In parallel with all sectors of the University the LLC has engaged with the 2012-2017 strategic planning work. The information enabling strategy includes 4 performance indicators that the LLC will report against, these include i). student satisfaction with the Library in the NSS, ii). staff satisfaction with Library services, iii). overall availability of services in information services and iv). expenditure on information services across the campus. The LLC seeks to have a close alignment between the provision and development of its services, and the strategic developments outlined in the Learning and Teaching and Research strategies.

Law Library Relocation

The Law Library has been relocated from three floors in the Scrymgeour building to the west end of the top floor of the Main Library during the summer of 2012. This has involved an extensive renovation of the new location with dedicated collaborative area seating 88, a substantial silent study zone seating 115, a specialist presentation/meeting room seating 14 with high specification projection and interactive whiteboard functionality. Law books, statutes and periodical stock is contained in the new Law Library, and with the relocation carried out mostly over a weekend to minimise disruption.

Fundamental advantages of the change include enhancing the accessibility of the Law Library facilities, extending the opening hours to the maximum possible and enhancing efficiencies in staffing and operations. Seating capacities are equivalent to the space in Scrymgeour (217 seats), and facilities are enhanced further with the provision of cooled mains drinking water, an IT enabled study pod and the presentation/meeting room. The Law collections have been enhanced with the provision of a specialist search system - Solcara and additional online periodicals.

While the Law stock was available from day 1 of the new semester, the collaborative and silent study areas were available from day 6 and 7 of the new semester. The slight overrun in the project was due to delays at the start of the project in securing clarity on funding. Estates & Buildings oversaw the work with the local architects James Paul, and main building contractor Oastler. Final installation work within the presentation/meeting room is due at the beginning of October, and an official opening event is planned for late October 2012.

Main Library Ground Floor Renovation

Funding totally £1.3M is available to support three related projects in the relocation of the Law Library, the renovation of the Main Library ground floor and the associated relocation and development of Library stores. Following work on the assessment for the fire certificate and building control warrants, the permitted occupancy capacities has increased from 1350, to a maximum of 1770. Currently the top floor has seating close to its capacity of 585, the middle floor seat 400, out of maximum of 585, and the ground floor seats abut 200, out of a maximum of 600. During the interim
period between the Law Library being relocated and the ground floor renovated in summer 2013, the LLC will maximise desk availability on the middle floor to ensure high availability of study spaces.

We are entering an important phase of consultation with students and staff for the facilities to be created in the renovation of the ground floor area.

The LLC will welcome guidance from the Learning and Teaching Committee, student representatives and academic colleagues in the Schools, on the facilities to be developed in the ground floor.

Facilities could include: glass walled presentation/study rooms, ultra silent study areas, study pods, acoustic sofas, enhanced group study, graduate student areas, enhanced disabled student provision, additional vending, art features, communication booths, enhanced BYOD support, smart shelving. The overall layout and feature designs will need to be complete by February 2013 to enable building tenders and operational planning to be completed, before the building work period in the summer of 2013.

An automatic access control system for the Main Library remains a highly desirable installation. Also significant stock changes and store development are being planned to ensure LLC physical resources are appropriately managed in relation to demand the provision of storage space.

**Academic Staff Library Borrowing Entitlement Increase**

Borrowing entitlements in the LLC have remained static for a number of years and are as follows:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Dundee Undergraduate</td>
<td>12 items (including 2 Short Loan)</td>
</tr>
<tr>
<td>University of Dundee Postgraduate</td>
<td>18 items (including 2 Short Loan)</td>
</tr>
<tr>
<td>University of Dundee Staff</td>
<td>18 items (including 2 Short Loan)</td>
</tr>
<tr>
<td>University of Dundee Continuing Education Student</td>
<td>2 items (no short loans)</td>
</tr>
<tr>
<td>University of Dundee Graduates</td>
<td>6 items (no short loans)</td>
</tr>
</tbody>
</table>

In recent years, some academic staff have regularly requested their entitlement to be raised to 25 on a temporary basis, particularly if their research is requiring them to use a lot of historical materials from library stores and/or inter-library loan. This individually negotiated agreement can cause problems as it means that all material issued beyond the 18 item limit has to be issued by a member of LLC staff (and not through the self-issue machine). Given that there are now over 30 unstaffed opening hours a week (except for security staff) in the Main Library, this has recently proved to be problematic for these individual patrons.

The borrowing entitlement for all University of Dundee staff will be increased to 30 items (from the 18 currently) with effect from Monday 1st October 2012. Because this represents a global change for all staff, the 30 items will be able to be issued on the self-service machines.

All other membership categories (including post-graduate students) will remain unchanged.
LLC Systems and Service Developments

My Dundee was upgraded to version 9.1 SP8 in July, and additional updates to Summon, Pure and Exam Online also accomplished over the summer period.

A series of additional projects are planned for addressing the development of:

- Video processing, storage and delivery
- Reading list services and coordination
- Aleph server virtualisation
- Adobe Connect upgrade (and expansion, if possible)
- Questionmark upgrade to version 5
- Extension of Main Library opening during Christmas/New Year period
- Expansion of journal and eBook provision via SHEDL opportunities

Richard Parsons
LLC Director
The Library & Learning Centre (LLC), in collaboration with DUSA, propose to introduce a new academic induction programme which aligns to the strategic aims of the new Learning and Teaching Strategy and seeks to drive further improvements in the student experience.

The proposed programme focuses on teaching in context. The aim is to assist all new staff with responsibilities for teaching and/or supporting learning, to understand the culture of the institution, the resources and support services available to them and to extend their network of contacts across the institution. The programme will articulate with both the existing Postgraduate Certificate in Teaching in Higher Education (PgCertTHE) programme delivered by the School of Education, Social Work and Community Education (ESWCE), and the professional development provision offered through the LLC inspirED programme.

Completion of this programme will help participants to:

- Deepen their understanding of their role within the University of Dundee.
- Understand the profile of the Dundee student and the Dundee graduate
- Critically reflect on their current teaching and assessment practice
- Identify opportunities to further their professional development at the University of Dundee.
- Contribute to the success of the University by facilitating the sharing of knowledge and experience of effective student support strategies and tools to support learning and teaching.

The proposals are as follows:

1) To implement a mandatory academic induction programme, Teach@Dundee, for all new staff who have responsibilities for teaching and/or supporting learning at the University of Dundee. The programme will be delivered by LLC Educational Development, and led by Dr David Walker in collaboration with the DUSA Executive.

2) The programme will be delivered in 2 parts. Part 1 will run over two days while the second part will be a half-day event which takes place approximately six months later,
offering participants the opportunity to reflect on experience gained over that period. Drawing on evaluation feedback, part 2 will address topics participants themselves feel would be beneficial to their current and future practice – effectively shaping the agenda for the event. This process of evaluation will continue to inform the ongoing development of the programme in order to ensure its currency, fitness for purpose and applicability across the institution’s range of disciplinary pedagogies. An outline of the proposed programme including programme aims is presented in Appendix 1.

3) Input to the programme will be drawn from across the University, as appropriate, to facilitate the development of connections between participants and the wider university community and provide expert input at relevant stages.

4) It is proposed to pilot the programme in February 2013.

5) The programme will then run biannually with a requirement to be completed by all applicable staff at the earliest opportunity presented, and within 1 year of starting employment at the University, in order to capitalise on the benefits of an induction process.

Dr D J Walker (Library & Learning Centre)
Dr L Walsh (Library & Learning Centre)
Mrs Monica Matthews (Library & Learning Centre)
Miss R Doherty (DUSA Executive)

September 2012
Appendix I

Teach@Dundee Academic Induction Programme

Completion of this programme will help participants to:

- Deepen their understanding of their role within the University of Dundee and the wider processes, structures, standards and rationale that influence teaching and assessment practice at the University.
- Understand the profile of the Dundee student, and the Dundee graduate, and the services available across the institution to support, advise and enhance student learning and the wider student experience.
- Critically reflect on their current teaching and assessment practice and identify opportunities to further their professional development as a teacher at the University of Dundee.
- Contribute to the success of the University by facilitating the sharing of knowledge and experience of effective student support strategies and tools to support learning and teaching.

Programme Structure

1. Part 1 - Your teaching
2. Part 2 - Your students
3. Part 3 - Your professional development

Programme (Part 1) Your Teaching

Venue: Dalhousie Building

09.30am Registration & Tea/Coffee

09.45am Welcome by Professor David Coates, Deputy Principal (Learning & Teaching)

10.00am Introduction to the Programme

10.15am [Activity] Teaching at Dundee – Context & Culture
11.00am  Break

11.15am  Pecha Kucha - Student Services and their Role in Supporting Teaching

Series of short presentations by representatives of Student Operations. Session to end with a question and answer format discussion.

- Admissions and Student Recruitment
- Careers Service
- Disability Services
- Finance (Student Funding)
- Health & Wellbeing
- International Student Support

12.15pm  Lunch

12.45pm  Dalhousie Building Lecture Theatre Audio-Visual Demonstration

1.15pm  [Activity] Assessment & Feedback – Needs Analysis

2.00pm  Assessment & Feedback – Policies and Processes

*Dr Lesley McLellan, Director of Quality Assurance*

2.45pm  Break

3.00pm  Technology in Learning & Teaching

*Margaret Adamson, Library & Learning Centre*

4.00pm  Summary & Close

Programme (Part 2) - Your Students

Venue: DUSA

09.15am  Tea/Coffee

09.30am  Welcome *(member of University Senior Management)*

09.45am  Introduction to DUSA by DUSA President and/or Deputy President

10.15am  Student Representation at University of Dundee

*Dr Lesley McLellan, Rachael Doherty & Class Representatives*

11.15am  Break
11.30am [Activity] Generating Student Feedback
12.00pm Personal Tutors & Adviser of Studies - Role and Responsibilities
12.30pm Lunch - DUSA (Air Bar)
1.30pm [Activity] Supporting Students - Recognising Learner Needs
2.15pm Academic Achievement Teaching Unit
   Dr Gordon Spark/Michael Allardice
2.45pm Break
3.00pm Library & Learning Centre Liaison
   Andy Jackson, Library & Learning Centre
3.45pm [Activity] Link activity
4.00pm Summary & Close

Programme (Part 3) - Your Professional Development

Venue: Main Library

09.30am Tea/Coffee
09.45am Welcome (member of University Senior Management)

10.00am Support & Development for Academic Staff - Higher Education Academy (HEA)
   Invited speaker from HEA
10.45am inspirED - Planning your Professional Development
   Dr Lorraine Walsh, (Assistant Director, LLC, Educational Development)
11.30am Break
11.45am Question Time – Panel Discussion
   Question and answer session with panel of staff selected on basis of evaluation feedback from participants on further information they felt would be useful to their current and future practice.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Close</td>
</tr>
</tbody>
</table>