



## Library Faculty Liaison Newsletter

February 2006

### Welcome to the new Learning and Information Services department!

On 2nd January, library, user support and media merged and became: **Learning and Information Services.**

Behind the scenes work is underway slotting people into new roles and responsibilities. The end result will ensure that the aims of the College's Corporate Plan and LIS Strategic Plan will be delivered across our multi-site operation. The opening hours at the three main sites will be standardised and staff on duty will continue to offer high quality support to all users whatever their needs and wherever they are studying.

Watch this space for further developments.

#### SMART renewals

Another new introduction in January was the 24 hour automated renewals telephone line (**St Martin's Automated Renewals by Telephone**). The local rate number to use this service is:

**0845 602 6124**

To operate this service all users have been issued with a PIN number (by email) to ensure accuracy in using the service.

PIN numbers can be changed very easily via the library catalogue at:

<http://www.ucsm.ac.uk/library>



#### Switch machines

Switch machines have been introduced at the three main site libraries. These are proving a popular way to purchase stationery and also to pay off fines!

#### Plea for all module reading lists!

This year, our Faculty Liaison librarians are committed to making sure we have the right number of books on the shelves at each library at the correct time for students.

**To do this we need your help... please can all staff send copies of their reading lists to any site library and we will make sure they reach the right person.**

- We will then convert these lists into Talislists - these are **interactive reading lists** which can be easily embedded into Blackboard sites. Essentially they look like a normal reading list but once an entry is clicked on, the user is taken straight to the library catalogue entry and can see at a glance if the item is available. If it is not, a reservation may be made. Websites, eBooks and journals may also be added.
- We will order any books missing from stock. The money spent will be taken straight from the School/Division budget. We will let you know what we have done.

If you have any queries or would like to know any more about Talislists, please contact your Liaison representative.

### The Learning Gateway is now structurally complete and officially belongs to the College

Handover took place on the 20<sup>th</sup> January 2006, from the contractors, Lambert and Gill. Now the exciting work begins of fitting the Gateway with its wireless network, digital and multimedia facilities, equipment and furnishings that will personalise the physical space and support flexible and distributed learning as envisaged in the Corporate Plan.

The impressive building on the Carlisle campus is a visible indicator of the College's commitment to lifelong learning in Cumbria. The colour scheme has been planned to delineate the various areas where different learning activities may take place, without restricting what students and staff may wish to do. Stimulus for layouts and environment in the Gateway came from inspiration from working with the Change Academy team, and the creative thinking techniques that were employed assisted its formation. For example, the ground floor will be vibrant and busy, (oranges) and has strong colours; the first floor is more calming (green) and the top floor is for blue sky thinking – literally!

The key message is that the Learning Gateway has been designed to be adaptable and provide learners with space to experiment. We hope you will be patient whilst the fit-out takes place during February and we look forward to welcoming you when the doors open in March.

## How the Learning and Information Services learning resources fund is allocated.



We thought you would be interested to see the breakdown of the LIS budget for learning resources, as we are often asked about it. This breakdown is published each year in the Allocation Report that goes to Deans.

The fund pays for books, journals, electronic books, electronic journals and bibliographical sources.

As the chart below demonstrates:

- Of the total College allocation to LIS, **82.5%** is spent on Learning Resources (column b). When Library income is taken into account, learning resources spend represents **70%** of total budget that LIS receives (column c). This means that the operating costs of the department are **30%** of the total expenditure excluding learning resources
- Electronic information accounts for **21%** of the total learning resources allocation

We put as much as possible into the fund to support the work of Faculties. However with three sites to run and escalating periodical costs (nationally inflation rates are 10% per year) it is a challenge to meet all needs.

80% of the fund is allocated initially; followed by a second allocation of 20% when actual student numbers are known (January each year). These are provided by the SPPS.

We are keen to work with you to ensure that the fund is fully committed; please liaise with your Faculty team if you have queries and send book orders as soon as possible to **Helen Jones, Resource Services, Harold Bridges Library**. Thank you

### Summary of 100% learning resource allocation (LR) as a proportion of the total SMS budget

Learning Resource	£	% of LR budget (a)	% of College allocation excl income generation (b)	% of total LIS budget with income generation added (c)
Books	200033	47.5%	39%	33%
Periodicals	132367	31.5%	26%	22%
Electronic resources*	40000	All "e"	All "e" 17.5	All "e" 15%
Electronic resources	42600	21%		
e-books	7000			
	<b>£422000</b>	<b>100%</b>	<b>82.5%</b>	<b>70%</b>
<b>Income target 2005-6 £90,000</b>				
<b>*Strategic Development Fund</b>				



### Library leaflets and information

LIS produces a whole range of publications which are available in all our site and satellite libraries. A selection of these are given out to all new students including our annual *Library and Information Services Guide*. Another publication of note is the *Getting started with Blackboard - A Guide for Students* which is given to all part time and distance learning students.

All current library publications can now be found on the library website at:

<http://www.ucsm.ac.uk/library/libinfo/publications/index.php>

### Ongoing Information Fluency support for staff

Information fluency support is available to all staff and research students within the College. Training is available to help staff develop and maintain the library skills required for scholarship and research, Including comprehensive literature searching techniques and the effective use of electronic resources.

A range of training courses are available from Learning and Information Services via CDLT and departmental or small group training is also available on request. For more information contact Hannah Hough, Senior Learning Advisor at [hhough@ucsm.ac.uk](mailto:hhough@ucsm.ac.uk)

### Postal loans pilot for part time and placement students.

If you are involved in teaching part time students and those about to embark on a placement (of 4 weeks or more) please remind them of the pilot service we are currently operating (until April 7th 2006 and hopefully beyond...).

All library books will be posted to these students free of charge - they will be responsible for the cost of returning anything they borrow.

Placement students need to register for this service in advance (and provide us with a temporary address if applicable). These forms are available from any site library and need to be countersigned by a member of academic staff.