



Bodleian Libraries
UNIVERSITY OF OXFORD

Rewley House Continuing Education Library

Annual Report 2013-14

A review of activities for the year 1st August 2013 – 31st July 2014



Sue Pemberton
Continuing Education Librarian

Contents

1. Introduction	3
2. Library environment.....	3
3. Services.....	4
3.1 General.....	4
3.2 Award-bearing courses	4
3.3 Weekly Class courses	5
3.4 Summer Schools.....	5
4. Collections.....	6
4.1 Physical collection	6
4.2 E-Books.....	6
4.2 Donations	7
5. Staff	7
5.1 Staff 2013-14.....	7
5.2 Staff activities.....	8
6. Statistics	8
6.1 Readers	8
6.2 Library entrants.....	9
6.3 Loans	10
6.4 Collections.....	11
6.5 Information skills.....	12
7. Objectives for 2014-15	13

1. Introduction

The Rewley House Continuing Education Library is managed by the Bodleian Libraries, but works closely with the Department for Continuing Education to ensure the provision of an efficient and effective library service to the Department.

The Library provides services to students ranging from members of the public attending weekly classes to part time research students and academic staff. With longer terms than the rest of the University, and a full programme of summer schools, the Library is busy year round serving our readers.

The following mission statement was approved by the November 2010 meeting of the Committee on Library Provision for Continuing Education:

The Library's mission is to provide a library and information service to staff and students (mostly part-time) of the Department for Continuing Education, comprising a diverse range of ages, nationalities and academic needs.

We aim to support the wide variety of subjects covered by Departmental courses at many academic levels, ranging from weekly classes through to post-graduate studies and thereby to build up collections of correspondingly high quality in many subject areas.

The Library will also maintain and develop its collection of material relating to the history and theory of adult education.

2. Library environment

The upper floor of the Library was re-carpeted in August 2013 which greatly enhanced the appearance. Some 'making good' following the re-wiring in December 2012-January 2013 was carried out in 2014 but is incomplete and re-painting is still required.

The lighting on the upper floor is still not ideal as the area near the photocopiers and the Local Collection is very poorly lit after dark when there is no natural light through the glass roof. We await information on work being planned to rectify this.

The warm summer in 2014 resulted in some very high temperatures in the Library which resulted in discomfort for both readers and Library staff. There is very little natural ventilation in the Library, and the glass roof over the desk and near the Local Collection adds to the heat. I have requested the department to investigate the use of blinds and/or replacing the peeling film over the glass roof panels, and I hope that this will be resolved by next summer.

During the year staff PCs were replaced by IT Services as part of the rolling replacement services and staff and reader PCs were upgraded to Windows 7.

3. Services

3.1 General

During the year the Library staff continued to provide a high level of support to our readers. Many favourable comments have been received from readers, both informally and via course feedback.

During late summer 2013 following the re-carpeting and some stock weeding, we re-organised the upper floor of the Library. The result is a tidier appearance, more room on the shelves and a more logical sequence of material.

During the year the Library proposed moving the library website from the OUDCE style to the Bodleian Libraries. This was agreed by both the Committee for Library Provision and Strategy and Academic Board and the library staff began work on this in early summer 2014 for a go live date in September 2014.

Library staff continued to extend our series of online LibGuides.

3.2 Award-bearing courses

Information skills

The induction programme in early Michaelmas is now well-established and sessions were held for most courses. The Librarian again took part in the live online induction event for Certificate in Higher Education students. A member of library staff also presented a session during the D.Phil induction event. Amy Wolstenholme takes some sessions, and other members of library staff are involved in tours and providing additional help for 'hands on' sessions.

New events during the year includes a session on electronic resources for the Postgraduate Certificate in Historical Studies during their April weekend residence and weekly library skills sessions for Certificate in Higher Education students during the Oxford University Summer School for Adults month.

OUDCE students also attend library tours and/or training events run by other Bodleian Libraries staff, including for English, History, Medicine, Art and Diplomacy. They are of course also able to attend the WISER events run by Bodleian Libraries staff open to all staff and students.

A full record of all sessions held is recorded in the **Statistics** section.

Library staff continue to provide much one-to-one help to students throughout their courses, both ad hoc and in pre-booked one-to-one sessions. Given the diverse nature of Continuing Education students, this is often more effective than formal sessions.

Other support

The Library continues to purchase reading list material to support courses and also purchases additional materials, particularly in our areas of specialism such as Creative Writing, Local History and Psychodynamic Studies.

3.3 Weekly Class courses

During 2012-13, book boxes were supplied to external venues as in previous years. Books were also supplied to a few exceptional classes at Ewert House or Rewley House where the books are an essential tool for delivering the class.

During 2013-14 there were 365 active weekly class readers (defined as having borrowed at least one item during the year) who registered approximately 5,500 loans. This is a small increase from 2012-13 (324 students registering 4,700 loans). The Library is well used by those who use it, and those students generally give very positive feedback on their experience. However, it remains a challenge to encourage a greater percentage of the weekly class students to use the Library. It is hoped that the promotion of the Student Resource Room (see below) may encourage greater general library use.

Ewert House Student Resource Room

During the year the Student Resource Room was moved to a more prominent position near the Weekly Class Office and equipped with 3 PCs provided by IT Services and set up as Bodleian Libraries reader PCs. This enables students at Ewert House to have access to SOLO and to the full e-resources collections.

Students need to join the Library in order to obtain the credentials to access the PCs, and they can now do this by phone or email. Library staff provided documentation for the Resource room on joining the Library and logging on to the PCs as well as getting started with SOLO and e-resources.

At the beginning of Trinity Term Library staff were available in the Resource Room for an hour during the lunch period each day for a week to offer assistance to students but there was no take-up.

3.4 Summer Schools

The Library supported the international summer schools programme by checking reading lists and purchasing as many items as possible. The Librarian took part in an admission/induction session at Exeter College for the Berkeley group and provided online guides. The Library also provides a loan service to the summer schools.

The Library also supported the Oxford University Summer School for Adults including Saturday and Sunday afternoon opening with induction tours held on Saturdays. Books were purchased in support of OUSSA courses. As usual, OUSSA students made good use of the Library.

4. Collections

4.1 Physical collection

The Drama/Documentary collection was weeded, removing poor quality, off air video recordings. The remaining videos and the DVD collection are now stored in the AV Room. Some videos were replaced with DVDs and additional titles purchased using the donation made by two Friends of Oxford Lifelong Learning at the end of 2012-13. The space freed up on the upper floor of the Library enabled a reorganisation and better spacing of the book collection.

At the Trinity term meeting of the Committee for Library Provision and Strategy, agreement was given for the Library to review older holdings of print volumes of journals where electronic subscriptions are available. This exercise will be conducted during 2014-15 and academic staff will be consulted before any action is taken. This will help to free up some space on the lower floor of the Library.

Work has been carried out over the year to check and update the collection of departmental dissertations held. They have outgrown their original space on the lower floor of the Library. The aim is to shelve recent years of current courses there and to shelve the rest in the cupboards on the upper floor. Some are held elsewhere in the Department. Once this work is complete, a list will be available on the Library website.

Work was also carried out on the list of 'Missing' items. Some were found, some were replaced and some were withdrawn as either the Library had sufficient copies or replacements were unobtainable.

Space continues to be an issue on the lower floor, and a weeding exercise is required.

4.2 E-Books

The Library has continued to buy individual e-books on reading lists. Readers have benefitted from the general increase in e-books made available through Bodleian Libraries, and in particular the OUP deal which makes all OUP content available

4.2 Donations

The Collection has benefited from various generous donations during the year:

- £1,000 from the Friends of Oxford Lifelong Learning for Sunday afternoon staffing.

Books donated by their authors

- People don't grow by being measured/Brenda Crowe.
- Windows of Pinner Parish Church/Bernard A. Harrison (former OUDCE student)
- Vessel/Matthew Barton (Creative Writing tutor)
- Learning to look at sculpture/Mary Acton
- Jane Austen's possessions and dispossessions/Sandie Byrne
- Histories in the making: excavations at Alfred's Castle/Chris Gosden & Gary Lock
- Excavations at King's Low and Queen's Low/Gary Lock et al

Other book donations

- Several titles from Adrienne Rosen
- Several titles from Brian Bainbridge, OUDCE student
- Several titles from Philip Healy
- Christian beginnings : from Nazareth to Nicea, AD 30-325/Geza Vermes
- 12 art books donated by Michelle Sykes, former OUDCE tutor
- Art books from Tess Marsh, former OUDCE student

We have also received many individual titles from staff and students. A total of 140 donated items was added to stock during the year.

5. Staff

5.1 Staff 2013-14

Sue Pemberton	Librarian	0.9 FTE
Amy Wolstenholme	Senior Library Assistant	FT
Corinne Richards	Library Assistant	0.71 FTE
Rebeca Otazua	Library Assistant	0.49FTE + Saturday afternoons, term time
Susan Wilkin	Library Assistant	0.33 FTE
Ann Domoney	Library Assistant	0.68 FTE
Ed Smithson	Library Assistant	Saturday mornings, term time
Alexandros Kampakoglou	Library Assistant	Sunday afternoons, term time
Edyta Boguslawska	Library Assistant	Evenings, term time

There have been no changes to staffing over the year. The additional evening staffing provided by Edyta Boguslawska has been invaluable. She provides assistance to readers and also shelves and tidies books, freeing other staff up for other activities. Edyta will be on maternity leave for the academic year 2014/15, a replacement will be appointed.

5.2 Staff activities

All staff have taken advantage of the wide range of events offered by Bodleian Libraries Staff Development and have attended courses, training events and demonstrations of new services. Library staff attend general Bodleian Libraries staff meetings.

Sue Pemberton is a member of OUDCE Academic Board and attends Departmental staff meetings.

Amy Wolstenholme is Secretary to the Committee for Library Provision and Strategy

Sue Pemberton and **Amy Wolstenholme** represent the Library on various Bodleian Libraries committees and working groups.

Amy Wolstenholme is the disability contact in the Library and liaises with the Departmental Access Officer, Rosie Martin, and the Bodleian Libraries Disability Librarian to ensure that students with a disability receive appropriate assistance in using libraries.

Amy Wolstenholme is to be congratulated on receiving a Reward for Excellence award for all round exceptional performance under the University's new Reward & Recognition Scheme.

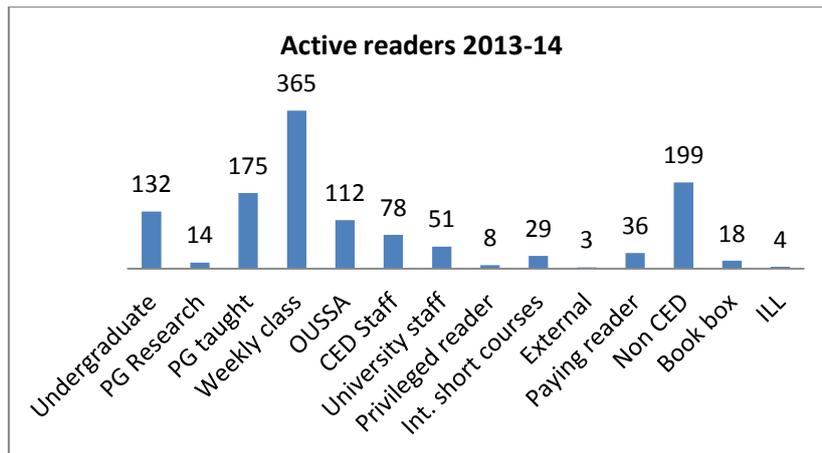
I would like to extend my thanks to all the staff for their hard work and support throughout the year.

6. Statistics

6.1 Readers

Active readers

Active readers are defined as those who have borrowed at least one book during the year. The figures show an increase in Active weekly class students from 324 in 2012-13 to 365 in 2013-14



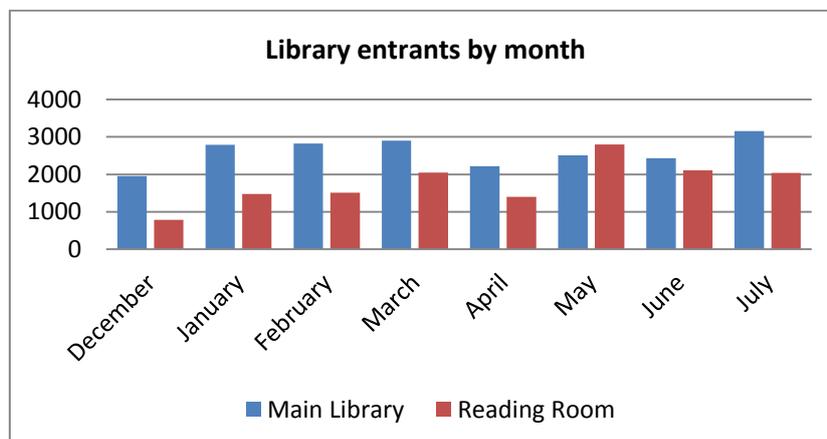
Notes:

- University staff includes any staff members other than OUDCE staff.
- Privileged reader is a reader with a registered disability who has enhanced loan conditions
- Int. short courses includes international summer school students and any other students on short courses.
- Non CED refers to exceptional loans made to students from outside OUDCE.
- Book box – items issued to book boxes for external courses, or occasionally in support of taught courses.
- ILL – interlibrary loans. Loans of our books either to libraries outside University of Oxford or to the ARACU unit.

6.2 Library entrants

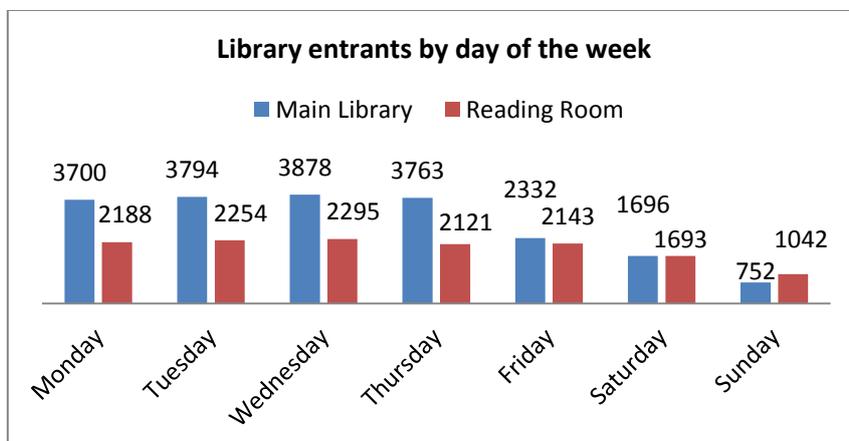
Towards the end of November 2013 the main library door and the reading room door were fitted with entry counters. These are simple devices that increment every time someone passes through the door and therefore count library staff, cleaners, workmen etc as well as genuine readers. However, although the figures do not reflect strictly accurate reader numbers, they give an indication of numbers visiting the Library and also identify general trends. For 2013-14, figures are available for December – July.

Entrants by month



The busiest month overall was May, followed by July. July recorded the highest number of Main Library entrants, reflecting the impact of summer schools.

Entrants by day of the week

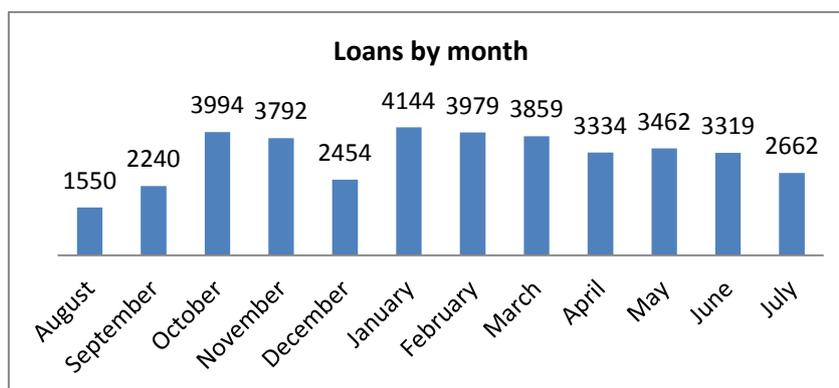


The Main Library figures show fairly consistent use Monday-Thursday, days which have the same opening hours. The length of time the Library is open on Fridays and Saturdays is the same but given that the Library is open on fewer Saturdays, figures are probably similar. The Reading Room is open for the same length of time every day throughout the year apart from the Christmas closed period, so there is a reduction in use over the weekend.

6.3 Loans

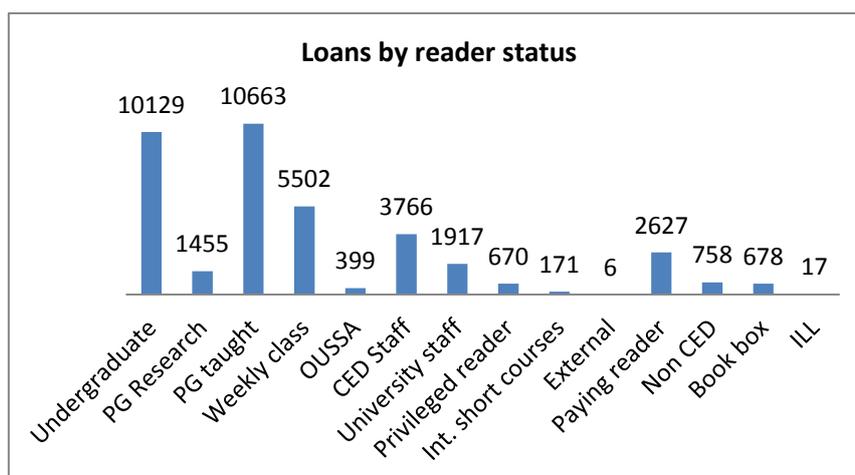
The total loans for 2013-14 were 39,097. This includes 308 loans recorded from book boxes supplied to external venues.

Loans by month



The loan pattern is much as expected, with peaks at the beginning of terms and a reduction over the summer months. The drop in December reflects the Christmas closed period together with longer vacation loans.

Loans by reader status



6.4 Collections

Additions:

The items added to stock during the year are as follows

Books	Periodical parts	Theses	DVDs
1090	563	94	79

Disposals

282 books were disposed of. These were either unwanted duplicate copies of older texts or damaged/worn out copies, some of which will have been replaced. Some duplicates were transferred to Kellogg College.

A further 247 items were deleted from SOLO because they were missing. Some of these will have been replaced.

The estimated total stock of the Library is as follows. Book figures are accurate as they are obtained from Aleph, but other figures are estimated using average number per drawer, shelf etc.

Books	Periodical parts	Theses	Slides	Videos/DVDs
80,900	5,046	478	22,626	527

6.5 Information skills

Library staff took the following formal sessions:

Course	Type of session
Ecological Survey Techniques	Induction
Architectural Conservation	Induction
CertHE (Face to Face)	Induction
CertHE (Online)	Induction
CertHE Assessors	Electronic resources
MSt Creative Writing	Induction (2 sessions)
MSt Creative Writing	Tour (2 sessions)
Diploma Creative writing	Induction
History of Art Diploma Module 2	Electronic resources
History of Art Diploma Module 3	Electronic resources
Cert History of Art	Induction
British & European Studies	Induction
Foundations diplomacy	Induction
Foreign Service Programme	Induction
Certificate in Theology	Induction
Weekly classes (2 sessions)	Induction
English Foundation Certificate	Induction
PG Certificate in Historical Studies	Induction
History Foundation	Induction
MLA	Induction
MSc Experimental. Therapeutics	Induction
D.Phil	Induction
Cert Psychodynamic Counselling.	Induction
MSUD	Induction
Cert Archaeology	Induction
Diploma Local History	Electronic resources
MSc English Local History	Induction
PG Certificate in Historical Studies	Electronic resources (2 sessions)
University of Yangon	Induction
Academic Visitors Myanmar	Induction
UMASS summer school	Tour
Berkeley Summer School	Induction
CertHE	Electronic Resources (3 sessions)
OUSSA	Tour (18 sessions)

Note:

- **Induction** comprises a classroom session with introduction to Library services including demonstrations of SOLO and electronic resources (often coupled with a tour)
- **Tour** comprises a visit to the Library with key information delivered verbally.
- **Electronic resources** comprises a classroom session looking more in depth at subject-based resources

A total of 906 students attended induction/electronic resources sessions. In addition to formal sessions, library staff deliver much one-to-one teaching and support throughout the year.

7. Objectives for 2014-15

- Complete the redevelopment of the Library website for go live in September 2014. Continue to develop and maintain the site after go live
- Undertake a review of print journal holdings where electronic is available. Circulate academic staff with suggestions for weeding
- Improve the use of space on the lower floor of the Library by:
 - Weeding journals as above
 - Disposing of surplus book boxes
 - Weeding the book collection in consultation with academic staff
 - Reorganising the collection as space becomes available