Thames Valley Outreach Librarians
Meeting Room, Health Care Libraries, John Radcliffe Hospital
Friday 25th June 2004
10.30-12.30

MINUTES

Apologies:
Eve Hollis – Nuffield Orthopaedic Centre – Library Manager

Introductions:
Laura Strafford – Wexham Park Hospital – Assistant Librarian and Outreach Librarian
Rowena Perry – Berkshire Health Informatics Service – Outreach Librarian for 7 organisations
Anne Gray – part-time Outreach Librarian for Milton Keynes General Hospital and Milton Keynes PCT
Geoff Fleet – full-time Outreach Librarian for Mid and South Buckinghamshire (Acute and PCT)
Sarah Old – Oxfordshire Mental Health Trust – in process of recruiting an Outreach Librarian
Sue Lacey Bryant – freelance Information Specialist – worked with primary care since 1982
Caroline Papi – University of Oxford – Outreach Librarian for Oxfordshire PCTs

Name of Group:
Following discussion, group to be known as Thames Valley Outreach Librarians (TVOL)

Terms of Reference:
Purpose
To stop the wheel being re-invented. The group should be practical and should look at all aspects of outreach library services, i.e. not just training.

Aims
- to share resources and courses (i.e. scenarios, lesson plans);
- to develop and standardise resources (i.e. evaluation forms and handouts) and courses, so that Thames Valley are receiving similar services;
- to encourage members to specialise in a different areas, and raise awareness in that specialism and then share the information with the rest of the group;
- to develop tools and share them nationally;
- to network with each other, and other librarians in South England, particularly other Outreach Librarian groups, such as OCLIST in the Kent, Surrey and Sussex region;
- to share best practice;
- to set up an email discussion list to share experiences and problem-solve;
- to organise professional development for members of the group and possibly the Thames Valley.

Reports to
Thames Valley Health Libraries Network.

Who can join
Anyone doing outreach work, both in primary care and acute, in the Thames Valley.

Chair
To be rotated on an annual basis.
Sarah Old to be chair for the first year.
Secretary
To be rotated on an annual basis.
Laura Stafford.

Frequency of meetings
4 times a year in advance of the TVHLN Forums. It should be noted, however, that meetings will not be held unnecessarily, and hopefully will be linked to some form of professional development. Ideas for future meetings include reporting back on:
- local training needs analysis (Buckinghamshire, Berkshire, Oxfordshire)
- “Focus on Users” workshop
- GF or AG shadowing Sue Lacey Bryant
- “Evaluating Library Outreach Projects Workshop with Val Trinder.

Groups to link with
- National Library for Health DLNet;
- Outreach Clinical Librarian and Information Skills Trainers Group – Kent, Surrey and Sussex Region;
- South West Outreach Librarians Group;
- London Outreach Librarians Group.

Pre-training questionnaire and Post-training questionnaire design:
Following discussion, it was decided that there should be:
- one small pre-training questionnaire to test what is known.
- one small post-training questionnaire to test what has been learnt, evaluating the session and finding what is expected from the Outreach Librarian.
- further questionnaire after six weeks to test what has been remembered.
- follow-up phone call after four months.
AG and GF will meet on 8th July to create forms.

Evaluating library outreach projects workshop (CP):
David Streatfield will attend the next workshop, hosted by Val Trinder. The evaluation forms designed by AG and GF will be discussed further there.

Web presence – central store of documents (CP):
OCLIST group have their documents available on a web-site http://stlis.thenhs.com/hln/groups/oclist/
It would be useful to think about having all the evaluation forms, lesson plans and scenario database on a Thames Valley web-site.

AOB
RP will set up a smart group to enable sharing of information and documents.

Date of next meeting and action point
2pm on 7th September at Verney House, Aylesbury. Action point for the meeting is to decide on specialist areas that each member wants to focus on.