Work from Home Suggestions for Staff in Bands 2 – 4
May 2020

Activity	Description	
Procedures and Guidelines review	Check through and update the services procedures and guidelines.	
Data cleansing on Library Management Systems	This example has been produced by KSS, it is instructions on how to perform a user tidy in their LMS (SirsiDynex).	https://kfh.libraryservices.nhs.uk/wp-content/uploads/2020/05/LMS-User-Tidy-2020.doc
Refresh and update library online content	Checking links on your library website to ensure still working that they take the end user to the correct place. Delete or amend as needed.	
Start stock take of physical stock	If the library is closed or far less people are coming into the library this maybe a good time to complete a stock check.	
Dealing with old registrations forms	Review electronic and paper registration forms. Delete and shred those no longer needed.	
Review documents on library drive	Review files on the shared drives, archive or delete those no longer needed. If it would be useful consider pulling a content page together for library drive.	
Tidy your computer desktop	- Reduce the number of files saved locally on the computer, save to shared drive so team can access as needed. - Tidy up your email inbox, delete and archive as needed. - Check all your favourites saved on your internet browser, delete and replace links that don't work.	

Review the older books in the collection to see if they have been superseded	You can review against a regional Library Management System if you have one or the book supplier you use. From this you can build a list of physical and e-books to consider buying and a list to consider weeded.	
Promotional information	• Prepare marketing plan: include events, materials, staff groups targeted and how you will measure impact (events could include randomised coffee trials, World Book Night, Health Information Week, Health Literacy Month, Libraries Week, knit and natter etc) • Creating a schedule and database of Tweets • Updating a promotional calendar of health awareness events • Creating promotional material on Canva	https://www.canva.com/en_gb/
Social media	Keeping a presence on Twitter, Facebook, Instagram and Pinterest depending on what you use.	
Library blog	Write and publish a weekly article – if possible, link your focus into your marketing plan.	
Checking that class marks are on the books	Check if these are these correct, perhaps by pulling an error report from your Library Management System.	
Checking our A-Z list of e-journals/journal entries on library catalogue	Check the list is accurate in terms of availability of journals – is there still access to that title? Is there still access for the date range being checked? Particularly useful to check this in terms of journal bundles in which titles keep changing. Corrections don't need to be made but keep a list of what needs doing.	

For staff with limited or no internet access: (Please note that supplies, print outs may need to be supplied)		
Prepare posters and display materials		
Update physical procedure guides		
Background reading	For example, the Quality and Improvement Outcome Framework handbook, back copies of Northern Lights, Knowledge Services Briefings, printed off articles.	
Preparing short reviews of some of the Fiction collection	This involves taking a selection of the books home to read & review.	