**Minutes of the Cheshire and Merseyside Librarians Group**

**Held on 9th May at 10am**

**MS Teams**

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| **PRESENT** | Amanda Balaam (AB)– Mersey CareAdam Ballinger (AB) – Countess of ChesterGraham Breckon (GB) – Countess of ChesterVictoria Ferri (VF) – Liverpool University HospitalsJohn Gale (JG) – Mid Cheshire Natalie Hall (NH) – AlderheyEmily Hill (EH) – Mid CheshireNaomi Majek (NM) - Stockport NHS Foundation TrustMargaret O’Mahony – Mersey & West LancsTracy Owen (TO) – Mersey CareYvonne Stubbington – Mid MerseyGemma Wright (GW) – Liverpool John Moore’s |
| **APOLOGIES** | Fariba Bannerman – Edge Hill; Mary Barden – Stockport & Tameside; Carolyn Benny – Liverpool John Moores; Suzanne Ford – St Helens & Knowsley; Maureen Horrigan – Liverpool Heart and Chest; Caitlynne Lancaster – Wirral University Teaching Hospital; Razia Nazir – Bridgewater Community; Susan Smith – Mid Cheshire; Debbie Spencer – University of Chester; Alison Thornley – East Cheshire NHS Trust; Anne Williams – University of Chester; Gil Young – NHS England.  |

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| **NO** | **MINUTES** | **ACTION** |
| 1 | **MINUTES OF THE PREVIOUS MEETING**Need to review and update notes on website. | SS/TO |
| 2 | **MATTERS ARISING AND ACTION LOG**N/B |  |
| 3 | **Library Induction***What inductions do you offer, i.e. for whom? What format do they take?*GB/AB (Countess of Chester) – Included in welcome event for clinical and non-clinical staff to advertise the library collection and OpenAthens. Students visit after.TO/AB – PowerPoint slide on the corporate induction online, as well as attending secure care, mental health, junior doctor and preceptorship inductions. Registration forms are taken to encourage people to sign up for library services.VF – Online resources instead of group inductions, but new HCAs that join every fortnight are shown the resources such as OpenAthens and clinicalskills.net. This improves attendance from HCAs in the library.MO – 15 min presentation for clinical, junior doctors, nursing students, AHPs and apprentice inductions. Recent merge with YS, so they’re considering changing the welcome induction.YS – Only preceptorship inductions, but emails are sent out to all new starters about the library. Junior doctors, nursing, medical and international students brought over for tours. Also included as a stall in the lecture theatre.NH – PowerPoint slide in the trust induction, as well as marketplace inductions. |  |

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|  | GW – The university has an induction week for freshers where stalls are run. 30 min induction for nurses, midwives and paramedics, and transition induction for people moving up a year. PowerPoint slides are adjusted for different audiences and cohorts.JG/EH – 10 min slot at the Trust induction, advertising not just the study environment but the ability to socialise and relax in the library, focusing on the wellbeing of the students. This was moved to a market stall displaying self-help books, medical board games and models. JG does preceptorship induction.NM – 15 min slots presentation for clinical induction, HCAs, students on placement through PEF team, junior doctors. These are held online or in training rooms. Few slides in the Trust corporate induction, but not delivered by the library. *How do you make them engaging?*GW – Incentives such as raffles can help make inductions more interactive and persuade people to come into the library.JG – Displaying items that draw attention to library features e.g. medical models.AB – Library branded stationery, summary leaflets, sending copies of the induction presentation to those who attended, with links to register. Different presentations for different groups, e.g. clinical resources for junior doctors or focus on research for AHP research forum.NM – New doctors on rotation are sent introductory emails with key resources.YS – Involvement of mobile phones and getting people to search up the library website (which is not limited to intranet) and resources might increase the amount of registrations. Using a pack of cards with FAQs and getting people to read them out, letting them try to answer themselves. This makes the session more interactive, giving prompts for any queries.*How do we know they are effective?*JG – The amount of people that come into the library afterward to sign up.TO – Keeping track of how many people are on the induction, making a singular online form that applies for a library registration, KnowledgeShare and OpenAthens which send to the library inbox for relevant staff to see to. This has increased registration numbers.*What can we do to improve?*JG – Liaising with education team and HR and find out who manages inductions to get back involved with them and market stalls.TO + MO + NH – Getting back in touch with preceptorships and PEFs.YS – Contacting apprenticeships lead to restart sessions.NM – Focusing on tailoring presentations for different induction groups and making session more interactive with phones and FAQs.VF – Getting hold of contact details for new starters, doctors and FY1s to email useful links to resources and promote the library service. |  |
|  | **ANY OTHER BUSINESS**N/A |  |
|  | **DATE & TIME OF NEXT MEETING**13th June 10am UX and library space [Join meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTgzZGY1ZGUtZDQ2ZC00MjE1LWJjZTUtNzBhMzdjYTFmMDBi%40thread.v2/0?context=%7b%22Tid%22%3a%22ed272d03-fe74-4d07-952a-f3a15ed3aa40%22%2c%22Oid%22%3a%22ae42261f-ac6b-456d-b109-1ecf9604596b%22%7d)  |  |