

Date: 26 February 2003
Time: 9.00 – 12.30
Venue: National Assembly for Wales

MRCs: BACKGROUND PAPER: NATIONAL LIBRARY OF WALES:

This paper provides an overview of the following documents:

1. **ANNUAL REPORT**
 2. **CORPORATE PLAN**
 3. **DRAFT COLLECTION DEVELOPMENT POLICY**
 4. **QUINQUENNIAL REVIEW**
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1. THE NATIONAL LIBRARY OF WALES [NLW]: ANNUAL REPORT SUMMARY

Introduction

The NLW is an ASPB and receives Grant-in-Aid annually from the National Assembly for Wales [the Assembly]. The fundamental nature of NLW's work was determined by Royal Charter in 1907.

CORE FUNCTIONS AND OBJECTIVES

- To collect materials in accordance with agreed collection development policies.
- To preserve and conserve materials in the collections.
- To provide access for users of the Library to its building, collections and services and adequate information about them.
- To raise awareness and disseminate knowledge of the Library's collections.
- To collaborate with and give leadership to related professional and other bodies in the fields of library and information services, archives, museums and galleries.

MAIN AREAS OF FOCUS**1. Reconfiguration**

The Council of the NLW decided at the end of 2000 to establish a new organisational structure within the Library to be completed in January 2002. New heads of departments were appointed in Collection Services, Corporate Services and Public Services and a new structure of the sections within each department was determined. The new structure is geared to meet the needs of the Library in the future with a better system of internal communication and renewed emphasis on training.

2. The Quinquennial Review

GCL Consulting Ltd. were appointed to conduct the Review and the full report was completed in the summer 2002. An Action Plan is being prepared by NLW as a result and should be available shortly.

3. Data Protection Act [DPA] and Freedom of Information Act [FIA]

- A Data Protection policy and a full Subject Access Request System have been created to fulfil the Library's legal duties under the DPA and to allow the public to access information held which relates to them.
- An Information Workgroup has been established to begin considering the issues which arise under the FIA.

4. Risk Management

The NLW has begun to implement the recommendations of the Turnbull Report on risk management. A cross-library working group prepared a comprehensive risk assessment which will be regularly maintained and updated.

5. Training and Development

On 1st April 2001, the NLW began to seek accreditation as an Investor in People and has developed a Training and Development Strategy 2001-2004. The aim of this Strategy is to encourage, support and make staff responsible for their own personal development and carry out annual staff training. During the year 2002-03 the NLW has pledged to:

- Improve management and staff communication skills.
- Introduce comprehensive equal opportunities and training programme (including in-house)
- Introduce a comprehensive induction package and appraisal programme.

MAIN PROJECTS AND INITIATIVES

1. The Visitor Experience

Funding provided by the Heritage Lottery, NLW (private funds) and the National Assembly, has permitted the enabling works services phase to be completed. Phase I of the work comprises construction of new shops and toilets, a new restaurant overlooking Cardigan Bay, new offices and public viewing facilities for the National Screen and Sound Archive for Wales and better access for disabled people. Work began in February 2002. The NLW will be engaging new staff in marketing, education and catering to cope with the new development.

2. Exhibitions

Numerous exhibitions have been held at the NLW over this period, a few of which are listed below:

- Blood on their Hands - 1000 years of crime and punishment – attracted considerable media attention;
- The Needle Points North – an exhibition by the Embroiderer's Guild;
- Ron's World – tribute to the life of photographer Ron Davies;
- Word and Image – selection of illuminated manuscripts.

3. Preservation

Preservation staff, located within the Collection Services department should help create a broader approach to collection management issues and assist closer working with curatorial staff. Last year an investigative study, funded by the British Library, looked at the feasibility of a mass deacidification plant to cover several libraries. The deacidification of documents helps to prevent them suffering irreversible decay. This year Resource funded further research. The NLW continues to be involved in the project, now known as Infosave. The NLW also provides the Secretariat for LISC (Wales) Conservation and Preservation Group.

4. National Screen and Sound Archive of Wales [NSSAW]

The NSSAW was created in April 2001 as a result of a jointly-funded partnership between NLW and Sgrin: the Media Agency for Wales. The Archive is located on 3 sites: Aberystwyth, Llanbadarn and Cardiff. It is intended to close the Llanbadarn site and move resources to the NLW by 2004.

5. The Welsh Political Archive

New accessions this year included:

- Papers accumulated by Lord Callaghan whilst acting as chairman of the design committee for the National Assembly for Wales;
- Papers from the Welsh Communist party archives;
- Papers of the Wales Nicaragua Solidarity Campaign

6. Gathering the Jewels

This was touched upon by the Council of Museums in Wales during their presentation to the Committee on 22nd January 2003. Discussions are underway to ensure the continuation of the project after May 2003.

7. Cymru'n Creu

The Librarian chairs a sub-group of the above organisation, which considers how best to utilise information and communications technology. The group has looked into what is being done to create a platform for Welsh culture on the World Wide Web and the steps Cymru'n Creu could take, in partnership

with the National Assembly, to support further development. In the same vein, the Wales on the Web project, led by the NLW, aims to develop an electronic portal to provide access to Welsh related sources on the World Wide Web.

8. Research Support Libraries Group (RSLG) /Programme (RSLP)

The RSLG is considering ways in which higher education and national libraries may offer better services to higher education researchers in Britain. The NLW also contributed to projects being carried out by the RSLP, including "Wales 1801-1819" cataloguing Welsh language and Welsh related material of the period, and "Mapping Wales" which created a descriptive database of research resources in Wales, primarily from library collections.

9. Newsplan 2000

This project, funded by the Heritage Lottery Fund aims to preserve local newspapers via microfilming. Over a 3-year period, around 5000 reels will be produced.

10. Estate Records Project

This project is jointly funded by the NLW and the Historical Manuscripts Commission. When complete, it will be possible to search the Library's database to determine which estate and family records are held and what each estate and family archive contains.

11. Archives Network Wales

The NLW are currently awaiting a decision on funding from the Heritage Lottery Fund. The aim will be to create effective access to the documentary heritage of Wales by presenting information on the World Wide Web about archival collections in every record office in Wales.

12. Digitisation

A number of examples from the archives, manuscripts, maps, photographs and pictures collections were made available on the NLW website: www.llgc.org.uk. The Digital Archive caters for the mass storage requirements of the NLW. The NLW is a member of the Digital Preservation Coalition, a group of organisations in Britain responsible for ensuring the preservation of electronic materials.

13. The Web

At the beginning of 2001 the NLW's new look website was launched, improving the information and services provided. A marked increase in usage of the website was noted.

2. NATIONAL LIBRARY OF WALES [NLW]: CORPORATE PLAN: 2003-2004 TO 2005-2006: SUMMARY

Initiatives

The NLW are focusing upon two main initiatives over the next three years, namely:

- **Digital Library Initiative** – making as much information as possible available to users through the Internet. Its three programmes aim to:
 - Complete the online listing of the Library's contents;
 - Mount digital, online copies of items from the collections;
 - Collect, make available and preserve for the future, non-print (mainly electronic) publications that will flow from new legislation extending the scope of legal deposit
- **Open Library Initiative** – opening up the NLW to groups not traditionally served in the past, for example life long learners. The main element is the new £5.3m Visitor Centre. It is due to open in stages, culminating in the opening of the multimedia auditorium in early 2004.

Commitments and Targets for NLW

The National Assembly strategy, Plan for Wales 2001 highlighted the following commitments and targets which are relevant to NLW:

Commitments

- Raise awareness of opportunities offered through online learning;
- Promote and further develop tourism in Wales;
- Promote the arts and cultural heritage of Wales, through Cymru'n Creu;
- Support the NLW new Visitor's Centre;
- Make the treasures of Welsh museums accessible via the Internet;
- Accelerate the review of the major sponsored bodies;
- Ensure cultural and linguistic information about Wales is made available electronically.

Targets

- Increase the number of remote users of NLW to 151,000 by 2003-2004.
- Increase international knowledge and appreciation of Welsh music, film, art, drama, cultural heritage and sport by 2010.
- Satisfaction with the services provided by the Assembly and its sponsored bodies should exceed 90% by 2010.

Key Objectives

A detailed table of the NLW's key objectives over the next 3 years is to be found at Annex 4 of the corporate plan. These objectives must be fulfilled in order that the NLW can:

- Fulfil the requirements of its Charter
- Realise the ambitions of NLW
- Contribute effectively to the plans of the Welsh Assembly Government
- Respond to the recommendations of the Quinquennial Review.

Funding

The funding [Grant In Aid] provided per annum by NafW during the period 2003-2006 will be as follows:

2003-2004	£8,404,000
2004-2005	£8,654,000
2005-2006	£8,654,000

Incorporated into the above figures, are a Capital Grant of £741,000 in 2003-2004 to cover the costs of items such as computer hardware, equipment and the repair and enhancement of the NLW building. This figure looks set to increase to £891,000 in both 2004-2005 and 2005-2006. The NLW will also receive a £611,000 per annum Purchase Grant to allow NLW to purchase collection pieces. Again this figure is incorporated into the above figures.

The Grant In Aid provided is not sufficient to sustain current levels of activity. It will not be possible to accomplish all of the Key Objectives without funding beyond these levels. The 2 main development initiatives of NLW, namely the Digital Library Initiative and the Open Library Initiative are priorities for increased funding. The specific funding requirements in relation to each key objective are highlighted at pages 18 to 32 of the corporate plan.

To maintain services at their current level, NLW require the following funding:

2003-2004	£8,719,000
2004-2005	£9,084,000
2005-2006	£9,569,000

With an additional increase in funding **beyond this level**, NLW hope to make further progress with the Digital Library Initiative and the Open Library Initiative.

Total increased funding required **solely for these 2 initiatives** is as follows:

2003-2004	£1,200,000
2004-2005	£1,515,000
2005-2006	£1,395,000

If however this funding is reduced by as little as 5%, NLW will be unable to introduce these Initiatives. In addition the core services and functions of NLW will be seriously damaged.

In order to maintain the ability of the Library to fulfil its core functions and to aid new developments and projects, the Grant in Aid, Capital Grant and Purchase Grant provided are supplemented by the use of private funds. These funds will be depleted during the next 3 years however due to the financing of the new Visitor Centre in the sum of £1.7m. Additional funds will be requested from NafW to maintain the required level of funding.

Other sources of funding available to NLW [as recommended by the Quinquennial Review] are:

- European Union Funds
- Lottery Funds
- Commercial sponsorship/donations
- Self-generated increased income.

3. “COLLECTING FOR TODAY AND TOMORROW”-A CONSULTATION BY NLW ON ITS DRAFT COLLECTION DEVELOPMENT POLICY

The Draft Collection Development Policy can be found at pages 11 to 15 of this document with responses to the questions on page 16 welcomed. It is possible that these questions may be raised during the meeting on 26th February 2003.

The main points to consider, in addition to the questions at page16, are:

- The NLW is the largest library in Wales, holding a large and most comprehensive collection of written works, musical publications, cartographics, media works and paintings in both Welsh and English.
- The Quinquennial review confirmed that the NLW's functions should be retained as a single body and should continue to be funded as an ASPB.
- The NLW acquire collections via
 - Legal Deposit-under copyright legislation
 - Voluntary Deposit – to include non-print materials
 - Purchase
 - Donations and Bequests.
 - Deposit – long term loan
 - Exchange – with other institutions.
- NLW acquires, where possible, surrogate copies of materials on microfilm. Some second copies of published materials are accepted through donation, bequest and purchase.

4 QUINQUENNIAL REVIEW

The main conclusions reached as a result of this report are:

- The majority of the recommendations highlighted in the Financial Management and Policy Review report dated September 1993 have been implemented successfully. The overall conclusion reached is that the NLW is making good progress having taken on a very significantly changed agenda on a wide variety of fronts. There are a number of opportunities to improve further and to better co-ordinate the wide range of activities that NLW has embraced. NLW has achieved the specific quantified objectives it has been set. It has also made significant progress on objectives which are not quantified.

Key recommendations of the report are:

- NLW should review its approach, in particular to the longer-term corporate planning process. Operational managers should be more involved in the process and alternative ways of working should be looked at, even if ultimately rejected.
- NLW should evaluate all forms of professional collaboration, including external collaboration to identify the most cost-effective activities.
- NLW should seek to identify “presence points” at target premises such as schools, libraries, FE colleges and large community centres. The Culture Committee could provide guidance on suitable targets via their knowledge of the public sector.
- A project group should be established to look at the replacement and development of support systems, such as catalogue systems, within a target timescale. All sections of NLW should receive basic training to understand the cross-departmental importance of these systems.
- NLW should develop a more holistic approach to training, to include for example, seminars, “on the job” training and internal secondments.
- NLW should consider, in conjunction with the Welsh Assembly Government, cost-related efficiency targets.
- NLW should develop tighter principles and priorities in relation to acquisitions, in line with the new collection development policy and adopt a more robust approach to discarding/de-accessioning newspapers and periodicals.
- NLW should place more pressure on the copyright agent to fulfil their contractual responsibilities in relation to legal deposit.
- The archival data section should undertake a detailed cost-benefit analysis of its activities. An estimate should be given in future corporate plans of the staffing implications of reducing archive catalogue backlogs.
- More objective preservation criteria should be developed and the terms and conditions of the contract with the restorer be reviewed to ensure value for money.
- NLW should consider ways of making more of the art collection accessible to the public.
- The NLW profile should be increased via the website and two-way links with the National Museum, Wales Tourist Board and the Welsh Development Agency websites.

- NLW should evaluate the advantages of its membership of various external groups. NLW should also review its networking arrangements with University research departments and FE colleges.
- The Financial Memorandum should be reviewed/modified to allow greater freedom on the investment of private funds. The WAG should review the levels of authority delegated to NLW under the Financial Memorandum.
- Representatives of people with disabilities are invited to join the planning group for the Visitor Experience and Public Services Group to ensure continual monitoring of developments.
- The newly appointed Education Officer should establish how best to meet the needs of users with poor literacy skills/visual impairment via audiotapes and the labelling of exhibits.
- The Best Value steering group should ensure all elements of the NLW's operation are based on effective consultation with users. Frequent reader surveys should be extended to all visitors, especially when the Visitor Experience opens.

Committee Secretariat

February 2003