



**Report
Union List Editor**

April 2013 – March 2014

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Delivered to: LIHNN Interlending and Document Supply Group Annual Meeting, Wednesday 9th April
Chorley Site Library, Chorley & District General Hospital

Preamble

We have now completed a third year as the list editors. Primary responsibility for organising all editorship business has rested with Ann Green, the library assistant at our Chorley site, The Preston LAs have helped with the List work on a rotating basis. The three Preston LAs are all new as of last year, so have had to familiarise themselves with the work. All four assistants have expressed the hope that the Committee and the wider LIHNN membership are happy with their work on the List

Status of Holdings Updates

To date 37 libraries have returned holdings lists and had their holdings uploaded to the website. Of those 38 libraries, 14 have sent amended lists two or three (and one, even four) times during the course of the year, as changes have occurred to their holdings.

We are still awaiting responses from a further 20 – 25 libraries, despite Anne Webb having sent out a reminder at the beginning of March (as she wanted things up to date in order to do the WinCHILL load). We plan to wait a few weeks and then send out yet another reminder about the need to annually submit an updated list to the editors, in the hope that this prompt the 20 – 25 libraries to respond. Should this general reminder prove unsuccessful, we will contact libraries individually to remind them of their responsibilities to LIHNN.

Four libraries have closed or been incorporated into other sites over the past year, so these changes have had to be actioned on the list.

Other Matters

Spreadsheet and Master Title List Format

The greatest problem our assistants have is that people are not reading and following the instructions sent with their old spreadsheets. This results in our staff having to spend vast amounts of time checking (and themselves correcting) lists that have been submitted. Approximately 30, or two-thirds of the lists received,

have been submitted in an incorrect format. Instead of being able to simply check the changes that have been made since the last list, the staff have, in these many instances, had to check every title.

I'm uncertain of the answer to this issue, as the instructions are very clear and are sent at the same time as the old holdings spreadsheet. It may be that we have to alter the wording of the instruction message, to make it a little more forceful – which personally, I will regret having to implement.

We would appreciate it if the committee reminded all libraries that they must follow the requirements as laid out in the *Instructions for Updating the Union List* when preparing and submitting their holdings update to the list.

Holdings Lists

Again, it has been apparent that some (only a few) libraries are not requesting their latest holdings list, but are instead submitting an old holdings list on which they have made the relevant changes necessary to bring their holdings information up to date. As pointed out in last year's Report, this practice can regularly result in many extra hours being spent to bring a library's submission up to a standard where it can be loaded.

We would appreciate it if the committee reminded all libraries that they must request a copy of their holdings data from the list editors, prior to updating their holdings lists.

From the Group Co-ordinator

List Performance

There have been a few instances during the 2013 / 2014 year when we have had problems with the functioning of the List, e.g. holdings not uploading correctly, but on the whole things have gone well. Linda has always responded promptly to any requests for assistance and the list IT guru has likewise looked into matters in a timely fashion.

I would like to thank both Linda and her IT contact for the wonderful support they have provided over the past year.

Other Matters

LMI

The Group has had a fairly uneventful year, with the only real piece of business the matter of whether or not to agree to Liverpool Medical Institution's request to be assigned permanent Last Resort status.

LMI approached me in September 2013, as they had, over a long timeframe, been receiving far more requests from the List than they made to the List. Both staff are part-time and they found they simply could not cope with the disproportionate work load. Rather than risk losing LMI from LIHNN, as they have a number of unique holdings, the Committee agreed that LMI was, for the foreseeable future, a library of last resort. I sent the notice to all LIHNN libraries on 18th September 2013 and, to date, this arrangement seems to have worked well.

Responses to requests for ILDS Group reports and 'any other issues'

Stephen Edwards has, on a few occasions over the past year, asked if I had anything I have wanted included with the discussions at the various LIHNN Committee meetings or Study days. He has also requested copies of our List Editors Report, Annual Meeting Minutes, etc. All documents have been provided promptly and I also asked him to mention at a Committee meeting the matter of people not submitting their updated lists in the appropriate format.

Conclusion

We would like to thank those libraries who have returned accurate lists and those who have kept their holdings up to date by contacting us in a timely fashion, whenever there has been a change within their journal holdings.



The statistics for this report were supplied by Ann Green, Library Assistant, Chorley site library.

I would like to thank Ann, Louisa, Jane and Gavin for the work they have done on the Union List over the past twelve months.



Author's signature

J Fielding

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12th March 2013