

Queen Square Library, Archive and Museum: Annual report 2016-17

1. Overview

The Queen Square Library is the recognised specialist Library for Neurology in the University of London, a national and international specialist collection, and is a shared resource between the Institute of Neurology and the National Hospital, who provide recurrent funding.

Services

The Library provides a wide range of services to all its users. These include an extensive training programme, literature searches, current awareness, loan and document delivery services.

All UCL staff and students are automatically registered onto the library management system All NHNN staff, and staff in Trusts with whom UCL library services have an SLA, are also eligible to register.

Space, facilities and collections

The Library holds extensive specialist print collections, primarily covering neurology, neurosurgery and neuroscience; there are over 10,000 bound journals, over 50 current print journal subscriptions, 19,000 books and monographs, and a unique historical collection of 3,000 volumes. The Library also manages the Queen Square Archives, which house the archives of NHNN, including regular exhibition displays.

The Library provides computing facilities, including access to UCLH network and walk-in access to UCL ejournals, group study space, and photocopying and printing facilities. Opening hours are 50 hours per week.

Publicity and promotion

Information about services is given during student and Hospital inductions, and is also available in the printed library guide, the junior doctors handbook and is included on the Library web site (www.ucl.ac.uk/ion/library), which includes sections targeting specific user groups, e.g. researchers, students and NHNN staff, as well as a unique listing of patient support groups and useful links relating to over 250 neurological conditions

The Library also develops and maintains the Queen Square Archive website (www.queensquare.org.uk/archives), and promotes Library services via its Twitter and Facebook accounts.

Staffing and professional networks

The Library is managed and staffed by professionally qualified librarians, who have also developed expertise in archives management, and are supported by several committed volunteers.

The Library is represented on a range of professional networks, both locally and nationally, including the UCLH Librarians Group, HEE North Central London librarians group and Academic and Research Libraries Group. In addition to these formal arrangements, Library staff work closely with UCL and UCLH colleagues to ensure that efficient and effective information services are available to all Trust staff.

Library staff also participate in the UCL bibliometrics working group and the QSD Clinical Guidelines group.

Moodle and Institute communications

In addition to the above services and activities, specific members of Library staff are also responsible for delivery of digital course packs via Moodle and reading lists via ReadingList@UCL, and overseeing the maintenance and development of the IoN website, intranet and social media.

2. Activities August 2016- July 2017

Staffing and professional networks

Staffing

Sandra Bamborough joined the team in a permanent Information Assistant post in October 2016, having worked with us as a temporary Information Assistant since June 2016.

We recruited several new volunteers, who are interested in pursuing a career in Archives, to assist with Archives projects, particularly case note indexing.

We organised and hosted a number of CPD sessions for UCL Biomedical Libraries staff, including a visit to the Crick, FOI, handling archives, and copyright.

Services.

The Library Committee has continued to meet termly, after its first meeting taking place in July 2016, with reps from across all user groups. Papers, including Library Strategy and plans, are available on the IoN and UCLH Intranets.

We contributed to the review of UCL Libraries' SLA with Trusts and development of a UCLH Library Services strategy as part of the UCLH Library Services Steering group

The Library delivered over 180 training and induction sessions, with over 680 attendees, including over 180 NHNN staff. We also delivered 'Advanced systematic literature searching' and Endnote sessions as part of the 2016/17 Graduate School Skills Development programme

We reviewed the delivery of all introductory courses for new students, in liaison with the Education Unit and extended provision to new distance learners, including Lecturecast recordings, and also offered bookable 'refresher' sessions

As well as delivering training, we also undertook an increasing number of complex mediated literature searches in collaboration with staff from the IoN and NHNN, and provided support with REF/OA policy queries, monitoring and communications

Over 300 NHNN staff are registered with the Library, making over 1,000 loans across UCL Library sites (over 5,000 loans were made in total at Queen Square Library), and there were over 27,000 visits to Queen Square Library. We also provided over 150 Inter-Library and inter-site loans.

We continue to support IoN courses, including inductions and training, with 100% implementation rate of the central UCL reading list system - <http://readinglists.ucl.ac.uk>

We received Archives enquiries from across the world, with over 200 images requested and over 250 items consulted. This included return visits by students from the University of Wisconsin and University of West Florida, who viewed our shell shock case notes, as well as visits from the Medical Library of Seoul National University, neurology staff from the Samsung Medical Centre in Seoul and AAIC17 dementia conference attendees from Amsterdam.

Space, facilities and collections

Spending on new books has continued to rise, with over 200 additions to stock. We have placed an increasing focus on our ebooks collection, including ebook packages such as Access Neurology

The Library also worked collaboratively with other UCLH and UCL libraries to maximise access to material in all relevant subject areas e.g. Thieme Clinical Collections

We have continued to implement a project to weed and rearrange the Library stores in No.7 and 23 Queen Square, alongside a binding project to preserve the main core of neurology titles, and a bi-annual review of journal subscriptions.

We are preparing to implement the UCL Library Services' shelf-ready process which aims to reduce the time from ordering books to their availability in the Library

We co-ordinated a survey of the case notes in the Archives store, prioritising volumes for red rot consolidation over the summer. We also received a number of Archive donations, including photographs donated by the Horsley family, including Horsley and colleagues, Horsley in uniform, and Horsley's grave. These have been digitised, along with other materials donated by the IoN Education Unit.

We have continued our rolling PC replacement programme, including new PCs for UCLH, and participated in UCL's Green Impact initiative, and have been awarded Excellence.

We have also liaised with UCL Library Services Health and Safety, UCL Estates and local Security at QSH to ensure panic alarm regular checks, daily premises inspections and walkie-talkie installation..

Exhibitions and events

Queen Square Library held an open day to showcase the National Hospital case notes held in Queen Square Archives in February 2017. This event was much appreciated by the staff and students in the Square who attended, and will be re-run again in Explore your Archives week in November 2017.

The Library hosted several exhibitions, including an exhibition commemorating the centenary of Sir Victor Horsley's death, in liaison with UCL Special Collections

We also worked with the National Brain Appeal throughout the year, including hosting an event as part of their annual Pyjama Party campaign, and an exhibition of their Letter in Mind artwork, and participating in their stall at Queen Square Fair.

We hosted a charity event for WaterAid, which contributed to our UCL Green Impact submission

Communications and publicity

Queen Square Library & Archive has featured in a number of videos in the past year:

- BBC Horizon: My Amazing twin. Filmed November 2015. Broadcast in August 2016
- [Interview with National Hospital consultant Jeremy Chataway](#). Filmed April 2016. Launched July 2016.

- [Brain Research Trust](#) - highlighting their 2017 rebrand. Filmed February 2017. Launched April 2017.
- [Mentored by a Madman: The William Burroughs Experiment](#): A conversation with A.J. Lees and Mike Zandi. Filmed February 2017. Launched April 2017.
- Interview with [National Hospital consultant Jeremy Chataway](#). Filmed December 2016. Launched May 2017.

2017 also saw the publication of *'They called it shell shock: combat Stress in the First World War'* by Stefanie Linden, a regular Archives user, whose book makes extensive reference to Queen Square Archive case notes.

The Library Twitter account has had increase in followers (over 880 followers and over 1,000 tweets in 2016-17) and there were over 100,000 page views of the Library website. We are reviewing the patient information pages to ensure that they remain in line with NHNN specialties and services.

The Queen Square Archives website has been developed in liaison with developer, including improved functionality, e.g. ability to add PDFs, and adding FAQs and A-Z sections. There were over 30,000 page views of the Queen Square Archives website.

Queen Square Library staff have also worked with colleagues in the UCLH librarians group to co-ordinate UCLH Library publicity materials, and webpages, including UCLH Libraries postcard and participating in the UCLH Libraries stall at UCLH research open day in July 2017