



# South West and Mid Wales Regional Library Partnership Guide to Work Experience Offers



Swansea University  
Prifysgol Abertawe



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government



## Introduction

As current chair of the South West and Mid Wales Partnership of Libraries (SWAMP), I am delighted to present this guide to work experience opportunities: it gives everyone access to real opportunities to gain a wider experience of libraries, both for use in your current role and for personal development.

The beauty of SWAMP is that it is open to all different types of library (public, HE, FE, health, special) and is therefore truly cross-sectoral. You might choose to work in either a library similar to your own, which has the same purpose but might be doing things differently, or in a completely different type of library that you have never experienced before. Whichever option you choose, you can pick up on good practice, look at things from a new perspective and make some new friends along the way.

As you will read, the range of openings is diverse and includes: one day visits, a block of one week, or one day a week spread over a couple of months. The placement can take several forms, such as shadowing or observation, and can be generic across the whole service/institution or very specific and focused on just one aspect of the library. Some partners are also able to offer the experience through the medium of Welsh.

Full contact details are given and applicants can either contact the partner they are interested in directly, or through the SWAMP Administration Assistant, Angela Sharp ([angela.sharp@coleg-powys.ac.uk](mailto:angela.sharp@coleg-powys.ac.uk)). Any arrangements made are strictly between the applicant receiving Work Experience and the partner offering it.

I would urge anyone who is passionate about libraries and wants to know more, to take advantage of this excellent offer and apply for work experience as soon as possible!

Finally I would like to thank all partners for their generosity (in hosting) and willingness (in offering) to share, without which these opportunities would not be available. Also, specifically to Ian Cockrill (Gower College Swansea) for all the hard work he has put in, compiling the information and this booklet.

Enjoy your placement and all the learning and innovation it brings!

Anita Thomas  
(Principal Librarian, Pembrokeshire Public Libraries, 2012).

# University Of Wales Trinity Saint David



**Name:** Alison Harding

**Contact details:**

Tel. 01267 676783

**Email:** a.harding@tsd.ac.uk

**Position:** Campus Librarian

**Authority:** University of Wales Trinity Saint David

**Location:** Carmarthen Campus

**About the authority:**

<http://www.trinitysaintdavid.ac.uk/en/>

**About the offer:**

Shadowing LRC staff @ the IP/Service Desk which would include dealing with simple queries, issuing/returning, working with LMS etc.

Working with LR Facilitators on small ongoing projects

Observing Subject Librarians within IL sessions

Meeting with a wide range of LRC staff to discuss how we manage and develop our services

**Could any part of the opportunity be in Welsh?** Yes

possibly.

**Length of stay welcomed:**

We would welcome any length of stay from one day to a week. Longer work experience can be arranged.



**Name:** Steve Williams

**Contact details:**

Tel. 01792 295167

**Email:** s.r.williams@swansea.ac.uk

**Position:** Deputy Director, Information Services & Systems

**Authority:** Swansea University

**Location:** Swansea – main Campus in Singleton Park, facilities also at Hendrefoilan Student Village

**About the authority:** [www.swansea.ac.uk](http://www.swansea.ac.uk)

Swansea University is a research led university that has been making a difference since 1920. The University community thrives on exploration and discovery, and offers the right balance of excellent teaching and research, matched by an enviable quality of life.

Set in parkland overlooking Swansea Bay on the edge of the breathtaking Gower peninsula, the University's location is captivating. With 15,921 students and 2,510 staff, Swansea's multicultural campus community provides a global perspective and opportunities to gain skills that last a lifetime.

Information Services and Systems supports the research, learning, teaching and administrative activities of students and staff across the University. We provide access to resources that underpin research, learning and administration, and we operate a range of services including the library, careers and employability, archives, information literacy support and training, media and IT support, student records, subject specialists and a broad range of online services. See <http://www.swansea.ac.uk/iss/> for further details

**About the offer:**

We can offer a range of opportunities tailored to the experience the visitor would like to gain. We can introduce the visitor to the physical stock within the libraries, and also our ever increasing online resources. There will be the opportunity to shadow library staff within their roles i.e. with a library assistant at the counter circulating stock, helping with basic queries and shelving and tidying of items. We may also be able to offer opportunities with our specialist services e.g. Subject Teams, Collections Services etc.. on request.

**Could any part of the opportunity be in Welsh?**

Yes this may be possible in certain areas

**Length of stay welcomed:**

A placement from one day to several weeks may be possible. Longer placements may also be available, please contact us to discuss.

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# Swansea Public Libraries



**Name:** Rebecca Williams

**Contact details:**

Tel. 01792 637132

**Email:** Rebecca.williams@swansea.gov.uk

**Position:** Principal Librarian

**Authority:** City & County of Swansea

**Location:** Library HQ, 4<sup>th</sup> Floor, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

**About the authority:**

Swansea is Wales' second city, and the library service serves a population just short of a quarter of a million residents in largely urban and suburban areas with some rural fringes. We have a large modern Central Library (opened in 2008), which consistently performs in the top 10 of UK libraries for book lending. The network of 16 community libraries range in size and offer a variety of services relevant to their communities. The service is supported by an enquiry and information centre, where specialist staff deal with direct enquiries and referrals via telephone and email. There are 2 mobile libraries – 1 supporting rural communities and residential homes; and one dedicated children's mobile library.

Swansea has a large local studies collection, mainly housed at the Central Library, and also runs the prison library.

**About the offer:**

We can offer work experience at any of our community libraries, in a variety of communities from areas high on the Welsh index of multiple deprivation to busy village and town libraries.

Opportunities at the Central Library would encompass working in a large and extremely busy library with self service technology and a wide array of events, activities and services.

We could also offer the opportunity to work within our enquiry service or to shadow our local studies or children's librarians.

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:**

Between 1 day and 1 week. Longer stays may be possible by special arrangement – please contact to discuss

**Name:** Alison Scanlon

**Contact details:**

Tel. 01792 481 030

**Email:** alison.scanlon@smu.ac.uk

**Position:** Deputy Head of Library & Learning Resources

**Authority:** Swansea Metropolitan University

**Location:** Swansea – campuses at Dynevor, Swansea Business School, Mount Pleasant & Townhill

**About the authority:**

Swansea Metropolitan University has close to 7,000 students and is an established provider of undergraduate, postgraduate and research qualifications, as well as professional programmes. It has remained true to its 157+ year past, staying a vocationally driven, industry-focused University, serving the local and wider community beyond.

The University is also one of the most financially secure institutions in the UK with a strong record of graduate employment and research success.

**About the offer:**

We can offer a range of opportunities tailored to the experience the visitor would like to gain. For everybody, time can be spent at each of our unique campus libraries which offer resources and services for the faculties and schools they serve. We can introduce the visitor to the physical stock within the libraries, and also our ever increasing online resources. There will be the opportunity to shadow library staff within their roles i.e. with a library assistant at the counter circulating stock, helping with basic queries and shelving and tidying of items. Other aspects of our service such as cataloguing new acquisitions, inter-library loans and marketing can also be explored.

**Could any part of the opportunity be in Welsh?** No

The work experience would be through the medium of English.

**Length of stay welcomed:**

We would welcome anything from a day up to one week.

**Name:** Shelley Upton

**Contact details:**

Information Services, Hugh Owen Library

**Tel:** 01970 621549

**Email:** smu@aber.ac.uk, nrj@aber.ac.uk

**Position:** E-Services & Communications Manager

**Authority:** Aberystwyth University

**Location:** Aberystwyth: Hugh Owen Library, Thomas Parry Library, Physical Sciences Library

**About the authority:**

Information Services (I.S.) provides the Library, IT, Management Information and Media Services at Aberystwyth University. More information about libraries and learning resources is at:

<http://www.aber.ac.uk/en/is/library/>

Our full portfolio of services can be found at:

<http://www.aber.ac.uk/en/is/about/portfolio/>

**About the offer:**

We can offer experience with any of the groups within Information Services. Customer Services can offer experience of front-line customer support and Collections and Resource Management can offer an insight into how we deal with ordering, cataloguing and generally managing collections in an ever-changing academic world. You could also shadow Academic Services staff in their liaison with academic staff and work with information literacy or see how we support the Virtual Learning Environment (Blackboard) and provide support in technology enhanced teaching.

**Could any part of the opportunity be in Welsh?** Yes

We have Welsh speaking staff in some areas.

**Length of stay welcomed:**

We would welcome any length of placement from one day to several weeks. A longer placement could be accommodated in some circumstances.

## Bronglais General Hospital



**Name:** Tricia Chapman  
**Contact details:**  
**Tel:** 01970 635803  
**Email:** tricia.chapman@wales.nhs.uk  
**Position:** Knowledge Services Manager  
**Authority:** Hywel Dda Health Board  
**Location:** Bronglais General Hospital, Aberystwyth

### About the authority:

Bronglais Library is one of five multidisciplinary libraries within Hywel Dda Health Board. We provide library services to all Health Board staff and students on clinical placement from Cardiff, Swansea and Bangor Universities. We stock books, journals, reports, pamphlets and multi-media items on a wide range of health topics, and our services are used by doctors, nurses, midwives, therapists, pharmacists, community support staff, technicians and managers. We offer a professionally led enquiry service and guidance on searching the health literature.

### About the offer:

We can offer the experience of working in a small team in a specialist library environment. You will have the opportunity to meet library users who have very specific information needs and who often require one to one assistance. You can shadow a library assistant dealing with circulation and other paraprofessional tasks, or you can shadow an experienced health librarian and find out about resource selection or sit in on user education sessions. Interlibrary cooperative schemes and joint procurement of e-resources are well developed in the health library sector, so this would be an ideal opportunity to see how these services work in real life.

**Could any part of the opportunity be in Welsh?** Yes

We have Welsh speakers in our team and some Welsh speaking library users.

### Length of stay welcomed:

We would welcome any length of stay from one day to a week. You would be required to comply with the Health Board policy on work placements and be prepared to be flexible with work timetables

## Prince Philip Hospital Llanelli



**Name:** Sarah Bruch  
**Contact details:**  
**Tel:** 01554 783467 / 783025  
**Email:** sarah.bruch@wales.nhs.uk  
**Position:** Knowledge Services Manager  
**Authority:** Hywel Dda Health Board  
**Location:** Prince Philip Hospital, Llanelli

### About the authority:

This is the staff library in an NHS hospital. We provide a service to all employees of the Health Board and are also involved in the training of junior grade doctors and nurses as well as students.

### About the offer:

Resources:

- Small but wide ranging collection of hard copy books and journals covering topics from surgery and medicine to management and statistics.
- Books for loan
- Reference materials including journals, newsletters, local papers
- PCs with internet access
- Multimedia including e-databases, e-journals and e-books

Facilities and Services:

- Enquiry service
- Book reservations
- Interlibrary loans
- Literature searching
- Training in database selection, literature searching, critical appraisal etc
- Printing, photocopying, scanning and faxing
- Help with NHS Athens accounts
- Out of hours self issue service

Some of the work experience could include hands on involvement

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:** One Day



## Powys Teaching Health Board



**Name:** Jane Parry  
**Contact details:**  
**Tel:** 01874 712576  
**Email:** jane.parry@wales.nhs.uk  
**Position:** Library Services Manager  
**Authority:** Powys Teaching Health Board  
**Location:** Bronllys Hospital, Bronllys, nr. Brecon

### About the authority:

The Library serves the staff of the THB and those working in Primary Care, Social Services across Powys and the Institute of Rural Health. We also provide services to students on placement with the THB and Primary Care.

### About the offer:

Resources:

- Book and journal collections, covering health, social care and related topics – in both print and electronic format
- Document supply services, including from own stock and that of several UK library networks
- Computer access, including internet and office applications
- Multimedia including e-databases, e-journals and e-books

Facilities & Services:

- Enquiry service
- Document Supply services
- Literature searching
- Current awareness services
- Information skills training, including use of specialist databases, literature searching, and critical appraisal
- Outreach sessions at Powys hospitals
- Supporting THB specialist websites
- Printing, photocopying, scanning and faxing
- Administration for Powys NHS Wales Athens service

Some of the work experience could include hands-on involvement.

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:** One day

## Carmarthenshire Public Libraries



**Name:** Sharon Morgan  
**Contact details:**  
**Tel:** 01267 224824  
**Email:** ShMorgan@sirgar.gov.uk  
**Position:** Deputy Library Services Manager  
**Authority:** Carmarthenshire Libraries  
**Location:** Ammanford, Carmarthen and Llanelli Public Libraries  
(Other locations available).

### About the authority:

Public Library service with full and part-time service points, Schools Library, Mobile Library (urban and rural), service to residential homes, hospitals and housebound readers.

### About the offer:

The range of opportunities can include working on a Lending desk, Information/Local Studies, IT, Housebound/Homes/Branches; i.e. shadowing staff at virtually all levels. Anything from issuing/returning books, helping with Children's storytime, how the library management system works, dealing with a wide range of individuals and groups who use the service.

e.g. in Carmarthen Library the annual footfall is c.375,000, included in that figure are visitors to the meeting rooms, gallery, etc that are hired out to individuals, groups, etc.

**Could any part of the opportunity be in Welsh?** Yes

### Length of stay welcomed:

Flexible but for longer spells, CRB checks, etc. could come into to play.

## Ceredigion Public Libraries



**Name:** Gareth Griffiths

**Contact details:**

**Tel.:** 01970 633701

**Email:** gareth.griffiths@ceredigion.gov.uk

**Position:** Library Service Manager

**Authority:** Ceredigion County Council

**Location:** 7 library sites in Ceredigion (Aberystwyth, Cardigan, Lampeter, Aberaeron, Llandysul, Tregaron and New Quay) and 1 mobile in the North of the County.

**About the authority:**

We are a public library authority with 13 branches, serving the population of Ceredigion.

**About the offer:**

We can offer a range of opportunities including the chance to experience life on the frontline serving our customers, work with IT, our bibliographic department, plus an opportunity to go on one of our mobiles if desired

**Could any part of the opportunity be in Welsh?** Yes

100% of the offer could be delivered in Welsh

**Length of stay welcomed:**

We would welcome any length of stay from one day to a week. Longer work experience can be arranged, but we would need to complete CRB at the enhanced level and induct you as a volunteer.

## Powys Library Service



**Name:** Kay Thomas

**Contact details:**

Tel. 01597 826864

**Email:** kay.thomas@powys.gov.uk

**Position:** Senior Librarian (Operations)

**Authority:** Powys Public Libraries Service

**Location:** Library Headquarters

Cefnlllys Lane

Llandrindod Wells

Powys

LD1 5LD

**About the authority:**

Powys is the largest local authority in Wales, but has the lowest population density. The library service is provided through a network of 18 libraries, 4 mobile libraries and 2 specialist childrens mobiles. We also run a schools library service from Llandrindod and Newtown. Our main libraries are Brecon, Llandrindod, Newtown, Welshpool and Ystradgynlais

**About the offer:**

We can offer frontline work experience at library assistant level in any of our libraries and mobiles, which could include issuing and returning stock through our Library Management system, shelving, and assisting with stock promotions and displays, and customer enquiries.

We can also offer work shadowing opportunities at all levels of staffing.

**Could any part of the opportunity be in Welsh?** Possibly

**Length of stay welcomed:**

One day to two weeks

## Pembrokeshire Public Libraries



**Name:** Anita Thomas

**Contact details:**

Tel. 01437-776059

**Email:** anita.thomas@pembrokeshire.gov.uk

**Position:** Principal Librarian (Development)

**Authority:** Pembrokeshire Libraries

**Location:** The County Library, Dew Street, Haverfordwest,  
Pembrokeshire, SA61 1SU

**About the authority:**

We are a Public Library Authority operating 12 Branch libraries (5 full time and 7 part time) and 3 Mobile libraries. The County Library HQ is based in the market town of Haverfordwest. The County serves a population of 117,400.

The Library Management Team, again based in Haverfordwest, has several senior specialist posts in the following areas of service: Children & Young People, Stock & User Engagement; Customer Services; ICT & Information Development ; Outreach & Marketing.

**About the offer:**

We can offer frontline work experience at any of our 5 full time libraries (Haverfordwest, Fishguard, Milford Haven, Pembroke Dock or Tenby) or on our large village Mobile.

Work experience in the Bibliographic department or working alongside any of the senior specialist staff is also possible, as is Shadowing of staff (at any level)

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:**

Between 1 day and 1 week. For longer spells CRB checks could come in to play.

## Coleg Powys



**Name:** Anne Jones

**Contact details:**

**Tel.:** 0845 4086 227

**Email:** anne.jones@coleg-pows.ac.uk

**Position:** Learning Resource Manager

**Authority:** Coleg Powys

**Location:** Newtown and Brecon with satellite centres at Llandrindod Wells and Ystradgynlais. Newtown is the largest site.

**About the authority:**

We are a small multi site college which covers the very rural and large county of Powys. The college delivers a wide range of courses from basic skills to Foundation degrees. Fronlas college farm is based in Newtown. Community classes are held venues throughout the county.

**About the offer:**

As we are a small college our roles are very varied and our aim is to give the customer a first class service. We also run the learndirect offer within the college.

**Could any part of the opportunity be in Welsh?** Yes

Extremely limited

**Length of stay welcomed:**

1 day

## Coleg Sir Gâr

**Name:** Liz Chester

**Contact details:**

**Tel:** 01554 748314

**Email:** liz.chester@colegsirgar.ac.uk

**Position:** College Librarian

**Authority:** N/A

**Location:** Four sites; Pibrwlyd (Carmarthen) Ammanford, Graig (Llanelli) and Gelli Aur

**About the authority:**

[https://www.colegsirgar.ac.uk/index.php?option=com\\_content&view=article&id=132&Itemid=116&lang=en](https://www.colegsirgar.ac.uk/index.php?option=com_content&view=article&id=132&Itemid=116&lang=en)

**About the offer:**

We can offer experience; at the issue desk (Lib users range from Entry Level to HE & Staff), in using our LMS (Heritage) for cataloguing, circulation etc, participating in user induction and information sessions (e-books, e-resources) both in-house and classroom based. In the methods we use for marketing the service (Facebook, News, posters etc)

**Could any part of the opportunity be in Welsh?** Yes,

each site has Welsh speaking staff on some, or all days.

**Length of stay welcomed:**

A 2 week block, or 8 weeks of one day per week. CRB check would need to be paid for by the individual and provided before their first working day, and all college safety policies to be followed.



## Neath Port Talbot Public Libraries

**Name:** Wayne John

**Contact details:**

**Tel:** 01639 899 829

**Email:** w.john@npt.gov.uk

**Position:** County librarian

**Authority:** Neath Port Talbot

**Location:** Library HQ, Reginald Street, Port Talbot

**About the authority:**

We are a public Library service operating 17 branch libraries and 2 Mobile libraries throughout the Authority. In addition, there are a number of specialist services and staff based at library HQ eg Community services, Children's, Bibliographic, Administration, Reader Development, ICT and the Toy Library service.

**About the offer:**

We are able to offer a range of opportunities working at front line service points throughout the Authority or alternatively working with specialist staff based at Library HQ.

**Could any part of the opportunity be in Welsh?** Yes

Some of our libraries are based in strong Welsh speaking communities where the staff are encouraged to engage with the public.

**Length of stay welcomed:**

Negotiable. We will be happy to consider applications for short or extended placements.



# Neath Port Talbot College



**Name:** Lynne Evans  
**Contact details:**  
**Tel:** 01639 648611  
**Email:** lynne.evans@nptc.ac.uk  
**Position:** Learning Resources Manager)  
**Authority:** Neath Port Talbot College  
**Location:** Libraries are located on our campuses in Neath and Margam, Port Talbot.

## About the authority:

A large, multi-campus FE college providing post-16 education and training. The college is tertiary and offers 50+ AS/A level subjects as well as courses in nearly all industrial and vocational disciplines. The college currently delivers a range of HE programmes from HNC/D to post-graduate level.

## About the offer:

Whilst on placement, colleagues will have the opportunity to participate in or observe the following: frontline enquiry, circulation and support work at the IT and library helpdesks; assisting students to identify and locate appropriate information sources; behaviour management in a busy library environment; delivery of information literacy training sessions; academic liaison and user engagement activities.

Please note: CRB checks are required before a placement can commence. The placement applicant will be responsible for payment of the CRB fee.

**Could any part of the opportunity be in Welsh?** No

## Length of stay welcomed:

Negotiable. We will be happy to consider applications for short or extended placements.

# Glangwili General Hospital



**Name:** Wendy Foster  
**Contact details:**  
**Tel:** 01267 227076  
**Email:** wendy.foster@wales.nhs.uk  
**Position:** Knowledge Services Manager  
**Authority:** Hywel Dda Health Board  
**Location:** Glangwili General Hospital, Carmarthen

## About the authority:

This is the staff library in an NHS hospital. We provide a service to all employees of the Health Board and are also involved in the training of junior grade doctors and nurses as well as students.

## About the offer:

### Resources:

- Small but wide-ranging collection of hardcopy books and journals covering topics from surgery and medicine to management and statistics
- Books for loan
- Reference materials including journals, newsletters, local papers
- PCs with Internet access
- Multimedia including e-databases, e-journals and e-books

### Facilities & Services:

- Enquiry service
- Book reservations
- Interlibrary loans
- Literature searching
- Training in database selection, literature searching, critical appraisal, etc
- Printing, photocopying, scanning and faxing
- Help with NHS Athens accounts
- Out of hours self issue service

Some of the work experience could include hands-on involvement.

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:** One day

# Gower College Swansea



**Name:** Ian Cockrill

**Contact details:**

**Tel:** 01792 284133

**Email:** ian.cockrill@gowercollegeswansea.ac.uk

**Position:** LRC Manager

**Authority:** Gower College Swansea

**Location:** Swansea, Tycoch Road

**About the authority:**

We are a multi-site Further Education college providing a library service to students and staff of the College. Our students are aged 14 -70+ and our curriculum portfolio includes courses from a wide range of disciplines ranging from Pre-entry Level 1 to Post-Graduate level. We have a footfall of 1,500+ per day.

**About the offer:**

We can offer a range of opportunities including the chance to experience life on the frontline at our reception desk or at any of our helpdesks shadowing either one of the para-professionals (Library Assistants) or one of the professionals (Learning Advisors). You will find yourself doing a wide range of tasks: issuing/returning books, to seeing how the library management system works, supporting students, seeing how we work with Lecturers to deliver information literacy skills sessions, seeing how we manage the wide ranging information resources collection, etc.

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:**

We would welcome any length of stay from one day to a week. Longer work experience can be arranged, but we would need to complete CRB at the enhanced level and induct you as a volunteer.

# Hafan Derwen Carmarthen



**Name:** Angela Selvam

**Contact details:**

**Tel:** 01267 239806

**Email:** angela.selvam@wales.nhs.uk

**Position:** Knowledge Services Manager

**Authority:** Hywel Dda Health Board

**Location:** Hafan Derwen, Carmarthen

**About the authority:**

This is the staff library in an NHS hospital. We provide a service to all employees of the Health Board and are also involved in the training of junior grade doctors and nurses as well as students.

**About the offer:**

**Resources:**

- Topics covering mental Health & learning disabilities books and journals
- Books for loan
- Reference materials including journals, newsletters, local papers
- PCs with Internet access
- Multitmedia including e-databases, e-journals and e-books

**Facilities & Services:**

- Enquiry service
- Book reservations
- Interlibrary loans
- Literature searching
- Training in database selection, literature searching, critical appraisal, etc
- Printing, photocopying, scanning and faxing
- Help with NHS Athens accounts
- Out of hours self issue service

Some of the work experience could include hands on involvement

**Could any part of the opportunity be in Welsh?** No

**Length of stay welcomed:** One Day