



Swiss Placements Programme

Hannie Riley from the Sainsbury Library

27th July 2017



Thank you Jola. Hello everyone. I am Hannie Riley from the Sainsbury Library. Thank you for coming to find out about our wonderful experience. I feel privileged that I have had a chance to visit Switzerland and I can talk about this fantastic opportunity available to Bodleian libraries.

This Session Consists of



- What does the Swiss Placements Programme offer?
- What do the Swiss interns offer?
- What can a host library offer?
- How has it worked?
- Questions to a host librarian
- Questions to the past interns
- Reflections
- Final note
- Questions and Answers

My session will last about 30 mins and there will be Q&As at the end.



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As Jola explained earlier, the Swiss Placements programme is an Swiss Erasmus Programme.

What does the programme offer?

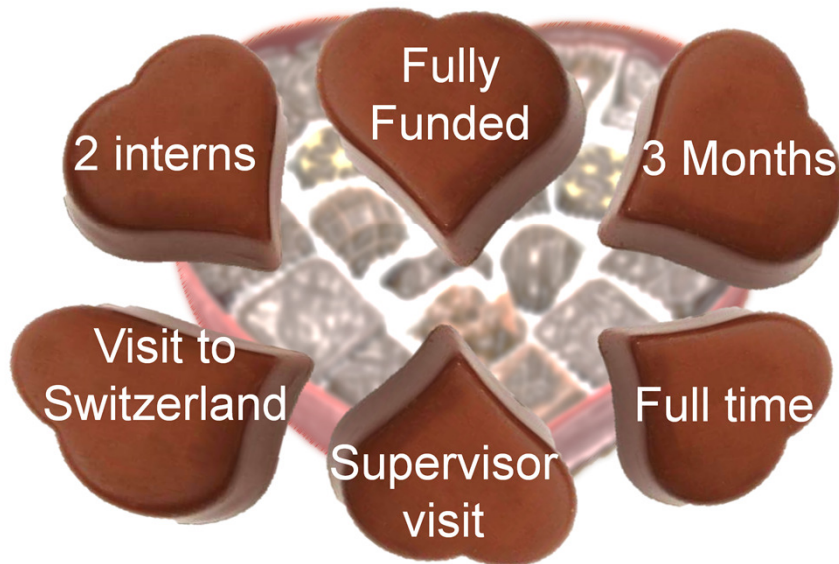


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So what does this programme offer to the Bodleian Libraries?

What does the programme offer?



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- The interns come to the host libraries.
- They are fully funded by the Swiss Education Delegation.
- They work for a period of 3 months.
- They work full time as a member of staff.
- During their placement, a visit from programme supervisor Britta will be carried out to see how they are getting along.
- In return, the host library will be offered a chance to send one staff member to Switzerland for a visit. Funding is available to cover most of the costs. I won't go any more details of our schedule as Jola gave us a fantastic presentation on what we had done during the visit

What do the Swiss Interns offer?

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Interview and selection process

Aleph user

Completion of 2-3 years of library training programme

English and other language

2-3 years of library work experience

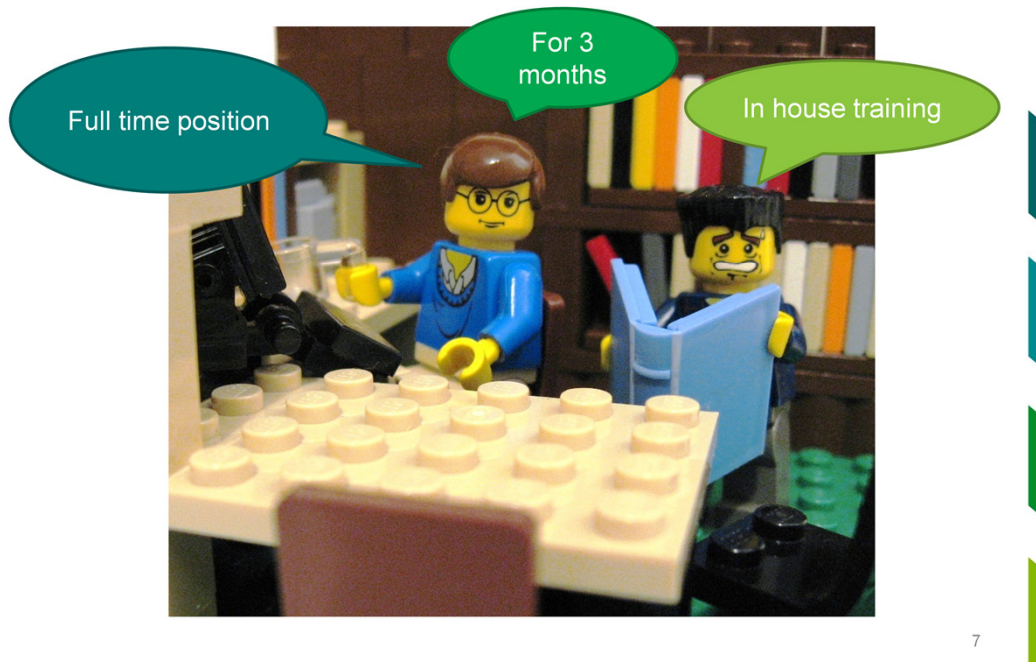
What about the Swiss Interns then. What can they do for us?

- The interns will have just completed their 2-3 years Federal Diploma of Vocational Education and Training course whilst they are working full time in a library at their organisation or institute.
- They speak good English as well as German or/and French.
- They are confident at using Aleph with cataloguing skills
- Britta, the librarian at the Institute of Sociology, University of Zurich and organiser of this programme, teaches a cataloguing course at a local vocational school for librarians, short lists candidates for the placement and the host librarians select the interns

What can a host library offer?



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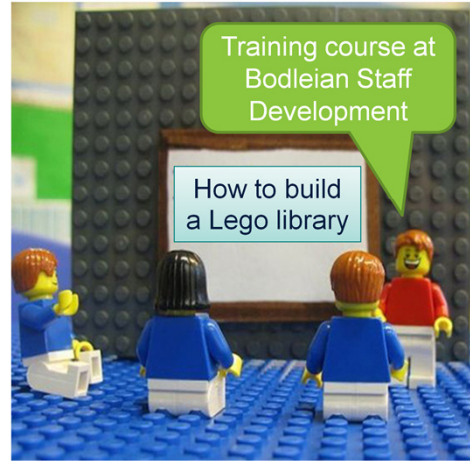


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The host library offers an intern a full time position for 3 months and provides in-house training.

What can a host library offer?

Supervision



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It gives the intern close supervision so they can learn the way your library says 'Shhh' and offer various training opportunities via Bodleian staff development. A warm welcome and great hospitality will be greatly appreciated.

From chaos to..



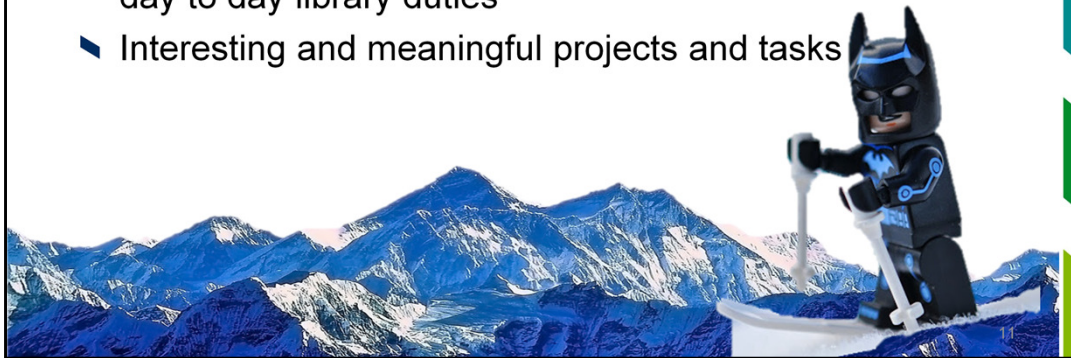
Also importantly, interesting tasks to carry out and meaningful projects to get involved in. So they can bring chaos to order.



ORDER

How has it worked?

- 2 interns at the Sainsbury library and Education library
- Each intern for 1.5 months in each library
- From late August to late November
- Fully qualified and capable
- Becoming a full time library staff member to carry out day to day library duties
- Interesting and meaningful projects and tasks



- For the last 2 or 3 years the Sainsbury library and the Education Library have offered a placement for 1.5 months each.
- This year, it takes place from late August to late November.
- They are highly skilled library workers using Aleph confidently with an excellent work ethic.
- They worked as a library staff carrying out day to day library duties.
- Also they were involved in some interesting and meaningful tasks and projects.

Examples



- New signage
- Checking data in our digital repository, Eureka
- Reclassification of Annexe collection
- Uploading Library's new FAQs' content to the Library's LibGuide
- Creating a brief practical guide on plagiarism and copyright for external/guest lectures
- Creating the plagiarism form
- Creating more comprehensive guide to range of industry reports

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The tasks and projects they were involved at the Sainsbury library are

- New signage for the library
- Checking our digital repository Eureka to update the record and corrections
- Reclassification of Annexe collection
- Uploading Library's new FAQs's content to the Library's LibGuide
- Creating a brief practical guide on plagiarism and copyright for external/guest lectures. Please see the handout.
- Creating the plagiarism form. This is also provided on the back of the handout.
- Creating more comprehensive guide to range of industry reports.



Q: What do the Swiss interns bring to your library?

Q: What have your team learnt from the experience and do you have any recommendations for future host librarians?

Now it is time for me to hand over to one of the host librarians, Chris Flegg. The questions I asked are...

Chris Flegg, Sainsbury Library



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Let us hear her own experiences

Questions



Q: What did you learn from the internship programme at Oxford?

Q: How does it affect your career?

Q: What would you like to say to potential host librarians?

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Equally it will be good to hear from the past interns themselves. The questions I asked are...

Dominik Sievi



What I learnt is the language, of course, new experience, new people and new programme.

Also to prove and explain what I can do.



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So what did I learn during my time in Oxford?

Well, the language of course. New experience, new people, new programs etc. But one other point I would like to pick out is to prove to people what I can do.

Dominik Sievi



The ability to make a clear point on what I can do, is something that will always be helpful in my career.

Now I can say, "Hey I have already done that. Let me show you." And this really impresses colleagues.



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How did it affect my career?

For sure everyone likes to see the name "Oxford" somewhere in their CVs. I think the ability to make a clear point on what I can do, is something that will always be helpful in my career. Now I can say: "Hey I have already done that. Let me show you." This really impresses my colleagues.

Dominik Sievi



Give them freedom and flexibility as they bring skills which you don't know yet.

You can shape these skills. There are many ways to learn and develop at the University.



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An advice to potential host librarians:

Don't plan it all out at the beginning. Give them freedom and flexibility. Because they bring skills you don't know they have yet. More importantly you can shape these skills. There are so many ways to learn new things at the University, like the Wikipedia talk over Lunch time, all the IT-Courses, Lynda.com etc...

Dominik Sievi



Remember.
Always demand
a lot! It shouldn't
feel too much
like holidays. ;-)



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Karin Voser



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Olivia Pirolt



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Reflections...



Ask questions to yourself

- Will a new member of the workforce be beneficial for your library?
- Do you have capacity to train a new staff member to work alongside you?
- Are there any interesting projects or meaningful tasks to be carried out by the interns for about 2-3 months?
- Do you want to learn from a fresh new perspective?
- Do you want to give a chance to growth and development?

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If you are interested in, please ask yourself some questions...

Will a new member of the workforce be beneficial for your library?

Do you have capacity to train a new staff member to work alongside you?

Are there any projects/tasks to be carried out by the interns for 3 months?

Do you want to learn from a fresh new perspective and idea?

Do you want to give a chance to growth and development?

Final note



What have I learnt?

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Finally, what I learnt from this programme? As you have heard from the first-hand experiences, there are many, many benefits to be part of this programme. I am sure that I do not need to repeat these but there is one thing that stands out most to me.

Final note



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Last November the American election result brought me into a state of confusion and disbelief. Then an email from our Dean, Peter Tufano arrived the next day. It was addressed to all the staff at Said Business School. The email said

Final note



“In a world that tolerates disrespect, we must be ever more respectful.

In a world that turns inward, we must turn outward as global citizens.

In a world where effecting transactions is seen as more important than building relationships, we must create enduring bonds.

In a world where progressive ideals may be forgotten, business must advance a sustainable and inclusive agenda.

This is a great deal to ask. Our job will be harder. But the stakes for society have risen, and we must accept our responsibilities.”

Peter Tufano, November 2016.

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Personally Peter’s email offers hope on how to interpret and deal with dramatic changes in our political, social and international situations. It gives a vision to uphold the values I believe. Accepting outsiders into our comfort zone might be unsettling and bring a huge challenge. However opening our door to these young future Librarians from overseas is one way of the Bodleian libraries to show our inclusiveness to the world. Inclusiveness is the most important thing I learnt though this programme.

Final note



Open and Inclusive?

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My question to you is “ Do you want to be Open and Inclusive?”

Any Questions?

