

## Resources

Standard	Target	Measurement	Action
We have a good range of current books to meet users' needs	<ul style="list-style-type: none"> <li>• Increase issues</li> <li>• Order new editions of important books and withdraw old editions</li> <li>• Respond to demand for most popular books by ordering extra copies</li> <li>• Order requested books within 5 working days</li> </ul>	<ul style="list-style-type: none"> <li>• Stats from Library management system (LMS)</li> <li>• Check most issued report to find new editions and in demand books</li> <li>• Check reading lists</li> <li>• Record date ordered, received, catalogued and processed</li> </ul>	<ul style="list-style-type: none"> <li>• Analyse LMS stats by site and user group to understand trends and opportunities</li> <li>• Proactively seek funding to improve stock quality</li> <li>• React to most issued report and reading lists</li> <li>• Use Blackwell and Olib reports to identify books to withdraw</li> </ul>
Cataloguing and processing of new books will be timely and accurate to cataloguing standards	<ul style="list-style-type: none"> <li>• All requests catalogued and processed within 3 working days</li> <li>• All other books catalogued and processed within 10 working days</li> </ul>	<ul style="list-style-type: none"> <li>• Record all books for a month, then just exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Analyse exceptions</li> </ul>
The library catalogue provides accurate information for users	<ul style="list-style-type: none"> <li>• Our library catalogue will accurately reflect available stock</li> </ul>	<ul style="list-style-type: none"> <li>• Annual stock take</li> <li>• Annual statistics for new and withdrawn books</li> </ul>	<ul style="list-style-type: none"> <li>• Delete withdrawn and missing books annually</li> <li>• Be proactive in improving standards across the region</li> </ul>
We have a good range of working e-resources, appropriate to users' needs	<ul style="list-style-type: none"> <li>• All e-resources working at all times</li> <li>• Best balance of value for money and ease of use/maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Key resource stats from Athens</li> <li>• E-journal and e-book stats</li> <li>• All e-journals checked quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Respond quickly to any problems</li> <li>• Use stats in purchasing decisions</li> </ul>