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Scottish Library and Information Council

Annual Operating Plan

2006 – 2007

Mission Statement

To provide leadership and act as the primary focus, co-ordinator and promoting agent for all library and information services in Scotland, and to support their work for the benefit of the nation and the development of its cultural life.

Primary Tasks

- *Provide leadership to library and information services and facilitate the co-ordination of these services.*
- *Promote understanding of the contribution of the library and information services to life of the nation.*
- *Monitor standards of provision of library and information services and advocate the development required for their continuing vitality.*
- *Advise Scottish Ministers upon library and information service matters.*
- *Undertake research and provide information, education and advice to its members*
- *Liaise with other organisations and institutions*
- *Award grant-in-aid to promote innovation and development in Scottish library and information services.*

The Scottish Library and Information Council's strategic remit is to:

- to act as a focus for library and information services in Scotland and in doing so review, monitor and evaluate the provision and development of such services to achieve improved co-ordination and co-operation between such services.
- to review, monitor and evaluate and update standards for all sectors of the library and information service;
- to provide information, advice and examples of good library and information practice to library and information services in Scotland;
- to provide education and training services and resources to library and information services in Scotland;
- to encourage, sponsor, arrange and undertake research and advisory activities on library and information services in Scotland, whether in response to requests from Scottish Ministers, the Scottish Executive, or library and information services or otherwise;
- to liaise with the Scottish Executive and the Convention of Scottish Local Authorities on library and information services;
- to liaise with other bodies having similar or related objectives both within and outwith Scotland and where appropriate to comment and advise on developments and disseminate relevant information in Scotland;

- to report and advise Scottish Ministers on library and information matters; and to make recommendations to the Minister and other library and information providers in Scotland;
- to keep under review the statistical requirements of, and to work in co-operation with providers of library and information and related services to achieve the co-ordination of statistical requirements, and to disseminate relevant information;
- to set out policies, objectives and priorities in the form of a strategic plan, to be reviewed annually, and to take such action as may be appropriate to implement the recommendations contained therein;
- to makes grants to projects and initiatives of value to library and information services in the light of policies identified in the strategic plan, provided that this power shall not be exercised to distribute any funds provided as grant aid by the Scottish Executive, unless specifically authorised by the Scottish Executive.

The Scottish Executive

The priorities of the Scottish Executive are laid out in the Partnership Agreement between the Scottish Labour Party and the Scottish Liberal Democrats signed after the elections in 2003 and are summarised below. The Scottish Library and Information Council seeks to contribute to these in development of its policy, priorities and strategic plans in conjunction with other key agencies, such as Confederation of Scottish Local Authorities, Scottish Higher and Further Education Funding Council, Communities Scotland etc.

Growing Scotland's Economy

Enterprise and Lifelong Learning

Transport

Rural

Delivering Excellent Public Services

Improving Public Services

Health

Education

Supporting Stronger, Safer Communities

Children and Young People

Justice (Including Youth Crime and Prosecution)

Social Justice

Sport, Culture and The Arts

Developing A Confident, Democratic Scotland

Governance

Working Together

There are six strategic areas of activity which the Scottish Library and Information Council identified at the Annual Planning Meeting in February 2006, for 2006/2007. They are

- Quality, Standards and Evaluation
- Innovation and Service Development
- Mapping, Development and Promotion of the Scottish Common Information Environment
- Co-ordination, Collaboration and Co-operation
- Workforce Development
- Sectoral Priorities

The annual operating plan manages the development, improvement and evaluation of work in these strategic areas.

This annual operating plan for 2006 - 2007 indicates the likely areas of work carried out by officers and the Management Committee to develop strategy and assist the membership to deliver and develop information and library services, within budgetary limitations placed on the Council. The operational priorities can vary depending on the nature of sectoral requirements, the status of partnerships or requirements from the Scottish Executive on an annual basis.

SLIC Strategic Area <i>Quality, Standards and Evaluation</i>	
Activity <ul style="list-style-type: none"> • Undertake research and case studies • Gather relevant qualitative and quantitative information • Develop standards and appropriate self evaluation frameworks to support it • Identify suitable standards in other areas which complement library ones • Develop quality assurance processes and benchmarks which assist in the monitoring of impact of standards. • Advise on standards development and implementation • Develop national and local programmes which are underpinned by robust standards. • Ensure that standards development is linked to Scottish Executive policies, with particular attention to the development of cultural entitlements. • Promote the use of standards with organisations • Support workforce development in relation to standards with employers and our strategic partners LLUK and CILIPS 	
Strategic Objectives <ul style="list-style-type: none"> • Council will co-operate with the Scottish Executive and other agencies on issues relating to interoperability and access. • Council will work with the NHS Education Scotland and health boards to develop library and information services. • Council will continue to work with the Audit Scotland on Performance Indicators for local authority services. • Council will work with authorities and other agencies to contribute to and develop Community Plans. • Council will continue to review the availability of statistical information on library and information services. • Council will continue to work with COSLA and other relevant agencies on the development of a quality improvement framework for public library services. • Council will work with the HMIE to improve in the quality of provision in library services in schools and colleges. • Council will be represented on the National Steering Committee for Masterclass (ICT training for teachers and school librarians) • Council will promote the implementation of quantitative and qualitative performance indicators in school library services. • Council will promote and develop a self evaluation tool kit for FE college libraries and learning centres. 	
Outcomes <ul style="list-style-type: none"> • Membership of Common Information Standards Advisory Group and support for OSIAF and the Cultural Communities Group to promote interoperability and access standards in particular semantic interoperability. • Develop co-operative framework for electronic resource sharing through Resource Sharing Scotland project and Smartcard pilots. • Participation in Groups developing performance measures for services including work with Audit Scotland and CIPFA. • Membership of SE Cultural Standards Group • Assist HMIE in updating guidance for schools inspection, including monitoring the use of Libraries Supporting Learners as part of HMIE toolkits and continued development of school library statistical base • Regular meetings with Heads of Service for Public and School Libraries • Participation and support for SCURL, SFEU Libnet and JISC RSC meetings • Co-ordination and support of Scottish CIPFA plus survey • Review of Innovation and Development Projects • Support for SHINE database for wider health and library application and co-operation including support for Glasgow health strategy and initiatives • Meeting and discussion with Curriculum Review Team and Scottish Executive • Supporting information literacy in all sectors. • Support for Electronic Connections conference and work of COSMIC • Development and piloting of Public Library Quality Improvement Matrix • Development of programme to implement PLQIM with Scottish Executive • Collection of performance indicators for school libraries • Support for individual services and consultancy • Prison Library standards completed and with Scottish Prison Service. • Support for Glasgow Health Strategy 	
Resourcing Staff time Core Funding Funding for projects	Additional Funding Streams RSS £25000 Enabling Digital Inclusion £20000

SLIC Strategic Area <i>Innovation and Service Development</i>	
Activity <ul style="list-style-type: none"> • Continue to advocate and explore funding opportunities to develop and improve services • Disseminate good practice and provide a knowledge network to members • Monitor impact of service innovation • Look for ways to ensure good practice is transferable to other services • Provide opportunities for members to bid for funds which support SLIC priorities • Advocate for cross sectoral funding to support collections development 	
Strategic Objectives <ul style="list-style-type: none"> • Council will seek to improve services through joint initiatives • Council will support the Scottish executive digital initiatives, promoting the role of library and information services. • Council will promote co-operation and collaboration across all sectors of the library and information community and related organisations to encourage co-ordinated service development. • Council will evaluate projects and research and will publish reports • Council will continue to work with COSLA and other relevant agencies on the development of a quality improvement framework for public library services. • Council will work with the HMIE to improve in the quality of provision in library services in schools and colleges. • Council will support the development of CAIRNS and SCONE and associated projects which underpin networking and development service. • Council will promote the Innovation and Development Fund projects • Council will promote and develop a self evaluation tool kit for FE college libraries and learning centres. • Council will provide regular information updates for members. • Council will develop electronic information services to members through SLAINTE. • Council will continue to review the Innovation and Development Fund scheme. • Council will support collections development 	
Outcomes <ul style="list-style-type: none"> • Attend meetings with Scottish agencies on potential joint working • Advocacy, responding to policy initiatives, and lobbying in specific matters • Representation on SE Common Infrastructure Standards Advisory Group (CISAG) • Co-ordination of 2 meetings of the CISAG Cultural Technical Group • Attend regular meetings with SE on digital inclusion issues • Support for OpenScotland initiatives on Digital Inclusion • Support for regional and sectoral groups • Development of National Licensing Strategy • Representation on JISC Committee on Content Services • Establishment of Resource Sharing Scotland Project and movement to research objectives • Development of Information Handling Skills course, with SE approval • Development of and advocacy for Public Library Quality Improvement Matrix self evaluation for Public libraries. • Publication of evaluation reports, such as Careers Information Points and 2000 Learners • Organise Innovation and Development Fund Showcase event in collaboration with CILIPS • Organise FE Annual Conference for library staff • Enhancement of SLAINTE with features on good practice • Development of FE section on SLAINTE • Production of Annual Report • Regular bulletins and news through SLAINTE, emails and newsletters • Presentations to members and other agencies in Scotland and beyond • Revised Innovation and Development Fund scheme • Support for 2 open access bids to JISC, development of strategy for SE support through SE Business Growth report • Attendance at 2 meetings of Collecting Scotland – National collections strategy with National Library of Scotland 	
Resourcing Staff time Core Funding Funding for projects	Additional Funding Streams RSS £25000 Enabling Digital Inclusion £20000

SLIC Strategic Area Sectoral Priorities	
Activity <ul style="list-style-type: none"> • Advocacy to support culture and libraries across government agendas. • Promote the role of library and information services in meeting Enterprise and Business information needs, including Careers Information, and improving links with Scottish Enterprise, Business Gateways • Advocate and promote pathways to learning – both formal and informal • Continue to develop national, regional and local programmes which support literacy in its widest sense. • Work in partnership with key stakeholders to agree entitlements to library services and remove barriers to users accessing their entitlement. • Work to ensure that public libraries in particular are able to contribute locally to the regeneration agenda through community planning and promote this involvement nationally. • Research the viability and support the development of new delivery models – e.g John Wheatley College, Crichton University Campus, including the promotion of best practice and the development of, model service level agreements • Identifying issues for sectors on a regular basis to inform service planning and SLIC's priorities • Ensure that library services in tertiary education are able to compete in the UK national research agendas, through support for projects such as IRI Scotland. 	
Strategic Objectives <ul style="list-style-type: none"> • Council will promote Scottish Cultures, both traditional and contemporary. • Council will work with the Scottish Executive on the implementation and development of Cultural Strategies. • Council will work with CILIPS, Scottish Arts Council and local authorities to promote sustainable reader development. • Council will work with Scottish Executive and local authorities to monitor the electronic services development for learning in public libraries and where appropriate the wider LIS community. • Council will work with the Scottish Prison Service to improve library and learning services within penal establishments. • Council will encourage library and information services to participate with learndirectScotland programmes. 	
Outcomes <ul style="list-style-type: none"> • Representation on Cultural Entitlements Working Group • Promotion of the role of library services in Scottish culture • Continued development of Reader Development projects with SPA and through SAC • Support for 4readers website for teenagers • Participation in Literature Forum and Scottish Publishers' Library Forum • Support for Highland 2007, working with Scottish Museums Council • Promotion of the Careers Scotland final report • Support for 2 open access bids to JISC, development of strategy for SE support through SE Business Growth report • Continued support for Their Past Your Future and management of War Detectives through content development and digitisation • Participation in LTS ICT Reference Group • Promotion of 2000 learners report • Development of Information Handling Skills course • Support for Prison Services Standards Working Group • Development of Wi-Fi projects • Attendance at regular meetings with Curriculum for Excellence team • Co-ordination of information literacy strand at the Scottish Learning Festival • Advocacy for information literacy • Co-ordination of Big Plus in Libraries adult literacy partnership • Development of strategic support for tertiary education and support for on-going discussions with Funding Council, SFEU and JISC RSCs 	
Resourcing Staff time, Core funding Project Funding	Additional Funding Streams 21 st C - £55k Scottish Arts Council Lottery Fund - £63,500 Learning Connections - £50,000 Public Library Quality Improvement Fund - £500,000

SLIC Strategic Area <i>Co-ordination, Collaboration and Co-operation</i>	
Activity <ul style="list-style-type: none"> • Continue to encourage and support projects which embrace the three “Cs” • Work with strategic stakeholders to develop programmes which encourage innovation through working together or on behalf of other services • Develop a communication strategy which raises awareness of library success stories and impact • Promote the outcomes and impacts of working together • Provide a focus for knowledge sharing 	
Strategic Objectives <ul style="list-style-type: none"> • Council will promote co-operation and collaboration across all sectors of the library and information community and related organisations to encourage co-ordinated service development. • Council will provide advice to library and information services on the development of electronic networks. • SLIC will co-operate and collaborate with MLA and other relevant agencies where appropriate. • Council will continue to increase its knowledge base in the field of electronic copyright and disseminate information to constituent members. • Council will promote the Innovation and Development Fund projects • Council will monitor developments and disseminate information on European Commission initiatives affecting libraries and information services. • Council will continue with CILIPS to develop web-based services for the benefit of members 	
Outcomes <ul style="list-style-type: none"> • Support for <ul style="list-style-type: none"> • Scottish Science Information Working Group or groups which develop as a result • Existing National Networks, CAIRNS, COSMIC, Glasgow Colleges Group, SFEU Libnet, JISC RSCs and EDINA • Membership of Home Countries Joint Forum and Workforce Development, Marketing and Collections Groups • Review of Innovation and Development Grants • Advice and Support to Scottish Ministers and Executive through regular meetings. • Advice and guidance to organisations on the development shared services and facilities • Provision of copyright support through consultancy • Organise Innovation and Development Fund Showcase event in collaboration with CILIPS • Organise FE Annual Conference for library staff • Enhancement of SLAINTE with features on good practice • Development of FE section on SLAINTE • Production of Annual Report • Organise Electric Connections with COSMIC • Organise annual e-books conference with SCURL and MmITS • Continued liaison with the Reading Agency and BBC • Advice to Scottish Museums Council Quality Assurance Group • Dissemination of information through SLAINTE, emails and newsletters. 	
Resourcing Staff time, Core funding	Additional Funding Streams

SLIC Strategic Area Workforce Development	
Activity	
<ul style="list-style-type: none"> • Develop delivery models for the future and ensure engagement with LLUK, CILIP and CILIPS • Promote the unique selling point of libraries and librarian to 21st century knowledge and information market • Articulate and advocate the difference library services make to education, society and the economy • Develop good relations with emerging professions • Development of job descriptions – combination of skills and develop new skill sets • Consider other skills sets and standards which add value to library and information services footprint. E.g. – Adult Guidance, Management • Understand and agree core competencies and articulate to library schools. • Consider with key stakeholders how recruitment and retention issues can be addressed in the next 10 years, in particular middle management issues, linked to CPD and forward/succession planning. 	
Strategic Objectives	
<ul style="list-style-type: none"> • Council will support the work of Lifelong Learning UK, the sector skills council for library and information services. • Council will meet regularly with officials of the Scottish Executive. • SLIC will co-operate and collaborate with MLA and other relevant agencies where appropriate. • Council will liaise with various sectors to identify workforce needs. • Council will work with members on issues relating to recruitment, job descriptions etc. • Council will promote appropriate qualifications and skills development. 	
Outcomes	
<ul style="list-style-type: none"> • Support for Lifelong Learning UK through Scottish Country Panel, the Libraries, Information and Archives Constituency Panel and the LIA National Occupational Standards Steering Group • Attendance at regular meetings with Minister and Officials • Membership of Home Countries Joint Forum and Workforce Development Group • Regular meetings with Scottish agencies on potential joint working • Development of learndirect scotland marketing leaflet and potential marketing campaign • Convene regular meetings with Heads of Service for Public and School Libraries • Liaison with SCURL about workforce development • Promote the ICTL Diplomas with SQA • Co-ordinate Reader Development training • Consultancy on appointments • Delivery of presentations to members and conferences 	
Resourcing Staff time, Core Funding	Additional Funding Streams Scottish Arts Council Lottery Fund £63,500

SLIC <i>Membership, Governance and Administration</i>	
Strategic Objectives <ul style="list-style-type: none"> • Council will seek to expand membership by promoting the work of the Council to a wide variety of library and information providers. • Council will provide regular information updates for members. • Council will develop electronic information services to members through SLAINTE. • Council will submit its operating plan to the Annual General Meeting together with a forecast of financial and operational requirements. • Council will consider the annual budget and set subscription levels. • Council will support the SLIC/CILIPS Joint Liaison Group. • Council will review staffing in the light of joint working arrangements, new initiatives and increased funding. • Council will develop an annual work plan based on the operational priorities approved by the Management Committee and AGM. • Council will determine policy and priorities for the annual Innovation and Development Fund programme. • Council will support the procurement and evaluation of electronic subscription services. 	
Activities/Outcomes <ul style="list-style-type: none"> • Explore widening membership through Scottish Enterprise and other networks. • Production of Annual Report • Regular bulletins and news through SLAINTE, emails and newsletters • Presentations to members and other agencies in Scotland and beyond • Development of operating plan and regular update • Administer projects and initiatives such as Public Library Quality Improvement Fund, Reader Development, development of Information Handling Skills • Support meetings of members • Annual General Meeting • Provide support for members through project funding and staffing support for particular projects. • Provide guidance and administer for the annual Innovation and Development Fund programme. 	
Resourcing Staff time, Core funding Project Funding	Additional Funding Streams

Abbreviations and Acronyms

CAIRNS	Co-operative Information Retrieval Network for Scotland
CILIPS	Chartered Institute of Library and Information Professionals
CIPFA	Chartered Institute of Public Finance and Accountancy
CISAG	Common Infrastructure Standards Advisory Group
COSLA	Convention of Scottish Local Authorities
COSMIC	Confederation of Scottish Mini Co-operatives
EDINA	A JISC-funded centre for UK tertiary education and research community, based at Edinburgh University
ESCnet	Evidence Network in Culture and Sport and related Tourism
FE	Further Education
Glow	Glow- formerly Scottish Schools Digital Network
HMIE	Her Majesty's Inspectorate of Education
ICT	Information and Communications Technology
ICTL	ICT Training for Librarians diplomas
JISC	Joint Information Systems Committee
JISC RSCs	JISC Regional Support Centres
LIS	Library and information Sector
LTS	Learning and Teaching Scotland
MLA	Museums, Libraries and Archives Council
MmITS	The Scottish Branch of the Multimedia Information and Technology Group
NES	NHS Education for Scotland
NHS	National Health Service
NOF	New Opportunities Fund (now Big Lottery Fund)
OSIAF	Openscotland Information Age Framework
RSS Project	Resource Sharing Scotland Project
SAC	Scottish Arts Council
SCONE	Scottish Collection Network Extension
SCURL	Scottish Confederation of University and Research Libraries
SE	Scottish Executive
SFEU LibNet	Scottish Further Education Unit Librarians' Network
SHINE	Scottish health Information Network
SLAINTE	SLIC/CILIPS website
SLIC	Scottish Library and Information Council
SPA	Scottish Publishers' Association
SPEIR	Scottish Portals for Education, Information and Research
SQA	Scottish Qualifications Authority
Wi-Fi	Wireless Fidelity