



Academic and National Library Training Co-operative
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Academic and National Library Training Co-Operative

Annual Report 2009

ANLTC Annual Report, 2009

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ANLTC Committee, 2009

Miriam Corcoran (Dublin City University): *Programme Evaluator AND Continuing Professional Development Sub-Group*

John Cox (National University of Ireland, Galway): *Web Site Administrator*
[to August 09]

Helen Fallon (National University of Ireland, Maynooth): *External Liaison & Communication AND Library Assistant Bursary Coordinator*

Ursula Gavin (Dublin Institute of Technology): *Secretary*

Jessie Kurtz (Trinity College Dublin): *Chair*

Trevor Lyttle (Queens University Belfast): *Continuing Professional Development Sub-Group*

Colette McKenna (University of Ulster): *Programme Coordinator*

Grainne MacLochlainn (National Library of Ireland): *Treasurer*

Seamus McMahon (University College Cork): *Vice-Chair*

Ann Mitchell (National University of Ireland, Galway) [from September 09]

Lindsay Mitchell (University of Limerick): *ANLTC/SWETS Research Award Coordinator* [to June 09]

Paul Murphy (Royal College of Surgeons in Ireland): *Web Site Administrator*

Carmel O'Sullivan (University College Dublin) *External Liaison & Communication*

Petra Schnabel (Royal Irish Academy) [from May 09] *Continuing Professional Development Sub-Group*

From the Chairperson

2009 I believe was a busy year in which ANLTC re-established its vision and reaffirmed its principles. It was a time of new-beginnings and heartfelt farewells.

2009 was another year of ANLTC delivering a core training programme of 11 events which are described and evaluated in the “Programme Evaluation Review” section of this report. Delivery of a relevant and successful training programme remains a significant achievement for ANLTC.

2009 was a year of dramatic change in Higher Education in Ireland brought on by the economic downturn, the recruitment moratorium, incentivised early retirement and career break schemes, and various other government means to reduce the public service expenditure. The ANLTC had to cancel two courses due to low registration numbers brought on we believe by tighter budgets and low staff morale. We will continue to keep a watching brief on this; along with analysing our annual programme to ensure appropriate, complementary and cost-effective course offerings.

2009 was a year of change in the membership of the ANLTC Committee. Lindsay Mitchell, University of Limerick representative, announced that she would be taking early retirement in June. Lindsay had been an active proponent of the ‘research’ agenda and was instrumental in initiating the ANLTC/SWETS Research Award. Lindsay was also one of the remaining founding members, so it was with mixed emotions we bid her farewell. John Cox, NUI Galway’s representative became the University Librarian at NUIG and tendered his resignation from ANLTC in August. John had been the ANLTC Website Manager and agreed to administer the site until we reviewed and migrated to a new one. John’s hard work and commitment were lauded as we wished him every success in his new role.

These changes heralded new faces on the Committee: Ann Mitchell for NUIG and an additional member Petra Schnabel from the newly admitted additional ANLTC member, the Royal Irish Academy. Both have joined the ranks and have contributed generously of their time and effort to the ongoing work of the Committee.

2009 was also a year, given our new members, to take a fresh look at our ‘infrastructure’. We reviewed, revised and approved the following documents and principles:

- (1) ANLTC Mission and Terms of Reference
- (2) Role Profiles - general overview and principal duties for:
 - (i) Chair
 - (ii) Vice-Chair
 - (iii) Treasurer

- (iv) Minute Secretary
- (v) Programme Coordinator
- (vi) Programme evaluator
- (vii) Website Administrator
- (viii) Continuing Professional Development Sub-Group
- (ix) External Liaison & Communication
- (x) Awards Coordinator - Library Assistant Bursary
- (xi) Awards Coordinator - ANLTC/SWETS Research Award

(3) Priority Actions 2009 - 2012

2009 was the year we reviewed and approved the replacement of our website software package. Although the ANLTC website www.anltc.ie remained a useful tool for marketing our programme and also provided a range of information about ANLTC activities, the software was outdated and management not easily distributed. A Website Sub-Group, ably chaired by Paul Murphy, ANLTC Past-Chair, proposed the move to a more intuitive, interactive and up-to-date software platform. The new website will permit us to use modern technology to provide: a sustainable and easily managed website; provide for distributed input with multi-user maintenance; have an engaging design; be identifiable as ANLTC; provide for interactivity and participation via online evaluation, suggestions; dialogue and support; allow for dynamic communication of news; provide linkage to related groups; showcase library staff research and publications at each institution; provide an activity and committee archive.

2009 was a unique year with the advertisement of both of our CPD Support Programmes: the Library Bursary Award and the ANLTC/SWETS Research Award. We thank SWETS for their continued support of the ANLTC/SWETS Research Award.

2009 also saw the extension of discussions with CONUL and the LAI related to the ANLTC's 2006 CPD report and proposal. Thanks go to Gobnait O'Roidan, Chair of CONUL, Siobhan Fitzpatrick, LAI President, and Marjory Sliney, LAI Education Committee for their time in taking forward the idea of accreditation, coordination, and resource support for CPD development.

I would like to thank all the ANLTC Committee members for their commitment and contribution to ANLTC's activities, especially in organizing, presenting or facilitating our core training and development programme. Thanks again to all.

Respectfully submitted,



Jessie Kurtz

Chairperson

ANLTC CPD Support Programmes - Awards 2009

Currently ANLTC runs two support programmes to encourage development and research activity, one aimed to encourage development work by library assistants, the other aimed at assistant librarian and above.

ANLTC Staff Development Award

To promote and support staff development, ANLTC (Academic and National Library Training Co-operative) offers a bursary (currently €1,500) to an individual library staff member at Library Assistant and related grades. The money can be spent on travel, study, attendance at a conference or seminar or other relevant activities. The aim of the award is to encourage continuing education and development. The Award is usually offered biennially; more information, including details of previous awards, is available at www.anltc.ie/awards/awards.htm

The Library Assistant Bursary 2009 was awarded to Maud Conry, National University of Ireland Galway for the proposal *E-book Update in Irish Academic Libraries – an Overview*. The application was described as: “This is an exemplary proposal, in terms of presentation, project aims, scope and workplan. It is well structured and the author demonstrates the ability to define clear achievable objectives while maintaining an awareness of potential project constraints. The topic is timely with cataloguing, service and user education implications. The project has personal development benefits and wider transferability to both the home institution and the ANLTC community.”

Second prize in the Library Assistant 2009 Bursary was awarded to Elaine Bean, National University of Ireland Maynooth for her proposal *The Development of shared library orientation and information sharing training programmes*. The application was described as: “This is an excellent idea and will contribute to further the student experience. It fits nicely with the current emphasis on information literacy. The proposal builds on “real world” work already being done and seeks to do this collaboratively across ANLTC libraries.”

There were six applications in all and the judging panel noted that the calibre of the applications was high.

ANLTC Swets Research Fund

The objective of this funding award is to encourage practitioner based research among librarians in ANLTC member libraries. Research may be on any topic of relevance to the individual or their library, especially ANLTC libraries. The judging panel will be looking for an awareness of reflective practice and evidence-based practice, along with sound research methodology.

The recipient of the award may be required

- to produce an article on the research for a library-related publication
- to provide a report on their research at the Swets Annual Customer Forum

- to do a presentation on their research at an ANLTC event
- to write a report for the ANLTC website

The ANLTC/SWETS Research Award 2009 was awarded to Caleb Derven, University College Dublin, for his proposal *Evaluating Services and Specifications for Reading List Systems*. The application was described as: 'The proposal is well structured with applicability. The breadth of focus; bringing systems into the public service arena, is laudable. The outlined methodology demonstrates the feasibility of the proposal'.

The judging panel was impressed by the proposal from Marie Cullen National University of Ireland, Maynooth, *Staff Development: a case study of the ANLTC Library Assistant Bursary*, and so commissioned Marie, with an extended criteria base, and funded by the ANLTC as a piece of research of interest and potential impact for ANLTC.

There were four applications in all and the judging panel noted that the calibre and topic selection of the proposals was high.

ANLTC Programme 2009

Evaluation Review

Introduction

During the 2009 calendar year 13 events were planned for the programme to ANLTC participant Libraries. Two events were deferred due to insufficient take-up resulting in 11 events taking place. 7 out of the 11 events took place in the greater Dublin area; The events themselves comprised a variety of event types including skills courses, workshops, seminars and a themed visit to the new postgraduate library in UCC.

A total of 186 participants attended events; this represents a 28% increase on last year's attendance figure of 145. The average number of participants was 17 although it should be noted some events had an attendance ceiling.

Programme 2009 comprised the following events:

ANLTC 09/01	The Power of Customers – NLI (January 09)
ANLTC 09/02 (February 09)	Introduction to Writing for Academic Publication – NUIM
ANLTC 09/03	Digital Imaging: project/programme development – TCD (March 09)
ANLTC 09/04	Librarian as Consultant – UL (April 09)
ANLTC 09/05	Web Development Toolkit – DIT (April 09)
ANLTC 09/06	Themed Visit to New Postgraduate Research Library at UCC: new service developments in new spaces – UCC (May 09)
ANLTC 09/07	Dealing with Change – DCU (May 09)
ANLTC 09/08	Meeting the Information Needs of Researchers – NUIG (June 09)
ANLTC 09/11	CONUL Copyright Briefing Paper 2008 – RCSI (September 09)
ANLTC 09/12	Using Emotional Intelligence at Work – NLI (October 09)
ANLTC 09/13 (November 09)	Maps and Mapping: from sheet to electronic – UCD

1. Analysis Methodology

Analysis of Programme 2009 is based on evaluation forms submitted for the 11 events that took place.

Out of **186** participants, **164** submitted an evaluation form.

	Numbers	%
Number of Responses	164	88%
Number of Participants	186	

1.1 Participants were asked to respond to a number of questions under the following sections:-

- Content and Design (6 questions);
- Presentation (5 questions);
- Venue and Administration (4 questions);

- Overall Course Satisfaction (2 questions); and
- A number of open-ended questions.

1.2 The questions, apart from open-ended questions, required the participants to select from the following options:-

- Strongly Disagree;
- Disagree;
- Agree; or
- Strongly Agree.

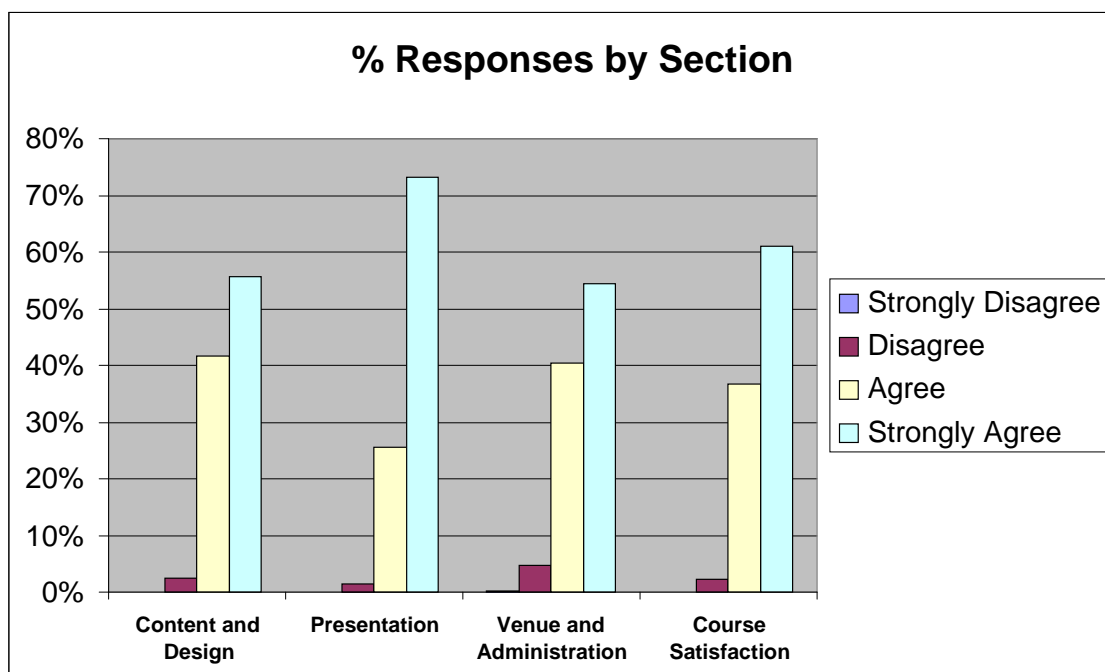
1.3 Analysis was undertaken on the actual number of responses received from participants. The data on which this analysis is based is included in Appendix 1.

2. Overall Response to Programme

Overall it may be concluded that there is a continuing high level of satisfaction both with the individual elements of the programme and the programme as a whole.

2.1 The majority of the responses fall in either the Agree or Strongly Agree category with it being the exception to Disagree or Strongly Disagree to the question posed.

2.2 The following graph highlights this level of satisfaction as expressed by participants responding Agree and Strongly Agree. Participants responded positively across all elements of the programme with 99% recorded for Presentation, 97% for Content and Design and 95% for Venue and Administration. A key indicator of success is the 98% recorded for Overall Course Satisfaction.



2.2 The programme continues to build on the high standards it achieved from the previous years with the responses consistently responding a high overall satisfaction within the programme. Analysing **Strongly Agree** responses, the individual elements of Content and Design and Venue and Administration demonstrate an improved score on last year's programme:

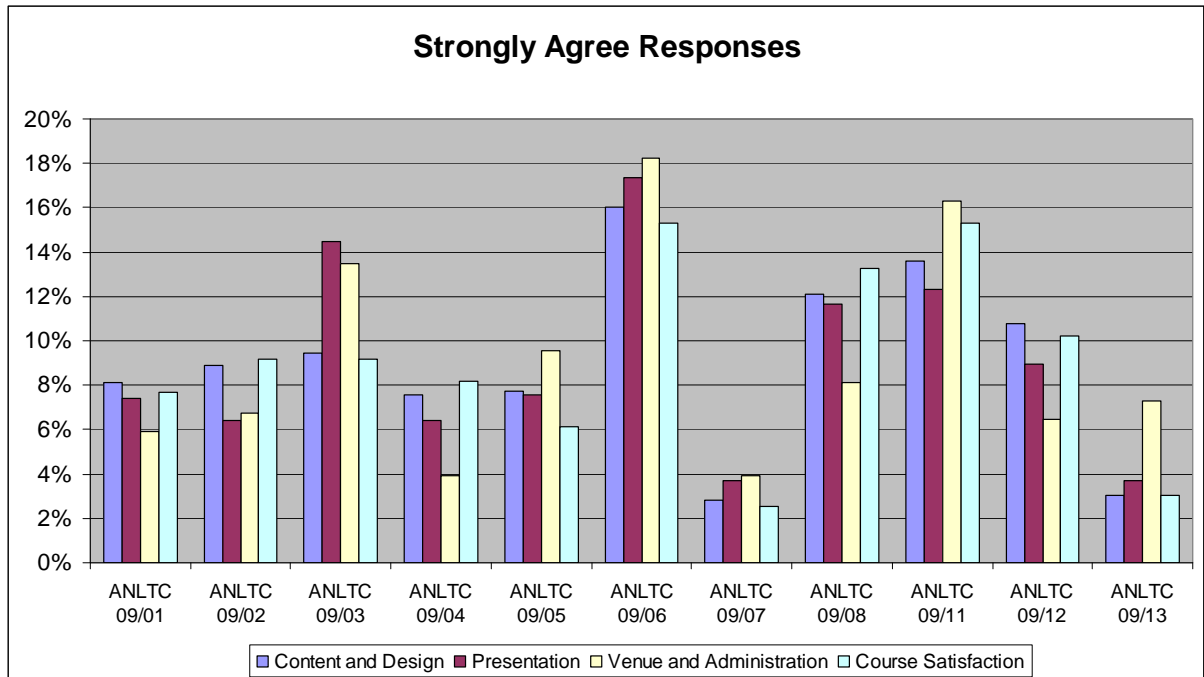
Element	Programme 2008	Programme 2009
Content and Design	53%	56%
Presentation	74%	73%
Venue and Administration	49%	55%
Overall Course Satisfaction	62%	61%

2.3 In analysing how each course contributed to the Strongly Agree scores it can be concluded that scores for each course, were by and large, equally distributed, with some exceptions: ANLTC 09/06 – Themed Visit to UCC Library scored Venue and Administration as did the CONUL Copyright Briefing Paper 2008. Interesting these two events also scored highly on Overall Course Satisfaction suggesting a link between the two dimensions.

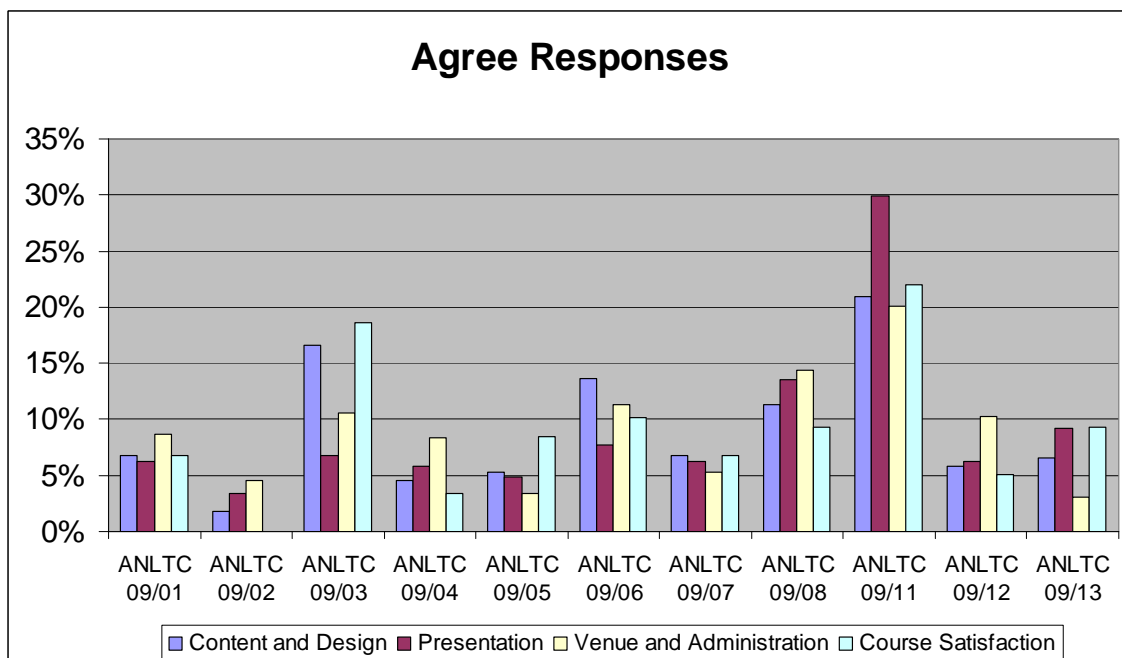
The course which gained the highest score in terms of Presentation was Digital Imaging: project/programme development held at TCD.

In analysing Overall Course Satisfaction the following events had the highest score:

- ANLTC 09/02 Introduction to Writing for Academic Publication – NUIM (February 09)
- ANLTC 09/08 Meeting the Information Needs of Researchers – NUIG (June 09)
- ANLTC 09/11 CONUL Copyright Briefing Paper 2008 – RCSI (September 09)



2.4 The overall programme scores for Agree responses were 42% for Content and Design, 26% for Presentation, 40% for Venue & Administration and 37% for Course Satisfaction. These apparent low scores here should be considered in the context that that the majority of responses were in the Strongly Agree category.



Again, as with the Strongly Agree responses it can be concluded that there is, in general, a normal dispersion across these Agree responses with all courses contributing to this very positive result and ANLTC 09/11 – CONUL Copyright Briefing Paper 2008 (RCSI) scoring the highest for Presentation.

3. Analysis by Element

3.1 Content and Design

When Strongly Agree and Agree responses are totalled, there is 97% satisfaction with the Content and Design of courses. This area covers the overall content and format design and method of course delivery. As with last year's programme the open questions indicate the importance of practical sessions, group discussion and group work to participants when assessing a course. 17 respondents identified practical sessions as "the most useful part of the course.

Issues under this element tend to be around time constraints. Some issues with difficulty level were expressed but these comments related to the more technical courses.

A very high 99% of participants Strongly Agree or Agree with the statement that "the course was relevant to my needs". This is an important criterion for measuring the success of individual courses and this highly positive response is consistent across the entire programme.

3.2 Presentation

Continuing the trend of the last four years, Presentation remains consistently the highest scoring area in course satisfaction across the entire programme. When the Strongly Agree and Agree scores are taken together, 100% of respondents agreed with the statement that presenters "demonstrated good knowledge of their subject"

3.3 Venue and Administration

This area also scored a high satisfaction rate of 95% which represents a slight drop on last year's figure of over last year's figure of 98%. 5% of respondents expressed dissatisfaction with this dimension. This section covers pre event administration, the training facilities including equipment and catering supplied. Analysis of the quantitative data and the open questions shows that where issues did arise they were around catering and environmental factors.

3.4 Overall Course Satisfaction

This category contained the following two questions:

- Overall the course met my objectives
- Overall I was satisfied with this course

97% Agreed or Strongly Agreed with the first question and 99% Agreed or Strongly Agreed with the second question, giving rise to an overall course

satisfaction rating for the programme of 98%.

This extremely high score of 98%, (same as last year) demonstrates the continued high value of the ANLTC programme to individual course participants.

Conclusion

It may be concluded the ANLTC Programme 2009 can be evaluated as a success. All facets of the programme are judged to be consistently highly satisfactory. The presentation dimension is critical to the success of the programme with the quality of presenters, contributors and facilitators proving a key determinant of course satisfaction.

Miriam Corcoran
Programme Evaluator
December 2009

ANLTC Programme 2009
Evaluation Analysis

	ANLTC 09/01				ANLTC 09/02				ANLTC 09/03				ANLTC 09/04				ANLTC 09/05				ANLTC 09/06				ANLTC 09/07				ANLTC 09/08				ANLTC 09/11				ANLTC 09/12				ANLTC 09/13				Total	Total				Total						
	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA	SD	D	A	SA
Content and Design																																																								
Course objectives were clearly identified	0	0	4	8	0	0	1	8	0	0	9	11	0	1	3	5	0	1	1	9	0	0	9	15	0	0	5	2	0	0	8	12	0	0	12	16	0	2	4	8	0	0	4	4	162	0	4	60	98	0%	2%	37%	60%			
Course was relevant to participants needs	0	1	2	9	0	0	0	9	0	1	14	5	0	0	4	6	0	0	6	5	0	0	9	14	0	0	4	3	0	0	8	12	0	0	10	16	0	0	5	9	0	0	4	4	160	0	2	66	92	0%	1%	41%	58%			
Pace of course was appropriate	0	0	4	9	0	0	2	7	0	1	11	8	0	0	1	9	0	1	3	7	0	1	12	10	0	0	6	1	0	0	8	12	0	3	16	9	0	1	4	9	0	0	6	2	163	0	7	73	83	0%	4%	45%	51%			
Handouts/materials were appropriate	0	0	7	4	0	0	2	7	0	1	8	11	0	0	3	7	0	1	3	8	0	0	7	16	0	0	5	2	0	2	6	7	0	1	14	11	0	0	4	10	0	0	5	3	155	0	5	64	86	0%	3%	41%	55%			
Practical sessions were well organised	0	0	4	7	0	0	1	8	0	0	14	6	0	0	5	5	0	2	4	5	0	0	7	16	0	0	3	4	0	0	9	8	0	1	14	10	0	0	4	10	0	0	2	1	150	0	3	67	80	0%	2%	45%	53%			
Subject matter was covered to an appropriate level	0	0	6	6	0	0	1	8	0	1	10	9	0	0	2	8	0	0	4	7	0	0	10	14	0	0	4	3	0	0	6	13	0	0	17	10	0	1	2	11	0	1	5	2	161	0	3	67	91	0%	2%	42%	57%			
	0	1	27	43	0	0	7	47	0	4	66	50	0	1	18	40	0	5	21	41	0	1	54	85	0	0	27	15	0	2	45	64	0	5	83	72	0	4	23	57	0	1	26	16	951	0	24	397	530	0%	3%	42%	56%			
Presentation																																																								
Presenter demonstrated good knowledge of subject	0	0	2	10	0	0	1	8	0	0	0	20	0	0	1	9	0	0	0	11	0	0	1	23	0	0	3	4	0	0	6	14	0	0	13	14	0	0	2	12	0	0	1	8	163	0	0	30	133	0%	0%	18%	82%			
The material was presented clearly and audibly	0	0	3	9	0	0	1	8	0	0	3	17	0	0	2	8	0	0	2	9	0	0	2	22	0	0	4	3	0	0	6	14	0	0	13	15	0	2	2	11	0	0	6	3	165	0	2	44	119	0%	1%	27%	72%			
The pace of the presenter was appropriate	0	0	3	9	0	0	1	8	0	0	5	15	0	0	2	8	0	0	4	7	0	0	4	20	0	0	3	4	0	0	5	13	0	3	13	12	0	0	3	9	0	2	3	3	159	0	5	46	108	0%	3%	29%	68%			
Presenter was responsive to participants' questions	0	1	2	9	0	0	1	8	0	0	0	20	0	0	2	8	0	0	1	10	0	0	4	19	0	0	1	6	0	0	5	15	0	0	11	17	0	0	1	13	0	0	4	5	163	0	1	32	130	0%	1%	20%	80%			
Audio-visual aids were high quality and effective	0	2	3	7	0	0	3	6	0	0	6	14	0	0	5	5	0	0	3	8	0	0	5	19	0	0	2	5	0	0	6	13	0	0	12	15	0	0	5	8	0	1	5	3	161	0	3	55	103	0%	2%	34%	64%			
	0	3	13	44	0	0	7	38	0	0	14	86	0	0	12	38	0	0	10	45	0	0	16	103	0	0	13	22	0	0	28	69	0	3	62	73	0	2	13	53	0	3	19	22	811	0	11	207	593	0%	1%	26%	73%			
Venue and Administration																																																								
Pre course administration was satisfactory	1	0	4	7	0	0	4	5	0	0	6	14	0	0	5	5	0	0	2	9	0	0	11	13	0	0	6	1	0	2	8	9	0	0	13	15	0	0	6	8	0	0	3	6	163	1	2	68	92	1%	1%	42%	56%			
The training room was comfortable	1	2	5	4	0	0	3	6	0	2	7	11	0	3	6	1	0	0	2	9	0	1	8	15	0	0	5	2	0	5	10	3	0	2	13	15	0	5	7	2	0	1	3	5	164	1	21	69	73	1%	13%	42%	45%			
Equipment for sessions was satisfactory	0	0	7	5	0	0	3	6	0	1	9	10	0	0	8	2	0	0	1	10	0	0	8	16	0	0	1	6	0	0	11	8	0	1	13	14	0	0	8	6	0	1	1	7	163	0	3	70	90	0%	2%	43%	55%			
The catering was good	0	0	7	5	0	0	2	7	0	1	6	13	0	1	3	6	0	1	4	6	0	0	3	21	0	0	2	5	0	1	9	9	0	0	14	14	0	1	6	7	0	0	1	8	163	0	5	57	101	0%	3%	35%	62%			
	2	2	23	21	0	0	12	24	0	4	28	48	0	4	22	14	0	1	9	34	0	1	30	65	0	0	14	14	0	8	38	29	0	3	53	58	0	6	27	23	0	2	8	26	653	2	31	264	356	0%	5%	40%	55%			
Overall Course Satisfaction																																																								
Overall the course met my objectives	0	1	3	8	0	0	0	9	0	0	11	9	0	0	2	8	0	0	5	6	0	0	7	17	0	1	4	2	0	1	6	12	0	0	13	15	0	1	3	10	0	1	5	3	163	0	5	59	99	0%	3%	36%	61%			
Overall I was satisfied with the course	0	0	5	7	0	0	0	9	0	0	11	9	0	0	2	8	0	0	5	6	0	0	5	13	0	0	4	3	0	1	5	14	0	0	13	15	0	1	3	10	0	0	6	3	158	0	2	59	97	0%	1%	37%	61%			
	0	1	8	15	0	0	0	18	0	0	22	18	0	0	4	16	0	0	10	12	0	0	12	30	0	1	8	5	0	2	11	26	0	0	26	30	0	2	6	20	0	1	11	6	321	0	7	118	196	0%	2%	37%	61%			
Number of Responses	12	9	20	10	11	24	7	20	28	14	9	164													164																															
Number of Participants	12	10	20	14	11	24	8	26	34	15	12	186													186																															



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Hon. Treasurer's Annual Report 2009

During 2009 there were 10 courses and one Library visit, and total of 191 paying participants took part in the courses.

Course fees remained at €120 for most of the courses the Library themed visit was charged at €80 euros and the Copyright seminar attendance fee was €60.

Bank balance at 31st December 2009 was €12,353.47 compared to €15,730.03 at the end of 2008.

Bank activity

Lodged	Withdrew	Bank /Govt charges
9767.00	13,077.17	66.39

Course profit/loss at year end

Income	Expenditure	Profit
18,840.00	12,634.29	6,205.71

ANLTC courses 2009

Course	Library	Cost	Income	Outcome
2009-01 The power of the customer	NLI	1,613.38	1,440.00	-173.38
2009-02 Writing for Academic Publication	NUIM	434.70	1,200.00	765.30
2009-03 Digital Imaging	TCD	912.72	2,400.00	1,487.28
2009-04 Librarian as Consultant	UL	1,691.37	1,920.00	228.63

2009-05	Web Development Toolkit	DIT	770.75	1,200.00	429.25
2009-06	Themed visit to UCC Library	UCC	1,440.13	1,920.00	479.87
2009-07	Dealing with Change	DCU	1,320.00	960.00	-360.00
2009-08	Meeting the info needs of researchers	NUIG	1,657.39	2040.00	382.61
2009-11	Copyright Seminar	RCSI		2040.00	2040.00
2009-12	Using Emotional Intelligence	NLI	1,300.00	1920.00	620.00
2009-13	Maps and Mapping	UCD	1,493.85	1,800.00	306.15
	total 2009		€12,634.29	€18,840.00	€6,205.71

Gráinne MacLochlainn

Hon. Treasurer, ANLTC

Updated 21May 2010



Academic and National Library Training Co-operative
www.anltc.ie

Mission Statement

The Academic and National Library Training Co-operative (ANLTC) was founded in 1995. The aim of ANLTC is to identify training and development needs within member Irish academic and national libraries (see list below) to form the basis of an ongoing co-operative training and development programme. This training supplements each institution's own programme and through consultation aims to offer a wide range of training opportunities to library staff at an economical rate. Co-operative training also enables staff to meet colleagues from other institutions to exchange experience.

ANLTC aims to

- Offer to all levels of library staff the appropriate level and complimentary range of training and development opportunities, based on regular training needs analysis, and in line with individual service and institutional policies.
- Eliminate duplication of effort in staff training and development.
- Extend the range and flexibility of training and development available to staff.
- Ensure improved value-for-money through shared investment.
- Foster greater co-operation and communication among ANLTC staff to identify common needs and goals, to share expertise.
- Develop in-house training skills of staff by providing the opportunity for our staff to make presentations and deliver training
- Provide opportunity of awards for Assistant Librarians encouraging practitioner-based research and for Library Assistants promoting and supporting staff development.

Governance

ANLTC is an independent body made up of the senior staff in member libraries who have responsibility for staff training and development. It has loose connections with CONUL, and its membership encompasses all CONUL members. In addition it takes on an All-Ireland flavour by the participation of the two universities from Northern Ireland.

Membership

The membership currently includes the following:

<u>Institution</u>	<u>Current member</u>
Dublin City University	Miriam Corcoran
Dublin Institute of Technology	Ursula Gavin
National Library of Ireland	Grainne MacLochlainn
National University of Ireland, Galway	Ann Mitchell
National University of Ireland, Maynooth	Helen Fallon
Queens University Belfast	Trevor Lyttle
Royal College of Surgeons in Ireland	Paul Murphy
Royal Irish Academy	Petra Schnabel
Trinity College Dublin	Jessie Kurtz
University College Cork	Seamus McMahon
University College Dublin	Carmel O'Sullivan
University of Limerick	Lindsay Mitchell
University of Ulster	Colette McKenna

Programme overview

The ANLTC programme of staff training and development offers extensive opportunities for professional and personal development to support and develop the abilities required of library and related staff to deliver existing and future services to users.

Terms of Reference

To engage collaboratively to enhance the delivery of staff training and development by:

- Developing collaborative and innovative approaches to the delivery of staff training and development.
- The dissemination of information, best practice and shared experience.
- Pursuing collaborative procurement of staff training and development services (e.g. SILS).
- Influencing policy in the area of staff training and development of library staff.
- Liaising as appropriate with the Consortium of National & University Libraries (CONUL) to inform staff training and development strategies and policies.
- Representing the interests of ANLTC regionally, nationally, and on similar bodies.
- Seeking funding opportunities, for the development of staff training and development programmes by the consortium.

3rd September 2009



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Priority Actions 2009-2012

In line with the ANLTC's mission to identify training and development needs within member Irish academic and national libraries, which form the basis of an ongoing co-operative training and development programme, through consultation offering a wide and innovative range of training opportunities to library staff at an economical rate; enabling staff to meet colleagues from other institutions to exchange experience; and to build their presentation skills via the opportunity to give training sessions; the ANLTC proposes the following Priority Actions for the period 2009 - 2013 (*coordinator responsibility and timeframe included in brackets after each action*):

- (1) Produce a Terms of Reference for ANLTC
(*Jessie Kurtz/ December 2009*)
- (2) All members to document their role descriptions
(*Jessie Kurtz / December 2009*)
- (3) Update and enhance the website to utilise current technology
(*Paul Murphy/ January 2010*)
- (4) Review online financial procedures for effective handling of course accounting
(*Gráinne MacLochlainn/ September 2010*)
- (5) Review ANLTC's role in the context of the conferences provided by IUIS, INULS, or the CONUL Colloquium and/or provide an annual conference around a broad theme related to Staff Training and Development or an annual low-charge thematic seminar on a current issue (e.g. copyright) (*Helen Fallon/ ongoing*)
- (6) Review the feasibility of an Irish Mentoring; an Irish job-shadowing programme; an exchange programme
(*Colette McKenna, Seamus McMahon, Jessie Kurtz/ June 2011*)
- (7) Provide access to generic and specific member library guidelines for Staff Development and Training policies and procedures
(*Ann Mitchell/ December 2010*)

10th December 2009



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2009 was a year, given our new members, to take a fresh look at our 'infrastructure'. We reviewed, revised and ratified the ANLTC Officer Roles, creating Role Profiles to provide a general overview and principal duties for the following roles:

- (1) Chair
- (2) Vice-Chair
- (3) Treasurer
- (4) Minute Secretary
- (5) Programme Coordinator
- (6) Programme Evaluator
- (7) Web Administrator
- (8) Continuing Professional Development
- (9) External Liaison & Communication
- (10) Library Assistant Bursary Coordinator
- (11) ANLTC/SWETS Research Award Coordinator

The availability of these role profiles has facilitated easy orientation of incoming members and consolidated the tasks and duties of each role. The role profiles are available on the ANLTC website at <http://www.anltc.ie>