

Rewley House Continuing Education Library

Annual Report 2014-15

A review of activities for the year 1st August 2014 – 31st July 2015



Sue Pemberton
Continuing Education Librarian

Table of Contents

1. Introduction	3
Library environment	3
Staffing	3
2. Services to readers	3
Inductions and information skills.....	4
Library website and online guides	4
3. Collections	4
4. Objectives 2015-16	5
Appendix 1: Library entrants	6
Appendix 2: Library readers	7
Appendix 3: Loans	8
Appendix 4: Information skills	9
Appendix 5: Collections	10
Additions	10
Disposals	10
Total stock.....	10

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 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.

Library environment

Lighting was improved greatly on the upper floor by the installation of strips over the shelves. The 'making good' and painting was completed. Blinds were installed over the windows behind the library desk which improved both temperature at the desk and visibility of the screens on staff PCs during the summer. We hope that it will be possible to replace the peeling film over the glass roof panels in due course. The reading room continues to be extremely crowded at certain times.

Staffing

The staffing level has remained constant throughout the year. Our evening library assistant, Edyta Boguslawska, was on maternity leave for the year and was replaced by Cristina Ciabotaru. The Library continues to receive a generous donation of £1,000 per year from the Friends of Oxford Lifelong Learning to support Sunday opening.

Library staff attend staff development events run by Bodleian Libraries and are involved with various Bodleian Libraries committees and subgroups.

2. Services to readers

The Library provides a full range of services to staff and students of OUDCE, supporting courses ranging from weekly classes and summer schools to D.Phil students. Library staff give a lot of one-to-one support to students on using tools such as SOLO, identifying relevant resources, accessing electronic resources and general IT issues. The Library has received much positive feedback, both informally from readers and formally through course feedback mechanisms, on the quality of service. For statistics on readers and loans, please see appendices 1-3.

During 2014-15, 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.

Inductions and information skills

As well as one-to-one support, the Library provided a total of thirty-eight timetabled sessions during the year, mainly during the autumn induction period and the summer school period. These ranged from library orientation tours to in depth use of resources. For a full list of sessions held, see appendix 4.

Many students on award bearing courses also receive input from Bodleian Libraries subject specialist staff, both through timetabled visits/sessions and individual advice. All students are eligible to attend the Bodleian iSkills short courses which are publicised on the Library blog and website.

Library website and online guides

The Library also provides support to students through its website and online guides. The Library website was moved to the Bodleian Libraries host site over summer 2014 and went live in early September 2014. The website includes links to our online 'LibGuides' which provide subject-based introductions to resources. Students can also access the full range of LibGuides written by Bodleian Libraries staff.

The online induction presentation for Certificate of Higher Education students is being made available more widely through course Moodle sites.

3. Collections

The Library continues to receive a good budget for collections, c£43,000 in 2014-15. A contribution of £8,000 was made for electronic resources. Journal costs rose during the year due to the change to EBSCO following the bankruptcy of Swets, although we were fortunate not to lose money through double payment.

During the year the Library processed 250 weekly class reading lists and 90 summer school lists. Some complete lists were checked for award-bearing courses, in other cases academic staff supply order lists for items to update lists. E-books are being purchased, especially for courses such as MSc Sustainable Urban Development where the material is available and the students studying mostly at a distance.

Space continues to be an issue. Following in a proposal agreed at CLiP, a list of possible print journal titles to be weeded was circulated to academic staff. This was agreed with a few exceptions, and work started to remove these at the beginning of the summer. This means that older back runs of print journals which are available online will not be kept. Book weeding also started at the beginning of the summer. For statistics on the collection, see appendix 5.

The Library was pleased to receive a number of donations during the year:

Books donated by the author:

- Anthropology and the human subject/Brian Morris. Donated by the author via Marianne Talbot in memory of OUDCE tutor Michael Carritt
- Larkwood/Valerie Mendes (former OUDCE student)
- Pots and tiles of the Middle Ages/Maureen Mellor
- Historical archaeology of post-medieval water supply in Oxfordshire (D.Phil Thesis)/Jill Hinds
- Anglo-Saxon farms and farming/Debby Banham & Rosamund Faith (Donated by Ros Faith)
- Why the social sciences matter/Edited by Gary Cooper & Jonathan Michie. Donated by Jonathan Michie
- The 1851 census of religious worship: church, chapel and meeting place in mid nineteenth-century Warwickshire/ Edited by Keith Geary (OUDCE student)
- Objects of desire/Simon Bruntnell

Other books included:

- The faith dynamic/E.Basil Jackson. Donated by Hollis L. Green
- Art books from Tess Marsh, former student
- Various books donated by Robert Lee
- 5 landscape history books donated by Claire Burton
- Various books donated by students

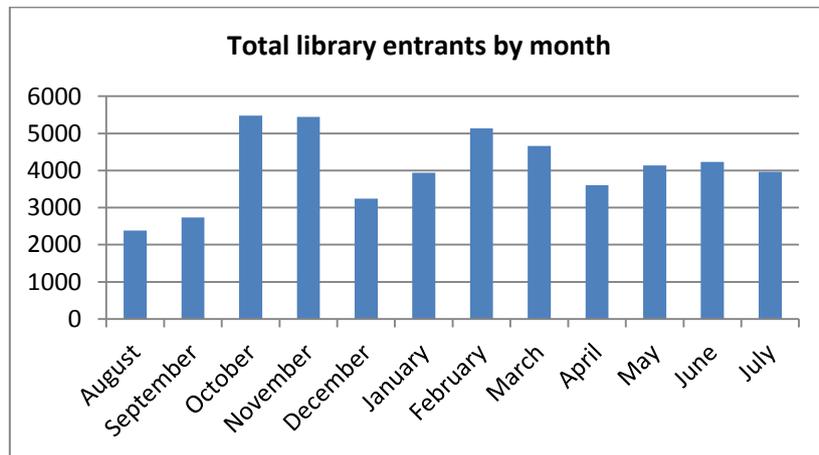
A total of 70 donated books were added during the year.

4. Objectives 2015-16

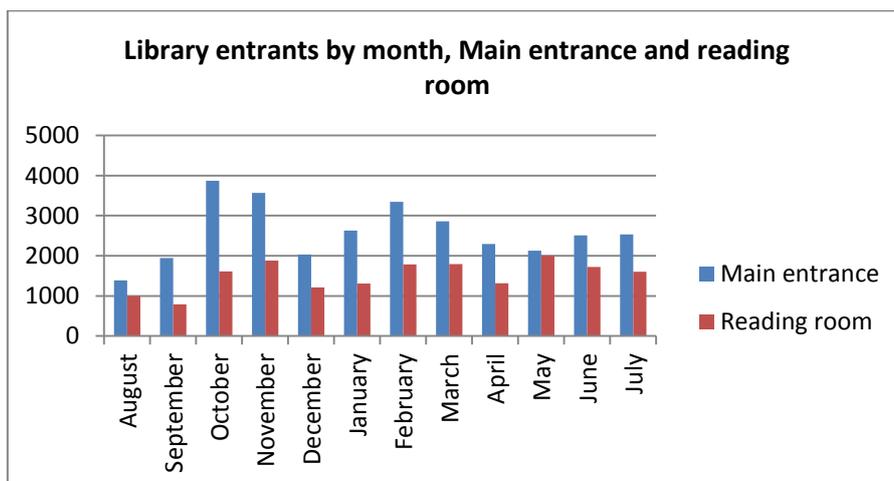
- Follow up the proposal to move the library staff and reader PCs from the OUDCE network to the Bodleian Libraries network, which should give access to electronic legal deposit material
- Improve the use of space on the lower floor of the Library by:
 - Weeding journals as above
 - Disposing of surplus book boxes
 - Weeding the book collection in consultation with academic staff
 - Reorganising the collection as space becomes available

Appendix 1: Library entrants

2014-15 was the first full year that the entry counters on the main library and reading room doors have been in place. The counters are basic and count every time a beam is broken, so it is not possible to differentiate between cleaners, workmen, library staff and readers, but the figures give comparative values.



As might be expected, October and November are the busiest months followed by February and March. July is only slightly less busy than the term time months of May and June, reflecting summer school activity.



Appendix 2: Library readers

The number of active readers is shown below, active being defined as having carried out at least one circulation transaction during the year. There may therefore be additional readers who study in the Library, use e-resources, print/photocopy but not borrow.

Reader Category	Number of active readers
Undergraduate	192
Postgraduate - Research	40
Postgraduate - Taught	242
Weekly class student	335
OUSA	107
CED staff	155
Other University staff	83
Privileged reader (reader with declared disability)	16
International Programmes short course	60
Paying reader	77
Non-CED Dept borrower	202
Book box (for external weekly classes)	15
Inter-library loan (Loans from us to other libraries)	9
Total	1533

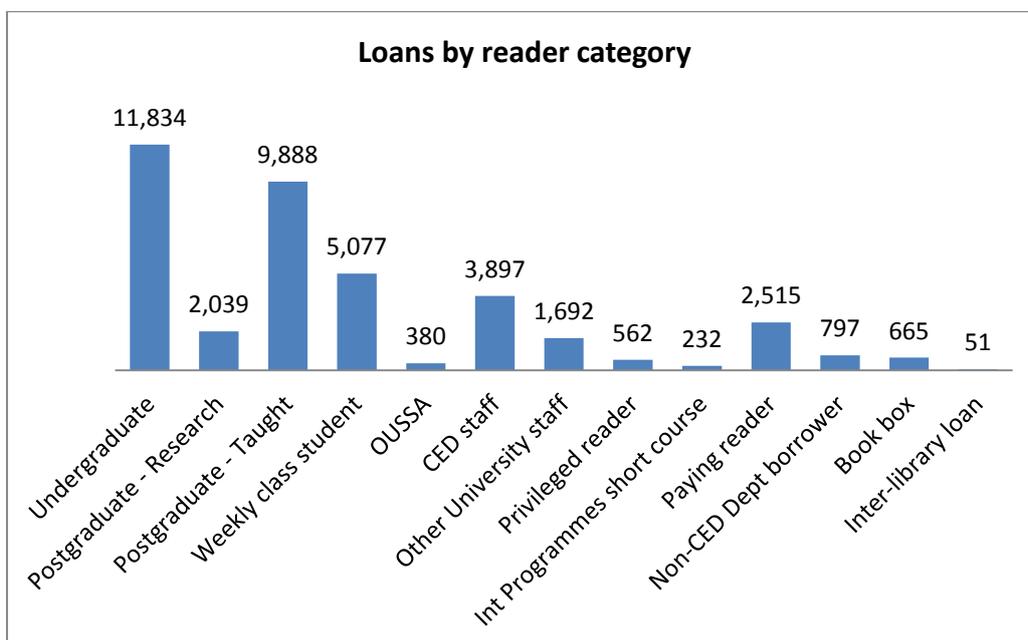
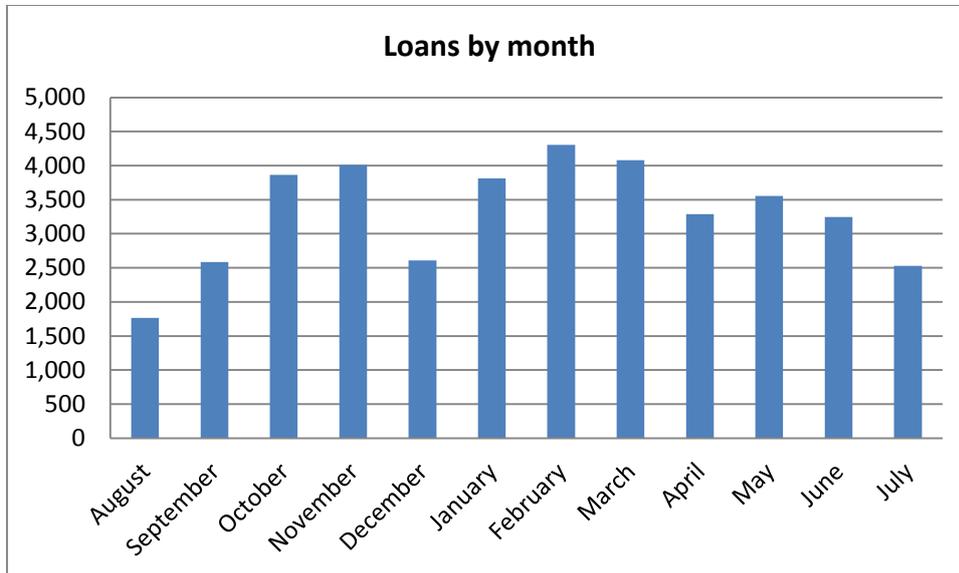
Number of new readers

This shows the number of new readers registered in each category over the year.

Reader Category	Number of new readers
Undergraduate	98
Postgraduate - Research	10
Postgraduate - Taught	141
Weekly class student	283
Adult Summer School	155
All CED Staff	28
University (Non-CED) Staff	36
Privileged reader reader (reader with declared disability)	14
International Programmes short course	83
Paying reader	18
Non-CED Dept borrower	166
Book box (for external weekly classes)	10
Inter-library Loan (Loans from us to other libraries)	7
Total	1049

Appendix 3: Loans

The chart below shows loans by month. The total number of loans for the year was 39,641. A further 181 loans were recorded from book boxes sent to external courses (not included on chart)



The heaviest users of the Library in terms of loans are the undergraduate students (12% of active readers and 30% of loans) and the taught postgraduate students (16% of active readers and 25% of loans). Both these categories have the same loan allowance and time length. Weekly class students are the largest category of reader at 22% but account for 13% loans. However, they have a smaller loan allowance. Students from outside OUDCE represent 13% of our active readers, but only account for 2% of loans, reflecting the fact that these are exceptional loans for items that cannot be obtained elsewhere.

Appendix 4: Information skills

Course	Type of session
Ecological Survey Techniques	Induction
Architectural Conservation	Induction
CertHE (Face to Face)	Induction
CertHE (Online)	Induction
MSt Creative Writing	Induction (2 sessions)
History of Art Diploma Module 1	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
Weekly classes	Induction
English Foundation Certificate	Induction
PG Certificate in Historical Studies	Induction
History Foundation Certificate	Induction
MLA	Induction
MSc Experimental. Therapeutics	Induction
D.Phil	Induction
Cert Psychodynamic Counselling.	Induction
MSUD	Induction
Diploma Local History	Electronic resources
History of Art Diploma	Digital images (2 sessions)
PG Certificate in Historical Studies	Electronic resources (2 sessions)
UMASS summer school	Tour
Berkeley Summer School	Induction
CertHE	Electronic Resources
OUSSA	Tour (6 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 565 students attended induction/electronic resources sessions. In addition to formal sessions, library staff deliver much one-to-one teaching and support throughout the year.

Appendix 5: Collections

Additions

The items added to stock during the year are as follows

Books	Periodical parts	Theses	DVDs
1055	545	95	37

Disposals

340 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.

Missing books are no longer deleted from the system as Bodleian Libraries wishes to keep statistics on these, although they may in the future be suppressed from SOLO but visible on the staff side of the system. At present the display can be misleading. For example, if we had a copy of a book, lost it and replaced it, SOLO will show one copy available and one missing, suggesting that we should have two copies, whereas we had one before and have one now.

Total stock

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 (copies)	Books (titles)	Periodical parts	Theses	Slides	Videos/DVDs
83,700	55,330	5,600	573	22,626	564