



The National Archives User Forum 21 August 2008

Update on Library issues

1. Inaccessible stock

480 crates of library material have now been sorted, and high use material returned to the Library shelves. The Library Catalogue will be updated by the end of August to indicate whether items are in the Library, Basement or Cheshire. All items will be retrievable by the beginning of September.

2. Additional shelving

We propose to remove the bank of microfiche readers and tables next to the Annuals and use this space to install 36 extra bays of shelves (252 metres) by the end of September.

3. Enquiries

Training for records staff in a) the Library catalogue and OPERA and b) Library orientation has started and should be completed by the end of September.

4. New books/periodical displays

Slatwall is now in place at the ends of the bays and the displays should be re-introduced by the end of August.

5. Cataloguing backlog

Funding has been approved to bring in a temporary resource to deal with the cataloguing backlog.

6. Tables for consulting library material

Tables and chairs have been ordered for the back of the Library with delivery expected in September.

7. Lighting

Funding has been approved to upgrade the lighting; timescale yet to be agreed.

8. Signage

We plan to improve the signage, and provide a floor plan, subject location listing and colour coding; timescale yet to be agreed.

