarianship	May be run in co-operation with public library sector	NUIM
14	?	Bibliometrics	LIR running Bibliometrics course in Nov 2009. Chair will contact COS	UCD
15	?	First line contact/Reference interview triage		UL

ANLTC Committee Meeting
Thursday 10th December 2009
Henry Jones Room, Old Library, TCD.

Present: Jessie Kurtz (Chair), Seamus McMahon, Paul Murphy, Miriam Corcoran, Colette McKenna, Helen Fallon, Ann Mitchell, Petra Schnabel, Gráinne MacLochlainn, Carmel O'Sullivan and Ursula Gavin

Apologies: Trevor Lyttle,

1. Minutes of the meeting of 5th November 2009 **approved.** Noted that GMcL did not attend meeting of the website task group on 9 July 2009.

2. Matters Arising not on Agenda

None

3. Matters carried from previous meeting

- (xv) **ANLTC Officer Roles.** Chair circulated list of officer roles indicating those for which role descriptions have been received. Outstanding role descriptions will be drafted and Chair will re-distribute.
- (xvi) **Website Review.** PM reported on developments to date and circulated three proposals received for the re-design and migration of the website: KCO Programming & Design Solutions, €8,550, DV4, €8,047.50 for Drupal and €10,947.50 for PHP and Katherine Kenny, Independent Developer, €2,550. As the first two fell outside the agreed maximum of €3,700 it was agreed that the contract would be awarded to Katherine Kenny. It was also agreed that the hosting contract with HEANET would incur an increased cost from €500 to €800 p.a. plus developer's support cost of €250 p.a.
- (xvii) **ANLTC Priority Actions 2009**
Chair circulated final draft of Priority Actions 2009-2012 which was approved. It was noted that actions 1 and 2 have already been achieved.
- (xviii) **Programme 2010**
See amended schedule below for programmes in 2010.
- (xix) **2009 ANLTC/Swets & Library Assistant Bursary Awards event**
It was agreed that 11th January 2010 (Conul meeting at TCD) was too soon to organise the awards event and HF will look at March instead.

Action: JK, PM, UG, HF

4. Regular Reports

- (x) **Correspondence**

Chair distributed notes of meeting held on 5th November 2009 to review the recommendations of the CPD report with representatives from LAI and Conul. Email was received from Siobhan Fitzpatrick indicating the LAI has arranged to meet Prof. Sonnenwals in early January to progress the issue of LAI accreditation of appropriate CPD courses run by ANLTC and LAI groups and sections in the context of SILS validation.

(xi) Financial Report

GMcL circulated Treasurer's report for December 2009 showing a bank balance of €13,151.97 and reported that Electronic Funds Transfer was still proving difficult as it was impossible to match the bank statement with the course paid for. It was noted that catering costs per course seemed to be high and GMcL will produce a comparative spreadsheet to illustrate.

(xii) Programme 2009

Nothing to report

5. Programme 2010 – fiscal climate implications

Chair circulated document 'Programme 2010 – implications for offerings in light of financial climate' for discussion. It was suggested that the business model for course offerings might have to change and perhaps a cost model based on annual subscription from each Institution might be looked at. Agreed to come back to this item at next meeting.

6. Annual Report 2009

MC circulated various documents for inclusion in the Annual Report and requested feedback. Annual report to be tabled at next meeting

7. New Business

8. Round Table

9. AOB

(ii) CPD Committee report progress

See 4 (i) above

(ii) UL representative

Chair awaiting confirmation from UL on a new representative.

10. Date of next meeting

As this was JK's last meeting as Chair members thanked her for her work during the last year. SMcM will take over as Chair in January 2010.

Next meetings will be held:

TBC

ANLTC PROGRAMME 2010		Version 2.0 December 10 2009		
		Topic	Notes	Host
1	Feb 3	Writing for Academic Publication	Details circulated and ready for website. Will be offered on LIR list	NUIM
2	March 19	E-Publishing and Digital Scholarly communication	Details circulated and ready for website.	RIA
3	May 14	Cutting-edge Internet search Techniques	Details circulated and ready for website.	DIT
4	May	Information Literacy/assessment	PM to consult with ACIL to see if joint course could be offered	RCSI
5	June (early)	Coaching and Mentoring techniques for line managers	Details circulated and ready for website.	NUIG
6	Sep (1 st week)	Metadata/content description	IR and advanced metadata. MC to research	DCU
7	Oct	Work life balance in a time of organisational change	SMcM to see more specific details from Pat Lyons	UCC
8	Oct	Exhibitions in Libraries	Managing and designing exhibitions, conservation issues. GMcL to research	NLI
9	Nov	Bibliometrics	COS to research	UCD
10	?	Learning spaces/Library Design	To be combined with visit to new Library at QUB. CMcK to consult with TL	UU
11	?	Library visit	To be combined with above	QUB
12	?	Positioning your library in framework of HE politics/KPIs	JK to re-think	TCD
13	?	Acting on Evidence	Deferred from 2009. CMcK to re-think	UU