

## **John Arthur Barbrook**

Contact details can be found at <http://www.johnbarbrook.info>

### **Previous Employment History**

#### **May 2010 – Present**

##### **Assistant Librarian - Postgraduate Medical Centre, Stafford**

Assistant Librarian in a busy medical Library supporting a large general hospital and PGMC.

Combined the roles of Assistant Librarian, e-Resources Librarian and Trainer, to support the needs of staff, junior doctors and university medical students. Planned and delivered a varied training curriculum, covered for the Library Manager when absent, performed Librarian roles such as cataloguing, interlibrary Journal and Book Loans, staff and stock management as well as managing and promoting electronic Resources. I am also tasked with user outreach and encouraging new users of the service by encouraging an inclusive and welcoming atmosphere.

I have designed regular, needs-based training schemes tailored to Doctors and Medical Students, covering searching medical databases and journals, evaluating electronic resources as well as search strategies and referencing. This led to an increased uptake in training of 59% over the previous year. I also provided teaching sessions as part of the Junior Doctors training.

I manage and provide access to the electronic resources and journals, both on the web and with hand-held devices. I have designed and provided a website for the medical centre and Library, consisting of a Linux CMS using Joomla, a managed web server and various modules for mailing lists, social networking, and user feedback/statistics.

I also manage the Library computer systems, wireless network/access points, web server, and liaise with the IT department in order to keep the Library systems current and accessible. I have converted a number of the Library systems over to Linux, such as electronic display boards and catalogue machines, to increase reliability and decrease licensing costs.

I also perform fortnightly Library induction tours, manage a small remote Library and also provide professional, fast and quality focused Literature Searching of clinical subjects, leading to an increase in requests of 78%.

#### **October 2009 – December 2009**

##### **Temporary Subject Librarian – Filton College Bristol**

Duties included cataloguing and purchasing in the areas of Law, Business, Construction and ICT.

Worked on improving the accessibility and value of the college's on-line resources through a combination of usability improvements, advertising and tracking the student's resource usage.

Also configured the OCLC/PICA Library Management System to enable e-books to be catalogued in a predictable and efficient manner.

**June 2009 – October 2009**

**Temporary Subject and Liaison Librarian – Norwich City College**

Duties involved the evaluation, purchasing, cataloguing and budgeting of the library stock for the departments of Creative Arts, Sport, Hairdressing and Essential Skills.

Required to liaise with tutors and other staff, identify new course materials and develop the library stock in preparation for the autumn term.

Responsible for the planning, organisation and delivery of induction tours and talks to all new students from the four relevant departments (Approximately 1500 Students). After the induction period I was required to plan and give tutorial sessions to various groups of staff and students on the effective use of the libraries on-line resources and databases.

Also responsible when required, for early and late library operations as well as the management of library assistants.

Also required to purchase DVDs, Music CDs and general non course specific reading materials to encourage library usage amongst the student body.

**April 2009**

**Temporary Librarian – Bournemouth and Poole College**

Employed for a period of 5 weeks to perform the classification of a backlog of hard to process materials onto the Heritage Library Management System. Was also required to identify new on-line information sources to provide course specific RSS feeds on the colleges internal VLE.

**August 2008 – December 2008**

**Kleinarbeiter (Small Project Worker)**

Varied work that included teaching HTML and PHP programming, designing layouts for start-up art and fashion magazines and writing articles on German art and history.

**April 2008 – July 2008**

**Technical Editor - Praktikant – Peter Delius Producing, Berlin**

Employed in the Publication and Editorial office working on the production of the “The Science Book”, published by the National Geographic Society, Washington.

Duties included the research and professional editing of the sections “Physics and Technology” and “Chemistry”. Writing short text material on relevant subjects and working with DTP software such as Adobe InDesign and Photoshop.

Also responsible for image acquisition while ensuring that the varied copyright licences were adhered to. Created layouts for, and wrote, a significant number of professional biographies, which were published in tandem with special editions of scientific book publications.

**May 2007 – October 2007**

**Workshop Manager – New Berlin Free Bike Tours.**

Responsible for managing the repair, servicing and general organisation of the Berlin Free Bike tours that run during the summer throughout Berlin, ensuring the safe day to day running of tours.

**August 2006 – December 2006****Temporary Subject Librarian - Leisure, Tourism and Adventure Tourism – University College Birmingham**

Responsibilities included stock selection, evaluation, purchase and the development and promotion of the enquiry service. I was also required to support and encourage students to use the library services and supervise library assistants and support staff, as well as utilise a large selection of journal and academic databases in response to student and lecturer enquiries.

I was also responsible for delivering welcome and library orientation lectures to new students, advising students on dissertation subjects and research as well as the management of the tourism and sport sections.

**June 2006****Temporary Classifier - Tribal - Ratcliffe Science Library, Oxford University**

Employed for 4 weeks to assist in the movement of old book and manuscript holdings stored in the Ratcliffe Science Library.

Was responsible for assisting the various managers and agency staff in following the unique classification scheme used in the Oxford University library service, vital in ensuring that the shelves would be recreated correctly upon arrival in the new location, a salt mine in cheshire. Also responsible for handling high volumes of old, unique and valuable books in a way that would ensure minimal damage during transit.

**March 2006 - May 2006****Information Project Officer - Staffordshire Council, Children and Lifelong Learning**

Employed on a two month project with the aim of performing a data audit across the IT and knowledge systems, ensuring that all regulations pertaining to the Data Protection act were adhered to. This resulted in the creation of a database used for querying the data audit and producing reports, in order to quickly respond to Freedom of Information requests.

Was responsible for structured interviews with staff members in order to identify knowledge sources, interrogating various closed and open databases (Oracle, SQL, Access and proprietary systems), updating the classification schema and classifying identified information sources.

**February 2003 - November 2005****Ceredigion Recycling and Furniture Team (CRAFT)****Manager of the 'On Your Bike' project.**

Managed a busy cycle recycling project along with staff members and volunteers with varying ability levels, was responsible for purchasing, sales and budgeting, organising workshop time, managing social groups access to facilities.

Role required providing recycled bicycles at low prices to unemployed and low income families as well as providing value for money repairs on bicycles whilst offering training opportunities to young people, school excluded children and long term unemployed persons.

Other responsibilities included encouraging local healthy sports groups, promoting cycling advocacy throughout the area and campaigning for the rights of cyclists.

Also responsible for taking groups out cycling and helping to provide safe cycling training to schoolchildren

Modified, installed, managed and updated the web based 'Content Management System' for CRAFT order to supply timely information to the public. Supervised online selling, managed CRAFT's e-mail servers, Internet access and staff access to facilities.

Planned and budgeted for the installation of a thin client network throughout CRAFT that will dramatically decrease support costs of IT throughout the organisation and decrease the environmental impact of using computers in CRAFT.

**August 2001 - December 2002**

**Context Products**

**Computer Technician**

Was required to plan, purchase and install computers, servers and network in a start-up book publishing company.

Was responsible for ensuring reliable Internet access, predictable printing facilities, staff desktops and software as well as configuring various IT hardware that was required. Also responsible for configuring and installing e-commerce software on local web-servers. Was required also to plan, design and update the website, CMS and intranet.

**August 2000 - July 2001**

**National Library of Nepal**

**Information Manager - Voluntary Services Overseas (VSO)**

Responsible for putting in place measures and IT systems in order to efficiently create the Nepal National Bibliography from varying and conflicting library databases, some in the local devengari script, some in Roman script Nepali and others in English.

Also located lost and non-catalogued books kept in a number of remote library sites throughout Nepal and negotiated the acquisition of library records from local university libraries as well as managed a small group of cataloguing assistants.

Also rebuilt and restocked the Nepal National Libraries Children's Section after a roof fall, locating suitable materials and surroundings as well as encouraging uptake in the library

Provided public Internet access and trained staff members in web-site design.

Recived training in Cataloguing, Preservation, Library Management, Inter Library Negotiation Skills, Library Stock Acquisition and Weeding. Microfiche Preservation. OPAC's. CDS/ISIS.

**June 2000 - August 2000**

**Nutec**

**Computer Support Staff**

Was expected to support the Computer Manager and fill in when he was in meetings and business trips and was responsible for staff support, server administration and backups.

Main role was to catalogue the companies data stores and produce simplified and usable data storage best practice throughout Nutec, and to locate duplicates of files on local servers.

**September 1998 - February 2003**  
**Children's Activity Project**  
**Volunteer Staff Member**

Was responsible for helping run activities for 'at risk' and school excluded children as well as discussing various social, health and educational issues.

**Previous Qualifications**

September 1997 - June 2002

Aberystwyth University - Information & Library Studies

BScEcon Information Management (2II) Hons

September 1995 - June 1997

Sutton Coldfield Technical College

National Diploma Design Technology Engineering

**Other Awards and Training**

Two commendations for Good/Best practice in the "Sally Hernando Awards for Innovation in NHS Library and Knowledge Services". February 2012

Critical Appraisal for Medical Professionals - Mid Staffs NHS Trust and Telford General Hospital

Copyright Training - Naomi Korn

PTLLS Teacher Training - Stafford College

Study to German B1 Level at Sprachenatelier Berlin from December 2007 – April 2008.

Between February 2007 and May 2007. Institut für Sprachvermittlung 4 month Intensive Preparatory Course for German Certification.

German History in The German Language – International House Berlin

MS-Pro 10 day Team Leader Training

Designated First Aider training

MTB Leaders Training Course, Ceredigion County Council

Microfiche Digital Preservation Training, Japanese Embassy

### **Other Skills**

Can write HTML, PHP, a variety of mark-up languages, PERL and administer MySQL databases. Can plan, install and administer LAMP based LMS, CMS and e-Learning systems, IE Moodle or Joomla.

Worked with and administered a variety of OPAC's and Library Management Systems, including UNESCO CDS/ISIS, Horizon, Heritage and KOHA. I am competent at creating and providing statistical reporting from LMS systems, as well as managing the interoperability, installation and troubleshooting of most standard modern LMS systems.

Can work proficiently in all popular computer environments. Windows, MacOS and Linux/Unix and can also work with DTP programs Quark and InDesign as well as the image editing software Adobe Photoshop and The Gimp.

Skilled in cataloguing, book preservation, repair and general Library duties.

### **Teaching Subjects**

Searching Medical Databases, using MESH, Boolean Operators and Keywords.

Search Strategies and Referencing

Basic Critical Appraisal, CASP and the Cochrane Database of Systematic Reviews.

Formulating Clinical Questions using PICO

Using Google and the web for locating resources, and evaluating for quality with GATOR

### **Other Interests**

My other varied interests include competitive cycle racing, cycle touring, mountain climbing, open source and e-book software development and voluntary children's and environmental work.

I volunteer my weekends in a Cycle Recycling project working with young offenders and people undertaking community service orders teaching cycle repair and wheel building.

I also am also active with council workgroups and chamber of commerce meetings, due to my experiences and interests in cycle friendly road design and environmental sustainability projects.

I am also very interested in copyright and free access to information, and have regularly contributed to a number of open source projects, Wikipedia and Project Gutenberg.