



# The National Archives User Forum 18 September 2008

## Library progress report

### 1. Inaccessible stock

480 crates, containing approximately 9,000 books, have been unpacked and the books are now available for use. The majority are back in the Library, a small number are in the Basement and some low use or duplicate material has gone to Cheshire; all can be retrieved on request. The books returned to the Library include a selection of dictionaries, including foreign language ones (see minute 2.5 from August meeting). Readers are welcome to complete a green 'new book request form' (available at the Open Reading Room Desk) to request any additional language dictionaries.

### 2. Additional shelving

252 metres of additional shelving will be installed by the end of October adjacent to the Annuals, from where two rows of microfiche machines have been removed. Calendars and other material will be shelved here.

### 3. Enquiries

The first part of the library training for records staff has been completed. The second part is scheduled for November. Once they have completed their records training, our aim is that one member of library staff should be on duty in the reading rooms 80% of the time.

### 4. New books/periodical displays

The display of current academic history journals has been re-introduced at the back of the Library where the journals are shelved. Current local history and information management titles will be displayed when more display fittings are obtained. New books will be displayed on the slatwall alongside the relevant subject area. The display of family and military history journals in the Learning Zone has been increased.

### 5. Cataloguing backlog

A temporary cataloguer has been appointed and should be starting work in October for two months. Readers will then have access to books that are not currently on the library catalogue, including some that were in the HMC library and newer acquisitions. The locations of books in the Learning Zone and Open Reading Room will be updated on the library catalogue, making them easier to find.

### 6. Tables for consulting library material

Tables and chairs have been ordered for the back of the Library and delivery is expected imminently.

### 7. Lighting

The lighting will be upgraded by the end of October.