



CONSORTIUM OF
EUROPEAN
RESEARCH
LIBRARIES

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QAT Library in practice (launch in face-to-face) & ideas for staff training

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KBR ♦ Where time
is treasured

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Context

Developing security policies for collections, like all other security/safety policies, is a big challenge

- Time consuming
- Discipline that requires approaching a multitude of aspects
- Constantly evolving (society, the institution, the staff , the techniques evolve constantly)
- Can be felt as not being part of the core -business which can be a brake for putting it effectively into practice
- ...

To achieve this, it is therefore absolutely necessary:

- To avoid to reinvent the wheel → QAT Library could be "the tool"
- To ensure the effective implementation without being perceived as boring or worst as a source of stress due to work overload → drawing inspiration from the concept of "toolbox meetings/ talks" would be interesting

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The QAT Library

Current situation

The screenshot shows the CERL website's "Quick Audit Tool Library" section. It features a logo for the Consortium of European Research Libraries (CERL) and a navigation bar with links like Home, Working Groups, Executive Committee, Board of Directors, Secretariat, Site Administration, and Public Area. Below the navigation is a sub-navigation menu with links to Meetings, Corporate Identity, Training Material, Events, Archives AGH papers, QAT Library categories, News, Contact, Index, and Log Out. The main content area contains text about the QAT tool, a table of document counts, and a link to the tool itself.

<https://www.cerl.org/collaboration/security/qat>

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The QAT Library

How to take the next step, give a real impetus

- Improve advertising, the call for participation
- Overcome the reluctance
 - Documents for "all/ third parties" from your website or from other sources are interesting to gather at the level of a single tool
 - Documents that appear more sensitive could be submitted in "neutral" form or translated into lists of key elements or flowcharts
 - « formalization/ commitment »
- Facilitate the submission of documents
 - So far: mail to SWG Chairman
 - In development

The screenshot shows a "Test submission form" with fields for Institution Name, Document Title, Document Name, Language, and Suggested Category. A red arrow points from the "Institution Name" field to a message from KBR Brussels. The message is a scanned document with text about the QAT library and its purpose. Another red arrow points from the "Suggested Category" section to a list of categories: Governance and Policy, Collection Management, Physical Security, Access and Use, Selection and Interpretation, and Institution and Oral Management.

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Ideas for staff training

Toolbox meetings/talks: something to explore

A toolbox meeting, or toolbox talk, is a short periodical consultation at work intended to make everybody aware of the different safety aspects and dangers at the work site. The purpose of a toolbox talk is to increase safety in the workplace.

Toolbox talks are a way to ensure all workers are participating in safety activities, and have an opportunity to discuss hazards/controls, incidents and accidents.

Toolbox meetings are a great way to ensure everyone is on the same page when it comes to communication and expectations within the workplace. By setting aside time for discussion and education, staff feel valued and appreciated - which improves morale and productivity. Additionally, having a set routine for these meetings helps teams stay organized and get important messages out quickly. This can help reduce any confusion or miscommunication that may arise from mixed signals or not knowing what is expected from one another.

https://www.incidentreport.net/toolbox_talk_meeting/

<https://safety4sea.com/cm-key-considerations-for-effective-toolbox-meetings/>

<https://blog.archisnapper.com/what-is-a-toolbox-meeting/>

<https://www.sitesafe.org.nz/guides--resources/toolbox-talks/>

Keep it short and to the point

A good guideline for the duration of a toolbox meeting is 10 to 15 minutes. Anything longer than this tends to lead to loss of concentration and the main message may get lost

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Questions / answers

Thank you for your attention



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