

# Library and Archives Champions' Role

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The library has a network of Library and archives champions who work with us in the following areas:

## 1. Collection management

The purpose of the library and archives collections is to reflect the teaching and research interests of the whole University. To help us achieve our goal of ensuring that our resources are relevant and up to date, we will ask the champion to:

- Liaise on stock selection and withdrawal procedures
- If asked to deal with an unfamiliar subject area, to identify appropriate academic colleagues willing to liaise with us
- Inform us when a course is discontinued, significantly changed, due for accreditation or merged with another one

## 2. Library resources expenditure

The library and Library champions cooperate over purchase decisions. The library also sends information on the library budget expenditure, and if required, new book lists, at regular intervals during the year to the champions. We will ask you to:

- Pass on budget information to relevant staff
- Pass on information on new resources to relevant staff

## 3. Reading lists

Reading lists are a very important part of library resource selection. The availability of relevant course materials has been shown to have an effect on student progression and retention. We will ask you to:

- Remind colleagues of the need to send in reading lists in good time before the start of each trimester
- Remind colleagues to send in revised lists if the module changes or is updated
- Ask colleagues to inform the University Disability Team in good time if any student has special needs to allow provision of resources in the appropriate format
- Promote the information provided on the library's reading lists page at <http://www.gcu.ac.uk/library/servicesforstaff/readinglists/>
- Remind colleagues to submit reading lists when a new module is approved
- Raise awareness of the availability of library staff to help lecturers select appropriate eBook and eJournal resources
- Raise awareness of the availability of archive staff to help lectures select appropriate archive and special collections resources

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## 4. Library and archives resources promotion

Library and archives champions assist in raising awareness of the introduction of new resources. We will ask you to:

- Identify interested parties to participate in the evaluation of both trial and existing resources
- Help raise awareness of new resources as they become available including new archives and special collections
- Help arrange training sessions for new resources if required

## 5. Library and archives policies and procedures

The library and archives regularly reviews and revises policies and procedures to improve efficiency and service quality. We will ask you to:

- Consult with colleagues on policy changes
- Disseminate information to colleagues
- Co-ordinate feedback to the library and archives

## 6. New course provision and resource demand

It is crucial that the library and archives are kept informed of new courses and the related resource requirements as soon as the course is given final approval. We can discuss with the champion how to ensure that we have the resources in place for the start of the course. We will ask you to:

- Remind colleagues to involve the library and archives at early stage in considering resources for any new courses
- Pass on information on new courses as soon as they are approved
- Remind the course team of the need to send us finalised reading lists

## 7. Library and archives projects and plans

From time to time the library and archives will run special projects or create long term plans. We will ask you to:

- Disseminate information on projects and plans
- Pass on feedback to the library and archives
- Provide input to the planning process as necessary
- Help us arrange focus groups or other consultation