

## 1. Improving the Library experience

Objective	Action	Progress update – February 2020	Latest progress
<p><b>Use Library space more effectively</b></p>	<p>We will review the use, content, layout and signage of Library space to adapt to changing users' needs and expectations.</p> <p>We will continue to identify suitable material for off-site storage and disposal to create room for growth and ensure that the most used and valuable items remain accessible on-site.</p>	<p>Signage has been improved in the Main Library and a map has been designed and integrated in our literature to help users find subject areas more easily.</p> <p>The Main Library is now equipped with multiple power sockets. The Library now has 4 new touch screen public PCs.</p> <p>The Library Space Review Working Group was set up and met in January, March and May 2015 and made recommendations to Council and the Finance and Planning Committee.</p> <p>Two new journal racks were purchased in 2015 allowing the current journal issues to be moved back to the Main Library and the space in the Fellows' Room to be improved.</p> <p>The Library audit was completed in January 2018.</p> <p>In 2018, 1,500 items were sold via our online duplicate book sale, to an antique book dealer or disposed, generating an income of ~£4,000.</p> <p>2,123 items were withdrawn from stock in 2019.</p>	<p>There are 727 archive boxes stored off-site (with Deepstore) which contain the Society's Committee papers, some maps, 3 journal titles also available in digital format and archive material.</p>

<p><b>Improve remote access to Library resources</b></p>	<p>We will write an Electronic Resource Acquisition Policy and look to increase our e-resources offering by consolidating the number of e-journals available remotely, developing an e-book collection and making available digitised material from our collections.</p> <p>We will plan for the replacement of C2 and investigate a new Library Management System to enhance content findability and provide standard user functionalities.</p>	<p>Electronic Resource Acquisition Policy was approved in August 2014.</p> <p>The Library Management System went live in December 2015 and was officially launched mid-January 2016. Map cataloguing has resumed after a 2-year interruption due to the lack of compatibility between the Map Librarian's PC and C2. Since May 2016, Fellows and employees of Corporate Patrons have been able via the OPAC to renew and request items, check their loan history and create bibliographies.</p>	<p><i>Completed.</i></p> <p>65 e-books and 118 e-journals are currently freely available to Fellows with an Athens login.</p> <p>During the COVID-19 situation, Library staff have been working from home supporting Fellows and other users and promoting remote services and online resources via the GSL website, newsletters, social media and Geoscientist.</p> <p><i>Completed.</i></p>
<p><b>Develop, maintain and promote the Library's collections</b></p>	<p>We will seek to improve the visibility of our collections by converting our cataloguing records to MARC to enable our participation in union catalogues e.g. COPAC, SUNCAT and WorldCat.</p> <p>We will address the cataloguing backlog by carefully evaluating donations and adding to stock items of lasting value.</p>	<p>Part of the Heritage package includes a MARC import/export module.</p> <p>The Library joined two union catalogues, SUNCAT in March 2018 and NBK in May 2019.</p>	<p><i>Completed.</i></p>

	We will write a Disaster Management Plan in partnership with other Courtyard libraries providing emergency procedures and guidance to Library and Society staff to minimise damage to the collections and building.	Harwell disaster management training delivered to staff from all Courtyard societies in August. The Library Disaster Management Plan was amended following feedback from LUG and Harwell.	<i>Completed.</i>
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## 2. Developing user services

Objective	Action	Progress update – February 2020	Latest progress
<b>Enhance user services</b>	<p>We will continue to support and adapt to the information needs of Fellows and Corporate Affiliates through free, at-a-cost and revenue generating services such as document delivery, literature searching, Geofacets, books &amp; map prints sales, Library tours and enquiries.</p> <p>We will engage further with Corporate Affiliates to develop customised products and prices.</p> <p>We will investigate the delivery of an information skills programme online and/or face-to-face to Fellows, Corporate Affiliates and non-members.</p> <p>We will carefully select and digitise material from our archive and special collections to widen the range of images and prints available for purchase.</p>	<p>Literature searching new pricing structure approved by Council on the 26<sup>th</sup> November 2014.</p> <p>First information skills training delivered to two NEFTEX employees in August 2015.</p> <p>The third Corporate Affiliate Open Day took place on the 10th November 2016.</p> <p>The literature search service was promoted in the Library newsletter in September 2018.</p> <p>Carefully selected material has been digitised over the last 4-5 years. There are currently 732 images available via our print-on-demand Picture Library and 629</p>	<p>Monthly lunchtime inductions for Fellows unfamiliar with the Library, its services and collections ran in November, January and February.</p>

		<p>on our Flickr Geological Society Library page.</p> <p>'Ask a Librarian', a live chat function, was launched in November on the online Library catalogue.</p>	
<p><b>Improve communication and marketing of value-added services</b></p>	<p>We will continue to use social media, the Society's website, newsletters and Geoscientist to raise awareness and promote Library services and collections.</p> <p>We will commission professionally produced literature to market our services to Corporate Affiliates and offer Library inductions to their employees.</p>	<p>New marketing plans in collaboration with publishing colleagues in Bath have been discussed - a paper summarising the progress made was submitted to LUG in May 2016.</p> <p>A bookmark has been produced to promote Library services in Burlington House and at external events in December 2017.</p> <p>A Library brochure has been produced to promote our services in Burlington House and at external events in December 2017.</p> <p>A standalone Library student newsletter was sent to all Candidate Fellows in early November 2017.</p> <p>The Library had a stand at UCL's Annual History Libraries &amp; Research open day in November 2016, October 2017 and November 2018 as well as Careers Day at the BGS Keyworth in November 2017. In December 2017, we took part in an Imperial College evening event in Burlington House by offering tours of the Library.</p> <p>The Library attended the Natural History Museum Student conference in March 2018 and a New Fellows' Evening in Manchester in May 2018. The Library</p>	<p>During the COVID-19 situation, remote services (including worldwide interlibrary loan searches) and online resources including e-journals, e-books, the Picture Library, blog posts and online exhibitions were regularly promoted on the GSL website, social media, in Geoscientist and newsletters. In addition, the Library curated a web page listing relevant resources made freely available online until the end of June and highlighted a range of specialist resources on Twitter from its collections and on open access.</p>

		<p>also took part in the Courtyard Lates event with a geological treasure hunt (July 2018) and Open House (September 2018).</p> <p>In February 2019, the Library Team welcomed 25 students from the UCL Greenough Society. In March, they attended Careers. Day at Imperial College. The Library took part in the Courtyard Lates on the 19<sup>th</sup> of July and ran 'Behind the scenes' tours of Burlington House. The Geological Society welcomed 1,190 visitors for Open House on the 21<sup>st</sup> of September 2019.</p> <p>In October 2019, the Library took part in a Corporate Patrons evening and displayed the William Smith map as well as more contemporary material.</p>	
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### 3. Preserving, developing and promoting special collections & archives

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<p><b>Preserve and conserve the Library's special collections and archives</b></p>	<p>We will seek to improve the environmental conditions in which the Library's rare books, historical maps and archives are kept.</p> <p>We will raise awareness amongst staff and Fellows through fundraising campaigns and conservation training and events.</p> <p>We will identify material suitable for digitisation and promote these on the Society's website, via social networks and on professionally produced printed literature e.g. bookmarks and postcards.</p>	<p>A digital camera was purchased in November 2015 to produce better quality images in-house.</p> <p>A new print-on-demand Picture Library was launched in May 2017. New William Smith map prints were added to the Picture Library in November 2017.</p> <p>The online archive catalogue was launched in October 2017.</p> <p>Four items went on loan to the Charles Dickens Museum from March-November 2018 for the 'Dickens: Man of science' exhibition.</p> <p>New prints were added to the Picture Library and promoted via a standalone newsletter in November 2018.</p>	<p>The loan of the Discussion of the Piltown Skull' to the House of European History in Brussels in May 2020 is on hold due to the COVID-19 situation.</p>
<p><b>Enhance and promote the Library's special collections and archives</b></p>	<p>We will develop the Library's collections by attracting bequests of significant importance to the history of Earth sciences.</p> <p>We will create a Plate Tectonics archive (incorporating, with commentaries, the papers of Dan McKenzie and other participants of the drift controversy and birth of plate tectonics) and make it freely available online to all.</p>	<p>The Library received three significant donations in February and March 2018.</p> <p>In November 2019, the Library took receipt of Fred Vine's archive.</p> <p>The Plate Tectonics Archive project has been successfully completed in October 2017 with the launch of the Dan McKenzie Archive website, the archive online catalogue, an exhibition and the Plate Tectonics at 50 conference.</p>	<p><i>Completed.</i></p>

#### 4. Engaging with members of the public and external partners

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<p><b>Engage with a wider audience</b></p>	<p>We will fulfil our commitment to public engagement through a variety of events and services aimed at members of the public e.g. exhibitions, talks, bookshop, Open House and map &amp; image prints.</p>	<p>Two carboniferous drawing classes were organised in April and May 2019 as part of the GSL Year of Carbon.</p> <p>William Smith's carboniferous fossils (on loan from the NHM) were exhibited in March and April to support a book launch and as part of the GSL Year of Carbon.</p> <p>'The first women' exhibition celebrating the election of the first female Fellows to the Society ran from May-December 2019.</p>	<p>All Library events have been postponed due to the COVID-19 situation.</p>
<p><b>Work in partnerships</b></p>	<p>We will continue working with external partners on specific projects (e.g. Geofacets, GeoRef and library consortia) and maintain our relationships with London library groups, the British Library and our international network of inter-library loan and geosciences libraries.</p>	<p>Our partnership with the AGI has been automatically renewed, as per agreement, for a further 3 years (until March 2021).</p> <p>3,372 African maps from our collection were digitised in June 2015 as part the Geofacets African map module project. Business models are being discussed with the Geofacets team. Discussions with Elsevier are continuing. African maps will now be part of the GSL module on Geofacets</p> <p>Relationships with other organisations and networking are ongoing.</p>	<p>Ongoing.</p>

## 5. Supporting Library staff's professional development

Objective	Action	Progress update – February 2020	Latest progress
<p><b>Support current awareness and encourage best practice</b></p>	<p>We will continue to support Library staff's professional development by encouraging relevant course &amp; conference attendance, current awareness activities and networking with other library professionals.</p>	<p>The Library Team had a disaster management refresher in July 2017.</p> <p>Each member of the Library team has attended at least two courses, meetings, conferences, off-site visit, training or e-learning sessions in 2019.</p>	<p>Ongoing.</p>
<p><b>Ensure effective succession planning</b></p>	<p>We will have in place written procedures, support and training to ensure effective knowledge sharing within the Library team.</p>	<p>A Wiki has been developed to host the Library staff manual.</p> <p>A suitable replacement for our Wiki, no longer compatible with our technology, is being investigated. The information remains available but can no longer be edited.</p> <p>Handover notes for the part-time Library Assistant role have been updated.</p>	<p>Brief handover sessions took place mid-April 2020 to adjust to the reduced staffing situation.</p>