

# Capitalising on students who wish to go to Library School

## Pre-1930s Project UCD, 2011



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# Pre 1930s books - background

- Special Collections date change - pre 1850 to pre 1930
- 40,000 titles, of which 20,000 on open access
- In planning for years - challenges
- Initial plan - two projects -> more variety in work



# Project team

- Project leader: Clare Duggan, Liaison Librarian (am)
- Special Collections Librarian: Evelyn Flanagan
- 8 library course students
  - 7 for UCD SILS, 1 for RGU Aberdeen
  - 1 already had experience, wanted opportunity to work in UCD
  - Students were bright, motivated, engaged -> encouraged to ask questions of staff
- Project lasted 6 weeks - June and July 2011



# Hours worked

6 week project

Working day: 9.30 - 10.30; 11 - 1pm; 2-4pm

2-3 afternoons each week for Library talks /Branch visits /

- Attendance:
  - One student worked full time outside these hours
  - Two students worked less than proscribed 6 weeks (inc. planned holidays, unaccounted for days off, prior arrangement to work 4 weeks rather than 6 weeks)
  - 87.4 hours lost to unanticipated absences due to personal reasons
    - social welfare, illness, family reasons
  - 7 students present in week 1, 5, 6
  - 8 students available during week 2,3, 4



# Workflow - at shelves

Worked off paper lists -> transferred information to excel files

- **Is book on shelf/missing** - > note on list
- **Condition of book?** -> if poor condition take off shelf
- **Is catalogue entry correct?** -> is book a reprint? -> take off shelf for IRM dept
- **Does book have: plates, illustrations, marbled paper, inscriptions** -> remove from shelf for Special Collections Librarian to check

# Workflow - in office

- Update excel files using paper lists ( eg missing books, reprints)
- Books brought back to office-> work through check list/place slip in book
  1. **Catalogue problems**
  2. **Books of interest** - set aside for Special Collections librarian
  3. **Books in poor condition**
    - is there more than one copy in UCD Library ?
    - check condition of all, return best copy to shelf
    - where else is the title held? - TCD, NLI, COPAC
    - how many times was book borrowed in last 5 years?
    - annotate slip for weed/discard
  4. **Investigate value of books in poor condition/duplicates**
    - [www.abe.com](http://www.abe.com) ; [www.addall.com](http://www.addall.com)
    - annotate slip with value on
  5. **Sort books by category - last week**

# Feedback: Comments on project workflow

- Thought work flow was good, understood aims and objectives well
- Lists in Dewey order by year - would have preferred "alphabetical Dewey" order - (by class no, then by suffix as on shelves) This is not possible from Talis Alto at present
- Surprised at number of missing books (11.4%)
- Some books located on shelves that were not on lists
- Some material out of sequence located



# Feedback - comments on workplace

## What worked:

- Work rewarding. Learned a lot about day to day issues in large library
- Good work environment/good to work in UCD/felt welcomed
- Enjoyed information sessions /branch library visits
- Strong team ethic/support helped
- Liked finding interesting /valuable books
- Liked autonomy/own office space. Had work to do and organised the details themselves
- Felt they were trusted to do the work
- Now have friends entering the SILS course

## What didn't work:

- Work monotonous -
  - difficult to motivate themselves
- Work expanded to fit the time
  - most work achieved in the mornings when afternoon induction scheduled
- A few had a resigned approach
  - strong team ethic/support helped
- Better equipment / connectivity needed - laptops, wireless etc

## What was achieved?

5 hour day/8 students potential hrs:	1200 hours
Library induction sessions/branch visits:	208 hours
Unanticipated absences:	c. 87 hours
Planned absences:	75 hours
Actual time worked:	830 hours
Total number of books checked	13,524 books
Number of books checked per day*	c.80 books



\*Final week - tidy up week

Thank you



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