Queen Square Library & Archive: Annual report 2018-19

Information about Queen Square Library & Archives

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 UCL Queen Square Institute of Neurology and the National Hospital for Neurology and Neurosurgery, 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.

Publicity and promotion

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.

Information about services is given during student and Hospital inductions, and is also available in the printed library guide, the junior doctors handboo**k** and is included on the Library web site ([www.ucl.ac.uk/ion/library](http://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](http://www.queensquare.org.uk/archives) ), and promotes Library services via its Twitter account.

Staffing and professional networks

The Library is managed and staffed by 4 full-time professionally qualified librarians, who have also developed expertise in archives management, and are supported by several committed volunteers.

Sarah Lawson (Librarian), Kate Brunskill (Deputy Librarian), Rossana Rizzo and Sandra Bamborough (Information Assistants)

The Library is represented on a range of professional networks, both locally and nationally, including the UCLH Library Steering Group, London & KSS librarians groups 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, QSD Clinical Guidelines group, UCL Library Skills working groups and UCL Communities of Practice.

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 ReadingLists@UCL, and overseeing the maintenance and development of the IoN website, intranet and social media.

Review of the year (August 2018- July 2019)

User experience

The Library Committee has continued to meet termly with reps from across all user groups. Papers, including Library Strategy and plans, are available on the IoN and UCLH Intranets.

Participated in successful CSE accreditation as part of UCL Library Services

We continued our review of the delivery of induction and training, including:

* creating new learning materials within moodle for the benefit of Distance Learning (DL) and other students,
* embedding Mendeley courses into timetable and Doctoral School programme
* revamped training and induction materials following ALMA implementation,
* migrating existing Library Moodle content to new Moodle platform
* offering drop-in sessions in October for late arriving students who miss the library tours in the first week and refresher information skills lecture for PGT students in March.
* Working as part of the Library Services Online Skills Working Group to develop and improve the online skills offering
* delivering systematic review sessions jointly with ICH library and contributing to the Doctoral School Skills Development programme,

As well as delivering training, we also undertook a number of complex mediated literature searches in collaboration with staff from the IoN and NHNN. We have also begun piloting KnowledgeShare – current awareness provision for UCLH staff.

We also provided support with REF/OA policy queries, monitoring and communications, including delivering a session on Open Science for the Dementia Research Centre, and facilitating IoN department meetings to discuss Plan S

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> liaising with TLS to ensure continuity of reading list digitisation and also to accommodate course developments, e.g. separation of NMD modules

Quote from member of IoN Education team:

*“The IoN Library has had a major contribution to teaching provision over the current year, and the Education Team is deeply grateful to all the staff for the expert and friendly involvement in teaching and learning.*

*The skills training the Library staff kindly offered to our MSc students has allowed them to improve their ability in writing essays; specifically the training and advice on End Note and search skills has allowed many of our international students to get accustomed to the UCL format of essay writing, and our UK student developed their scientific writing to higher standards.*

*The work of the IoN Education Team over the past year has also benefitted from the reliable and knowledgeable contribution from the IoN Library: organising learning resources on Moodle across 8 PG programmes and managing the Reading list for around 30 taught modules constituted a massive help for the team; the expert assistance of the Library staff also allowed us to roll out a re-organisation of resources New on Moodle, working on agreed timelines”*

Spending on new books has continued to rise, with over 130 additions to stock. We continue to place 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.OUP

Systems and processes

UCL Library Services implemented a new Library Management System which impacted on a number of key Library processes, e.g. circulation, user registration and document delivery.

We contributed to the implementation of the new UCL Library Services Collection Strategy, including local Collection Development Policy, working with a group of colleagues to test the proposed implementation guidelines using GreenGlass technology

Library staff computers have been migrated to desktop@UCL and our public computer set up has been reviewed, including adding 3 UCL e-access points, and the installation of a print@UCL device for students to print via mobile devices.

Communication, Open Science and outreach

We curated an exhibition programme, in liaison with Archives Committee, NHS staff, academics and charities, including NHS 70th Anniversary; Chalfont Centre and encephalitis lethargica, and co-ordinated an NHS at 70 open day event, as part of the Explore your Archives campaign.

We have also supported the National Hospital history book published in October 2018, hosting a launch event, and facilitating a talk at Camden Local Studies and Archives in June 2019

We received Archives enquiries and visits from across the world. This included return visits by students from the University of Wisconsin, who viewed our shell shock case notes, and a visit by Headway Cambridgeshire who used materials for their IMPACT! Brain Injuries and WWI exhibition and their 30th anniversary in July 2019. We also hosted attendees of the Encephalitis Society :meet the scientist event in June 2019

We hosted a number of filming/radio programmes, which showcased our Archives – including D for diagnosis –broadcast on Radio 4 in July 2019. WWI’s Secret Shame: Shell Shocked – filmed in the Library in February 2018 - was broadcast on BBC2 in November 2018 , including Dan Snow interviewing Stefanie Linden, author of *'They called it shell shock: combat Stress in the First World War'* whose book makes extensive reference to Queen Square Archive case notes. Stefanie continues to utilise Queen Square Archives to support her new book on Hysteria.

Queen Square Library staff have also worked with colleagues in the UCLH librarians group to co-ordinate UCLH Library publicity: eresources information, webpages, inductions, and UCLH Libraries pages on Intranet – including migration to new system myUCLH….We also re-branded Library publicity materials and website in line with new Institute branding

We supported Health Information Week, participating in the UCLH Libraries stall at UCLH research open day in July 2019, and displaying materials in the Library, and provided images for NHS twitter takeover by an NHNN radiographer in January

We continued to work with the National Brain Appeal throughout the year, *And with the Ladies’ Samaritans Society by promoting their fund-raising events and activities.*

We also received a number of Archive donations or loans via relatives /people who have worked in the Hospital, including a book focusing on Postgraduate School of Neurological and Neurosurgical Nursing class of 1963, and Sir William Gowers’ sketchbooks. These have been digitised, along with photographs donated by the IoN Education team, and Chalfont Centre materials.

Sustainable Estate

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 review of print journal subs *i.e. 100 volumes between January and February 2019.*

We expanded participation in UCL’s Green Impact initiative, to work with a wider ION admin team, and have been awarded Office Bronze as part of that wider team.

Staff, equality, diversity and inclusion

We recruited several new volunteers, who are interested in pursuing a career in Archives, to assist with Archives projects, particularly case note indexing. Volunteers completed case note indexing from 1863-1945 (over 10,000 cases indexed this year) and are naming WW1 case note PDFs (over 2,500 cases completed)

We organised a number of CPD sessions, including visits to Barts Pathology Museum, as well as participating in UCL Library Services Summer School & Library services staff conference, and the IoN annual away day for professional Services staff.

Queen Square Library staff have joined and contributed to various UCL networks during the year, including UCL Library Skills working groups, UCL Communities of Practice and UCL Library Services Sustainability Committee.

We also incorporated CSE Handbook into our team meetings, with Kate acting as CSE Champion for Queen Square Library

All Library team attended mandatory EDI training for IoN admin in January, and supported MHAW at IoN activities- <https://www.ucl.ac.uk/ion/intranet/human-resources/staff-and-student-wellbeing> . Rossana also attended two day mental health first aid training

We have also begun developing a wellbeing collection and display, starting with key items from the UCL mental health and wellbeing reading list

Management information

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. We also contributed to UCLH LQAF submission, including providing evidence for key criteria, including impact of services.

The Library delivered over 150 training and induction sessions, with over 1000 attendees, including over 200 NHNN staff.

Over 630 NHNN staff are registered with UCL Library Services (an increase of 40%), making over 770 loans and renewals across UCL Library sites (over 5,400 loans and renewals were made in total at Queen Square Library). We also provided over 60 Inter-Library and inter-site loans.

There were over 26,000 visits to Queen Square Library.

The Library Twitter account has had increase in followers (nearly 1,200 followers and over 1,300 tweets in 2018-19) and there were over 65,000 page views of the Library website.

There were over 23,000 page views of the Queen Square Archives website, with over 600 images supplied and over 300 items consulted

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[UCL Library Services](http://www.ucl.ac.uk/library) www.ucl.ac.uk/library