



Action Plan 2016-17

Strategic Aim 1: Collaboration

Aim Lead = Mark Hughes with support from Janet Peters (Chair of WHELF Shared LMS Steering Group)

Action	Activities	Responsibility	Timescale	Progress
1.1. The WHELF Shared LMS To realise the full benefits of the WHELF Shared LMS post implementation to deliver efficient, innovative, sustainable and value for money services.	a) to explore the development of more shared discovery and resource tools, such as through a shared catalogue and cataloguing services	Programme Manager, WHELF Shared LMS Management Board, LMS Cataloguing Group, Shared Catalogue Project Board	Ongoing for 16-17	
	b) to explore reciprocal and sustainable borrowing to maximise WHELF collections	LMS Resource Sharing and Reciprocal Borrowing Group, Reciprocal Borrowing Project Board, Programme Manager, WHELF Shared LMS Management Board	Ongoing for 16-17	
	c) to develop and embed a benefits realisation framework	Programme Manager, Benefits Working Group in partnership with Jisc and Cambridge Econometrics, WHELF	Delivery by Jan 2017	

	d) to seek opportunities to build LMS collaborative opportunities with other sectors in Wales and with external institutions and partners	Programme Manager in partnership with MALD, SCL, CILIP and other external organisations, WHELF Shared LMS Management Board	Ongoing	
	e) to develop data and analytics to inform better workflows and collection development	WHELF Shared LMS Management Board, Analytics project board, Programme Manager	Ongoing	
1.2. Shared procurement of electronic resources	a) build on WHELF's collaborative framework to purchase library resources as a consortium in support of learning, teaching and research to enable equality of access across WHELF in the most cost efficient manner	WHEEL	Ongoing	
	a) i. explore options for collaborative purchase of reference management software	WHEEL	2016-17	
	b) engage with key suppliers to drive efficiencies in procurement	WHEEL	Ongoing	
1.3 Promotion and advocacy	a) Seek opportunities to engage with the wider library community and highlight the WHELF Shared LMS project via the WHELF website, Twitter, email lists, Annual Report, conference presentations, journal articles.	WDO, Programme Manager, WHELF Shared LMS Steering Group members	Ongoing	
1.4 Develop a national collection management strategy	a) Explore use of shared catalogue to support collection management decisions; consider how this aligns with UKRR and the National Bibliographic Knowledge Base (NBK)	WHELF to determine strategy	2016-17	

Strategic Aim 2: Collections and Research

Aim Lead = Janet Peters with support from the WHELF Research sub-group.

Action	Activities	Responsibility	Timescale	Progress
2.1. Expose and exploit our collections and heritage materials in Wales. Seek ways in which we can improve access to our unique collections to support the learning, teaching and research environment and develop wider community engagement to enhance the cultural agenda.	a) improve signposting for access to heritage collections and research services. Archives & Special Collections group to explore ways to link in with using WG themes as a focus for events, digitisation, conferences etc (2017 = Year of Legends)	Archives & Special Collections Group		
	b) agree ways to catalogue backlog of institutional records to improve discovery. Set target for completion.	Archives & Special Collections Group	5 years' time? 2021	
	c) ensure accessibility to collections Carry out a customer journey mapping exercise to investigate access to research and heritage collections. Discuss with CSG.	Customer Services group.	Timescale? ?	
	d) implement the Walk in Access scheme across all WHELF libraries	Swansea University, Wrexham Glyndwr University	Timescale? ?	
	e) support the work of the National Conservation Strategy Steering Group for Wales to deliver improvements in the conservation and preservation of Wales' national collections	National Conservation Strategy Steering Group.		
	f) contribute to the work of developing the digital preservation infrastructure led by the ARCW Digital Preservation Group	Archives & Special Collections	2016-17	

	g) Consider proposing to WHELF joint adoption of the principles in the <i>Ensuring the Future</i> statement by The KeepersRegistry to support archiving and preservation initiatives.	Research Group	Nov2016	
	h) continue to seek funding opportunities for preserving and digitising our collections and consider new methods to raise funds e.g. crowdsourcing. Submit one joint bid.	Archives & Special Collections Group, WDO, All	July 2017	
	i) promote/highlight our unique collections via WHELF website, Twitter, email lists, Annual Report, conference presentations, journal articles etc	WDO, Archives & Special Collections, All	Ongoing	
	j) share knowledge of using AtoM to catalogue archival materials at institutions that do not currently have an electronic catalogue	Archives & Special Collections	Nov2016	
	k) Consider adoption of UK-SCL (Scholarly Communications Licence) by all WHELF members	WHELF	2 years? 2018	
2.2. Adapt to new roles Examine and enhance the changing role of libraries and librarians in supporting research and the research lifecycle through open access	a) scope a digital repository for Wales which may include all types of research, heritage collections, OERS, teaching and learning materials; exclude research outputs by institutions.	WHELF LMS Service Coordinator	May 2017	

publishing, research data management, data curation and research skills.	b) provide training for WHELF librarians in the use of best practice for supporting research data management.	Research Group	Sept2016	
	c) share and draft Research Data Management policies for consideration by our institutions	Research Group	Dec2016	
	d) share and co-develop RDM training materials	Research Group	March 2017	
	e) audit where we are now – current status of RDM support and organisational structure in WHELF institutions, including areas of strength and willingness to share.	Research Group	March 2017	
	f) publicise training/webinars on RDM topics, including those by external bodies such as DCC/Jisc/et al.	WDO?/Research Group	Ongoing	
	g) share event attendance/representation on national groups such as the RDN and RDMF and report back to WHELF Research Group.	Research Group	Ongoing	
	h) continue to support and share good practice in the management of APCs and open access publishing via the WHE-SCHOLARLY COMMS jiscmail list		Ongoing	
	i) continue to examine future research support roles and provide support for librarians in enhancing their roles through repeating the 3 regional subject librarian workshops held in 2016.	Research Group	July 2017	

	j) Consider writing/sharing guides collaboratively on using research materials once LMS is fully implemented. Identify topics and produce 3 guides.	Research Group	March 2017	
	k) Promote/highlight events, work of group via WHELF website, Twitter, email lists, Annual Report, conference presentations, journal articles etc	WDO / Research group	Ongoing	

Strategic Aim 3: Engagement

Aim Lead = ?

Action	Activities	Responsibility	Timescale	Progress
3.1 Student and user experience: Support all students and provide a breadth of library services to inform their knowledge, professional skills, employability and lifelong learning	a) conduct an audit to review the current level of integration for digital and information literacy in WHELF HEIs	Learning & Teaching Group	Dec 2016	
	b) define and map a Community of Practice for information/digital literacy to share learning and teaching resources, experience etc	Learning & Teaching Group	Ongoing	
	c) examine how WHELF can contribute to employability and the development of graduate attributes.	Learning & Teaching Group	North Wales event = Nov 2016	
	d) seek to engage with cross-sector organizations to investigate and understand the expectations incoming students have of library services and technology provision in higher education i) encourage more crossover between WHELF/HEWIT on the Weds at the Greynog Colloquium	WHELF / HEWIT	Ongoing	

	e) keep a watching brief on the TEF	All	Ongoing	
	f) provide copyright training sessions for WHELF staff to share changes relating to the CLA licence and to ensure compliance across institutions	Copyright Group	Date?	
3.2 National collaboration for local benefit Work with other organizations, sectors and domains in support of the development of a cooperative library network	a) work with MALD, CILIPWales, SCL Wales to develop and encourage collaborative opportunities	WHELF Chair/CILIP Wales/MALD/SCL Wales	Ongoing	
3.3 Advocacy for impact Advocate for the role and contribution that professional library services make to both the institutional mission and in a wider social context	a) seek opportunities to engage with MALD, SCL Wales, CILIPWales to advocate for the value of libraries and librarians	WHELF Chair/CILIP Wales/MALD/SCL Wales	Ongoing	
	b) participate in regional and national campaigns to promote libraries e.g. Libraries Inspire, National Libraries Day.	All	Ongoing	
	c) produce an annual report for WHELF	WDO	Sep-Nov 2016	
	d) use the WHELF website/Twitter to promote events and current initiatives i.)send updates to key stakeholders following WHELF meetings	WDO	Ongoing	
	e) update the WHELF communication plan	WDO	Dec 2016	

3.4 A skilled workforce Invest in appropriate local staff training and development opportunities to augment the national provision and build a skilled and responsive workforce	a) encourage and support appropriate bids to the WHELF Staff Development Fund to provide activities and events for the benefit of the WHELF membership	WDO / WHELF Officers	2016-17	
	b) support and encourage participation at the WHELF/HEWIT Gregynog Colloquium June 12 th -16 th 2017	Swansea University & UWTSD / All	Feb-June 2016	
	c) support bilingual workforce development through trainee schemes or internships	Archives & Special Collections	2016-17	