Newcomb Library - ESR to LMS: library membership made easy


The problem:
The Newcomb Library has recently been assessing ways in which we can cut down repetitive tasks. A particularly time consuming task was inputting membership application forms into our Library Management System. We considered a number of approaches to cutting down the amount of time spent on this task.

Our innovation:
Rather than spending time manually inputting library membership information into our Library Management System we wanted a solution which would reduce manual inputting of records to a minimum. We wanted to reduce the replication of work being carried out within the trust. We are now trialling the approach below:

Our proposed approach:
- liaising with HR to receive a CSV file drawn from the ESR system containing new members of staff details (name, email, department etc.)
- importing these records into our LMS with an expiry date of the day of import
- informing new staff through trust induction slides, stalls, emails etc. that they are already members of the library and only need to 'activate' their account
- for potential library users from other trusts, who won’t appear in the ESR system, an online form will allow these members to join

Envisaged benefits:
- Reduced admin load for all members of staff
- Free up time to work on other projects/activities
- Reduce errors involved in manually inputting membership information.
- Reduced use of paper/ink
- Automatic expiry and a reduction in paper copies will reduce the effort required to comply with data protection requirements
- More accurate library usage statistics

Knowledge for Healthcare:
We believe that once any initial difficulties with this approach are ironed out that this solution will allow us to more successfully pursue the principles and values of Knowledge for Healthcare, in particular: 'Harnessing technology to streamline back-office functions' Knowledge for Healthcare, p.17. We believe it will allow the library team to spend more time pursuing other projects and activities.

More information:
If you would like any more information about our proposed approach please contact us at:
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