

MIDLAND PAL: the role of the coordinator



The MIDLAND PAL scheme will provide managed access to Library collections in libraries throughout the midlands

Each participating library will appoint a MIDLAND PAL Coordinator to oversee the day to day management of the scheme. The post is integral to the success of the scheme as the coordinator will be the liaison for all the participants - the libraries, the public and the MIDLAND PAL committee. The MIDLAND PAL Coordinator will be tasked with responsibility for training, communication, publicity and administration in their area.

Training:

- Training of library staff in the MIDLAND PAL scheme and incorporating it into induction training for new staff.
- Collaborating and assisting in training organised for the MIDLAND PAL scheme.
- Cascading training to others to encourage full participation for interested staff.

Communication and Publicity:

- Liaison with the MIDLAND PAL committee, the library and the public to share information on new developments and training.
- Raising public and institutional awareness of the MIDLAND PAL scheme.
- Communicating with other libraries in the scheme to increase knowledge of all available resources for effective referrals to other libraries.
- Publicity within and outside the Library/Institution.

Administration:

- Ensuring a supply of stationery and publicity materials for the library.
- Help in maintaining and updating the MIDLAND PAL website.
- Collecting statistics.