

Annual Report of the Librarian
to the Academic Council
2001/02



Tuarascáil Bliantiúil ón
Leabharlannaí don
Chomhairle Acadúil 2001/02

www.may.ie/library

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NUI MAYNOOTH

Ollscoil na hÉireann Má Nuad

National University of Ireland, Maynooth provides the library service in the John Paul II Library and the Russell Library. This service is provided for members of the university and for the staff and students of St. Patrick's College. Other readers may use the library with the express permission of the Librarian.

Overview of developments 2001/02

The electronic revolution continued unabated during the year with a substantial increase in the number of full-text journals available to library users. 5,500 titles were subscribed to online. Usage also continued to increase with almost 28,000 articles downloaded. Postgraduates and researchers benefited most from the new services. Two projects to improve the service for undergraduates were initiated – one to make material in the Reserve Collection available electronically and the other to investigate the possibility of providing text books as e-books in co-operation with other universities.

Thirty-eight extra seats were created on Levels 2 and 3 bringing the total number of seating to 715. This now gives a seat student ratio of 1:7.8. A substantial amount of staff time was spent reviewing and reorganising the printed collection in order to free some space for new material. Out storage or relegation of material are the next options to be considered.

There was an increased demand for all library services. The new orientation programme for first year students proved to be of great benefit to the Library. General queries at the Information Desk were reduced by over a third as students were better able to find their way and generally more confident in using the library services. An increased number of subject based enquiries were dealt with by the subject librarians who also provided the information skills training programme in co-operation with academic departments. The Library was busy throughout the academic year and especially so during the months of November, December, March, April and May. To facilitate student needs the Library opened without service from 10.00am to 5.00pm for six Sundays prior to the summer examinations and was well attended.

The Library was the first in Ireland to establish a university E-Print archive. This is an online repository for research papers, reports, conference proceedings and other research material. The archive is a central source for research published by academic staff. It is available online and makes the work of the university more widely available to the international research and academic communities. The material is cross-indexed and can be searched through global “virtual archives” and can also be found using the standard search engines. The project was supported by a grant from the Publications Committee and the Computer Centre provided technical assistance.

Developing the “hybrid library” poses many challenges to the Library. New services have to be introduced and maintained while the demand for traditional services continues to expand. The Library could not have achieved its goals without the commitment and support of the library staff. Thanks are also due to the staff in many other departments of the University who supported the Library during the year.

Agnes Neligan
Librarian

December 2002

Services

Library website

In order to fulfil its continuing commitment to providing an effective and innovative service the Library recognised the need for a dynamic yet user-friendly website, as an interface to both its electronic and non-electronic resources. With this aim in mind a committee was established to examine the existing website and research and plan for a new site. A design company was appointed to assist with the implementation. This major project was completed by August 2002 and Library Online was launched.

Library Online facilitates access to internal databases such as the Library Catalogue, the E-Print Archive, and ExPERT – past examination papers. It also facilitates access to the full-text electronic journals and databases subscribed to by the Library, including *Academic Search Premier*, *IEL Online* and *ScienceDirect*, as well as providing links to other library catalogues, and the internet. The A-Z of Library Services keeps academic staff and students up to date with information on how best to exploit library facilities. The new Subject Resources pages contain subject specific information including key journals, databases and websites.

Developing the online library

The Library subscribed to a number of new databases during the year bringing the total of full-text journals available to over 5,500 titles. The Library was the first university library in Ireland to subscribe to the two major databases *IEL Online* and *Academic Search Premier*.

Academic Search Premier is a multi-disciplinary database containing 3,600 full-text journals, including more than 2,700 peer-reviewed publications. This collection provides electronic access to information in nearly every area of academic study including: social sciences, humanities, education, language and linguistics, arts and literature, computer sciences, engineering, physics, chemistry, ethnic studies etc.

The *IEL Online* database subscription, which had been evaluated in the previous academic year, is a joint subscription involving the Library and a number of academic departments in the University. It contains over 4,000 publication titles including IEEE/IEE journals. This database accounts for nearly one third of the world's current literature in computer science, electronics and electrical engineering.

Other new database subscriptions include: Institute of Physics providing full-text access to twenty-three journals, *ATLA Serials* databases providing full-text access to over fifty theology journals, *Irish Books in Print Online* and *French Books in Print*. All of these databases were taken on trial and evaluated in co-operation with academic staff. Other titles were reviewed during the year but were not subscribed to due to lack of funds.

Usage of all the services increased significantly with a 40% increase in the number of full-text articles downloaded at almost 28,000. The *Web of Science* despite a 20% decrease in usage remained the single most heavily used service and *The Journal of Organometallic Chemistry* the most heavily used journal. Off campus access to the library's databases and journals was extended to all registered library users.

In the future it is planned to improve the linkages between the various databases to enable users, through one search, to seamlessly access the information available in the Library whether it be in print, electronic or multimedia format. This will enable users to save valuable time while ensuring that they are provided with quality information.

Training and orientation

The Library played an active part in the University's orientation programme for first year students. All staff took part in the library programme which was organised by Information Services. A total of 918 first year students attended library orientation between 19th and 21st September. During the year library orientation / tutorials were provided for over 1,150 students in co-operation with the subject librarians and the relevant academic departments.

Information Desk

The Information Desk service continued to provide library users with the assistance they required during the year. The services were extended with the introduction of wireless laptops which are issued from the desk. 5,495 loans of laptops were recorded or 500 per unit. The major increase in library instruction, almost double on the previous year, resulted in significantly less basic questions at the Information Desk while at the same time increasing subject-based enquiries. 11,055 queries, a 36% reduction, were answered.

Borrowing

The number of items borrowed continued to increase with 165,166 items borrowed – an increase of 15.5% over the previous year. There were 6,889 registered borrowers. The use of the self-service borrowing was disappointing with less than 5% borrowed this way though the usage success rate is now 97%.

Inter-library loan

Despite the improved availability of full-text journals the number of requests received increased by 5% to 4,497. 337 items requested were found to be already in the Library. The number of requests received from other libraries and institutions increased by 22% to 360.

In August 2002 the British Library introduced a major price increase for requests, necessitating a review of charges for the academic year 2002/2003. One of the factors necessitating the increase was the substantial reduction in the number of requests sent to the British Library as a result of the significant growth in the use of electronic journals. As it is expected that the number of requests made will continue to decline the cost of the service will continue to increase thus making inter-library loans a very expensive service.

Copying

As a result of the new improved photocopiers installed in the previous year copying showed an increase of 27% with 1,505,199 copies made. In addition more staff time was devoted to ensuring that copiers, PCs and printers were kept in working order.

Shelving

303,007 items were reshelved. The months of November, December, March, April and May were particularly busy as they were for all services. The Shelving Team was very focused on reaching the primary objective of the year i.e. to have all items returned to their correct place on the shelves within twenty-four hours. This was a major achievement. The Shelving Team also reorganised substantial parts of the collection in order to create more space.

Signage

The original library signs, long outdated, were replaced with new directional signage on Level 1 and on the stairwell of Levels 2 and 3. Oifigeach na Gaeilge provided financial assistance in order to provide the signs in both Irish and English.

Collections

Collections encompasses the acquisition, care, maintenance and recording of all library material. In addition to the functional responsibilities of librarians in Collections they are part of the subject librarian team dealing with sixteen separate subject areas.

This year, as last, the major concern in Collections was the lack of space, space for growth and space for new subject areas. The John Paul II Library is full. Much of the work during the year centred on reducing the collections so as to accommodate new material. Storage is only a very limited option at present. In this context the year saw an 18% increase in monographs purchased as book prices stabilised. Copyright receipts were 32% up on the previous year, 1,462 items were received. Official Publications showed a 25% increase, 5,153 items were received. On the other hand donation numbers decreased in line with our collection development policy, 588 volumes were received.

Most publishers regularly deposit their material with the Library in compliance with the 1963 Copyright Act, but much valuable and relevant material, the product of a minority of publishers, is not being deposited. The Library participated in a CONUL working party on legal deposit which looked at ways of improving the situation.

Reviewing the collection

During this academic year a working group of the Collection Development team produced a Disposition policy document which is available on the library website. In line with this policy the Arts and Social Science periodical collection was reviewed and titles deemed suitable for retention in storage were moved to the Kildare Store. The change from print to online was pursued where possible also in line with the Collection Development and Disposition policies. Where available online, print copies of annual reports were discarded. Periodical titles available online through JSTOR were moved to the Kildare Store.

The general reference collection on Level 1 was weeded and reorganised. A research music collection was transferred from Special Collections to Pugin Store. A project to preserve the pamphlets began with the move of Catholic Truth Society collections to closed access. For reasons of safety and preservation *Irish Catholic Directories* from 1838 to 1950 were placed on closed access.

Work began on identifying items with pre-1900 imprints throughout the collection with a view to separate storage. 200 books have been surveyed yielding information about our collection builders, important bindings, limited and rare editions.

1,737 volumes of periodicals and 714 monographs were bound. Periodical binding is under review as the transition to online journals gains momentum.

The audiovisual collection continued to develop and 2,139 items were borrowed. A DVD player and monitor were purchased for the AV Room and preference will be given to the DVD format in future.

Special donation

The Library of the Presentation Convent Portlaoise was deposited in its entirety. As the collection is almost complete it is intended to keep it together to preserve it as a sample convent library. A list is available.

Official publications

There is now a comprehensive and itemised list of all items in each of the collections: Irish Government, European and Canadian. The majority of the Irish Government Publications on closed access have now been catalogued. As more of these publications become available online it is planned to review the collection in order to free shelf space.

Acquisitions - books

The primary focus for Acquisitions was, as always, to ensure a speedy and accurate supply of titles and a prompt and accurate response to user inquiries about book orders. This was facilitated by the upgrade to the ALEPH system which provided improvements to claiming procedures.

Additional work practices were introduced to allow better co-operation between the Library and the College Accounts Office, particularly with library budget debits and credits entered by accounts staff.

The practice of purchasing book titles online is now firmly established. It is primarily used for sourcing difficult to obtain material and has proved significantly successful. Orders, which would have had to be cancelled when reported as e.g. out of print, have now an additional resource from which a copy may be obtained.

A change in the assessment of the urgency of orders became essential. The decision to order titles urgently paying all extra costs involved is now decided by Acquisitions, based on criteria such as expected level of demand, date required, etc.

Periodicals

The cost of print periodicals increased overall by 15% with a substantial increase in the price of social science journals. As in past years, the lack of shelf space for bound issues of periodicals continued to be a major problem there being very little growth space in any of the sections despite persistent weeding and relegation.

33% of the collection is now in store and rarely used. Our stores are almost full and decisions on options need to be taken be it offsite storage or discard. The Library subscribes to 876 print titles, most of these are also available online, and receives a further 970 through copyright, exchange and donation. 5,500 titles are received online. It is evident that online is rapidly becoming the preferred means of access by users and therefore that the Library will continue to use its resources to develop and improve access to online.

Periodicals staff dealt with over 372 enquiries, 69 in-depth and accessioned over 12,035 parts on ALEPH.

Bibliographic Records

7,821 items were catalogued. 2,175 records were deleted.

One of the improvements made to the catalogue during the year was the display of the location or classification number on the brief entry of a record.

Systems

ALEPH library management system

The maintenance of the ALEPH library management system constituted 40% of all Systems staff time. One of the core elements of Systems work was the upgrade of the ALEPH system from Version 14.2 to 14.2.4. This was an essential interim upgrade to bring all Irish and British sites to the same level of development. This installation was a pre-requisite for the next major version of ALEPH which is currently in development.

The upgrade incorporated fixes to software faults and some enhancements. The developments were at a system programming level resulting in improvements to catalogue search functionality, revised programming for staff administrative functions, and changes to the underlying database structure. ExLibris, the system supplier, remotely installed the new software from their base in Tel Aviv. Library Systems staff configured the local server tables, customized the interfaces, and installed the upgraded client software on over forty PCs.

Library staff continued to play an active role in the ALEPH User Group (UK and Ireland), attending Systems Librarians meetings, Module Group, and Strategic Development meetings throughout the year.

Mobile computing

The mobile computing service, initiated as a project during the previous year, proved extremely popular with our users. The service was extended to include six additional notebook computers, bringing the total number of units to eleven. The laptops were assigned to the Reserve Collection, allowing three-hour loan within the building. In addition to the standard services which are available on all Library internet PCs, the laptops also offer the MS Office suite allowing users to incorporate search results into their own documents. The wireless network was also upgraded to a virtual local area network (VLAN), thereby enhancing the security and reliability of the service. In cooperation with the Computer Centre, planning has commenced for a second wireless transmitter in the Library.

Desktop support

Regular maintenance of the library's computer equipment constituted 40% of all Systems staff time. Maintenance included hardware and software support for library users and library staff. To improve PC performance for users, and to prepare for the planned migration to Windows2000, memory was upgraded on twenty-one of the library's public access internet computers. Peripheral devices, including disk drives and mice, were replaced on all public access PCs. A twenty-inch ultrasharp flat panel screen was installed as an electronic noticeboard in the foyer. The migration of library staff PCs from WindowsNT to Windows2000 was initiated. A plan of upgrade by gradual replacement was formulated to comply with budgetary constraints. Twelve Windows2000 PCs were purchased this year and a number of desktop printers were upgraded.

The Computer Centre & Library Joint Committee met seven times during the year to address shared responsibilities including networked services, UNIX-level server administration, desktop support, and the development of new services. Library Systems extends gratitude to Anne Quigley who resigned in August and who was the key support contact in the Computer Centre over the past nine years.

Training initiatives

Systems provided technical training for library staff to ensure that library systems were exploited to their full potential and that all staff were kept up to date with new developments.

Projects

Three projects were undertaken between March and August 2002 under the direction of Library Systems. The Library employed three third-year Computer Science students on a work placement scheme operated by the Department of Computer Science (NUI Maynooth), to implement these projects.

ALEPH Management Information Statistics (MIS) Project

Project manager: Linda Noonan,

Placement student: Damien Gallagher

The ALEPH library management system offers a number of standard reports and statistics. However, the library has its own particular data reporting requirements including user needs analyses, statistics required by professional organizations, etc. The MIS Project was designed to address the insufficiency of ALEPH report options. As ALEPH data is stored in an Oracle database, the placement student spent four months writing SQL scripts to extract the required data. A further two months was spent developing a web-based interface for the queries so that library staff could run the reports, with various options, in a familiar environment. The project ran to schedule throughout and the end product has proved to be an invaluable tool for data collection and reporting.

E-Prints Project

Project Manager: Suzanne Redmond Maloco

Placement student: David MP Cahill

The purpose of this project was to establish a university E-Print archive. This is an online repository for research papers, reports, conference proceedings and other research material. The archive is a central source for research published by academic staff. It is available online and makes the work of this university more widely available to the international research and academic communities. The material can be cross-indexed and searched through global “virtual archives” and can also be found using the standard search engines. The project was supported by a £4,000 grant from the Publications Committee. An E-Print server was purchased and, with the assistance of the Computer Centre, configured and installed in the Library. The E-Prints free software is OAI compliant and enables institutional archiving with appropriate harvesting. The placement student installed this software, configured access, and customized the interfaces according to our requirements. All departments on campus were invited to submit material to the archive and the service was demonstrated to all interested parties.

E-Reserve project

Project manager: Mary Delaney

Placement student: Darragh Buffini

This project investigated the possibility of providing electronic access to material in the Reserve Collection via the library catalogue. The full-text of eighty-seven items were linked to the library catalogue. This service is being continued and once copyright issues have been overcome it is planned to digitise the entire collection. Library Systems provided technical advice for the E-Reserves project and supported the integration of this project with the ALEPH library management system.

Russell Library

Items consulted

In all, 1,403 items were consulted, an increase of 223 over last year. The most popular were books, pamphlets, newspapers and theses. The theses were moved to the Library in summer 2001.

Projects

Bookplates and heraldic bindings were photographed and in many cases the provenance was identified. A public exhibition, 'Heraldry and the Book', was mounted in September 2002 which tapped the rich vein of heraldic decoration in our books and also included the finest heraldic bindings in the collection.

The Library continued to collaborate in a joint NUIM and St. Patrick's College history project to set up a Centre for Mission History. The collections in the Russell Library provide valuable source material.

The following lists were prepared: class pieces 1882–2002, burials in the college graveyard and early periodicals.

Conservation and preservation

A survey of the illustrative plates in the Irish history collection was begun. 153 books were examined and forty plates repaired. As part of the preservation programme fifteen books were rebacked. Thirty-one custom-made phased boxes and 111 book supports were produced. In the bible preservation project, 650 items were brush cleaned and given minor treatment. Work sheets were completed for 105 requiring repair. Thirty shelves were lined.

A six-week cleaning project was undertaken during the summer. Shelves were washed and the book stock brush-cleaned. Half the library was completed. A condition survey was carried out on 5th December at the Cathedral Library of St. Canice's, Kilkenny and an advisory report was submitted.

Classes and teaching

Illustrated talks were given to eleven classes. These included subject introductions to History and Local History MA students, Music MA students and Theology postgraduates. Special interest talks were given to History higher diploma students on pamphlet literature; to History undergraduates on printing in 15th and 16th centuries, and on early-printed maps; and to 1st year BA Theology students on the printing history of the bible. A sixteen-hour English MA module was taught on 'Research method and the history of the text' and projects supervised.

Exhibitions, visitors and events

Exhibitions included 'School texts in 18th and 19th century Ireland' (November-December 2001), to coincide with the Rare Books Group seminar in Maynooth; 'Manuscripts at Maynooth' (May-August 2002) for the visit of the Manuscript Society on 21st May; and 'Heraldry and the book' (September 2002-April 2003), in collaboration with Mr Gerard Crotty, to coincide with 15th International Congress of Genealogical and Heraldic Sciences held in Dublin in September 2002.

Visitors included the RIA National Committee for the History and Philosophy of Science, 1st May; Manuscript Society visiting from America, 21st May and Friends of the National Collections of Ireland, 15th June.

A Medieval Studies seminar was held on 26th February 2002. Professor Peter J. Lucas, UCD, gave a lecture entitled '*Neither a borrower nor a lender be*': *libraries and their users in the Middle Ages*'. Professor Lucas focused on some of the medieval manuscripts in the Russell Library.

Staff

In keeping with the university commitment, as stated in the Strategic Plan 2000-2005, “to provide encouragement and training for the ongoing professional development of existing staff and to provide structured support to engage in the upskilling required by the twenty-first century's technologically dependent environment” (p.28) the Library invested substantial resources in terms of time and money in providing training and development opportunities to library staff. Our aspirations in this area were significantly assisted by the support the Library received from the Quality Promotion Office.

Library induction

The induction day for new library staff took place on the 9th of January 2001. Twelve staff attended. This is an annual event and to date thirty-six people have participated. A key feature of the day is the opportunity to meet staff from the university wide environment and to enable staff to appreciate the role and purpose of the Library in the University.

ECDL (European Computer Driving Licence)

To date thirteen library staff have completed ECDL and four others are at various stages in the programme. In order to evaluate the effectiveness of the programme in the library context, participants were surveyed to establish their level of competency and knowledge before and after undertaking the programme. The library Executive Assistant took part in a pilot programme of advanced ECDL training, which was run by the Quality Promotion Office.

Training and development

Staff at all grades in the Library were encouraged to participate in training events organised by the Quality Promotion Office. Courses run by the Office attended by library staff during the year included interviewing skills, dealing with difficult situations, PowerPoint, Access and preparing for the quality audit.

In keeping with the library's commitment to a quality service, all staff directly involved with service provision received training in customer care. A two-day customer care course was offered on two occasions. This programme was funded jointly by the Library and the Quality Promotion Office.

PDR (Performance Development Review)

The Performance Development Review scheme in operation in the Reader Services area of the Library continued and fifteen members of library staff participated in this scheme. A substantial investment was made by the Library and the Quality Promotion Office in providing training for the staff involved in this.

Participation at national level

There were significant national developments in library and information activity. The Librarian was a member of a CONUL group which organised a colloquium on the future form of academic libraries in Ireland. Senior NUI library staff participated in the colloquium. Library staff were active in a number of strategic working groups and other national committees. These included a theses working group which examined the feasibility of electronic theses. This group has also undertaken to ensure all the CONUL libraries submit details of research theses to the *Index to Theses*. Other working groups looked at issues in relation to the preservation of library materials; legal deposit; information handling skills; co-operative collection development; and e-books. National committees included CONUL, ANLTC (Academic and National Library Training Co-operative), LIR, the HEAnet User Group and ALCID (Academic Libraries Co-operating in Dublin).

Staff development award

Celia Kehoe, a Library Assistant in the Russell Library, was given a CONUL award for an essay on early printed books. The prize fund will allow Celia to visit other libraries with early printed books.

Staff professional activities

Elaine Bean

Membership (s)

Committee member, NUIM Partnership Committee

Mary Delaney

Membership (s)

Committee member, Irish Science Librarian's Group

Committee member, CONUL Working Group on Information Skills

Publications

Library access 24x7 - the experience so far: is it a myth or is it more of a reality than we think?

SCONUL Newsletter, Number 26, Summer/Autumn 2002, p. 20-22

Papers presented

Library Access 24x7: the experience so far, IUISC Conference, 22 March 2002

Susan Durack

Membership (s)

Committee member, Irish National and University Libraries (INULS)

Helen Fallon

Membership (s)

Member, Library Association of Ireland

Chairperson, LIR HEAnet User Group for Libraries

Treasurer, ANLTC (Academic and National Library Training Co-operative)

Member of Steering Committee, AHEAD project on library resources for visually impaired students

Publications

The Use of the European Computer Driving Licence (ECDL) as an IT training package in Irish University Libraries, *SCONUL Newsletter*, Number 25, Spring 2002, p.50-53

Staffing and Staff Development in Irish University Libraries, *SCONUL Newsletter*, Number 2002, p.19-21

Papers presented

The skills set of the Librarian of the future. Paper presented at the CONUL colloquium The Future form of Academic Libraries, Mount Juliet 12-13 November 2001

ECDL as an IT training package in the university sector, IUISC conference, 22nd March 2002

Other activities

External assessor on interview panels with Library, University College Dublin

External assessor on interview board with Library, Trinity College Dublin

Organised, LIR HEAnet User Group for Libraries annual seminar

Sandra Firth*Membership (s)*

Member, Library Association of Ireland

Papers Presented

Web resources for official publications, LIR HEAnet User Group for Libraries Workshop, Dublin City University, 12th October 2001

Bernadette Gardiner*Membership (s)*

Focus on Interlending (FIL)

Paul Hoary*Membership(s)*

Member, Irish Professional Conservators' and Restorers' Association (IPCRA)

Member; Institute of Paper Conservation (IPC)

Mary Kearney*Membership (s)*

Committee Member, CHIU Librarians E-books Committee

Pauline Murray*Membership (s)*

Committee Member, Acquisitions Group Ireland (AGI)

Elizabeth Murphy*Membership (s)*

Member, Library Association of Ireland

Member, Chartered Institute of Library and Information Professionals (CILIP)

Committee member, Friends of the Chester Beatty Library

Committee member, CONUL Working Party on Copyright

Agnes Neligan*Membership(s)*

Member, Library Association of Ireland

Member, Chartered Institute of Library and Information Professionals (CILIP)

Secretary, CONUL (Consortium of National and University Libraries)

Committee Member, CHIU Librarians

Member, SCONUL (Society of College National and University Libraries)

Other activities

Organiser, CONUL colloquium on the Future Form of Academic Libraries

External examiner, IT Sligo, for National Diploma in Business Studies and Library Services, Prague

Linda Noonan*Membership (s)*

Member, Library Association of Ireland

Member, ALEPH User Group - UK and Ireland

Etáin Ó Siocháin*Membership (s)*

Member, Governing Authority Sub-Committee Coiste na Gaeilge, NUI Maynooth

Member, Library Association of Ireland

Member, Rare Books Group, Library Association of Ireland

Member, Meitheal, Library Association of Ireland

Papers Presented

Web information resources in Education, LIR HEAnet User Group for Libraries Workshop, Trinity College, 14th December 2001

Valerie Payne*Membership (s)*

Member, Library Association of Ireland

Member, Chartered Institute of Library and Information Professionals (CILIP)

Committee Member, Acquisitions Group of Ireland (AGI)

Valerie Seymour*Membership (s)*

Member, Library Association of Ireland

Member, Chartered Institute of Library and Information Professionals (CILIP)

Member Rare Books Group, Library Association of Ireland

Member, CONUL Working Party on Legal Deposit

Member, CONUL Working Party on Theses

Representative of NUIM on Maynooth Action Strategy Steering Group

Papers presented

Indigenous issues and infrastructure development policies. Paper presented at the CONUL colloquium The Future form of Academic Libraries, Mount Juliet 12-13 November 2001

Andrew Sliney*Membership (s)*

Member, Partnership Committee, NUIM

Penny Woods*Membership (s)*

Secretary, Rare Books Group, Library Association of Ireland

Committee Member, Association of Church Archivists of Ireland (ACAI)

Committee Member, CONUL Sub-Committee on Conservation and Preservation

Committee Member, Preservation Microfilm User Group - Ireland (PMUGI)

Papers presented

Religious Libraries, Association of Church Archivists of Ireland (ACAI) Summer School, 28th June 2002, Dublin.

Publications

Heraldry and the book: catalogue of an exhibition held in the Russell Library, September - December 2002.

Written in collaboration with Mr Gerard Crotty.

(In-house publication)

Library Policy Committee

Membership

Dr W.J. Smyth (President)

Dr. J.J. Cleary

Mr P. Dalton

Dr S. Doyle

Dr C. Etchingham

Ms H Fallon

Mr S Kearney

Dr T. McCarthy

Ms A. Neligan (Secretary)

Mr J. O'Connell

Dr T Ward

Dr R.O. Watson

Issues discussed

The Committee met on four occasions during the year. A major item of discussion was the decision to submit a proposal for a research library under the PRTL Cycle 3.

Other items discussed included access for NUIM certificate and diploma students; library allocation for books and periodicals; library opening hours; support for distance learners; liaison with St. Canice's Library, Kilkenny; the annual report of the Librarian: response to the Strategic Plan and library accommodation issues.

Appendix 1: Library staff

Management Team

Agnes Neligan (Librarian) Helen Fallon (Deputy Librarian) Mary Kearney (Head of Information Services)
Elizabeth Murphy (Head of Reader Services) Linda Noonan (Systems Librarian) Valerie Seymour (Collections
Manager) Penny Woods (Russell Library)

Executive Assistant

Sallyanne Knowles

Reader Services

Head of Section: Elizabeth Murphy

Circulation

Staff: Elaine Bean, Valerie Dwyer

Desk Assistants: Libby Clarke, Joanne Kieran, Celine Maguidhir replaced by Sara Campbell, Eileen Moore, Ann
O'Donoghue, Della Webb

Copy Centre

Staff: Ellen Farrell, Helen O'Connor

Shelving

Staff: Rita McCann (Supervisor), Malachy Conway, Rose Eustace, Teresa Hogan, Barbara Mullin, Breda Pierse,
Ruth Sherry

Inter-library loans

Head of Section: Bernadette Gardiner

Staff: Patricia Harkin (half time)

Information Services

Head of Section: Mary Kearney (half time)

Staff: Mary Delaney, Sandra Firth (half time)

Information Desk: Patricia Harkin (half time), Paula Leavy McCarthy, Assumpta Hickey replaced by Gina Halpin

Collections

Head of Section: Valerie Seymour

Special Collections

Staff: Susan Durack

Copyright, Donations

Staff: Olive Morrin (half time)

Binding

Staff: Jean Kane (half time) Eileen Quinn (half time)

Periodicals

Head of Section: Val Payne (half time)

Staff: Carole Connolly replaced by Anne Lordan, Gina Halpin (half-time) replaced by Annette O'Dea (half time)

Acquisitions

Head of Section: Pauline Murray

Staff: Sheila Larkin, Louise Saults, Carole Connolly (half time), Maura O'Reilly (half time) replaced by Jacqueline Morrissey (half-time)

Official Publications

Head of Section: Sandra Firth (half time)

Staff: Jean Kane (half time) Eileen Quinn (half time)

Bibliographic services

Head of Section: Andrew Sliney

Staff: Sandra Firth (half-time), Colette Harlow, Etaín Ó Siocháin, Regina Richardson (half time)

Systems

Head of Section: Linda Noonan

Staff: Suzanne Redmond Maloco, Ronan Kennedy (part time) replaced by Andrew Farnham (part time)

Russell Library

Head of Section: Penny Woods

Staff: Celia Kehoe

Conservation

Staff: Paul Hoary (half time), Louise Walsworth Bell (half time)

Security

Staff: John Fortune, Michael Murphy

Appendix 2: Statistics

	2001/02	2000/01	1999/00
Services			
Registered borrowers	6,889 (+2.8%)	6,698	6,493
Items borrowed	165,166 (+15.5%)	142,910	128,978
Items requested on inter-library loan	4,497 (+5.4%)	4,265	4,796
Items lent to other libraries	360 (+22%)	295	252
Enquiries	11,467 (-24%)	15,056	4,000
Student orientation and training	2,068 (+86%)	1,112	
Searches of online sources	203,299 (+1.6%)	200,000	97,965
Articles downloaded	27,963 (+39.8%)	20,000	6,939
Readers/visitors to the Russell	1,161 (+12.5%)	1,032	1,131
Photocopies made	1,505,199 (+28.5%)	1,171,111	1,151,836
Items reshelved	303,007 (+10.9%)	273,249	264,689
Study places			
Study places (without IT equipment)	669 (+6%)	631	611
Study places IT workstations	46	46	40
Study places (Russell Library)	28	28	28
Collection			
Books purchased	5,137 (+9.5%)	4,690	5,579
Books received on copyright	1,462 (+41.6%)	1,032	893
Irish Government Publications	2,768 (+25.3%)	2,208	1,748
Canadian Government Publications	240 (+51%)	159	225
European Documentation	787 (+14.3%)	688	230
Donations	588 (-5%)	618	986
Print periodicals purchased	876 (-7%)	941	1,094
Online periodicals purchased	5,500 (+243%)	1,600	1,180
Periodicals received on copyright	774	774	970
Donations, Exchange	196 (-18%)	238	281
Volumes catalogued	7,821 (-15%)	9,184	10,436
Total stock	420,416 (+1.8%)	412,595	403,411
Expenditure			
Books	€45,014 (+0.3%)	€44,270	€65,565
Print periodicals	€350,556 (+1.4%)	€345,629	€327,592
Electronic information	€225,581 (+127.6%)	€9,115	€72,565
Operating costs	€348,482 (-19%)	€426,420	-
Salaries	€1,415,661 (+7.3%)	€1,318,516	€1,094,925