



WAGUL

Western Australian Group
of University Librarians

WAGUL Annual Events Overview

As noted in its Terms of Reference, WAGUL aims, amongst other objectives, to

- Provide leadership in developing the capability of the staff of member libraries and
- Inform the activities of member libraries in participating in the achievement of the teaching, learning and research objectives of their institutions

These objectives will be realised by, amongst other activities:

- Planning, implementing and delivering professional development opportunities for staff of WAGUL institutions and
- Providing structured opportunities for the regular exchange of information about the operations of member libraries

Each year WAGUL co-ordinates and delivers a series of events which are intended to provide the key professional development and structured networking opportunities for staff from the WAGUL libraries.

Each event has a specific focus as well as an intended audience. On the following pages the terms of reference for each of these events are listed along with anticipated costs. For each event WAGUL will require:

- a lead Library, who will host the event and co-ordinate the planning for the event
- a WAGUL sponsor, who will be the University Librarian from the lead library
- a project team convened with representation from each Library
- a budget submission, with the budget to be met by the host institution for the event where the overall cost is less than \$2000
- proposed timing for the event
- the project team to obtain, review and summarise feedback from the event and submit this via the WAGUL sponsor to WAGUL

Event hosting is rotated according to the following schedule to ensure an equitable distribution of responsibility between WAGUL members:

- Insert table here

The Chair of WAGUL will introduce each event or in their absence one of the other members will undertake this role.

WAGUL Research Forum

Purpose & Focus

The Research Forum exists to increase staff knowledge of developments in how academic libraries can actively and meaningfully partner with researchers at their institutions. This might include activities we undertake *on behalf* of these researchers but it would also involve activities in which library staff work *directly* with academics within their research projects. The forum should be future focussed, helping WAGUL libraries and their staff to understand the latest developments in how research is and will be conducted. The nature of the forum would generally mean that it involves inviting active researchers to the forum to discuss their work and may also involve invitations to experts from other states or internationally to speak either in person or via video conferencing.

Timing

The Research Forum is usually held in the Winter teaching break (July)

Duration

The Research Forum is usually a half-day event starting in the morning and concluding before lunch time.

Audience

Each WAGUL Library can nominate up to 15 participants and can decide who they will be according to their particular structure and objectives. An invitation to CSIRO to nominate up to five attendees can be offered at the discretion of the organising committee.

Unused places can be offered to other WAGUL libraries to nominate additional attendees or they can be extended to members of the research offices of WAGUL universities.

Budget

Provision will be made for providing:

- Morning tea for participants
- Gifts to a maximum of \$50 for speakers who are not WAGUL employees
- Gifts to a maximum of \$25 for WAGUL speakers
- A 15% contingency for cost overruns

Provision can be made for providing:

- Travel costs for interstate or international visitors. Fares will be economy and accomodation mid-range. A standard per diem can be included as can reimbursement for taxi fares and any charges levied by the speaker's home institution.

A draft budget must be developed at least three months prior to the event for consideration by WAGUL. Once the budget is approved the project team can work within the approved budget including the contingency but must seek approval for any costs that will exceed the budget and approved contingency.

WAGUL *Sharecase*

Purpose & Focus

The *Sharecase* exists to allow WAGUL libraries to share with their colleagues innovations in the delivery of services to Library users, whether face-to-face or 'online' (given the existence of the Research Forum, the focus on *Sharecase* would tend not to be upon services which are specific to academic researchers). The forum should be practically focussed, helping WAGUL libraries and their staff to understand why the service was needed and how it was implemented in practice. An analysis of the costs/benefits as well as the project pitfalls will help WAGUL libraries to learn from the experiences of their colleagues both in terms of project management but also whether to implement the innovation presented. The nature of the forum would generally mean that it involves only staff from WAGUL libraries.

Timing

The *Sharecase* is usually held once teaching is concluded for the academic year (late Nov or early Dec)

Duration

The *Sharecase* is usually a half-day event starting in the morning and concluding before lunch time.

Audience

Each WAGUL Library can nominate up to 15 participants and can decide who they will be according to their particular structure and objectives.

Unused places can be offered to other WAGUL libraries who might wish to nominate additional attendees.

At the discretion of the organising committee invitations will be extended to the State Library of WA, libraries in the VET sector or the public libraries sector. Guest institutions will not be charged to attend and can be offered up to four places each.

Budget

Provision will be made for providing:

- Morning tea for participants
- A 15% contingency for cost overruns

A draft budget must be developed at least three months prior to the event for consideration by WAGUL. Once the budget is approved the project team can work within the approved budget including the contingency but must seek approval for any costs that will exceed the budget and approved contingency.

WAGUL Technical Services Forum

Purpose & Focus

The *Technical Services Forum* exists to increase staff knowledge of how the technical services of academic libraries can be best managed and developed. In this use of the phrase, technical services would include traditional library activities such as meta-data creation and management but would also include the management of library activities using a library management system as well as the 'client facing' services such as discovery services.

The nature of the forum would generally mean that it involves only staff from the WAGUL libraries but given the inherently inter-twined relationship between libraries and information technology, the forum may involve invitations to staff from the IT offices of the WAGUL universities.

Timing

The *Technical Services Forum* is usually held in the first semester teaching break (April)

Duration

The *Technical Services Forum* is usually a half-day event starting after lunch and concluding at close of business for the day.

Audience

Each WAGUL Library can nominate up to 10 participants and can decide who they will be according to their particular structure and objectives.

Unused places can be offered to other WAGUL libraries who might wish to nominate additional attendees or they can be extended to members of the IT offices of WAGUL universities.

Budget

Provision will be made for providing:

- Afternoon tea for participants
- A 15% contingency for cost overruns

A draft budget must be developed at least three months prior to the event for consideration by WAGUL. Once the budget is approved the project team can work within the approved budget including the contingency but must seek approval for any costs that will exceed the budget and approved contingency.

Ends