

	<p>no appetite for this at this time. The group agreed that this was a disappointing outcome given that it was CONUL that had originally requested that ANLTC devise a CPD framework. After much discussion the group agreed that a collaborative agenda on the national scene was still important and that the ANLTC CPD sub-group would meet with the new chair of the LAI Education Committee to seek confirmation that CPD is covered by the CILIP framework and that ANLTC courses will count towards chartership. The Sub-group will also meet with the Head of SILS to discuss the CPD needs of library professionals (e.g. half-day courses which link to current issues and meet the requirements of chartership).</p>	CPD Sub-Group
4.	Evaluation of the 2010 programme	
	Carmel O'Sullivan confirmed that Ellen Breen is willing to take on the annual programme evaluation report that had previously been done by Miriam Corcoran.	EB
5.	Review of the 2011 programme	
	<p><u><i>The Librarian as Academic Writer: a seminar on getting published (24th February 2011)</i></u>. Helen Fallon reported that 23 people attended; including 2 public library staff and one IT person. The course was advertised on LIR and the LAI websites. It was very well received as the evaluation confirmed.</p> <p><u><i>Managing Exhibitions in Libraries (12th April 2011)</i></u> This is on schedule. Grainne MacLochlainn reported that this course was rescheduled from 2010 due to the inclement weather will take place at the NLI, all places filled.</p> <p><u><i>Service Innovation in the Academic Library (19th April 2011)</i></u> On schedule and will take place at the University of Limerick, places available.</p> <p><u><i>General sources for Irish local studies (May 2011)</i></u> Petra Schnabel reported that this course will be offered in the Royal Irish Academy and will highlight print sources as well as electronic resources. It is geared to Duty Librarian desk and Special Collections staff.</p> <p><u><i>Working within the framework of the current employment scene (October 2011)</i></u> Carmel O'Sullivan and Jessie Kurtz will develop a programme around the idea of new graduates, CPD, volunteers and interns. More to come once ideas are finalised.</p>	<p>GMacL</p> <p>GO'R</p> <p>PS</p> <p>CO'S JK</p>

	<p><u><i>Evidence-based management/librarianship (November 2011)</i></u> This seminar around benchmarking tools will be developed by Paul Murphy, Ellen Breen and Ann Mitchell. The topic is timely given our need to justify the value-added nature of our role within our institutions. More to come on this once ideas are finalised.</p> <p><u><i>New technology and the instability of web archives (December 2011)</i></u> This seminar will be developed by Trevor Lyttle and Grainne MacLochlainn. More to come on this once ideas are finalised.</p> <p><u>Other thoughts in general:</u></p> <p>Carmel O’Sullivan raised the question about whether our model of course offerings was the best: offering courses throughout the country by hosting libraries?</p> <p>It was clear the University of Limerick programme will be well attended as they are bringing in a UK speaker and the topic is timely and relevant.</p> <p>Should we have fewer courses with collaboration between groups and members (e.g. UU organised a course that was hosted by DIT & RCSI hosted a course organised by NUIG).</p> <p>We need to focus on relevant topics which will get libraries to release staff.</p> <p>We need further discussion on this topic which will be on the agenda of the next meeting.</p>	<p>PM EB AM</p> <p>TL GMaCl</p> <p>ALL Secretary</p>
6.	ANLTC bursaries/awards updates	
	<p>It was agreed that we need to run the advertisement for the 2011 awards with a December 2011 deadline for applications. The idea of a half-day workshop on how to write and apply for these awards was shelved in light of producing a template for each award that staff could use in making their applications.</p> <p>Ann Mitchell agreed to coordinate the ANLTC/SWETS Research Award process</p> <p>Helen Fallon agreed to coordinate the ANLTC Library Bursary Award process.</p>	<p>AM</p> <p>HF</p>

7.	New members – proposal for discussion from UCD	
	<p>Carmel O’Sullivan tabled the following proposal:</p> <p><i>UCD has entered into formal agreements with the Institute for Public Administration and the National College of Art & Design. We are currently in discussions with the Libraries in these institutions about collaboration and one of the issues that has arisen is access to ANLTC training.</i></p> <p>The group agreed that Carmel O’Sullivan could sign off on course applications for these libraries, and where there is limited attendance (2 per ANLTC member institution), she would have to make internal decisions about who should take priority in this regard.</p>	CO’S
8.	Annual Report for 2010	
	<p>Seamus McMahon, Chair of ANLTC in 2010 will be completing the annual report shortly and circulating a draft for comment.</p> <p>Seamus sought comments about modification of the ANLTC Annual report and suggestions should be sent to him as soon as possible.</p>	SMcM ALL
9.	A.O.B	
	<p>ANLTC roles were discussed as follows:</p> <ul style="list-style-type: none"> (1) Vice-Chair - Colette McKenna – Vice-Chair of ANLTC (2) Programme Evaluation - Ellen Breen (3) CPD Sub-group - Trevor Lyttle / Carmel O’Sullivan / Seamus McMahon (4) ANLTC/SWETS Research Award Coordinator – Ann Mitchell (5) External Liaison & Communication – Petra Schnabel <p>The named committee members should confirm with Ursula and Paul that they are happy to fulfil the role as listed. Ursula and Paul will then update the roles section of the ANLTC website.</p>	CMcK EB TL / CO’S / SMcM AM PS UG/PM
	<p style="text-align: center;">Next ANLTC meeting 11:00 am Thursday 9th June 2011 [Longer planning meeting – at RSCI]</p>	

ANLTC Committee Meeting Tuesday 17 June 2011

Present: Carmel O’Sullivan (UCD) Chair, Ellen Breen (DCU), Helen Fallon (NUIM), Jessie Kurtz (TCD) Secretary, Trevor Lyttle (QUB), Grainne MacLochlainn (NLI), Colette McKenna (UU) (Secretary), Seamus McMahon (UCC), Petra Schnabel (RIA).

Apologies: Ursula Gavin (DIT), Ann Mitchell (NUIG), Paul Murphy (RCSI), Gbnait O’Riordan (UL).

1.	Minutes of the meeting of 15 March 2011	Action								
	Approved as circulated									
2.	Treasurer’s Report									
	A verbal report was given. Noted that the current balance is €11,702. ‘The librarian as Academic Writer’ raised a profit of €1,342. ‘Managing Exhibitions in Libraries’ raised a profit of €1,000. Agreed €100 to be made to Marie Cullen.	GMcL								
3.	Annual Report 2010									
	This is a work in progress and will be available for the next meeting. Noted in the programme evaluation report that there had been a drop in attendance at ANLTC courses overall. Following discussion it was agreed the evaluation form would be further amended to reflect the grade/role of staff attending courses in 2011. Past participants will be contacted to ascertain their grade.	SMcM EB								
4.	Report from CPD Subgroup									
	Following a meeting of the CPD Subgroup (TL SMcM, CO’S) on Wednesday 25 May 2011, the committee agreed to the proposed changes to the Key Recommendations of the December 2006 report. These are:-	CO’S								
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Old Recommendation</td> <td style="width: 50%; border: none;">New Recommendation</td> </tr> <tr> <td style="border: none;">National Centre for CPD for professionally-qualified librarians</td> <td style="border: none;">This recommendation is no longer achievable as it is not a runner in the current climate and does not appear to have CONUL support. However, there still remains the danger as a sector that we could lose sight of the bigger picture i.e. fragmentation will persist;</td> </tr> <tr> <td style="border: none;">Employment of a CPD Co-ordinator</td> <td style="border: none;">Not viable in current climate;</td> </tr> <tr> <td style="border: none;">Accreditation</td> <td style="border: none;">This still remains desirable (IFLA basic principle</td> </tr> </table>	Old Recommendation	New Recommendation	National Centre for CPD for professionally-qualified librarians	This recommendation is no longer achievable as it is not a runner in the current climate and does not appear to have CONUL support. However, there still remains the danger as a sector that we could lose sight of the bigger picture i.e. fragmentation will persist;	Employment of a CPD Co-ordinator	Not viable in current climate;	Accreditation	This still remains desirable (IFLA basic principle	
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Employment of a CPD Co-ordinator	Not viable in current climate;									
Accreditation	This still remains desirable (IFLA basic principle									

	<p>No 6 – Consistent documentation of individuals' participation in learning and recognition of continuing learning in hiring and promotion decisions;</p> <p>Financial Support for CPD Part 1 is ok i.e. funding of courses but part 2 is unrealistic i.e. funding of a Training Officer;</p> <p>Sabbatical Leave for accredited courses Remove word 'sabbatical' from title of this recommendation and reword recommendation as follows – <i>Staff should have release to attend approved classes for study leave and exam leave – dependant on institutional decision by local employee;</i></p> <p>Sector Wide Approach Local COD Framework No change; No change;</p> <p>Discussion followed on the procedures within ANLTC institutions in granting study leave, exam leave, and conference allowances. It was agreed to survey committee members to ascertain the current position.</p>	CO'S
5.	Report on awards (HF)	
	<p>The committee agreed to Caleb Derven's request for a two month extension for the submission of his bursary report. CO'S to write to CD to confirm extension to 31 August 2011.</p> <p>Marie Cullen was commended on the quality of her report on the ANLTC Library Assistant Bursary, June 2011. It was agreed to circulate the report to CONUL and internally to ANLTC institutions.</p> <p>It was further agreed to establish a sub-group comprising the Chair, HF, EB, and SMcM to take the report's recommendations forward. Recommended that Elaine Bean, NUIM who won the second prize in the Library Assistant 2009 Bursary report's on 'The Development of shared library orientation and information sharing training programmes' would be asked to research the approaches taken by ANLTC in this area and report to the committee. Recommended that such reports and publications should be placed in the NADLER repository.</p>	CO'S
6.	Programme 2011	
	<p><u><i>The Librarian as Academic Writer: a seminar on getting published (24th February 2011).</i></u> Helen Fallon reported that 23 people attended; including 2 public library staff and one IT person. The course was advertised on LIR and the LAI websites. It was very well received as the evaluation confirmed.</p> <p><u><i>Managing Exhibitions in Libraries (12th April 2011)</i></u></p>	HF

	<p>Successfully held. Positive feed back received.</p> <p><u>Service Innovation in the Academic Library (19th April 2011)</u> Successfully held. Positive feed back received.</p> <p><u>General sources for Irish local studies (May 2011)</u> This course will run on 21 June 2011.</p> <p><u>Working within the framework of the current employment scene</u> On target for delivery in October.</p> <p><u>Evidence-based management/librarianship (November 2011)</u> On target for delivery in November.</p> <p><u>New technology and the instability of web archives (December 2011)</u> Require further research as to viability of course.</p> <p><u>Other thoughts in general</u></p>	<p>GMacL</p> <p>GO'R</p> <p>PS</p> <p>CO'S /JK</p> <p>PM/EB/ AM</p> <p>TL/ GMacL</p>
7.	Future Directions	
	The committee had a long and fruitful discussion as to the future direction in which ANLTC can best go. Notes from the afternoon meeting with Philip Cohen, CONUL chair, are attached.	
8.	Website update and edits (email from Paul	
	<p>Paul Murphy provided the following information on the document upload procedure for the ANLTC website;</p> <p>ANLTC website : document upload procedure</p> <p>A document is defined as a separate item which will have an individual URL.</p> <p>This item may be</p> <p>(i) the text for a HTML page submitted as a Word document; (ii) a Word document to be viewed / downloaded as is; (iii) a PDF to be viewed/downloaded as is; (iv) a Powerpoint presentation to viewed/downloaded as is ; (v) any other digital object that Wordpress can manage.</p> <p>For example a course might typically have four or more separate documents: (i) Description (in HTML) (ii) Programme (as Word) (iii) Application Form (as Word) (iv) Presentations (as PPT).</p> <p>For new and updated documents:</p> <p>1. A new original document:</p>	

	<p>The author to send the final cleared and dated copy in Word format to Paul or Ursula specifying the desired location (or URL) of the document.</p> <p>2. An amendment or update to a document already on the site:</p> <p>The author to send a complete replacement of the original document in Word format to Paul or Ursula specifying the document (at URL ...) it is to replace.</p> <p>While the CMS Content Management System allows speedy document replacement or substitution, it does not provide for line by line amendments efficiently.</p>	
9.	<p>Next ANLTC Meeting Friday 7 October 2011</p>	

Minutes 17 06 2011 Afternoon session with P Cohen

Present; Philip Cohen, Carmel O'Sullivan, Jessie Kurtz, Trevor Lytle, Helen Fallon, Seamus McMahon, Ellen Breen, Petra Schnabel, Gráinne MacLochlainn, Philip Cohen (CONUL)

1. COS welcomed Philip Cohen to the meeting and thanked him for his continued engagement with ANLTC
2. COS queried with PC whether CONUL would provide a 'champion' to liaise with ANLTC, even though ANLTC is not a sub-committee of CONUL. PC was very receptive to this proposal and, in fact, was going to raise this issue himself with the ANLTC committee. PC will report this back to CONUL. All agreed that this was a very satisfactory outcome.
3. COS outlined the provisional topics/programme for 2012 which included;
 - Dealing with the recession – doing more or better with less
 - Knowledge management/ succession planning – capturing the knowledge of our staff before they leave
 - Exploring the delivery of programmes through E-learning (i.e. ANLTC delivering a programme online, e.g. webinar)
 - E-mentoring
 - Green issues in libraries – making savings through cost efficiencies etc
 - Proposal to move away from standard approach and look at developing event such as 'Innovation Days' which could be held at different venues around the country (in members' institutions)

PC reviewed the provisional ANLTC outline for 2012 and was generally supportive, in particular he was interested in 'Innovation Days' and other training options moving away from the standard one day course, perhaps looking at blended approaches to training, which might include exchanges, online activities etc. He referred to John Cox's paper Doing less with less (SCONUL Conference 2010)

4. **CPD Issues** - COS asked PC what CONUL expects from ANLTC in relation to CPD matters,

following on from the 2006 Report which was CONUL had asked ANLTC to prepare. She also asked about the LAI Education Committee's response to the request to have an ANLTC member of their Committee? PC is currently Junior Vice President of the LAI Education Committee. There are now two committees – The Professional Standards Committee (Chair: Deirdre Ellis King) and The CPD Committee (Chair: :Siobhan Fitzpatrick). PC reported that he had 'floated' the idea of ANLTC membership on the LAI committee last year and it was not acceptable at that time as there was a concern that such a move would open the flood gates to other sectoral interests who may seek membership. SILS is the only outside member to be co-opted onto the Committee. PC thought that perhaps the LAI would be more receptive at this point to reviewing ANLTC membership.

JK asked if LAI CPD committee was going to provide accreditation of courses. There followed a discussion on accreditation, particularly in relation to a perceived lack of interest by CONUL in this topic. TL suggested that misunderstandings had arisen previously because discussions about CPD accreditation had not been fully discussed in a transparent way with all interested bodies involved, as had been suggested by ANLTC. PC clarified CONULs stand on accreditation i.e. that it was beyond the remit of CONUL and that neither CONUL nor LAI were in a position to award ECTS credits – this would have to be done by a higher education institution such as SILS in UCD. However it was generally recognized by CONUL that CPD has a role to play in recruitment and promotion and that CPD is more critical now - with less staff mobility.

ANLTC would be interested in getting accreditation from LAI for its courses. TL undertook to research what CILIP do in terms of recognizing/approving training providers and to report back to ANLTC. PC emphasised that ANLTC is a legitimate provider. Discussion followed on criteria that should be used to evaluate ANLTC courses, and also the need to ensure that courses are more attractive to staff.

5. **CONUL's Action Plan** – PC gave a verbal report on the CONUL Action Plan to the Committee and described the various strands;
 - Research support - how do libraries support research? PC referred to a paper on this topic by Niall McSweeney, NUIG. Possible role for ANLTC - workshop on Research Support Posts
 - Developing strategies for access - (in areas of preservation, digitisation and physical access, (some possible areas of interest to ANLTC)
 - CONUL Operations (Next Colloquium Feb 2012)
 - Priorities for career development
 - Need to identify key emerging skills for library staff
 - How to provide training in these skills
 - Identify current research in CONUL Libraries.

PC referred to Ann Mitchell's (NUIG) work on competencies and deficits (for Future leaders programme) and CONUL has also done brief literature search of same (Philip Cohen and Kate Kelly).

COS noted that in some institutions HR units were looking at pathways for library staff. JK said that for staff retention purposes HR/ Staff Development Units are increasingly willing to organise bespoke courses for library staff to ensure career opportunities within institutions and asked if this had this been reflected in CONUL's research.

PC considered the best way for ANLTC to support CONUL's agenda was to examine list of competencies with Anne Mitchell and look at satisfying the deficits in those skills

7. **Bursary** - HF and COS invited PC to participate in the Bursary subcommittee as discussed earlier and PC is happy to do so.
8. **COLICO** - PC reported that as part of COLICO's action plan, its sub-committee on training were looking at training and development roles and investigating possible cross library staff exchanges,

also developing online training courses.

9. PC again recognised the need for cross sectoral discussion to reduce the overlap and also to best identify the gaps. He suggested that a colloquium might be an appropriate response and means of developing a cross sectoral approach to many issues.

Next ANLTC Meeting 7th October

ANLTC Committee Meeting Friday 7th October 2011

Present: Ursula Gavin (DIT), Ann Mitchell (NUIG), Paul Murphy (RCSI), Ellen Breen (DCU), Helen Fallon (NUIM), Jessie Kurtz (TCD) (Acting Secretary), Grainne MacLochlainn (NLI), **Colette McKenna (UU) (Acting Chair)**, Seamus McMahon (UCC), Petra Schnabel (RIA).

Apologies: Carmel O'Sullivan (UCD), Trevor Lyttle (QUB), Gohnait O'Riordan (UL).

1.	Minutes of the meeting of 15 March 2011	Action
	Approved as circulated. They will be posted on the website.	UG/PM
2.	Treasurer's Report (GMcL)	
	Grainne MacLochlainn circulated a report which listed the current balance as €11,702 with all the outgoings incorporated into the report. 'Printed word in Irish manuscripts' raised a profit of €41.64. Petra Schnabel mentioned an additional €250 which she will forward to Grainne MacLochlainn who will revise the figures. Colette McKenna reported that 2010 Queen's University visit invoices had not been sent out and would shortly. It was noted that this would alter the Treasurer's section of the Annual Report	GMcL
3.	Items arising not on the agenda	
	<ul style="list-style-type: none"> • Report from the CPD Subgroup was deferred until the next meeting. • Website update & edits – Paul Murphy reported that the platform was upgraded as part of the HEAnet upgrade as part of the annual maintenance support (€800 per year). He queried the high price given the relevant value of the website; the prices on the open market; and the annual stipend to the developer (€200 per year). He suggested we review the sustainability of this given our income drop. We need to reassess the value in light of access to documents; use of social media for courses; the possibility of converging with the CONUL website (which would require us to revisit our relationship with CONUL. This item will be discussed fully at our next meeting. 	CO'S ALL
4.	Annual Report 2010 (SMcM)	

	<p>Seamus McMahon reviewed the draft annual report. He thanked the other contributors to the report: Grainne MacLochlainn (Treasurer's Report); Helen Fallon (Awards Report); Ellen Breen (Programme Report) along with himself providing the Chair's overview of 2010. He concluded that we need to review our relationship with CONUL especially in respect to our course offerings. Other suggestions highlighted included: the amendment of the evaluation form and institutions twinning together to ensure events take place.</p> <p>Once the updated Treasurer's Report has been received (see item (2)), the Annual report will be circulated to the usual recipients.</p>	<p>SMcM</p> <p>GMcL & SMcM</p>
<p>5.</p>	<p>Report on awards</p>	
	<p>Helen Fallon, spoke on behalf of the Reviewing Committee (Helen Fallon, Ellen Breen, Seamus McMahon, Carmel O'Sullivan, Philip Cohen) on the report of the <u>ANLTC Library Assistant Bursary: Survey and Recommendations</u>. The report concludes that the Library Assistant Bursary was appropriate to its day, but the need to continue it is unnecessary given the growth of institutional opportunity for staff training and development. The suggestion is to utilise the funds with smaller prizes (e.g. €50 vouchers)</p> <p>Committee recommends we approve suggestions (1) and (3):</p> <p>(1) Innovation / Best Practice Award This would be an online poster competition. Helen suggested that Daniel Seery, a Library Assistant at DCU, who won the All Ireland Society for Higher Education (AISHE) poster competition in 2010, be asked to draw up some templates for posters and some guidelines. These would be put in a poster design toolkit on the ANLTC website. Helen suggested he be paid a small honorarium for this work. Helen will write Terms for the competition which will be advertised in December with a March 2012 deadline for submissions.</p> <p>(3) Travel / Exchange Bursary within Europe This could include exchanges between 2 ANLTC member libraries on a one-week programme with a stipend of €25.00 for travel & lunch in Dublin, with accommodation for those going elsewhere. The suggestion was to pilot this programme in 2012. There was lots of discussion around this idea with a request for more detail, the need for measurable outcomes, and the question as to whether CONUL should fund such a programme. It was agreed that further discussion at the next meeting was necessary.</p> <p>Ann Mitchell spoke to the ANLTC / Swets Research Award. The last report has come in from Caleb Derven. Swets are happy to continue</p>	<p>HF</p> <p>CO'S</p>

	<p>supporting the Award. This biannual award will next be advertised in December with an application deadline of March 2012. Ann to draw up advertisement.</p> <p>It was agreed that we should review Caleb's report at the next meeting so that feedback came be provided to Caleb.</p>	<p>AM</p> <p>ALL</p>
6.	Programme 2011	
	<p><u>Working within the framework of the current employment scene</u> Plans are ongoing to provide this event in late November.</p> <p><u>Evidence-based management/librarianship</u> Paul Murphy reported that this was no longer viable in light of similar events in Salford and Limerick.</p> <p><u>New technology and the instability of web archives</u> Grainne MacLochlainn reported that there was no progress on this topic so it will be carried forward for review in 2012.</p> <p>It was suggested in light of our meagre offering in 2011 that we look at one-day visits to CONUL libraries (with ANLTC providing the bus). Bringing in CILIP or other courses that can be hosted at a member-library</p>	<p>CO'S /JK</p> <p>PM</p> <p>TL/ GMaCL</p>
7.	Programme 2012	
	<p>Colette reminded the members that we need to finalised the 2012 programme by Christmas so we can commence advertising in early 2012.</p> <ul style="list-style-type: none"> • Academic Writing – Helen Fallon will be doing something different this year; a seminar event where previous attendees speak to their publications (tying nicely into the evidence-based theme). ANLTC & CONUL directors/managers invited. The speakers will not receive an honorarium and course costs will be kept to a minimum. • Copyright/Legal Deposit – there was conversation around having the CONUL Sub-Group on Copyright hosting another seminar event on copyright OR the legal deposit commitment, multiplicity of formats and how all this relates to copyright. • Special collections – Grainne MacLochlainn will look at a programme based around specific special collections. • Digital Marketing – Ellen Breen will be hosting a practical event which highlights the new tools that are available for online marketing, an area currently being taught by a professor in the DCU Business School • Prezi – Ursula Gavin said she would be continuing with the one-day hands-on training event format at DIT. This year Prezi will be introduced as a presentation tool alternate to Powerpoint. It is more visual and uses the concept of the 'storyboard'. • In addition, as outlined in (6) above, we may wish to supplement 	<p>HF</p> <p>PM</p> <p>GMcL</p> <p>EB</p> <p>UG</p>

	<p>our annual programme with CILIP and other 'bought in' courses.</p> <ul style="list-style-type: none"> • We should also review the idea of CONUL Libraries visits • Other ideas that had been discussed at the June Planning meeting, which might be discussed further: <ul style="list-style-type: none"> (i) Dealing with recession (ii) Knowledge management / succession planning (iii) Delivering programming via e-learning (e.g. ANLTC courses via webinar) (iv) E-mentoring (v) Green issues – making savings through cost efficiencies (vi) Innovation days (vii) Supporting systematic reviews (a 'potted' one-day event) 	
8.	Any Other Business	
	<p>Upcoming events were highlighted:</p> <ul style="list-style-type: none"> • LAI seminar in January 2012 • LIR workshops: how to do webinar; one on apps; one day event in March 2012 • INULS will be at NUIM in June • IUIISC – will be discussed at CONUL next week 	
9.	Correspondence	
	<p>Marie Cullen sent a thank-you letter to the ANLTC Chair regarding the commissioning of her research into the ANLTC Library Assistant Bursary which had given her the wonderful CPD opportunity.</p>	
10.	Next ANLTC Meeting	
	<p>It was suggested that the Chair poll the membership for a date in the first week of December which will include our Christmas lunch.</p>	

ANLTC Committee Meeting Friday 9th December 2011

Present: Ellen Breen (DCU), Helen Fallon (NUIM), Ursula Gavin (DIT), Jessie Kurtz (TCD) (Acting Secretary), Grainne MacLochlainn (NLI), Seamus McMahon (UCC), Ann Mitchell (NUIG), Paul Murphy (RCSI), **Carmel O’Sullivan (UCD), (Chair)**, Petra Schnabel (RIA).

Apologies: Trevor Lyttle (QUB), Colette McKenna (UU) Gohnait O’Riordan (UL).

1.	Minutes of the meeting of 7th October 2011	Action
	Approved as circulated. They will be posted on the website.	UG/PM
2.	Matters arising not on the agenda	
	<ul style="list-style-type: none"> • INULS will be at NUIM in June • IUISC – will be discussed at CONUL next week 	
3.	Treasurer’s Report (GMcL)	
	<p>Grainne MacLochlainn circulated a report which listed the current balance as €10,127.07 with all the outgoings to date incorporated into the report. This is approximately the same as last year. Jessie Kurtz mentioned that the recent ‘The show must go on’ ANLTC 2011-05 course would give a profit of €2,124.58 which will boost the bank balance.</p> <p>Grainne asked, given the fact that the QUB visit was over one year ago, whether it was appropriate to invoice libraries now that we are in a new financial year and are bearing the woes of the financial down turn. It was agreed by the committee that the invoices should not be sent, given that local expenses were covered at no expense to the ANLTC. This decision means that the Treasurer’s section of the Annual Report needs to be re-revised. Grainne will do this and send the final update to Seamus McMahon.</p>	GMcL
4.	Annual Report 2010 (SMcM)	
	Seamus McMahon had circulated the final draft of the annual report. He will now await Grainne MacLochlainn’s updated Treasurer’s Report and then send it to the members for distribution to their Directors and Staff Development Offices. It will be uploaded to the ANLTC website. It will also be distributed to the externals by Petra Schnabel, the ANLTC External Liaison & Communications. Jessie Kurtz will circulate the distribution list to the Committee and it will be uploaded on to the ANLTC intranet.	SMcM GMcL PS JK PM/UG
5.	ANLTC Chair 2012	
	Carmel O’Sullivan announced that Colette McKenna (UU) would be remaining on the ANLTC in spite of her recent promotion to Head of Library Services, and so would be the ANLTC Chair for 2012.	CO’S

6.	Relationship with CONUL (COS)	
	<p>This matter of our relationship with CONUL was raised at the last meeting in relation to the cost of maintenance of our Website (€800 HEAnet annual fee and €200 developer annual fee) especially in light of how we are only using the website as an event calendar and for access to documents. It was suggested that if we intend using social media for courses and offering courses via electronic delivery, then we should develop our website rather than becoming part of the CONUL website.</p> <p>The Committee agreed that closer informal links with CONUL were welcomed, which had seen Philip Cohen acting as champion for ANLTC at the CONUL Committee level, and providing input to our awards on the judging panel.</p> <p>We will continue to maintain our own website as finances are static and we will review the matter next year.</p>	
7.	CPD (COS)	
	<p>The CPD Subgroup (Trevor Lyttle, Seamus McMahon & Carmel O'Sullivan) revisited the recommendations of the ANLTC CPD Report (July 2006) and have finalised discussions. There was a lengthy discourse with Philip Cohen around accreditation; Trevor reviewed the CILIP accreditation programme; and we have reviewed LAI. So for the time being, given the current environment, we will not be pursuing the recommendations. Jessie Kurtz mentioned that the LAI are creating a CPD Committee and it was suggested that we should have an ANLTC representation on this. Ann Mitchell volunteered to take part. Jessie Kurtz will seek further information. We will discuss this further at the next meeting.</p>	JK
8.	Report on awards (HF & AM)	
	<p>(2) Helen Fallon, spoke about the Library Assistant Poster competition. Daniel Seery, a Library Assistant at DCU, who won the All Ireland Society for Higher Education (AISHE) poster competition in 2010, has finalised poster templates and guidelines. These will form part of a poster design toolkit on the ANLTC website. Helen confirmed that he will receive a €100 honorarium for his excellent work. Helen had circulated the Terms for the competition which will be placed on the ANLTC website and will be launched the first week of January with a deadline of 31st March 2012. There will be a winner and a number of runners-up, with all-for-one vouchers as prizes. The cost is still well below the Library Assistant Bursary prize, so there are no financial concerns.</p> <p>(3) Ann Mitchell spoke to the 2012 ANLTC / Swets Research Award. Swets are happy to continue supporting the Award. This biannual award will be advertised in early January, matching the</p>	<p>HF</p> <p>UG/PM</p>

	<p>dates of the Poster competition, with an application deadline of 31st March 2012, with an interim report due December 2012 and the final report due 1st April 2013. Ann to draw up advertisement which will be placed on the ANLTC website.</p> <p>(4) The last ANLTC / Swets Research Award report has come in from Caleb Derven, UCD. The Committee members agreed it was an interesting report especially in light of reading lists being viewed by academic as Intellectual Property and the implications of access to the much needed information as part of the ordering process. Carmel O'Sullivan was asked to convey to Caleb thanks for the excellent work. It was agreed that the report should be sent to CONUL; placed on the website; a copy sent to Swets; and a copy to the IUA Shared Services project group.</p>	<p>AM UG/PM</p> <p>CO'S UG/PM</p>
9.	Programme 2011	
	<p>2011-05 <i>The show must go on: sustaining libraries in challenging times</i> was delivered on 30th November 2011 to 30 participants (with the IT-based staff providing a good additional element to the networking) and 9 speakers. It was noted that the practitioner sharing was especially good.</p>	
10.	Programme 2012	
	<p>Ann Mitchell had polled the Committee members on 'buy-in courses' and the 3 top were as follows:</p> <ul style="list-style-type: none"> (i) Assessing our worth: value and impact (ASLIB) (ii) Handling enquiries remotely: effective enquiry handling by phone or email (CILIP) (iii) Data analysis: using statistics to make a case (CILIP). <p>The May conference: Qualitative and Quantitative methods in Libraries, being hosted by UL will cover (1) & (3). If (3) is a hands-on course then it may be worthwhile bringing it in. It was suggested that we compare ASLIB & CILIP courses in terms of 'value for money' (PM agreed to do this). Ann Mitchell felt that CILIP would be accommodating as their courses are now all 'buy-in'.</p> <p>Other discussions centered around the following topics:</p> <ul style="list-style-type: none"> (viii) Delivering programming via e-learning (e.g. ANLTC courses via webinar) (ix) E-mentoring (x) Green issues – making savings through cost efficiencies. <p>See amended schedule below for programmes in 2012</p>	<p>PM</p>
11.	Any Other Business	
	<p>Travel / Exchange Bursary within Europe This could include exchanges between 2 ANLTC member</p>	

	libraries on a one-week programme with a stipend of €25.00 for travel & lunch in Dublin, with accommodation for those going elsewhere. The suggestion was to pilot this programme in 2012. There was lots of discussion around this idea with a request for more detail, the need for measurable outcomes, and the question as to whether CONUL should fund such a programme. It was agreed that further discussion at the next meeting was necessary.	
12.	Next ANLTC Meeting	
	It was suggested that the Chair poll the membership for a date the last week of January so that Trevor Lyttle can attend and we can say farewell to him before he takes early retirement from QUB.	

No. & Date		ANLTC Programme 2012		
		Topic	Notes	Host
1		Innovation days / Library visits	Visiting libraries with new services or reorganised spaces. Suggestions included: (i) NUIG book-sorter (ii) UL – information/reader services spaces (iii) QUB – digitisation unit	NUIG / UL / QUB
2	March 30 th	Prezi	One-day hands-on training event format will introduce this presentation tool as an alternate to Powerpoint. It is more visual and uses the concept of the 'storyboard'. Details are ready to go on the website.	DIT
3	May	Research & Writing	A seminar event where previous attendees speak to their publications (tying nicely into the evidence-based theme). ANLTC & CONUL directors/managers invited. This course will include presentations from practitioners who have attended the Academic Writing courses in the past and have either done research reports or had articles published.	NUIM
4		Digital Marketing	Ellen Breen will be hosting a practical event which highlights the new tools that are available for online marketing, an area currently being taught by a professor in the DCU Business School- this seems very 'business orientated' but Ellen will take another look	DCU
7		Copyright/Legal Deposit	PM suggested this course could follow release of Eoin O'Dell's report on the revision of the Irish copyright Act, in consultation with the CONUL Copyright Sub-group. The event to possibly include a	RCSI

			discussion around the legal deposit commitment and the multiplicity of formats.	
8	Oct	New technology and the instability of web archives OR Special Collections	GMCL to research Grainne MacLochlainn will look at a programme based around specific special collections.	NLI
9	Nov	Knowledge Management	JK to research this topic and determine if it's viable	TCD