

HLG

Health Libraries
Group

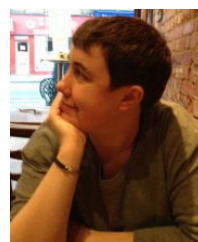
ANNUAL REPORT 2020

WELCOME

The global pandemic in 2020 threw life into disarray leading us to cancel our much anticipated conference #HLG2020 in the lovely town of Aviemore in the Cairngorms National Park, in the Scottish Highlands. How spectacular that would have been! We rescheduled for April 2021 but in December 2020 we had to come to the difficult decision of cancelling it. We would like to thank Carol Stevenson for all her hard work in helping us source the venue and organising the logistics of the HLG Conference for many years. We did manage to run a few CPD events online in 2020 including a session on using grey literature in May and a webinar on reflective practice and writing in November 2020.

We would like to thank Sarah Hennessy, Co-Chair of HLG who stepped down at the September 2020 committee meeting for all her hard work and for continuing to be a valuable member of the HLG committee. We welcomed Lynsey Hawker as our new Co-Chair in October 2020. We'd like to thank Naila Dracup who stepped down in 2020 as Honorary Secretary. We published a commemorative Nursing Bulletin in honour of Shane Godbolt. In December 2020 we moved to Wordpress for the HLG Newsletter.

The pandemic touched us all in a different way and tested our profession in the health community profoundly. Many of our community had to stop delivering services whilst they were redeployed and the space repurposed; for others it gave us the opportunity to go completely virtual and then offer hybrid services. Many of us had to learn to work from home whilst balancing our caring responsibilities and searches for the evidence gave us the opportunity to shine. We are very proud of the health information community and how it has positively worked through the pandemic - #lksstaffrock.



Imrana Ghumra, Sarah Hennessy and Lynsey Hawker

HLG CO-CHAIRS

COMMITTEE

The Health Libraries Group (HLG) is a UK based network of individuals working in or professionally interested in health and social care. Our strength is our diverse and active membership covering all geographical areas of the UK as well as European and International members. Our members work within health and social care, academia, civil service, professional associations, voluntary and public sectors. We welcome students and those interested in Knowledge, Library and Information Services as well as those working with data and informatics.

2020 Committee

The HLG Committee is made up of volunteers:

Co-Chairs: Imrana Ghumra and Sarah Hennessy / Imrana Ghumra and Lynsey Hawker (October 2020 onwards)

Honorary Secretary: Vacant

Membership Secretary: Alison Paul

Honorary Treasurer: Emma Ramstead

Core Collections Lead: Preeti Puligari

Joint HLG CPD Leads: Lesley Allen and Lynsey Hawker / Lesley Allen and Joel Kerry (October 2020 onwards)

Marketing and Communications Lead: Potenza Atiogbe

Policy Lead: Ruth Carlyle

International Lead: Yasmin Noorani

HLG Newsletter Editor: Joel Kerry

Deputy HLG Newsletter Editor: Rachel Gledhill

HLG Awards Coordinator: Doug Knock

Health Library & Information Services Directory (HLISD) Representative: David Law

Conference Director: Richard Bridgen

HLG Nursing Lead: Phillip Barlow

HILJ Editor: Maria Grant

Events Coordinator: Hélène Gorrington

Committee member: Sarah Hennessy (October 2020 onwards)

2020 CPD Panel

Lesley Allen, Joel Kerry, Potenza Atiogbe, Victoria Robertson, Phillip Barlow, Emma Ramstead, Alison Horner-Le-Riche, Marishona Ortega and Kerry Booth.

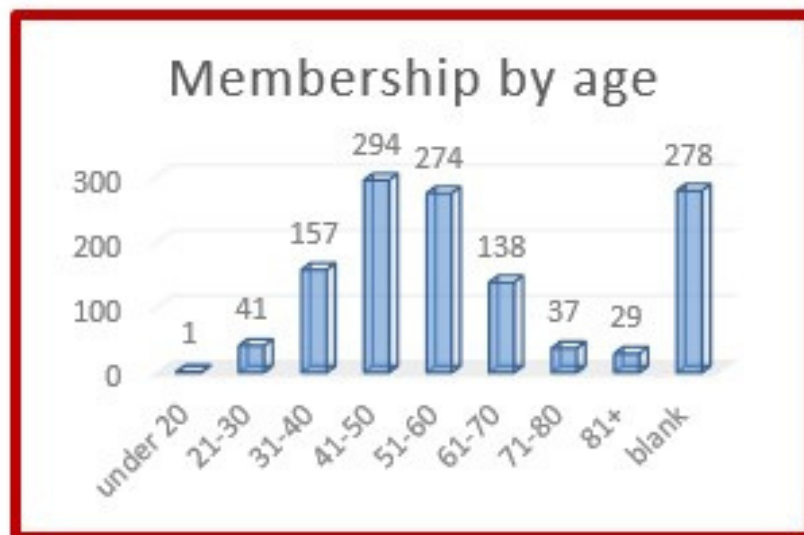
2020 Marketing and Communications Team

Hélène Gorrington (Events Planner), Phillip Barlow (Publicity Material Lead), Deborah Owen (Digital Marketing Lead), Alison Day (HLG 'A Million Decisions' Lead), Lesley Allen (Proof-reader and content provider for HLG News) and Alex McIlroy (HLG News proof-reader and Social Link Lead).

MEMBERSHIP

2020 Membership

Membership has fluctuated during the year as members can join at any time. At its peak it was 1249 and at the end of the financial year HLG had 1193 members.



Overseas membership remain consistent.



AWARDS

2020 Awards and Bursaries

During 2020, HLG presented the following awards and bursaries:

January

Ryan Woodward (South Tyneside and Sunderland NHS Foundation Trust) was the lucky recipient of a ticket and travel expenses to attend the **Healthcare Explained** event at the King's Fund.

April

Cheryl Francis (University of Sunderland) and Coral Pepper (University Hospitals of Leicester NHS Trust) were selected to be recipients of tickets and travel expenses to attend the **UHMLG Spring Forum**. Although they were unable to attend in person they were still able to attend online.

November

Sarah Stones, Operations & Outreach Librarian at Sherwood Forest Hospitals NHS Foundation Trust and Sharon Hamidi, Library Assistant at Barts Health NHS Trust received sponsored tickets to attend **CILIP Conference 2020 - Reimagined**.

The Leslie Morton and HLG Conference bursaries for 2020 were postponed until a later date.

Further information about the awards and bursaries offered by HLG can be found on the HLG webpages:

www.cilip.org.uk/hlg

HLG NEWSLETTER

2020 HLG Newsletter

The HLG Newsletter continued to be published in electronic format and is made available through the new WordPress website:

<https://ciliphlg.com/hlg-newsletter/>

Emails are sent out quarterly to HLG members, LIS-Medical list members, NHS regional LKS Development Managers and health library regional networks to call for content and notify readers of new issues.

There were 3 issues of the Newsletter in 2020. HLG received 14 articles reporting on good practice and experience, 2 conference and event reports and 2 webinar announcements. Internet Sites of Interest, a column that brings together the top resources on specific topics covered: COVID-19, intensive care, epidemiology, and HIV and AIDS.

The Newsletter also included information about relevant CPD events, international HLG updates and announcements about the postponement of the HLG Conference 2020. All of these items were kindly written by our columnists, HLG members and wider CILIP members.

Looking to 2021, the Newsletter Editors are working with other HLG committee members to create an online information repository of past HLG activity as the old version of the CILIP website is taken down. The new format of the Newsletter has had positive feedback, and provides static links to each article for authors to be able to cite. Dedicated pages for Internet Sites of Interest and Diary of Events are under construction and will soon be available. Access statistics and activity will be tracked going forward to monitor the features with the most web traffic.

HLISD

2020 HLISD

As with many services, the usage of the Health Library and Information Services Directory was affected by the COVID-19 pandemic. Usage declined to an average of 13,000 hits during 2020 from a high of 17,500 pre-pandemic.

There are 634 libraries and health information points listed on the directory as of December 2020. The number of contacts in the database is 1,304.

www.hlisd.org

The HLISD Board decided in December 2019 to remove entries from the Republic of Ireland as despite numerous attempts at communication, the entries were significantly out of date. As the Republic of Ireland now has its own similar directory a hyperlink to this has been placed on the homepage of HLISD to ensure the entries can continue to be accessible.

A number of critical developments have taken place in 2020 to improve the functionality of the directory and integrate it within other third party systems to reduce duplication of directory systems. The search functionality has been reviewed and improved by the hosts of the directory, Artefacto, following concerns at the relevance ranking of results. A new support page that contains information of regional editor contacts and advice for end-users has been created and added to the website. This also contains details of the new API that can be used by systems developers to link into the content of the directory. The new Health Education England Knowledge and Library Service Discovery Service will have links to the directory as a core feature of the site.

One of the continuing issues with the directory is the turnover of local editors and that on many occasions this role is not passed over to another member of staff. This results in entries not being updated and a significant amount of time being spent on contacting the services to update entries. The HLISD Board has requested that bi-monthly meetings are arranged with Regional Editors to develop plans to improve the currency of the directory.

2020 HLISD continued:

The pandemic also uncovered weaknesses within the record structure of the directory as there is no field to indicate the status of the service (i.e. open, closed, reduced service etc.). This will be resolved during 2021. The other outstanding development is to add a field with information where a Service Level Agreement is in place to supply a library / information service.

MARKETING AND PROMOTION

2020 Marketing and Promotion

Website statistics from 1st February 2020 until 31st January 2021 show that the current newsletter constitutes approximately 5% of the overall traffic on the website.

HILJ accounted for 5% of the overall traffic to the group's website. The HLG Nursing Bulletin accounted for 5% of the overall traffic to the HLG website.

The awards and bursaries pages accounted for 4% of the overall traffic to the group's website.

The HLG Twitter account ([@ciliphlg](#)) gained a total of 92 new followers. The total number of tweets and retweets was 365.

The group has a strong presence on both #ukmedlibs and #uklibchat monthly Twitter chats, by ensuring at least one committee member is present and actively participating.

HLG News continues to be circulated to all HLG members on a monthly basis. The news incorporates a number of stories including health related vacancies, academic news, health related marketing events and more. During the coronavirus pandemic a lot of resources and training events were made accessible e.g. the Sleepio and Headspace apps for NHS and in some cases non-NHS staff. We spotlighted these resources and training courses on a monthly basis in HLG News.

Full migration of the HLG Newsletter from the old Drupal site to YM took place by Summer 2020. HLG branded material was purchased for future physical marketing events. The revamp of the #AMillionDecisions webpages began.

HILJ

2020 Health Information and Libraries Journal

In 2020 a **Commemorative Issue in Celebration of Shane Godbolt**, Founding Editor of the **Health Information and Libraries Journal**, then **Health Libraries Review** was published celebrating her innovative work in building local, national and international networks:

[Commemorative Issue in Celebration of Shane Godbolt](#)

2020 also saw Health Information and Libraries Journal publish its largest number of open access articles. This trend is set to continue as Wiley confirms transitional agreements across the globe:

[Wiley's Transitional Agreements: A Summary](#)

CORE COLLECTIONS

2020 Core Collections

The Health Libraries Group has started consultation with Tomlinson's to revise the Medical Core Collection. We have approached the British Medical Association and the Royal Society of Medicine to provide a professional steer to the project.

Nearly 20 information specialists across the country are now part of the Working Group who are providing their time and expertise to update the collection. It will be put out for consultation with representative from the wider library and information community working in the field of medicine in early Summer 2021.

We will be looking to launch the new Medical Core Collection at one of the online CPD events to be organised by HLG to replace the Annual Conference in 2021/22.

CPD PANEL

2020 CPD Panel

In common with everyone else, the CPD Panel went through a strange year in 2020 with planning and of events largely put on hold due to the pandemic and the demands that were placed on both individuals and services.

It's been a year of adapting and learning how to operate in a new environment both in terms of technology and being COVID secure.

We welcomed Joel Kerry as new Co-CPD lead following our previous Co-Chair, Lynsey Hawker, taking on the role of Co-Chair of HLG. Joel has joined us with lots of experience in planning CPD activities in the north and lots of enthusiasm too.

We were pleased to invite Hannah Wood to our AGM to present on AI in health libraries. This was extremely well received and attendees were pleased to learn from Hannah's experiences.

We hosted a number of webinars throughout the year that included **Reflective Writing** with Tracey Pratchett in October 2020, **Presentation Skills** with Lisa Jeskins in January 2020, **Poster Presentation Skills** with Helen Else, March 2020 and **How should we use grey literature? It's a bit of a grey area** with Deena Maggs and Kathy Johnson, May 2020.

Looking forward to 2021, the CPD Panel have met and put together a proposed outline of events that we hope will meet the needs of our varied members. Look out for announcements on events soon!

HLG NURSING

2020 HLG Nursing

Three issues of HLG Nursing Bulletin were released in 2020.

The first of these was the Shane Godbolt commemorative issue completed at the end of 2019, and was discussed in more detail in the HLG Nursing Report as part of the 2019 Annual Report.

The second looked at various aspects of library service provision during the initial stages of the COVID-19 pandemic and lockdown, with articles relating the transition of a planned exhibition by the King's Fund to an online event, a report on a survey run by UHCW Library Services in Coventry on the use of their Clinical Evidence Based Information Service (CEBIS) for updates on COVID-19, and a look at how staff at the Royal College of Nursing Library Service were able to maintain the wellbeing of both themselves and their members during the initial lockdown period.

The third issue looked at HEE's new Quality and Improvement Framework (QIOF), and how it could be used to support and maintain staff development, reported from an event originally scheduled to be held in person that was shifted online, where a number of HLG committee members were invited to speak to LIS students at University College London about health librarianship, and an article looking at the initial stages of the creation of the planned digital archive of HLG Nursing Bulletin.

[Winter / Spring 2020 contents and editorial](#)

[Summer 2020 contents and editorial](#)

[Autumn / Winter 2020 contents and editorial](#)

The Bulletin retains its twelve-month embargo, making the current year available to HLG members only, with the rest of the issues hosted on the CILIP website freely available to members and non-members.

A digital archive of NIS / LfN Bulletins has been completed for all issues from 1991 up to the end of publication as a print only journal. This was achieved following the receipt of a large number of issues from Jane Shelley, former Chair of Libraries for Nursing, who donated a significant amount of material. This still leaves much of the 1980s that has yet to be found and digitised, for which periodic open calls for donations remain in place, either for issues to be sent, or for their holders to digitise them directly.

The project to make the digital archive available online using HLG's new WordPress site was begun with a series of test pages set up using existing issues. These have been used as the basis to form a plan for this project to move forward in 2021, with the plan to recruit volunteers from the wider library community to take part in the work. As part of this, the plan is to make clear that participants will gain CPD from it, and can add that they are taking part in a national project. The initial test pages can be seen below:

[Nursing Information SubGroup Newsletter Vol 11\(1\)](#)
[Libraries for Nursing Bulletin Vol 34\(3/4\)](#)

The HLG Nursing Twitter feed ([@libs4nurs](#)) sent out 32 tweets during 2020 and gained a total of 26 new followers.

INTERNATIONAL

2020 International Update

As part of HLG's aims to foster collaborative activities with international partners, a new joint reciprocal Leadership bursary was launched in 2020, by HLG and the Australian Library and Information Association (ALIA). HLG and ALIA have had a Memorandum of Understanding since 2018. The award was advertised in the UK by HLG in March 2020 and ALIA selected a bursary recipient. However, due to the COVID pandemic and the postponement of the conferences of both organisations, the bursary scheme was put on hold for 2020. ALIA and HLG are both keen to ensure that this bursary scheme is able to resume, once circumstances allow.



Australian Library and
Information Association

Initial contact was made with the American Library Association (ALA) with a view to developing a Memorandum of Understanding with the ALA in the future.

POLICY

2020 Policy Update

The focus of HLG's policy work is:

To promote the value and role of health librarians to policymakers and external organisations

The main policy activities of the Health Libraries Group are to respond to consultations on public policy and to contribute to CILIP's public policy activity. In 2020, our contribution to CILIP's wider public policy was formalised through membership of the new CILIP Policy Committee.

In 2020, the Health Libraries Group responded to the Department for Business, Energy and Industrial Strategy call for evidence on **The Recognition of Professional Qualifications and Regulation of Professionals**. We advocated librarianship as a chartered profession with a clear skills pathway and professional development framework. We also used our response as an opportunity to promote the value of grant/bursary schemes to enable new entrants to take Master's degrees in librarianship and information management.

<https://www.gov.uk/government/consultations/recognition-of-professional-qualifications-and-regulation-of-professions-call-for-evidence>

If you would like to know more about our policy work or to become involved, please contact Ruth Carlyle on Ruth.Carlyle@hee.nhs.uk

CONFERENCE

2020 / 2021 Conference

The HLG Conference at Aviemore rescheduled from July 2020 to April 2021 has now been cancelled,

This is due to the COVID-19 pandemic. Aviemore was not able to offer a venue suitable to our needs due to restrictions on numbers permitted. We have not been charged for the cancellation.

Instead HLG will hold a series of free CPD virtual events during the course of 2021 and early 2022 based on speakers from the original conference programme. CPD events will include presentations, workshops and posters.

Are you getting the most from your HLG membership?

Top 10 ways to make the most of your HLG membership

- Join the HLG-members email discussion list (www.jiscmail.ac.uk)
- Submit an article for our [newsletter](#)
- Have free online access to our journal (HILJ) and reduced rate for a print subscription and consider submitting a paper
- Sign up to one of our free training events
- Attend a committee meeting as an observer, and if you like what you see, join the HLG Committee
- Follow up on Twitter @ciliphlg
- Apply for one of our bursaries to attend an event in the UK or overseas
- Tell us what more we can do to support you in your role
- Find out more about any of the above by visiting the [website](#) on a regular basis

Membership enables HLG to support and deliver resources which are freely accessible to all our health library colleagues. These products include the popular and well used [Health Library and Information Services Directory \(HLISD\)](#) and the Core Content series which provides a useful set of acquisition tools for health librarians.

Find out more at www.cilip.org.uk/hlg

FINANCES

Income for 2020 was approximately £44,605.28

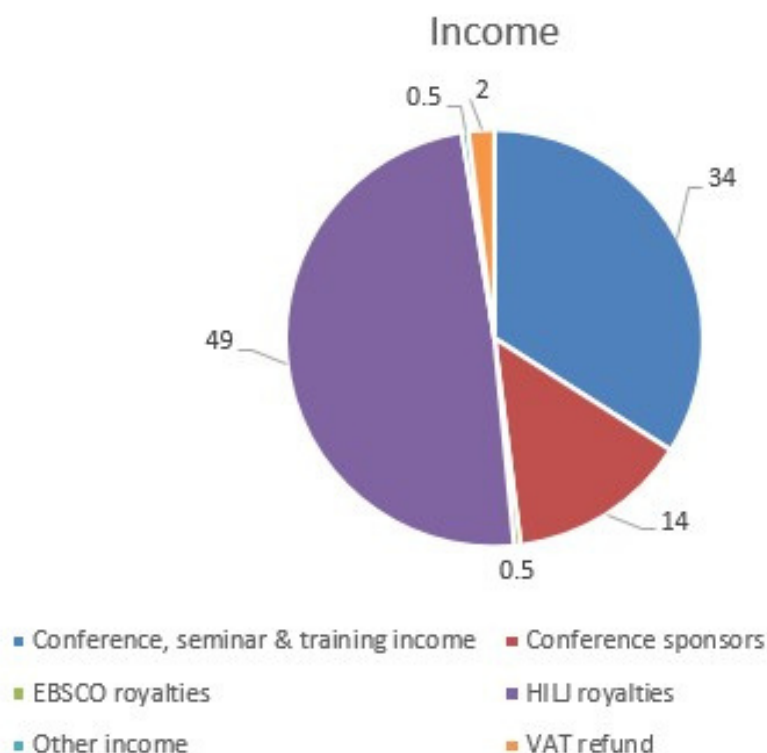
Expenditure for 2020 was approximately £17,948.94

We start 2021 with £88,664.89 in the current account and £20,992.99 in the balance deposit account.

Total £109,657.88

Income

Income stream	Amount (£)	Percentage (%)
Conference, seminar & training	25560	34
Conference sponsors	10600	14
EBSCO royalties	182.10	0.5
HILJ royalties	36802	49
VAT refund	1271.64	2
Other income	137.15	0.5



The majority of our income came from HILJ royalties. We received two amounts for the 2019 and delayed 2018 royalties (£20,561 and £16,241). The drop in royalties was due to our publisher moving to a more Open Access friendly model in 2019.

We also received income for the conference from sponsors and delegates payments; however this is being refunded due to the cancellation of the conference.

The HLG Nursing (EBSCO) royalties were slightly more than we forecast.

We received a VAT refund of £1,271.64.

We did not receive CILIP capitation during 2020.

Our profit did not meet our forecast on account of disruptions caused by COVID-19.

Expenditure

More than half of the expenditure during 2020 was on the Annual Conference.

We spent less than forecast on CPD activities due to social distancing regulations and replaced these with 3 CILIP Webinar Wednesday events.

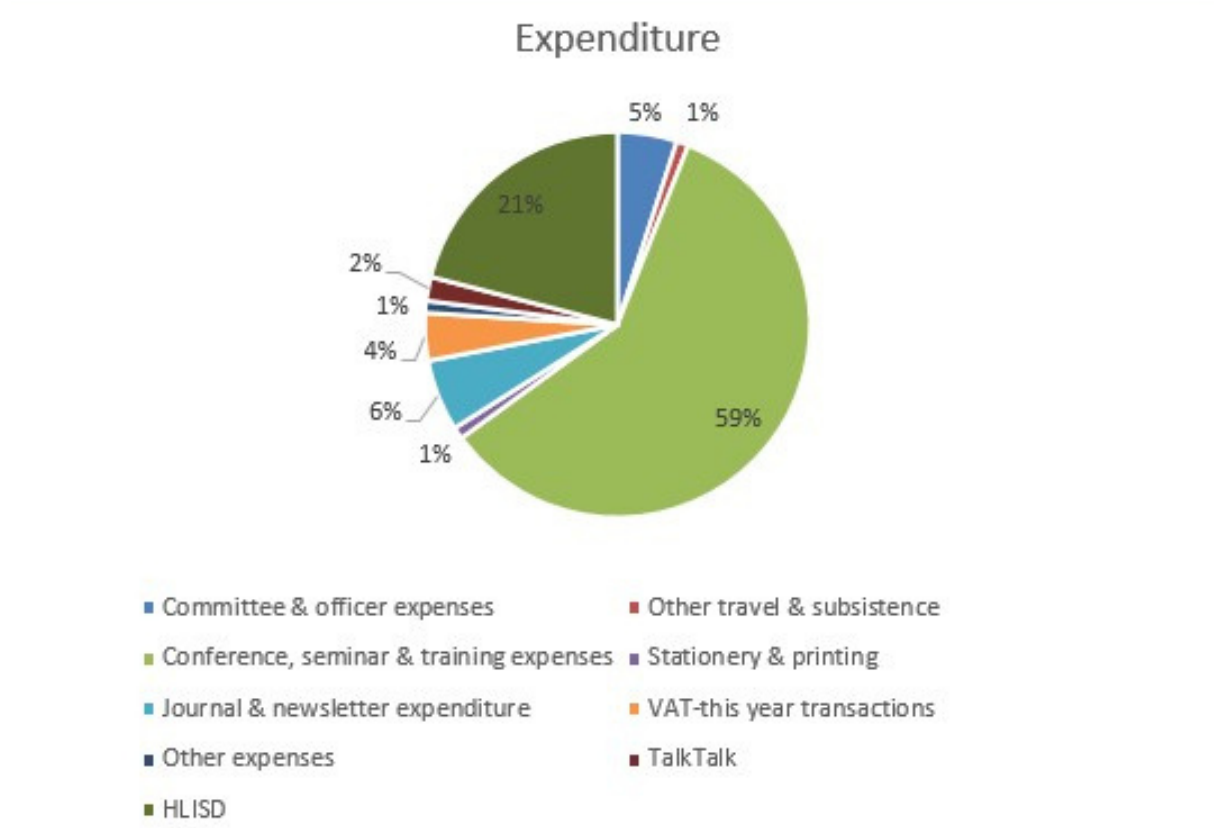
We have had one face-to-face meeting in March 2020; subsequent meetings have been virtual. We do not pay for room hire and have only had to pay for refreshments and travel expenses for one meeting.

We spent less on the newsletter and the HILJ than we forecast.

We provided two bursaries at the CILIP Conference, one of which we funded.

Expenditure was slightly more than anticipated on account of cancelling the conference.

Expenditure category	Amount (£)	Percentage (%)
Committee & officer expenses	964.25	5
Conference, seminar & training expenses	10482.46	59
Journal & newsletter expenditure	1145.50	6
HLISD	3785.25	21
Stationary & printing	195.52	1
VAT-this year's transactions	750.81	4
Talk Talk	331	2
Other expenses	150	1



Future Planning

We plan to carry out more virtual meetings and to replace the physical conference with a variety of virtual events. We will continue to support the HLISD databases, in partnership with Health Education England (HEE).

CILIP HEALTH LIBRARIES GROUP ANNUAL ACCOUNTS 2020

INCOME & EXPENDITURE ACCOUNT for the year ended 31 December

	2020 £	2019 £	Comments
INCOME			
CILIP Capitalisation and other receipts		1,500.00	
Conference, seminar & meetings income		14,028.00	
Group only membership			
Journal sales & subscriptions			
Journal advertising			
Sales of books			
Ebsco royalties	182.1	162.06	FY18&FY19 awaiting
HLJ Royalties			FY20 Amount to
Subscriptions received	16,241.00	20,501.00	accrue in FY20
Other income	137.15	56.43	
Interest received	55.03	118.49	
Sponsorship income			
Misc		148.32	
	<u>16,615.28</u>	<u>30,574.92</u>	

EXPENDITURE			
Committee & officer expenses	964.25	4,921.93	
Other travel & subsistence	144.13	2,928.97	
Conference, seminar & meetings expenses	9,382.00	10,597.29	
Postage, stationery & printing	193.52	71.51	
Mobile phone	331.00	383.15	
Journal & newsletter expenditure	1,143.50	445.43	
Honoraria		2,000.00	
Fees		15,451.88	
Head office room bookings		1,100.40	
Website & Other IT costs			
Bursary and awards			
International work			
HLISD COSTS	3,783.25	141.03	
Foreign bank charges		3,530.00	
Other expenses	150.00	27.99	
Irrecoverable VAT	75.08	183.74	
	<u>16,172.81</u>	<u>41,788.92</u>	
Surplus (Deficit) for the year	<u>442.47</u>	<u>(5,214.00)</u>	

BALANCE SHEET on 31 December

	at 31 Dec 2020 £	at 31 Dec 2019 £	Comments
ASSETS			
Prepayment			
Debtors	675.73	20,561	FY18 royalties already accounted for in FY19
VAT	109,657.88	1,271.04	Actual bank balance
Cash at Bank	<u>110,333.61</u>	<u>61,108.90</u>	
		81,001.54	
LESS LIABILITIES			
Creditors	27,990.00		Cancelled FY20 event refunds CILIP requested
		1,100.40	E24,300 to pay back March 2021
Amount owed to Head office	<u>27,990.00</u>	<u>1,100.40</u>	SIN/79471, 79484, 79480, 79475 & 79467 paid
VAT			FY2020
NET ASSETS	<u>82,343.61</u>	<u>81,901.14</u>	

ACCUMULATED FUNDS

Yorkshire bank	20,937.00	20,937.00
CCIA Bank	60,177.18	60,177.18
Unity Trust bank	442.47	13,214.00
Surplus (Deficit) for the year	<u>82,343.61</u>	<u>81,901.14</u>
check	(10.00)	(10.00)

To confirm closure of Yorkshire bank, £39,000.91 transferred to Unity Trust 30th July 2012

Independent Examiner's report

I confirm that the above Balance Sheet and accompanying Income & Expenditure Account are in accordance with the Cash Book and that I have examined Unity Trust bank statements and a sample of the records to verify their accuracy

Signed: *Atkade* Date: 03 May 2021
Independent Examiner: Abhishek Dada (FCCA)

