

# Library Service Standards - August 2024 report

## Customer Service

We will ensure that our Customer Service is consistently outstanding.

Service standard	Performance measurement
<p>We will achieve the Customer Service Excellence award.</p>	<p>CSE Awarded 9th December 2022 for a 3 year term (subject to annual review). Confirmation of successful first annual review received 21st November 2023.</p>
<p>UoP Student Customers will be satisfied with their experience of using the University Library and this will be reflected in their response to NSS Q20. We will maintain or improve these satisfaction levels annually.</p>	<p>NSS 2024 Q20: How well have the Library resources (e.g. books, online resources and learning spaces) supported your learning?</p> <p>For Q20, Portsmouth scored: A 91.8% positivity measure. Sector benchmark for this question was a 89.3% positivity measure.</p> <p>This maintains the customer satisfaction level when compared against 2023 scores with a variation of 0.1.</p>
<p>Our staff will actively engage in conversations with our customers to monitor customer satisfaction and provide a variety of channels for feedback.</p> <ul style="list-style-type: none"> <li>● Conduct 6 pop-ups a year.</li> <li>● Bi-monthly liaison with UPSU.</li> </ul>	<p>No Library pop-ups were held in August. In total 8 pop ups were held during the 2023/24 academic year.</p> <p>Last UPSU liaison meeting held 21st June 2024. Meetings will resume with the start of the 24/25 academic year.</p>
<p>We will offer a range of contact options for our customers and ensure timely responses to all customer communication.</p> <ul style="list-style-type: none"> <li>● During office hours we will aim to answer all phone and chat enquiries at point of contact. Any missed calls or chats will be followed up on the same working day.</li> <li>● Letters will be answered within 2</li> </ul>	<p>There was 1 missed chat during this reporting period; this was followed up on the same working day.</p> <p>There was 1 missed call during this reporting period; this was followed up on the same working day.</p> <p>All standards associated with the timely</p>

<p>working days.</p> <ul style="list-style-type: none"> <li>• Emails received by <a href="mailto:library@port.ac.uk">library@port.ac.uk</a> will be responded to in 1 working day.</li> <li>• Responses provided to our customers via our Out of Hours enquiries service will be reviewed by our Enquiry Team each working day.</li> <li>• General enquiries received via Hornbill will be responded to in 1 working day.</li> </ul>	<p>handling of enquiries via letter, email, out-of-hours and Hornbill were met during this reporting period.</p>
<p>UoP Customers will be satisfied with their experience of using the University Library Chat Service. Where customers choose to rate our service we will aim for ratings of 3 or above. Any ratings of 2 or less will be followed up to seek customer feedback.</p>	<p>No chat ratings were received during this period.</p>
<p>We will offer a range of ways for our customers to provide feedback, complaints and suggestions for improvement of our services. We will act upon this feedback by incorporating it into our action planning activities. 100% of actions taken in response to feedback will be made visible to our customers on our website and social media channels.</p>	<p>Feedback was received regarding use of the Breastfeeding and Expressing Space in the University Library. Feedback was shared with colleagues and further information regarding the roll-out of this new service will be shared at the beginning of the new academic year.</p> <p>Actions taken by the Library in response to feedback received prior to this reporting period can be viewed via our website and social media channels:</p> <p><a href="#">Student led change</a>  <a href="#">Blog</a>  <a href="#">Facebook</a>  <a href="#">Twitter</a>  <a href="#">YouTube</a>  <a href="#">Instagram</a></p>

## Building and Spaces

We will ensure that our building is open and welcoming and that all our physical library spaces are comfortable, clean, safe, and well maintained.

Service standard	Performance measurement
<p>The library will be open for the advertised opening hours.</p>	<p>There were no unscheduled closures during this period</p>

<p>Changes to standard opening hours and services will be published on the library website at least one month in advance.</p>	<p>Changes to opening hours for the 2024 Summer Vacation period were published on the Library website w/b 01/05/2024. See (<a href="https://library.port.ac.uk/open/index.php?open=40">https://library.port.ac.uk/open/index.php?open=40</a>)</p> <p>The University Library vacation opening hours have been reviewed and modified for the summer 2024 vacation period. The Library Reception Desk closed at 5pm on Fridays and was unstaffed on both Saturday and Sunday throughout August. There were no unscheduled closures of the Reception Desk during this reporting period.</p>
<p>The cleanliness of the library space will be maintained by:</p> <ul style="list-style-type: none"> <li>● Full building clean everyday between 6.30 and 9.30</li> <li>● Toilets cleaned 3x a day</li> <li>● Rubbish is collected 3x a day</li> </ul>	<p>This standard was achieved for this reporting period</p>
<p>We will ensure the safety of our customers in our building through the provision of a Security Team on site during all open hours to oversee access, patrol the building and monitor texts or calls to the University Library's incident reporting number.</p>	<p>This standard was achieved for this reporting period</p>
<p>We will actively seek ways of monitoring issues with the Library environment and take action to improve our spaces as a result of this.</p> <ul style="list-style-type: none"> <li>● Monitoring of security incident forms.</li> <li>● 2 x per academic year - sample week review of emails associated with building issues and their resolutions.</li> <li>● Annual review of service level agreements associated with equipment and software used by the Library.</li> </ul>	<p>No action was required as a result of incident forms received during this reporting period.</p> <p>Last sample week review conducted w/b 19th February 2024. 11 issues associated with the University Library building were reported and passed onto Estates for resolution..</p> <p>Service Level Agreements associated with all the University Library's key suppliers were reviewed in August 2023. No actions required.</p>

## Resources

We will provide access to the resources our customers need and signpost them effectively.

Service standard	Performance measurement
<p>We will actively monitor reading lists through statistical reporting and review processes to ensure availability and currency of reading list resources.</p> <ul style="list-style-type: none"> <li>Where these items are available for purchase they will be obtained in accordance with our Collection Management Policy.</li> <li>Where it is possible for items to be digitised this will be undertaken in line with copyright legislation and within the timeframe of the requestor.</li> </ul>	<p>33 new reading lists were created during this reporting period.</p> <p>215 Reading list items were added to stock in this reporting period.</p> <p>10 Items were digitised during this reporting period.</p> <p>Response time standard met.</p>
<p>80% of all items will be reshelved within 1 working day.</p>	<p>Standard met</p> <p>100% of items were reshelved within 1 working day</p>
<p>We will provide a Click &amp; Collect Service for customers who wish to reserve items for collection.</p> <ul style="list-style-type: none"> <li>Click &amp; Collect items will be available for collection within 1 working day of the request where the book is available in the library.</li> </ul>	<p>68 items were delivered via the Click and Collect Service during this reporting period.</p> <p>Response time standard met.</p>
<p>We will provide remote access to our physical collections through a variety of services:</p> <ul style="list-style-type: none"> <li>Students and academic staff may request loanable items via our Postal Loans Service. Postal loan requests will be posted within 2 working days of their receipt where the book is available in the library.</li> <li>Students and academic staff may request scans of items via our Scan and Deliver Service. Scan and Deliver requests will be supplied within 2 working days of their receipt where the item is available in the library.</li> </ul>	<p>15 items were supplied via the Postal Loans Service during this reporting period.</p> <p>All requests were processed within the timeframe of the Library Service Standard.</p> <p>4 items were supplied via Scan and Deliver requests during this reporting period.</p> <p>Supply time standard met.</p>
<p>We will provide access to requested articles and books that are not part of the Library's collection through a combination of purchase and ILL providing the item is available via those routes and all necessary information has been provided by the requestor.</p> <ul style="list-style-type: none"> <li>Where it is possible books requested via ILL will be purchased for stock (in ebook format if available).</li> </ul>	<p>19 requests resulted in items added to stock within the reporting period.</p> <p>Of the remaining requests with Inter Library Loan source locations 98.5% were satisfied.</p>

<ul style="list-style-type: none"> <li>We will satisfy 90% of all other requests that proceeded to Inter Library Loan</li> </ul>	
<p>We will provide our customers with support in accessing and using eresources and deal with reported issues appropriately.</p> <ul style="list-style-type: none"> <li>Ensure currency of the <a href="#">Accessing electronic resources</a> and <a href="#">User guides</a> webpages through regular maintenance and annual review.</li> </ul>	<p>The <a href="#">Accessing electronic resources</a> webpage was last updated 17th November 2023.</p> <p>The <a href="#">User guides for selected electronic resources</a> webpage was last updated 13th May 2024.</p>
<p>We will ensure that we signpost our library collections to the UoP community through the provision of the following:</p> <ul style="list-style-type: none"> <li>Provision of Subject Pages that link to current subscriptions and supporting materials that are annually reviewed.</li> <li>Promotion of new resources via blog posts, social media and the New Book spreadsheets published on the Library website.</li> </ul>	<p>Current subject pages can be accessed via the following link: <a href="https://library.port.ac.uk/10012">https://library.port.ac.uk/10012</a></p> <p>Details of the new books added to the Library during this reporting period can be found here <a href="https://library.port.ac.uk/w1046.html">https://library.port.ac.uk/w1046.html</a></p>

## Support

We will provide expert help and advice to our customers at point of need and at a time that suits them.

Service standard	Performance measurement
<p>Our Academic Liaison Team will provide teaching and support services to ensure all students, researchers and academic colleagues have the opportunity to develop their information literacy skills.</p> <ul style="list-style-type: none"> <li>Faculty Librarians and Assistant Faculty Librarians will develop and deliver teaching sessions as requested by academic departments.</li> <li>Faculty Librarians and Assistant Faculty Librarians will offer 1:1 bookable slots for specialist support.</li> <li>Faculty Librarians and Assistant Faculty Librarians will participate in the Graduate School's Development Programme for UoP researchers.</li> <li>Students will be able to access face-</li> </ul>	<p>Delivery of teaching sessions and 1:1 sessions is reported on an annual basis. During the 2022/23 academic year the Library Team delivered 1008.5 hours of teaching across 923 different sessions that were attended by 13,997 students.</p> <p>Graduate School Development Programme reporting is done on an annual basis. During the 2022/23 academic year the Library Team delivered 18 sessions covering 9 different topics within the Graduate Schools Development Programme.</p> <p>The Duty Librarian drop in service will resume in September.</p>

<p>to-face support via our Duty Librarian drop in service during term time.</p> <ul style="list-style-type: none"> <li>• Students will be able to book referencing support sessions during term time.</li> </ul>	<p>6 referencing support sessions were delivered during the reporting period..</p>
<p>We will offer a range of ways for our customers to develop their information literacy skills independently through the provision of supporting tools and materials on our website.</p> <ul style="list-style-type: none"> <li>• Annual review of Information Literacy webpages and tools.</li> <li>• Referencing@Portsmouth will be regularly updated to reflect any changes in source types or Referencing Standards</li> </ul>	<p>The <a href="#">Information Literacy webpages</a> were last updated 15th July 2024 including development of the <a href="#">AI Literacy webpage</a>.</p> <p>The <a href="#">Referencing@Portsmouth</a> webpages were last updated in July 2024, with updates made to the Reference Management Tools guidance pages.</p>
<p>We will offer a range of ways for our customers to develop their skills and knowledge in the field of copyright and to ensure adherence to the University's Copyright Policy.</p> <ul style="list-style-type: none"> <li>• Regular maintenance and annual review of Copyright Guidelines webpages to ensure currency with legislation and best practice guidance.</li> <li>• Provision of specialist copyright enquiries service. All enquiries will be acknowledged and receive an initial response within 2 working days.</li> </ul>	<p>Two of the Library's copyright support webpages were updated 1st July 2024. <a href="#">Copyright principles</a> <a href="#">Copyright for students</a></p> <p>Two further pages were updated 3rd July 2024 <a href="#">Copyright for lecturers</a> <a href="#">Copyright - types of material</a></p> <p>2 specialist Copyright enquiries were received during this reporting period. Response time standard met</p>
<p>We will offer a specialist enquiry service to support customers who wish to use archival resources.</p> <ul style="list-style-type: none"> <li>• All enquiries will be acknowledged and receive an initial response within 2 working days.</li> </ul>	<p>7 specialist Archive enquiries were received during this reporting period. 1 enquiry fell outside of the response time standard owing to receipt during a period of annual leave.</p>
<p>Our professional staff will undertake cost effective development and networking activities and actively seek to maintain their current awareness to identify issues impacting on the services we offer to our customers both locally and nationally.</p>	<p>The University Archivist Anna Delaney and Faculty Librarian Greta Friggens met with representatives from the National Archives.</p>

## University Card Printing Service

We will deliver a highly rated and efficient University Card Printing Service for all of our customers.

<p>We will respond to Hornbill requests for University ID cards for our new staff in a timely fashion. Cards will be printed and available for collection or distribution within 3 working days of personal data being available in the card printing database and following the submission of an appropriate photograph.</p>	<p>44 new staff cards were printed during this reporting period.</p> <p>All requests were processed within the timeframe of the Library Service Standard.</p>
<p>We will respond to Hornbill requests to replace lost, damaged, stolen and faulty University ID cards for our students and staff in a timely fashion. Cards will be printed and available for collection or distribution within 3 working days where an appropriate photo and all required personal data are available in the card printing database (and where a crime number has been submitted for stolen cards).</p>	<p>13 requests for replacement cards were received during this reporting period.</p> <p>All requests were processed within the timeframe of the Library Service Standard.</p>
<p>We will process requests from members of the public in a timely fashion by ensuring that new Library Cards will be printed and available for collection for our Sconul and External Members within 5 working days of receipt of their joining or renewal application (on condition that all required personal data is available in the card printing database and following the submission of an appropriate photograph).</p>	<p>46 applications were processed.</p> <p>All requests were processed within the timeframe of the Library Service Standard.</p>
<p>UoP Customers will be satisfied with their experience of using the University Card Printing Service. Where customers choose to rate our service we will aim for 5 star ratings on Hornbill for all University Card Printing Requests. Any ratings of 3 stars or less will be followed up to seek customer feedback.</p>	<p>1 customer rating was received during the reporting period. The rating was 5 stars.</p>