

Library Strategy 2014-2016 (Review date September 2016)

Strategy Aim	Required Outcome	Actions required	Resources required	Timescale
<p><b>Establishment of Partnerships</b></p> <p>Working in partnership with HE Institutions to meet the needs of placement students</p>	<ol style="list-style-type: none"> <li>1. Maintain and develop the collaborative working established with the University of Bedfordshire in 2012 and to develop collaborative working with other Universities</li> <li>2. The Medical Schools' requirements for Library services are met</li> <li>3. Ensure that physical resources are available and up-to-date</li> </ol>	<ol style="list-style-type: none"> <li>1a. Draw up an agreement with University of Hertfordshire</li> <li>1b. Establish partnerships with other universities</li> <li>2. Ensure that services and requirements are in place and meet SIFT report recommendations</li> <li>3.a Use university reading lists to ensure collections are up to date</li> <li>3.b Withdraw old out of date stock</li> <li>3. Stock check to ensure book and journal holdings are reflected accurately in electronic catalogues and databases.</li> <li>3.d Install new security systems which will reduce stock losses and ensure that library provision will be 24/7</li> </ol>	<p>Staff time</p> <p>Budget costs to update collections</p> <p>Budget costs for new security barrier gates and RFID self-service facilities</p>	<ol style="list-style-type: none"> <li>1a. Charter for placement students and Memorandum of Understanding with University of Bedfordshire produced June 2012 1b.2015</li> <li>2. September 2012</li> <li>3. September 2014- May 2015</li> <li>System installed 2014</li> </ol>

Library Strategy 2014-2016 (Review date September 2016)

Strategy Aim	Required Outcome	Actions required	Resources required	Timescale
<p><b>Current Awareness</b></p> <p>To maximise the effective use of the evidence base and information available through the library service by staff in decision and policy making processes</p>	<p>1.Increase the numbers of current NHS staff trained in the effective use of the evidence base</p> <p>2.All new staff to have access to the opportunity to manage their own current awareness (life-long learning) as part of a multi-professional service</p>	<p>1a.Deliver and publicise regular bookable training sessions on finding evidence</p> <p>1b.Produce post-course impact questionnaires</p> <p>1c.Record statistics of numbers trained</p> <p>2a.Advertise opportunities for new staff through corporate induction</p> <p>2b.Set up a program of Athens refresher courses and alerting services</p> <p>2c.Work with lifelong learning team including Unionlearn to promote learning opportunities</p>	<p>1&amp; 2 Staff time</p>	<p>1.Start monthly bookable sessions from January 2015</p> <p>2.Advertise opportunities for new staff from September 2014</p>

Strategy Aim	Required Outcome	Actions required	Resources required	Timescale
<p data-bbox="185 100 887 140">Library Strategy 2014-2016 (Review date September 2016)</p> <p data-bbox="185 116 302 140"><b>Research</b></p> <p data-bbox="185 225 533 320">Offer a range of services and resources to support clinical and non-clinical research</p>	<p data-bbox="566 260 887 355">1.Researchers are made aware of support available from the library</p> <p data-bbox="566 403 864 499">2. Access to research resources such as critical appraisal skills</p> <p data-bbox="566 547 887 643">3.Guidance documents for publication of research papers</p> <p data-bbox="566 722 842 786">4.Strengthen links with research institutions</p>	<p data-bbox="940 260 1261 355">1.Promotion of library services and workshops in literature searching</p> <p data-bbox="940 403 1245 467">2.Offer training in critical appraisal skills</p> <p data-bbox="940 547 1261 643">3.Produce guidance materials and distribute to researchers</p> <p data-bbox="940 722 1290 898">4.Develop links with the Universities of Bedfordshire, Northampton and Hertfordshire where many of the hospital staff study</p>	<p data-bbox="1321 260 1641 323">1-4 Staff time and costs of staff training courses</p>	<p data-bbox="1695 260 2022 323">1.Consult researchers from September 2014</p> <p data-bbox="1695 403 2029 467">2.Training sessions available from September 2014</p> <p data-bbox="1695 547 1991 611">3.From September 2014 followed by feedback</p> <p data-bbox="1695 722 2045 930">4.Links established with University of Bedfordshire in 2011 Approach other research centres from September 2014</p>

Library Strategy 2014-2016 (Review date September 2016)

Strategy Aim	Required Outcome	Actions required	Resources required	Timescale
<p><b>Staffing</b></p> <p>Ensure that number and skill mix of library staff is appropriate for service delivery and developmental needs</p>	<p>1. Take on a Clinical Librarian</p> <p>2. Ensure number and skill mix of staff matches current and developmental needs</p>	<p>1. Write job descriptions and appoint</p> <p>2. Collect and analyse data on daily work procedures against experience and knowledge of library staff</p> <p>2b. Appraisals and personal development plans for library staff</p>	<p>1. Budgetary costs for Band 5 part-time post</p> <p>2a. Staff time in collecting and recording data</p> <p>2b. Staff time in conducting and monitoring personal development plans and appraisals</p>	<p>1. In place by end of 2014</p> <p>2a. Analysis and recommendations for future staffing by December 2015</p> <p>2b. Annual appraisals</p>

Strategy Aim	Required Outcome	Actions required	Resources required	Timescale
<p><b>Improving Access and security</b></p> <p>Ensure a safe working and learning environment for staff and users with safe 24/7 access to library resources</p>	<p>1.Improve access to the library out of normal hours via use of swipe card entrance and RFID security technology</p> <p>2.Improve security measures by use of CCTV cameras at the entrance of the library</p>	<p>1.Approach companies for a variety of quotations and timescales for installation of appropriate equipment</p> <p>2.Liasise with Estates Department regarding their CCTV upgrade program</p>	<p>1a.Cost of swipe card installation</p> <p>1b. Cost of installation of RFID equipment and staff time in stock processing</p> <p>1c.Cost of installation of self-service monitor and staff time in producing publicity and training materials for users</p>	<p>RFID installed February 2014</p> <p>Swipe card equipment installed march 2014</p> <p>Proxi card provision in preparation</p>

