



Report
Union List Editor
April 2014 – March 2015

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Chorley Site Library, Chorley & District General Hospital

Preamble

The Library & Information Service, Lancashire Teaching Hospitals Trust has now completed a forth year as the list editors. Primary responsibility for organising all editorship business has, once again, rested with Ann Green, the library assistant at our Chorley site, The Preston Assistants (Louisa, Jane and Gavin) have helped with the List work on a rotating basis. 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 44 libraries have returned holdings lists and had their holdings uploaded to the website, which is 7 more than 2013/2014. Of those 44 libraries, 6 have sent amended lists two or three times during the course of the year, as changes have occurred to their holdings.

We are still awaiting responses from a further 3 libraries, despite having sent out several reminders. 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 prompts these libraries to respond.

Only one library – the Gaskell Library – has closed over the past year, with its stock incorporated into the Manchester Metropolitan All Saints Library, so this change has had to be actioned on the list.

Other Matters

Spreadsheet and Master Title List Format

Once again, the greatest problem our assistants have had is that many libraries 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.

Holdings Lists

Yet again, it has been apparent that 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 reports of previous years, 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.

From the Group Co-ordinator

List Performance

There have been a few instances during the 2014 / 2015 year when we have had problems with the functioning of the List, eg. 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

Lancaster University

LU requested that their journal holdings be removed from the List, due to various local issues. At the same time LU wanted to remain within LIHNN. The matter was referred to the LIHNN Co-ordinating Committee.

General emails to the List

We have received feedback from some libraries about the fact that some people/libraries continue to send out general 'can anyone supply' emails to the LIHNN libraries e-list, rather than checking the Union List and sending a request to the holding library(ies).

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 (Senior Library Assistant), 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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7th April 2015