

Achievement of the Bodleian Libraries Implementation Plan 2013-16

#	Details	Outcome
1.1	Review the subject and special collections Collection Development policy statements and update as needed.	Completed
1.2	Provide greater e-book coverage of high demand titles.	On Interim Plan (2.2)
1.3	Develop a business case to sustain the development, management and accessibility of born digital special collections.	On Interim Plan (4.3)
1.4	Evaluate how to make best use of the opportunity of e-legal deposit.	On Interim Plan (1.6)
1.5	Identify resources required to adequately resource the processing of special collections to prevent increasing backlogs.	Completed. Continued in Interim Plan (1.4)
2.1	Develop and implement policies for the effective management of collections in the Weston Library, including workflows for archival processing and use of stack space.	Completed.
2.2	Create a business case and identify funding for a conservation and exhibitions database to provide consistent recording and sharing of preservation data.	Completed.
3.1	Develop a resource discovery strategy including setting parameters for what will and will not be included in SOLO.	Continues under business-as-usual
3.2	In response to reader feedback, improve SOLO and other resource discovery tools to enhance the user experience.	Become business-as-usual
3.3	Improve the quality of the descriptive metadata in Aleph.	Completed.
3.4	Reclassify open shelf collections in the Gladstone Link to address reader feedback about challenges of browsing.	Abandoned.
3.5	Complete funding and implement Heritage Lottery Fund 'Skills for the Future' scheme, employing trainee archivists.	On Interim Plan (5.4)
3.6	Complete digitization projects for the benefit of resource discovery and access	On Interim Plan (3.2)
3.7	Pilot a special collections ordering system (Aeon) with Oriental collections and the Conservative Party Archive, and produce a full cost-benefit analysis.	Abandoned.
3.8	Create an effective and efficient integrated document delivery service to improve the ease of access to our collections and collections held elsewhere	On Interim Plan (2.3)
3.9	Develop a transport strategy to streamline the book delivery service by integrating services.	On Interim Plan (5.6)
3.10	Improve the readers' experience of printing, copying and scanning	On Interim Plan (2.3)
4.1	Launch ORA-data as a service available to support University research.	Completed.
4.2	incorporated in to 4.1	Completed.

4.3	Establish ORA as a complete record of Oxford University's research output without requiring researchers to double-key their data.	On Interim Plan (1.1)
4.4	Embed the service for processing gold open access article payment charges for the University into the acquisitions workflow as an automated service.	Significant progress made. Technical implementation on Interim Plan (1.1)
5.1	Develop front-line reader services staff skills in the use of e-books and tablets, and other relevant emerging technologies.	Become business-as-usual.
5.2	Establish a procedure for training front-line reader services staff in key e-resources.	Become business-as-usual.
5.3	Increase staff involvement in professional and other forums to develop specialist expertise in areas relevant to the work of the Bodleian Libraries.	
5.4	Sign a Service Level agreement with IT Services that ensures the timely updating of staff computers and software in order to support readers.	Abandoned.
5.5	Ensure access to specialist staff by readers in the Weston Library.	Completed.
6.1	Establish effective methods to inform students, academic staff and library staff which Librarian is the specialist in each subject.	Completed.
6.2	Provide tailored support for Centres for Doctoral Training.	Become business-as-usual.
6.3	Work with partners across the University to implement the plan for supporting the Digital Humanities at Oxford.	Incorporated in Interim Plan (1.3)
6.4	Produce a detailed plan for integrating Conservation Research into the package of services in support of research, teaching, and learning.	Become business-as-usual.
6.5	Seek funding for additional fellows for the Centre for the Study of the Book	Completed.
7.1	Critically review service provision and begin to set benchmarks for current services.	Critical review completed. Benchmarking part of Assessment Strategy.
7.2	Using a toolkit provided by staff development, audit staff skills and inform staff development of training needs.	On Interim Plan (6.1)
7.3	Implement a mentoring scheme to provide staff with developmental career support.	Completed.
7.4	Implement a job shadowing scheme to provide staff with developmental career support.	Completed.
7.5	Formalise policies for volunteers, interns, and work experience students at the Bodleian Libraries.	Completed.
8.1	Write user involvement into every plan for Bodleian Digital Library Services and Systems (BDLSS) developed projects.	Abandoned.
8.2	Write a testing plan, including user acceptance testing, for every product delivering services from BDLSS.	Become business-as-usual.

8.3	Increase the number of services available via mobile devices.	Abandoned.
9.1	Ensure we have sufficient staff resources to support existing digital initiatives.	On Interim Plan (4.1, 4.5, 4.6 and 5.5)
9.2	Develop a business plan for Research Data Management to fund the service, staff and infrastructure.	Completed.
9.3	Increase the capacity of our digitization services to accommodate large-scale digitization of special collections.	On Interim Plan (4.2)
9.4	Establish a sustainable cost/funding model for digital services and initiatives	On Interim Plan (4.6)
9.5	Retire legacy digital collections.	On Interim Plan (4.5)
9.6	Obtain funds to support digital innovation in support of research and teaching	On Interim Plan (1.3)
9.7	Design and implement an IT infrastructure capable of delivering the libraries' digital services for the next 5 years.	Completed.
9.8	Design and implement a digital preservation infrastructure and archiving services capable of preserving digital collections, including research data, on a multi-petabyte scale.	On Interim Plan (4.4)
10.1	Extend the scope of digital policies for preservation, metadata, digitization, rights and IT across the University.	On Interim Plan (4.4)
10.2	Develop and implement a strategy to promote the use of digitized special collections.	On Interim Plan (3.3)
12.1	Taking into account feedback, improve the existing working environment for readers.	Completed.
12.2	Move staff and collections in to the Weston Library from October 2014 and offer services to the public in Spring 2015	Completed.
12.3	Understand readers' requirements for reading and research spaces.	On Interim Plan (2.5)
12.4	Undertake gap analysis of reading and research spaces to identify deficit in provision.	On Interim Plan (2.5)
12.5	Develop a plan for a new Humanities Library building on the Radcliffe Observatory Quarter site in consultation with the Division that takes into account the latest research and teaching needs	On Interim Plan (2.7)
12.6	Make our spaces more physically accessible.	On Interim Plan (2.4)
12.7	Sign a Service Level Agreement with IT Services to ensure appropriate IT infrastructure in our physical spaces to service the needs of staff and readers.	Abandoned.
12.8	Develop a Humanities libraries estate strategy	Completed.
12.9	Collaborate with Social Sciences Division to deliver a successful Law Library estate project	On Interim Plan (2.8)
13.1	Develop and utilize our spaces to support teaching, research and wider access, including the provision of meeting rooms, exhibition and event spaces, and facilities	Completed.
13.2	Allocate space vacated by the opening of the Weston Library and plan moves of staff and equipment.	On Interim Plan (7.1)
13.3	Implement providing space at the BSF, and associated services, to external bodies including Oxford Colleges.	Completed.
14.1	Develop an Assessment Plan.	Completed.

14.2	Co-ordinate efforts to understand the needs of readers and other users, and share best practice	On Interim Plan (1.9)
14.3	Develop and implement a method of aggregating formal feedback from faculties and making it available for assessment activities.	On Interim Plan (1.9)
14.4	Establish a mechanism for the collection and collation of informal feedback	On Interim Plan (1.9)
14.5	Train and support staff in the use of empirical evidence to inform decision-making.	Become business-as-usual.
14.6	Develop and implement a strategic plan for liaison with academic staff, students, and other library users concerning library provision for all subjects in the general and Special Collections.	Plan developed. Implementation on Interim Plan (1.8)
15.1	Develop, produce and implement a style guide for Bodleian Libraries' communications.	Completed.
15.2	Finish the re-design and rollout of the Bodleian's 31 websites	Completed.
15.3	Develop a service-wide audience development plan, including user group profiles.	On Interim Plan (3.5)
15.4	Develop and implement an external communication strategy to improve communication with readers, stakeholders, and university staff.	Plan developed. Implementation on Interim Plan (3.4)
15.5	Develop and implement an internal communication strategy to cascade internal information to all Bodleian Libraries staff to keep them informed.	Plan developed. Implementation on Interim Plan (6.2)
16.1	Develop a strategy for working with student curators.	Completed - part of Public Engagement Strategy.
16.2	Expand the public lectures programme.	Completed.
16.3	Develop and release a new suite of publications about the Bodleian Library and its collections for a general audience.	Completed.
16.4	Increase use of communication channels to bring collections to the public.	Completed.
17.1	Release and promote the digital.bodleian collection	Completed.
17.2	Expand ORA as a vehicle to comply with University and research sponsors' requirements for open access research outputs	On Interim Plan (1.1 and 1.2)
17.3	Provide training and enquiry support to academics and graduate students at the University of Oxford in fulfilling their obligations to the Research Councils with regard to open access.	Completed.
17.4	Develop a production and distribution strategy for digital publications.	Completed.
17.5	Work toward a seamless physical/digital user experience by making more collections accessible on mobile devices and through the judicious use of digital technologies in the libraries	Abandoned.
18.1	Showcase recent research activities and teaching projects, both from within the University of Oxford, and other institutions	Completed.
18.2	Increase the number of staff submitting papers to journals and conferences, writing books and book chapters and other forms of professional engagement.	Abandoned.

18.3	Determine a methodology for collating and disseminating intangible intellectual output of staff.	Abandoned.
18.4	Scope an externally funded conservation internship programme and a technical studies fellowship programme.	Abandoned.
18.5	Develop a public engagement strategy.	Completed.
19.1	Streamline the process of collecting, managing and reporting statistical information about the Bodleian Libraries	Completed.
19.2	Use evidence to determine the value for money of services.	Completed.
19.3	Use evidence to streamline service provision and implement best practice.	On Interim Plan (5.6)
19.4	Reduce the amount of time and money spent on processing acquisitions	Completed.
19.5	Provide a mechanism to enable staff release for training, development, team meetings and team building to be undertaken	Completed.
19.6	Implement the Safety Office HASMAP audit and ASUC Review recommendations.	Completed.
19.7	Review this implementation plan annually.	Completed.
19.8	Make information to support decision making about electronic resource purchasing available via Knowledgebase+.	Completed.
19.9	Survey all staff in the Bodleian Libraries to determine perceptions on the organisational climate.	On Interim Plan (6.4)
20.1	Grow non-PRAC sources of income.	On Interim Plan (5.1 and 5.2)
20.2	Increase grant writing skills amongst staff.	Abandoned.
20.3	Raise £10M for the Weston Library.	Completed.
20.4	Develop a fundraising strategy.	Become business-as-usual.
21.1	Develop a policy to increase and publicise staff participation in the leadership activities of appropriate professional bodies.	Abandoned.
21.2	Articulate our contribution to national and international policy setting.	Abandoned.
21.3	Create a policy regarding attendance at events necessary for members of staff to do their jobs.	Completed.
22.1	Develop shared Collection Support services with Cambridge University Library	Completed.
22.2	Develop shared Digital Library services with Cambridge University Library.	On Interim Plan (4.4)