HEALTH LIBRARY
CLINICAL EDUCATION CENTRE
LIBRARY USER GROUP

Terms of Reference

1 Remit
The remit of the user group is to provide a forum for user input into the delivery and development of library and information services. This will include all aspects of services, specifically:

- The level and adequacy of printed and electronic resources/collections
- The provision and range of services across the whole spectrum of NHS and academic user communities
- The needs of specific user groups such as NHS staff in the community, part time and distance learning students
- Appropriate quality standards and performance levels of library Services

2 Membership
The Group aims to include representatives from a wide spectrum of users and in particular to represent the needs of both academic and NHS user communities

- Members may be nominated to represent a particular user community or they may be volunteers with an interest in library and information service provision
- Membership will include representatives from the undergraduate and postgraduate student bodies and from academic staff
  - Medical student
  - Nursing Student
  - Post-Registration Student
  - Nurse Academic
  - Medical Academic
  - Postgraduate Researcher

- The Group will include NHS members to represent different professional groups and areas of practice
  - Nurse Education (UHNS)
  - Medical Education (Director of Education (Medical))
  - Head of Therapies
  - Junior Doctor
  - General Practitioner
  - Community Nurse
  - Teaching PCT representative
  - R&D
- The Library Services Manager, Faculty of Health Librarian and NHS Lead Librarian will attend meetings, with other members of staff as required
- Members may be co-opted to represent specialist interests as necessary

3 **Administration of meetings and reporting mechanisms**

- The Group will meet at least three times a year
- A chairperson will be elected at the first meeting of the year and continue in the role for one year
- Action notes will be taken at each meeting, these will be distributed to all Group members and made available on the intranets
- Any issues which arise which have a bearing on strategic development will be taken forward by the Library Services Manager to the appropriate committees/boards

The User Group will not be the only mechanisms by which we involve, consult and communicate with users to assess their needs.