

The background of the entire page is a blurred, low-angle photograph of a library's bookshelves. The shelves are made of a light-colored wood, possibly oak, and are filled with books. The perspective is from a low angle, looking up at the shelves, which creates a sense of depth and height. The lighting is warm, casting a golden-orange glow over the scene. The books are out of focus, appearing as colorful streaks of red, blue, and green against the wood.

University of Sussex Library
Annual Report 2002/2003



Deborah Shorley
Librarian

In this — my third Annual Report as Librarian — I am pleased to be able to say that the fundamental review of the Library, begun in January 2001, was completed in December 2002. This process was inevitably protracted and at times difficult for those involved, but the result is a completely new and coherent structure which enables the Library to focus on its users more closely than in recent years. With clear reporting lines and streamlined procedures, we are now ready to meet the various demands of a University which is itself undergoing radical change.

The Library is looking good, with new facilities, smarter services and a wider range of information resources than ever before. We have also been fortunate that the substantial Lewes flood insurance settlement, while slow in coming, has given us the opportunity to launch our much needed e-strategy to help us respond to our users' apparent unquenchable demand for information wherever and whenever they want it. As in previous years, we could have spent more money than we were granted and we were obliged to draw on our reserves to facilitate the restructuring process. This enabled us to support staff during the transition with a training and development programme designed to help them prepare for their new responsibilities.

Although we have made tremendous progress this year, we still have a long way to go to maximise the Library's effectiveness. We intend to play a key role in the success of the University's learning, teaching and research. To this end in 2003-4 we shall undertake an ambitious strategic planning exercise to determine how we can best serve our readers in the ever-changing information environment.

I take this opportunity to pay tribute to all my Library colleagues: their consummate professionalism, enthusiastic response to change and, above all, their unswerving commitment to our users is exemplary. They are an exceptional team with whom it is a privilege to work.

Managed Learning Environment

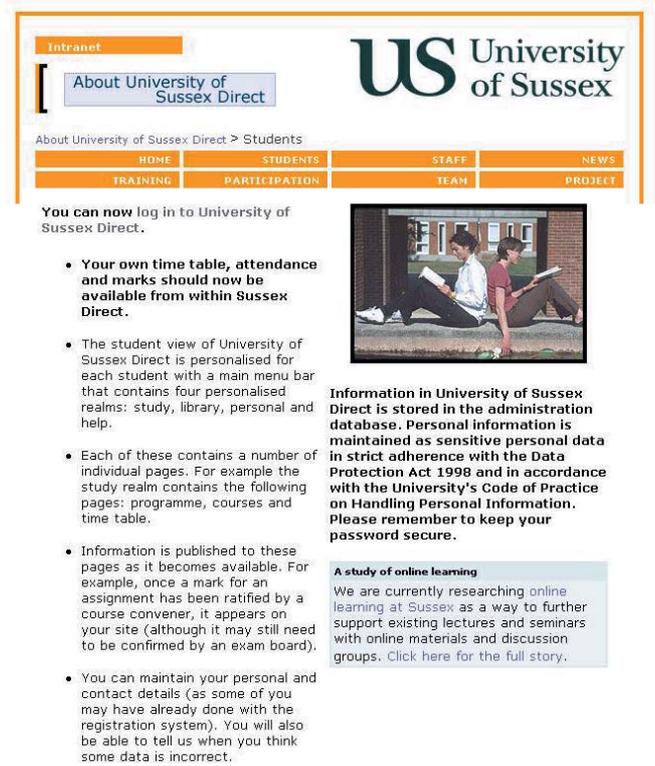
A University-wide project to develop a Managed Learning Environment (MLE) got well into its stride during the year. The MLE provides staff and students with a web-based gateway to University information such as course information and class lists. Under the name 'University of Sussex Direct', the first phase of the MLE became available in April 2003. The Library is playing an active part in the project. From the Library area in University of Sussex Direct students can access links to reading lists, examination papers and electronic information resources for their courses.

Information Literacy Project

The ever-increasing use of electronic resources and the increasing importance of independent learning have prompted us to reconsider how we help students develop their information literacy. The web offers us an opportunity to reach students who cannot attend formal library training sessions. A one-year project to develop a web-based tutorial to help students find information for their course work began in July. The project is part-funded by the University's Teaching and Learning Development Fund.

Information Resources

In November, the University's Senior Management Group agreed on the use of the £2 million insurance settlement arising from the destruction of Library resources in the Lewes flood. £1.5m was invested to provide an annual income to support the development of new Library services, with a particular emphasis on electronic library development. Up to £500,000 was allocated for replacing resources lost in the flood or for the purchase of alternative resources. Following a period of consultation with all the University's Subject Groups, the information resources purchased included Early English Books Online, the Institute of Physics online archive, historical British parliamentary papers and back runs of important journals.



The screenshot shows the 'University of Sussex Direct' website. At the top right is the 'US University of Sussex' logo. Below it is a navigation bar with links: HOME, STUDENTS, STAFF, NEWS, TRAINING, PARTICIPATION, TEAM, PROJECT. A main heading reads 'About University of Sussex Direct > Students'. Below this is a list of news items:

- You can now log in to University of Sussex Direct.**
- Your own time table, attendance and marks should now be available from within Sussex Direct.**
- The student view of University of Sussex Direct is personalised for each student with a main menu bar that contains four personalised realms: study, library, personal and help.
- Each of these contains a number of individual pages. For example the study realm contains the following pages: programme, courses and time table.
- Information is published to these pages as it becomes available. For example, once a mark for an assignment has been ratified by a course convener, it appears on your site (although it may still need to be confirmed by an exam board).
- You can maintain your personal and contact details (as some of you may have already done with the registration system). You will also be able to tell us when you think some data is incorrect.

On the right side of the screenshot, there is a photo of two students sitting on a bench reading books. Below the photo is a text box titled 'Information in University of Sussex Direct is stored in the administration database. Personal information is maintained as sensitive personal data in strict adherence with the Data Protection Act 1998 and in accordance with the University's Code of Practice on Handling Personal Information. Please remember to keep your password secure.' Below that is another text box titled 'A study of online learning' which states: 'We are currently researching online learning at Sussex as a way to further support existing lectures and seminars with online materials and discussion groups. Click here for the full story.'

Screen shot of Sussex Direct, the Library section of which allows access to reading lists, examination papers and electronic information resources.

Enhancing our services

Communicating with our users

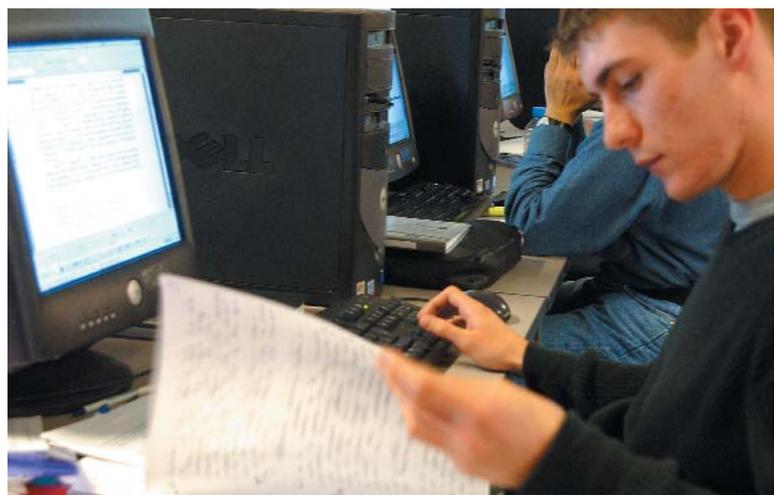
During the year we have been concentrating on responding to the changing needs of our users. Four dedicated subject liaison teams, each led by a professional librarian, have been established to support teaching and research in the newly founded University schools. A new Library group has been set up to co-ordinate policy on print and electronic communication between the Library and our users with a newly established post of communications assistant to support the work of the group. Work has begun on reviewing and redesigning all forms of publications including signage, posters, pamphlet guides, leaflets and helpsheets and the equivalent web-based information.

New services:

- A new student induction programme with guided tours of the Library was launched at the start of the 2002-3 session. It included a Powerpoint presentation devised by Natasha Davies, a placement student from the University of Brighton.
- Several previously separate counters have been merged into one Lending Services point for all book and audiovisual material transactions.
- We have started acquiring DVDs and now have facilities to view them.
- A much needed book returns box has been installed just inside the main entrance. This complements the existing external book drop for use when the Library is closed helping to reduce queues at the counter.
- Users can now reserve and renew short loan books, and make interlibrary loan requests online both in the Library and remotely. This is particularly helpful for the increasing numbers of part-time students who may not visit campus more than once a week.
- The Library now belongs to two national access schemes: SCONUL Research Extra and UK

Libraries Plus. This allows academic staff, research students and part-time students from participating institutions to have reciprocal borrowing.

- Following a review of opening hours, membership and fines policies, a pilot scheme to extend opening hours to summer term weekends was launched. We plan to extend this arrangement during the 2003-4 session with additional University funding.
- The entry management system at Reception went live at the beginning of August 2002. This enables us to collect statistics about how the Library is used and will be crucial both in planning our services and in bidding for external funding.
- Some public and staff areas within the Library have been refurbished with new carpets and furniture. A new meeting space — the Visitors' Suite — has been created in what was formerly an under-used administrative area on the second floor. This versatile and well-equipped space can be used for meetings, presentations, receptions and other public/professional occasions. The Library staff room has been enlarged, re-floored and re-furnished.



Users can now reserve and renew short loan books, and make interlibrary loan requests online both in the Library and remotely.

Annual Report 2002/2003 Information Resources

Science journals return to the Library

During the summer areas in the ground floor and the basement were completely re-organised to accommodate 450 shelves of chemistry, physics and astronomy journals which have been brought into the main Library from a small library in the science area at the request of Science Deans and Heads of Department.

Dispersing the 'X-Sequence'

A longstanding miscellaneous collection of over 6,000 books and journals which had been removed from the open shelves has now been disbanded in one-year RSLP-funded project. As a result, 1,600 volumes from the collection have been reclassified as rare and transferred to Special Collections; a substantial number of valuable works have been identified on Sussex history, natural history, geography and geology. Two collections of books which are linked to archives in Special Collections, the Rosey E Pool and Vizetelly collections, have been reconstituted. A number of journals dating from the Second World War were found to be in a very fragile state. Some were published by the various governments in exile in London and others by the Nazi propaganda

machine and the Vichy government, aimed at the inhabitants of occupied France. We now need to review how to conserve them and make them more widely available.

As part of the project, volunteers from the National Association of Decorative and Fine Arts Societies (NADFAS) have been cleaning and recording the condition of the rare books. A training event on rare book conservation by Caroline Bendix of the National Trust was organised for both Special Collection Staff and the NADFAS volunteers.



'Setting to work. Keep your rifle to hand.' Poster from the Russian Revolution Collection from the X-Sequence.

Information Resources



Front cover from *Woman Magazine*.

Women's magazines & *Picture Post*

Bound copies of 1940s' women's magazines and the photo-journal *Picture Post* (1938-57), have been transferred from the open shelves to Special Collections for consultation under supervision. The decision was made after members of the History Department, who rely heavily on the volumes, expressed concern about the damage caused by heavy usage and photocopying.

Nineteenth century music scores restored

The only collection to survive the flood which engulfed the remote library store in Lewes in October 2000 was the Chester Music Collection. Chester began as a Brighton-based music publisher and the University acquired the library of scores in 1963. On the advice of music specialists, the rarest items, including many Russian works and two items signed by the composers (Albéniz and Janacek), were restored by Harwell Drying and Restoration Services.

The Brighton and Sussex Medical School (BSMS)

The University of Sussex, in partnership with the University of Brighton and the local NHS Trust, has established a new Medical School to be launched in October 2003 with a first cohort of 135 students. Library and information services will be provided by the libraries of the three partners, with a suite of electronic resources available through the BSMS electronic learning environment, Studentcentral. Tom Roper, the BSMS Information Resources Development Co-ordinator, is working closely with the Library to establish this service.

Below: the new Brighton and Sussex Medical School.



Annual Report 2002/2003 The Regional context

The Library is now playing a key role in the new regional development agency for the museum, library and archive sector in the South East (SEMLAC). SEMLAC is one of the thirteen regional agencies supported and core funded by Re:source, the Council for Museums, Archives and Libraries. A member of SEMLAC staff has an office in the Library and two Library Staff Members sit on its policy advisory groups. (<http://www.semlac.org.uk/>)



Links with West Dean College

The Library hosted two exhibitions designed by students and their tutors from West Dean College near Chichester. In February, the Tapestry course students and their tutor, Pat Taylor, displayed samples of their course work in the display cases in the reception area of the Library.

In May, David Dorning, tutor in book conservation, and his students mounted an exhibition called 'Under the covers' about their conservation work, including repair work done on some of the Library's own rare books.

Student placements in the Library

Dawn Lawrence, University of Brighton, worked on updating the Helpsheets in Subject Support during the summer.

Natasha Davies and Steve Wickens, University of Brighton, completed their placements.

Kenneth Moore (Cardinal Newman Catholic School) spent a week sampling work in different library sections in June.

Staff development

A comprehensive programme of staff development has supported Library Staff through a period of intensive change. Senior Staff attended management and supervisory training courses. Career development workshops were delivered by Sue Hill Recruitment in October and November to help clerical staff prepare for the new roles which resulted from the new staff structure.

This year, the University announced a new appraisal process and the Library participated on a pilot basis which included training in performance management. Extensive training for all Staff and Line Managers was carried out including a two-day 'train the trainer' course in July.

Other training included campus workshops on disabilities awareness, coaching skills, confidence at work; and IT courses covering competence in Word, Access, Powerpoint, Mulberry and HTML, Dreamweaver and managing Netware.

Staff have also benefited from courses on enquiries work and information sources, copyright, archive work, freedom of information, budget management, use of statistics, employment law, buildings management, and first aid for books.

This year's events

September

Research guide launched

Art and Design Books in Brighton (www.adbib.ac.uk) was launched at Brighton Museum on 26 September. ADBiB is a guide for researchers to 55 collections of books and archives in the Brighton area that relate to the history of art and design. It results from collaboration between the university libraries (Sussex and Brighton) and Libraries and Museums (Brighton & Hove), including the Royal Pavilion. The collections cover a wide range of art and design topics, including early illustrated books, the archives of the Design Council, fashion magazines, children's books, 19th century ephemera, and Chinese art. The project was supported by the Research Support Libraries Programme (RSLP).

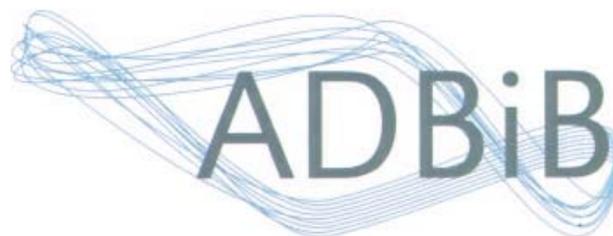
Information Skills Seminar

Library Staff and other university colleagues attended an Information Skills seminar. Highlights included a presentation by Clare Walker the Deputy Librarian at University of Witwatersrand, and talks by Francesca Luxmore Peake & Natasha Davies (University of Brighton MA students) about their respective research projects on Sussex students' information skills and use of the Library.

Poets and Polymaths: Special Collections at the University of Sussex - launched in November 2003.



POETS AND POLYMATHS
SPECIAL COLLECTIONS AT THE UNIVERSITY OF SUSSEX



November

New book to promote Special Collections

An RSLP-funded project to promote the Library's Special Collections was completed in November with the launch of *Poets and Polymaths: Special Collections at the University of Sussex* at a reception in the Library. The book, which was researched, designed and compiled by Neil Parkinson, includes descriptions of the collections with photographs, links to other collections, further reading, links to relevant websites and commentaries by scholars on the specific collections. Two thousands copies have been distributed free of charge to UK academic and national libraries, university departments and interested individuals and organisations and it has already attracted favourable reviews.

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This year's events

December

Managing change

A presentation on how to manage change in a large academic library in the USA given by Nancy Hewison (a senior member of staff at Purdue University Library) who spent her six month sabbatical in the Library this year.

January

Links with Russia I

Visit from Olga Sinitsyna Head of the Arts and Children's section at the Russian Library for Foreign Literature in Moscow.

March

Open Day at the Mass-Observation Archive

The annual Open Day for Friends of the Archive also provided an opportunity for Library Staff to find out more about it. Samples from the Archive were on display and a mixed group of Staff and



Russian librarians with members of the Library Management team.

Friends attended presentations by Dorothy Sheridan on the history of the Archive, Claire Langhamer about her use of the Archive for teaching and research, and from Fiona Courage about her project to digitise some of the papers from the Archive.

Links with Russia II

Visit from Russian delegates from the Higher School of Economics (HSE) at the State University of Moscow following up a conference in Moscow at which Debby Shorley gave a paper on issues facing UK university libraries in the 21st century. It is hoped that with support from the World Bank to the HSE, future collaboration may be possible.



Mass-Observation Friends looking at the display.

This year's events

May

Framework for the future

Chief Librarians from library authorities across the South East held their quarterly meeting at the Library. Keith Gibbons, Head of Libraries at the DCMS, and John Hicks of Kentwood Associates (a management consultancy working primarily in the cultural and heritage sectors), a SEMLAC board member, discussed the regional impact of Framework for the Future, the government's long-term strategic vision for public libraries.

Exchange visit with Portsmouth University Library

A group of staff from the Technical Services Department, University of Portsmouth Library, spent the day at the Library meeting Staff in our Resource section. Issues of mutual concern included the deployment of staff book servicing by suppliers, classification schemes and acquisitions.

June

New painting for Library

On 13 June, the Vice Chancellor, Professor Alasdair Smith, hosted a reception in the Library to celebrate the hanging of a print by John Goto (2001) 'Vice Presidents of The British Academy'. This is a group portrait of the British Academy's nine female Vice-Presidents including two former members of Sussex faculty, Professor Margaret Boden and Professor Margaret McGowan.

July

Hosting the ARLIS conference

The Library hosted the annual conference of ARLIS/UK & Ireland (Art Libraries Society). The theme of the conference was 'Creative Partnerships' and it dealt with some of the most important challenges and opportunities facing

art and design librarians: cross-sectoral and cross agency working, collaboration and partnership with users, suppliers and colleagues in other professions. Library Staff helped with the organisation and made presentations. A group of conference delegates paid a visit to Special Collections.

The re-discovered Virginia Woolf notebook

An extraordinary find was made this summer; a previously unpublished notebook belonging to Virginia Woolf was found in a desk drawer in Oxford. The notebook is dated 1919 and contains a number of short sketches. Thanks to Mrs A O Bell and the Virginia Woolf estate, the notebook has been brought to Sussex to join the rest of the Monks House papers in the Library's Special Collections. To celebrate the arrival of the notebook and its publication (*Carlyle's house and other sketches* - Hesperus Press, 2002, with a foreword by Doris Lessing and edited by David Bradshaw) the Library organised a reception and seminar in July. The seminar was chaired by Dr Laura Marcus of the School of Humanities and speakers included David Bradshaw and other Woolf specialists.

Joint Staff training event

Project management training for Staff from all library sectors in Sussex and Surrey.

August

Visit from Kingston University

Librarians from Kingston University spent the day at Sussex. The programme included a tour of the Library building and presentations from staff in Subject Support, Reader Services, Library Resources and Special Collections on their roles within the Library.

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Professional activities

William Alexander (Support Services Manager)

Memberships:

Member of the University of Sussex Computer Users group

Conferences & events:

UK Serials Group, Strathclyde University April 2003; EBSCO (journals agent) users day, London, June 2003

Chloe Barnes (Subject Liaison Librarian)

Memberships:

Member of organising group for the ARLIS/UK & Ireland (Art Libraries Society) annual conference at the University of Sussex, July 2003

Fiona Courage (Assistant Archivist)

Memberships:

Society of Archivists
ARLIS and the Visual Archives Committee of ARLIS.

Conferences & events:

Organised training day on 'Managing photographs', October 2002

Publications:

Editing an ARLIS publication 'First steps on running an archive for librarians'
'Digitising a special collection: assessing the Membership feasibility of digitising the Mass-Observation Archive' MA dissertation in Information Management at the University of Brighton, completed in Oct 2002; graduated in February 2003 with distinction

Sally Faith (Administrative Officer)

Memberships:

University of Sussex group on internal communications

Conferences & events:

JISC conference 'Guidelines for employment of project staff in Information Management environments', London 2002

Maggie Fieldhouse (Deputy Librarian Information Services Manager)

Memberships:

SCONUL Deputy Librarians group; attended annual meeting, London, September 2002

Tim Graves (Systems Support Co-ordinator)

Memberships:

Steering group of the newly-formed Talis Independent User group, based in Birmingham
University of Sussex informal IT skills exchange group

Adrian Hale (Library Resources Manager)

Memberships:

CILIP

Conferences & events:

Talis Forum, Birmingham November 2002
Talis Symposium, Birmingham, July 2003
The National Acquisitions Group seminar: 'Resourcing teaching and learning' at University of London, May 2003

Chris Keene (Systems Support Officer)

Memberships:

University of Sussex informal IT skills exchange group

Gráinne Mac Dermott (User Support Librarian)

Conferences & events:

CLAUD (University libraries disabilities group)

Dheirdre Mitchell (Subject Support Librarian)

Memberships:

CILIP and subgroups ELG (Education Librarians Group)
ISG (Information Services Group),
Multimedia Information and Technology Group
UKOLUG (UK Online User Group)

Conferences & events:

'New modes of delivery: integrating resources', Librarians of Schools and Institutes of Education (LISE), University of Birmingham, March

Annette Moore (Documentary Delivery Supervisor)

Conferences & events:

The Forum for Interlending "Breaking Barriers", University of Cambridge, July 2003

Mary Nixon (Collections Evaluation Librarian)

Memberships:

CILIP and subgroups Rare Books group and Information Services Group

Presentations:

'Art and Design Books in Brighton' presented at ARLIS Conference, Glasgow, Aug 2002
'The ADBiB Project' presented at CILIP SE Region meeting, Jan 2003

Professional activities

Dorothy Sheridan (Head of Special Collections)

Memberships:

Society of Archivists and Special Repositories Group

Trustee, National Life Story Collection, British Library

Advisory Group, Qualidata

Editorial Board, Women's History Review

Editorial Board, Auto/biography

Kipling Society Council

Co-Director: Center for Life History Research, University of Sussex

Conferences & events:

Archives Task Force consultation meeting (SEMLAC), Oxford, May 2003

'Opening doors: web portals for the historic environment', British Museum, June 2003

Society of Archivists events: Surrey History Centre, February 2003, and Royal Holloway College, July 2003

Consultancies:

University of Keele: Le Play Archive, November 2002

Raphael Samuel Archive at Bishopsgate Institute, May 2003

Presentations:

University of Portsmouth, November 2002

Bexhill Community writing and publishing one-day conference, May 2003

'Researchers outside the Walls', conference at the Pavis Centre for Social and Cultural Research, Open University, May 2003 (paper to be published)

'Visual aspects of Mass-Observation', ARLIS/UK & Ireland Conference, University of Sussex, July 2003

'What is the importance of Mass-Observation?' at the Tom Paine Festival in Lewes, July 2003

Publications:

Sheridan, Dorothy (2002) 'Using the Mass-Observation Archive' pp 66-79, in Jamieson, Anne & Victor, Christina eds *Researching ageing and later life: the practice of social gerontology*, Milton Keynes: Open University Press

Sheridan, Dorothy & Holland, Caroline (2003) 'A Day in the life: interpreting first-hand accounts from the Mass-Observation Archive' pp 20-33, in Bytheway, Bill, ed, *Everyday living in later life*, Milton Keynes: Centre for Policy on Ageing, Open University

Deborah Shorley (Librarian)

Memberships:

1994 Group Librarians

CILIP Policy Development Committee (Chair)

Mass-Observation Archive Trustees (Chair)

Northern Ireland Publications Resource Board (Chair)

SEMLAC Library PAG Framework for the Future SE Steering Group

SEUL (South East University Librarians)

Publications:

'Art Libraries', International Encyclopedia of Information and Library Science, 2nd ed.

'Disaster planning: in the end you just cope', Library + Information Update, Vol. 2(3), March 2003

Editor, *Libraries with oomph: PFI for Higher Education libraries: Papers delivered at a seminar in London*, Nabarro Nathanson, May 2003

'Beyond the pale?: the implications of the RSLG Report for non-CURL modern university libraries', *The New Review of Academic Librarianship*, Vol 8, 2003

Presentations:

'A life in the day of a University Librarian', Higher School of Economics of Moscow State University, November 2002

'The impact of the Lewes floods on the University of Sussex Library' paper given at a series of Disaster Planning Seminars: Belfast, May 2003, Limerick, June 2003

Chair, PFI for Library Buildings Seminar, September 2002

Consultancies:

Quality Review: St. Andrews University Library, Edinburgh, 2002

Quality Review: National University of Ireland Library, Dublin, 2003

Ben Wynne (e-Strategy Leader)

Memberships:

National Committee of University Colleges and research Group of CILIP

Conferences & events:

SCONUL conference, London, 2002.

International Learned Journals seminar organised by the Association of Learned and Professional Society Publishers, April 2003

Annual Report 2002/2003 Key Statistics

	2002-3	2001-2
Registered users		
Staff & students	14,082	11,351
External users	433	744
Total	14,515	12,095
User visits	829,731	976,774
Items borrowed	616,368	633,426
Visits to Special Collections	1,221	1,096
Library staff hours spent on user education	216	108
Hours open per week		
Term-time	72.5	72.5
Vacation	44.5	44.5
Materials		
Bookstock	787,971	785,160
Books added during the year	13,132	17,977
Print and electronic journal (by title)	9,740	9,197
Staff: full-time equivalent		
Core-funded Staff	79.3	86.7
Non Core-funded Staff	4.2	3.9
Total	83.5	90.6
Library expenditure		
Information resources	£1,257,795	£1,235,845
Operational and equipment costs*	£638,308	£337,219
Staff salaries	£1,824,603	£1,856,207
Total	£3,720,706	£3,429,271

*Includes one-off transfers from reserve fund for Library restructuring

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