

# From data entry to advocacy: recruiting students as Resource List Assistants

*Talis Insight, April 2016*

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# Setting the scene

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2015/16 is our first  
full year of TARK &  
TADC

Implemented during  
2014/15

Undertook data entry  
of all lists before  
handing over  
ownership to  
academics






With over 1450 lists  
to add, we knew we had  
a big job ahead of us!

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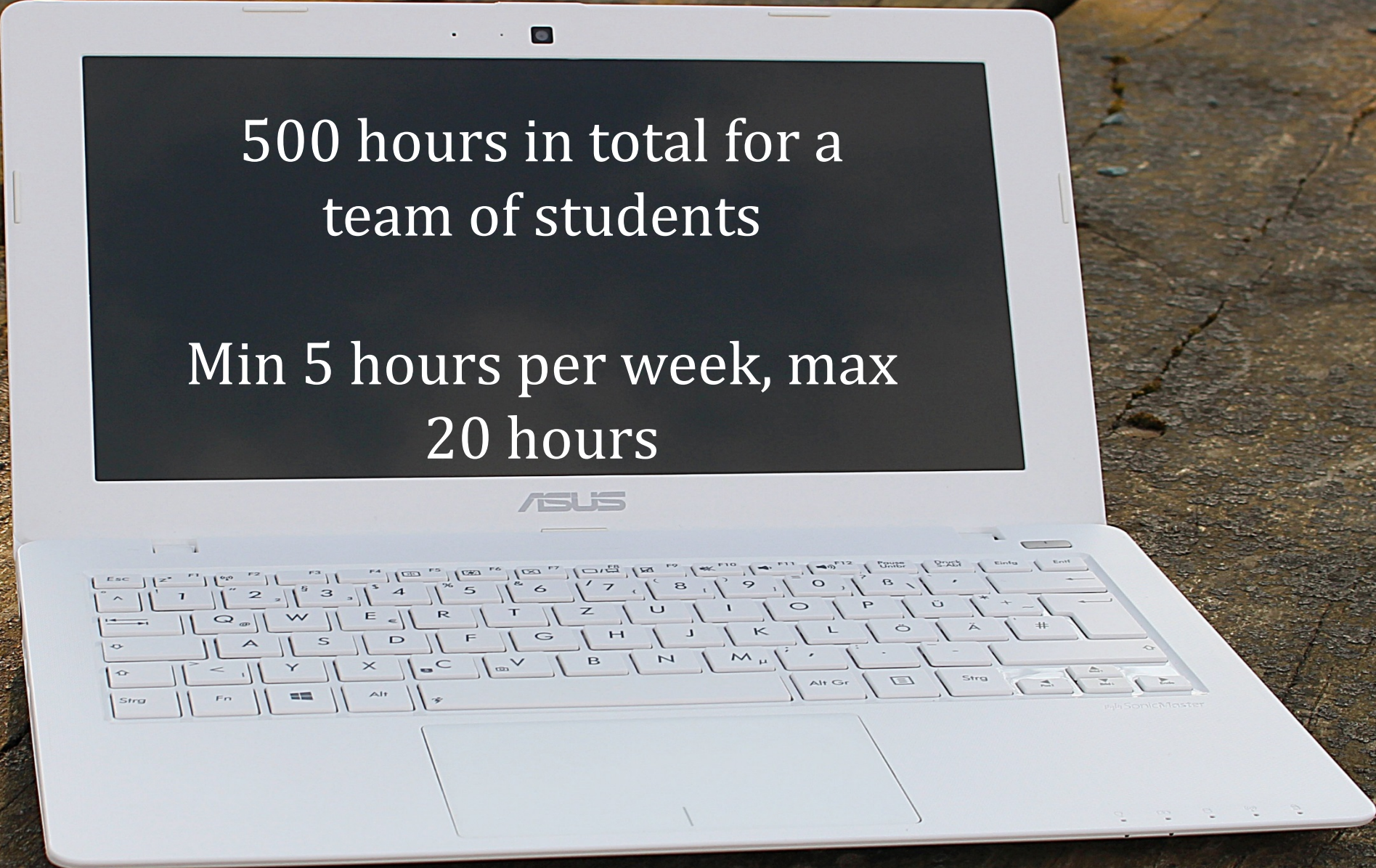
We wanted data entry to  
be quick, and to roll  
out a completely  
populated system



A white ASUS laptop is open and resting on a weathered wooden log. The laptop screen is black with white text centered on it. The text reads: "Support for data entry came in the form of student Resource List Assistants". The ASUS logo is visible on the bezel below the screen. The keyboard and trackpad are also visible.

Support for data entry came  
in the form of student  
Resource List Assistants

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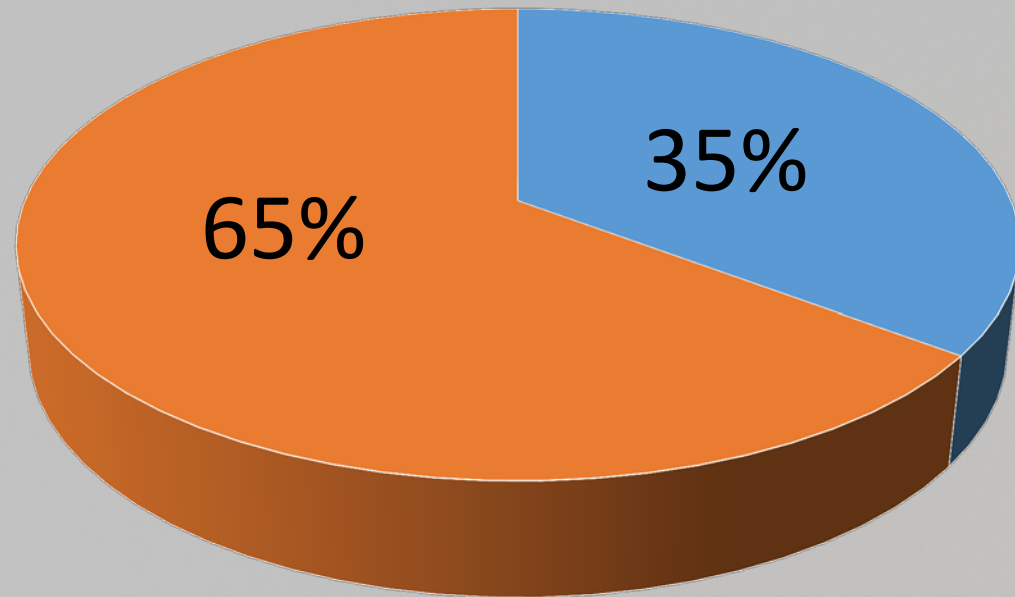
A white ASUS laptop is open and resting on a weathered wooden log. The laptop screen is black and displays white text. The keyboard is visible, and the ASUS logo is on the bezel below the screen. The background is a natural, outdoor setting with the texture of the wood and some green moss.

500 hours in total for a  
team of students

Min 5 hours per week, max  
20 hours

# Students undertook a significant amount of data entry

Lists uploaded



■ Students ■ Library staff



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An unexpected benefit was that  
students became library advocates



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# For example



**Ionuț Grigorescu**

2 February 2015

I'm really glad to be part of this big and wonderful project (Aspire Project) which aims to facilitate the access to our so needed resources.

I also posted a picture to show you how to access it, it is simple, fast, really concise and some of the lists were created with my help. 😊

P.S.: And it is still a work in progress, hope we will finish it as soon as possible. 😊

A screenshot of a web interface for 'Library Search'. The title 'Library Search' is in a large, bold, blue serif font. Below it, 'powered by: Summon' is written in a smaller, black sans-serif font. Underneath, there is a line of text: 'Books, journals and more, in print and online, all in one search.' Below this is a search bar consisting of a white input field and a grey 'Search' button. Under the search bar is a link that says 'More search options'. At the bottom of the screenshot, there is a blue banner with white text: 'New service! New University book purchasing system available with over 75,000 eBooks added to Library Search for you to choose from. Just one click will trigger a purchase for you and your fellow students to immediately use, with the library picking up the bill.'

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We think this advocacy has had a  
real, tangible impact

One strong advocate was from Archaeology,  
where we saw NSS scores rise from 3.0–3.8.

Cause, correlation or coincidence?

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There were benefits for  
students as well

They earned money, gained work experience,  
and could add to their Worcester Award

“Searching for resources? I mean, pffft, it’s no problem. I know so much now!”

– Resource List Assistant, post-project

They also gained more confidence in using library resources

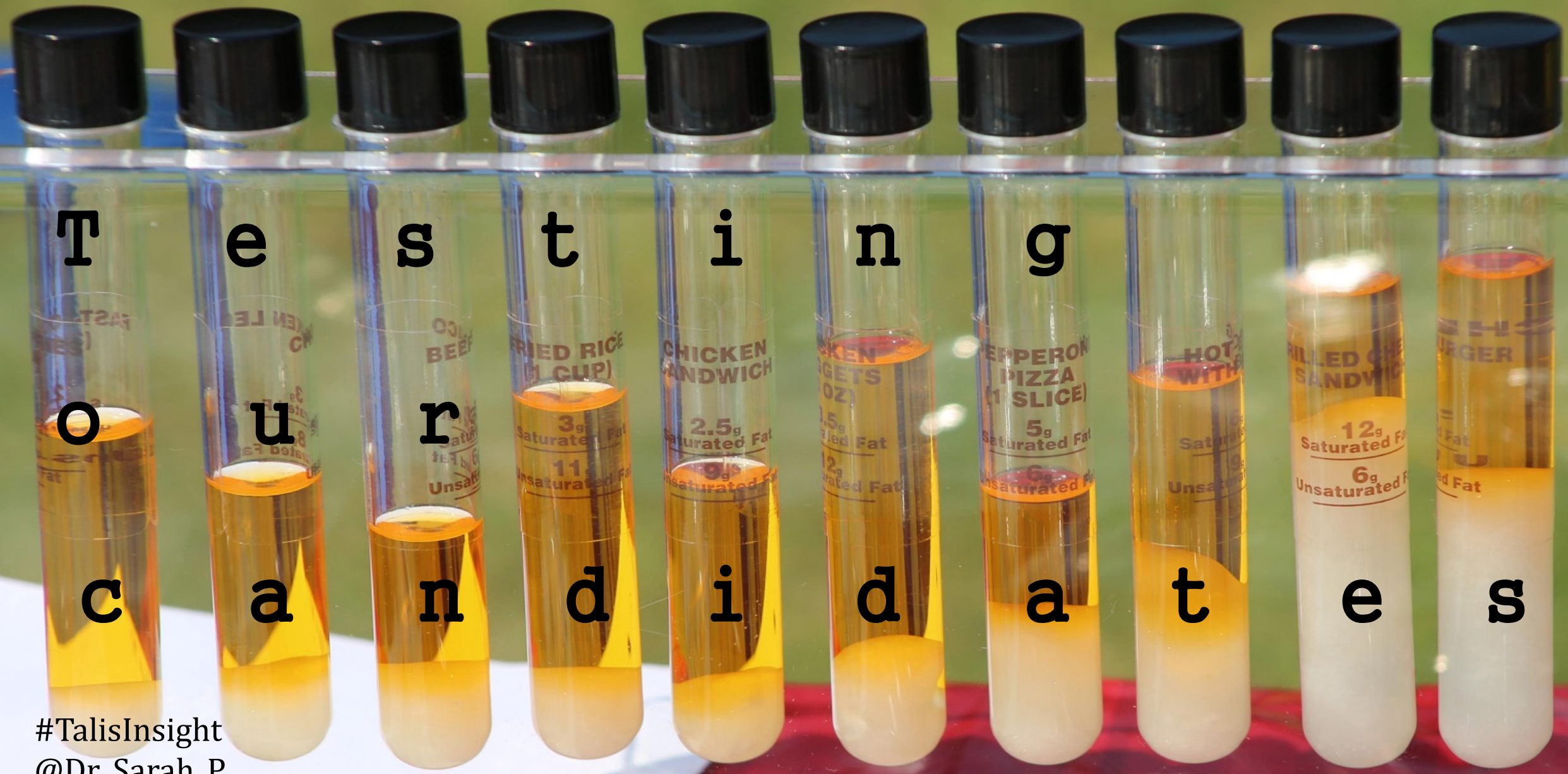
The role was  
advertised  
to students  
only

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A 3D rendered character with a grey body and a white face is holding a magnifying glass. The magnifying glass is focused on the word "JOB" written in large, blue, 3D block letters. The background is a gradient of blue and white.

**JOB**

We received  
over 30  
applications



T e s t i n g  
o u r  
c a n d i d a t e s

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# The work related exercise

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## Resource List Assistant: work related exercise

### Instructions

This exercise was developed to give you a better idea of what work in this role is like and help us in determining the best applicants.

The instructions below take you through the process of adding items to the Aspire resource list system. Following these instructions, add the items that are on the Answer Sheet to the resource list that is open on the browser in front of you: "TEST LIST - [your name]"

- You have 30 minutes to complete this test.
- You may ask for clarification on these instructions at any time.
- Do not worry if you do not complete the exercise in the allotted time.

### Adding books & ebooks from Library Search

1. Go to [librarysearch.worc.ac.uk](http://librarysearch.worc.ac.uk) and search for the item you want to add. Searching tips:
  - Search for the book or article title and put "" around it, e.g. "the theatres of George Devine".
  - Use the **REFINE YOUR SEARCH** options on the results screen to filter results. Top tip – use 'Full Text Online' for anything electronic, or use **CONTENT TYPE** (book, journal, etc) to specify whether you're searching for a book or journal.
2. On the list of results screen, add the title you want by clicking 'Add to My Bookmarks' (in the browser toolbar) – see screenshot
3. A 'Bookmark to Reading List' link will appear by each title. Click on the link next to the item

## Resource List Assistant: work related exercise

### Answer sheet

|

Name:.....

- 4 of the 5 items can be found using Library Search
- 1 of the 5 is not held by the library. You will need to search on Amazon and add the item from there to your list.
- 1 of the 5 items may throw up an error message or fail to bookmark. In the box below, please indicate which one caused you a problem and give a short explanation of what you might do in this situation
- Do not worry if you are unable to complete the exercise in the allotted time

1	<u>Eikleberry</u> , C. (2007) <i>The careers guide for creative and unconventional people</i> , 3 <sup>rd</sup> edition. Ten Speed Press, London.
2	Moore, S. (2010) <i>The ultimate study skills handbook</i> . [e-book] McGraw-Hill/Open University Press, Maidenhead. Available from: Dawson Era [Accessed 27 November 2014]
3	Saffron, S. (2009) Study skills: exam success. <i>British Journal of Healthcare Assistants</i> . [Online] 3 (5), 251-53. Available from CINAHL Plus [Accessed 27 November 2014]
4	Wardle, I. (1978) <i>The theatres of George Devine</i> . Jonathan Cape, London

<http://bit.ly/1nIPLQj>

<http://bit.ly/1TIxuAF>

It all went well! We recruited 6 students



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We started with hands-  
on training from  
liaison librarians

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**IN THE BEGINNING**

We kept a very close eye on Resource  
List Assistants at first



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But quickly gave  
them the freedom  
to work when and  
where they wanted

# Reservations?

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Hiring students isn't without its challenges

It's a leap of faith – will students' initial enthusiasm be sustained?



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A close-up photograph of a person's hand holding a white, round pill over a white plastic pill container. The background shows a clinical or office environment with various items like a pen holder, a cup with a card, and a blue folder. The text "#TalisInsight @Dr\_Sarah\_P" is overlaid in the top right corner.

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The additional admin can  
be a headache

Some students needed a lot of  
additional support

Dear Deidre,

QUESTIONS?

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