

Graduate Trainee Programme Hilary Term 2017

	Date	Time	Venue	Event	Presenter	Event Overview
Week 0	<b>Wednesday 11th January</b>	-	-	<b>No Scheduled Session</b>	-	-
Week 1	<b>Wednesday 18th January</b>	-	-	<b>No Scheduled Session</b>	-	-
Week 2	<b>Wednesday 25th January</b>	2.30pm-4.30pm	Oxford Brookes Library	<b>Visit to Oxford Brookes Library</b>	Kate Alderson-Smith, Customer Services Team leader Oxford Brookes Library	A tour of the new library situated within the John Henry Brookes Building with opportunity to network with Brookes Library staff.
Week 3	<b>Wednesday 1st February</b>	2pm-5pm	Training Room 1, Osney One	<b>Career Opportunities and Skills Workshop</b>	Ruth Newman, Emma Sullivan and Suzanne Wheatley (Sue Hill Recruitment)	Building on November's "How to become a Qualified Librarian and Information Professional", this workshop will concentrate on: - writing a CV that will get you noticed - the do's and don'ts of writing job applications - making the best of yourself at interview - how to identify the transferable skills you have acquired and how they could equip you throughout your working life
Week 4	<b>Wednesday 8th February</b>	2pm-5pm	Training Room 1, Osney One	<b>Effective Training sessions: pitch, plan, present!</b>	Emma Sullivan, Staff Development Librarian and Angela Carritt, User Education Coordinator	An interactive session on how to plan, promote, prepare and finally present effective training sessions. Library & information professionals are increasingly being expected to deliver training to their readers, this session will provide some top tips and tricks for helping you add another skill to your toolkit.
Week 5	<b>Wednesday 15th February</b>	2pm-5pm	Training Room 2, Osney One	<b>Libraries and Social Media</b>	Jane Rawson, Librarian, Vere Harmsworth Library and Elizabeth McCarthy, Web and Digital Media Manager	Libraries have increasingly been making use of social media to connect with their users and reach out beyond the library website. At this session, we will discuss various issues surrounding the use of tools such as Facebook, Twitter, YouTube, blogs and wikis in a library context.
Week 6	<b>Wednesday 22nd February</b>	2pm-3.30pm	Training Room 1, Osney One	<b>Talk by Frankie Wilson, Head of Assessment</b>	Frankie Wilson, Head of Assessment	In this session, Frankie will give you an overview of the role of Head of Assessment, the importance of undertaking assessment in libraries and the different methods of undertaking assessment. There will be an opportunity to ask questions afterwards.
		4pm-5pm		<b>Talk by David Howell, Head of Conservation Research</b>	David Howell, Head of Conservation Research	TBC
Week 7	<b>Wednesday 1st March</b>	2pm-5pm	Training Room 1, Osney One	<b>Talks on the Book Trade</b>	Alice Ford-Smith, Bernard Quaritch and Vicky Rayson Oxford University Account Manager, Blackwells	Alice read English and Philosophy at the University of Kent and has MAs in Information and Library Studies from Loughborough University and the History of the Book from the University of London. She has worked at three unusual libraries, the Wellcome Library, Dr Williams Library and Gladstone's Library. She joined Quaritch in 2013 and now manages the firm's library and archive, alongside their publications and marketing activities. Vicky Rayson is the University Account Manager at Blackwells and will talk about the special relationship between Blackwells and the University as well as providing insights into the bookselling process.
Week 8	<b>Wednesday 8th March</b>	-	-	<b>No Scheduled Session</b>	-	-

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Week 9	<b>Wednesday 15th March</b>	1.30pm - 5pm	Digital Archives, Weston Library and All Souls' College Library	<b>Visit to Digital Archives and All Souls' Codrington Library</b>	Matthew Neely, Senior Archivist, Digital Archives and Gaye Morgan, Librarian in Charge and Conservator, Codrington Library.	<b>Bodleian Electronic Archives and Manuscripts (BEAM)</b> provides a trusted digital repository service for the management of born-digital archives and manuscripts acquired by the Special Collections department of the Bodleian Library. Born-digital material comes to us in a variety of formats – whole computers, floppy disks, DVD, USB sticks and many other types of media. The types of material we typically expect to find include: audio, documents, email, images, presentations, spreadsheets and many more. We will demonstrate how we preserve and process this material in the BEAM processing room at the Weston Library. Being the only college library offering readership to students and staff of any Oxford University college or department, <b>The Codrington Library</b> is unique. As well as giving you the opportunity to tour the Great Library and Anson Reading Rooms, we will tell you about the history, architecture and library collections and explain how we function simultaneously as an international research library for our college Fellows and a library service to Oxford-based students and academics. You will also hear more about the essential role the trainee plays in the running of the library.
Vacation	<b>Wednesday 22nd March</b>	1.30pm-5pm	Meet Natasha Kennedy outside Department of Zoology Parks Road	<b>A visit to the Alexander library of ornithology and Sherardian library of plant taxonomy followed by a visit to the RSL and a demonstration of the 3D printer.</b>	Natasha Kennedy, Lending Services Supervisor, RSL, Sophie Wilcox, Anne Marie Cattarall and Richard Smith, Technology Support Officer and Ollie Bridle, Subject Librarian for Biology and Forestry.	A tour of three different scientific libraries followed by a presentation on 3D printing and a demonstration of the 3D printer at the Radcliffe Science Library.