



Identification Data of Library and Scientific Documentation

Name:

Library and Scientific Documentation

Description:

The service support the activities carried out by scientific staff, contracted researches, pre-doc and post-doc students in obtaining, handling and publishing information and research documents. This service has two separated activities: advising and interfacing. Interfacing consists in obtaining scientific documents and inter-library exchange. Advising activities are focused towards the relationships among scientific personnel and information technologies resources. Additionally there is a monitoring activity of scientific literature and news on data base handling.

As an especial part of the service, we have the editorial office of the ?Food Science and Technology International? journal. This office deals with the edition and management of original papers received for publication. The marketing, production and distribution is carried out by SAGE Publications as part of the agreement between CSIC and SAGE

Technical director:

CARLOS BENITO

Scientific director:

CARLOS BENITO

Service type:

Gestión

Keywords:

Retrieving documents, Library exchange, Itemization, Specialized libraries

Intervention scope:

Interno

New creation or emergent?:

NO

May the users communicate in english?:

Si

Full electronic management?:

SI

Integrated quality programs?:

NO

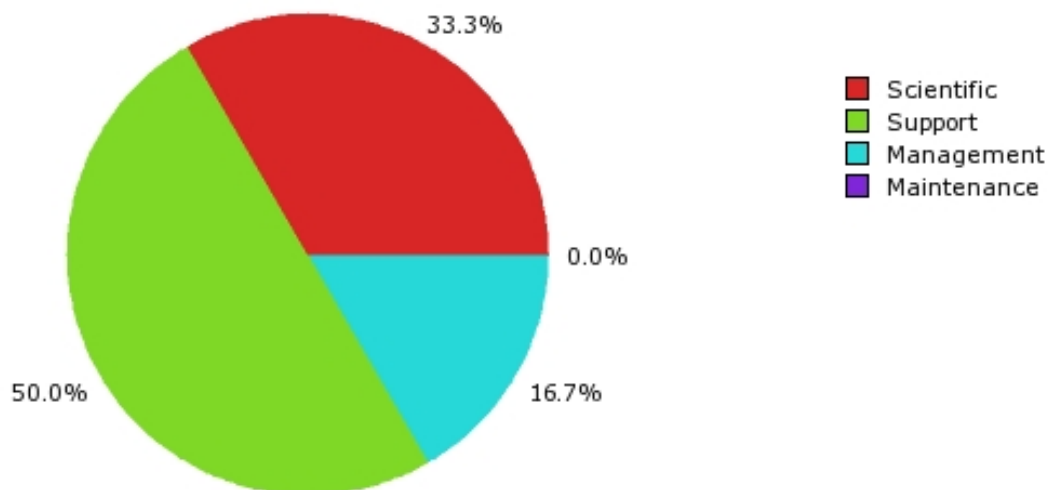
Has it ISO certifications?:

NO

ISO Certifications:



Staff



	Male	Female	TOTAL
Scientific	0 (0%)	2 (100%)	2 (100%)
Support	2 (67%)	1 (33%)	3 (100%)
Management	0 (0%)	1 (100%)	1 (100%)
Maintenance	0	0	0
TOTAL	2 (33%)	4 (67%)	6 (100%)

Scientific personnel by type

		Male	Female	TOTAL
Scientific Civil Servant	Research Professor	0 - %	0	0
	Research Scientist	0 - %	0	0
	Tenured Scientist	0 - (0%)%	2 (100%)	2 (100%)
	Full University Professor	0 - %	0	0
	University Professor	0 - %	0	0
	Other	0 - %	0	0
Scientific Hired	Ramón y Cajal	0 - %	0	0
	JAEDOC	0 - %	0	0
	Other	0 - %	0	0
Scientific Training	JAEPREDOC	0 - %	0	0
	Other	0 - %	0	0
Scientific personnel		0 - (0%)%	2 (100%)	2 (100%)



Facilities/services

Features offered

- Documents retrieval
 - **Internal fare:** 0 **External fare:** 0 **SU:** 3
 - **Description:** Document retrieval is a set of operations focused to give a scientific document to the internal users

- Document interexchange
 - **Internal fare:** 0 **External fare:** 0 **SU:** 1
 - **Description:** This activity is for external users. It comprises all necessary activities

- Technical proces in library
 - **Internal fare:** 0 **External fare:** 0 **SU:** 7
 - **Description:** Includes the technical process of selection, adquisition or retrieval, technical treatment and relationship with the provider of library materials (books, and journals).



Economic Data

Costs	2003	2004	2005	2006	2007
Staff	101	104	113	116	96
Execution	1.91	2.31	3.41	2.97	4.86
Maintenance	0	0	0	0	0
Total	102.91	106.31	116.41	118.97	100.86

Income	2003	2004	2005	2006	2007
Fares(Internal)	0	0	0	0	0
Fares(External)	0	0	0	0	0
Total	0	0	0	0	0

Subsidies	2003	2004	2005	2006	2007
Centre	0	0	0	0	0
CSIC	0	0	0	0	0
Other institutions	0	0	0	0	0
Total	0	0	0	0	0

Usage Data

	2003	2004	2005	2006	2007
Internal users	41	45	44	40	45
External users	0	0	0	0	0
Total	41	45	44	40	45

	2003	2004	2005	2006	2007
Internal services	3273	2439	2826	1197	693
External services	1742	1722	1498	1208	1074
Total	5015	4161	4324	2405	1767
Efficiency level**	0	0	0	0	0

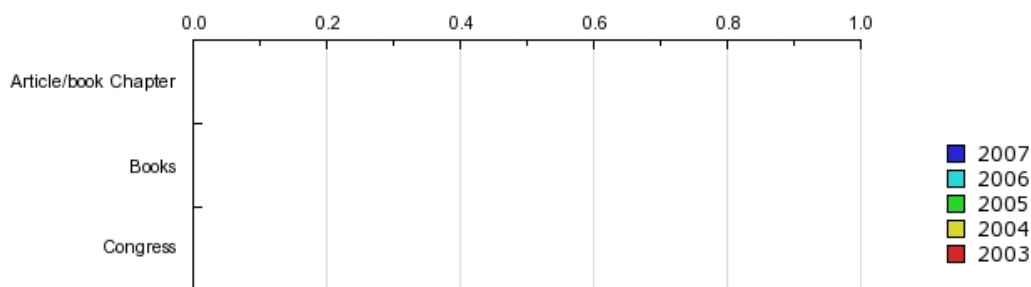
* Facilities SUs computed using the data registered in the Service facilities table

** The efficiency level is the ratio between the total of the Service SUs units and the total cost in k€



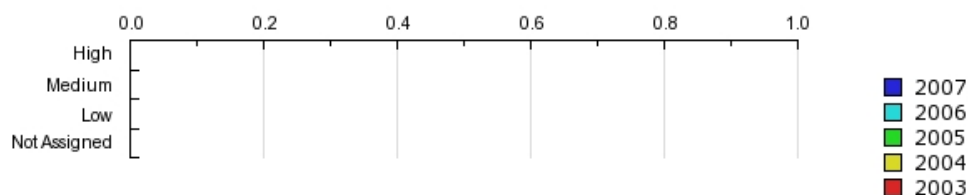
Publications by type

Article / Book chapters by impact						
Type	2003	2004	2005	2006	2007	Total
Article/Book chapter	0	0	0	0	0	0
Books	0	0	0	0	0	0
Congress	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

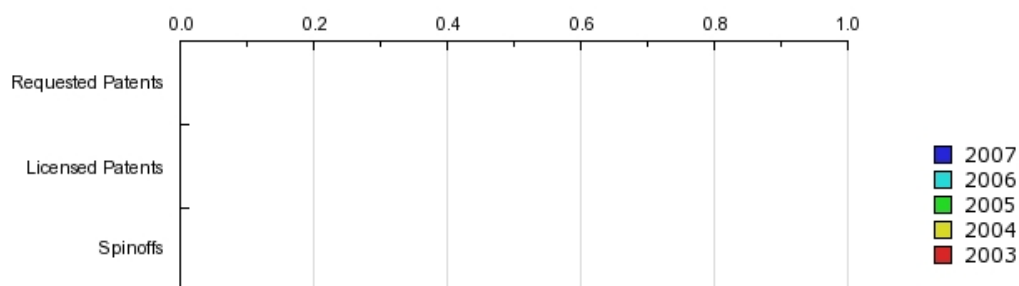


Article / Book chapters by impact

Article / Book chapters by impact						
Type	2003	2004	2005	2006	2007	Total
HIGH	0	0	0	0	0	0
MEDIUM	0	0	0	0	0	0
LOW	0	0	0	0	0	0
Not assigned	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

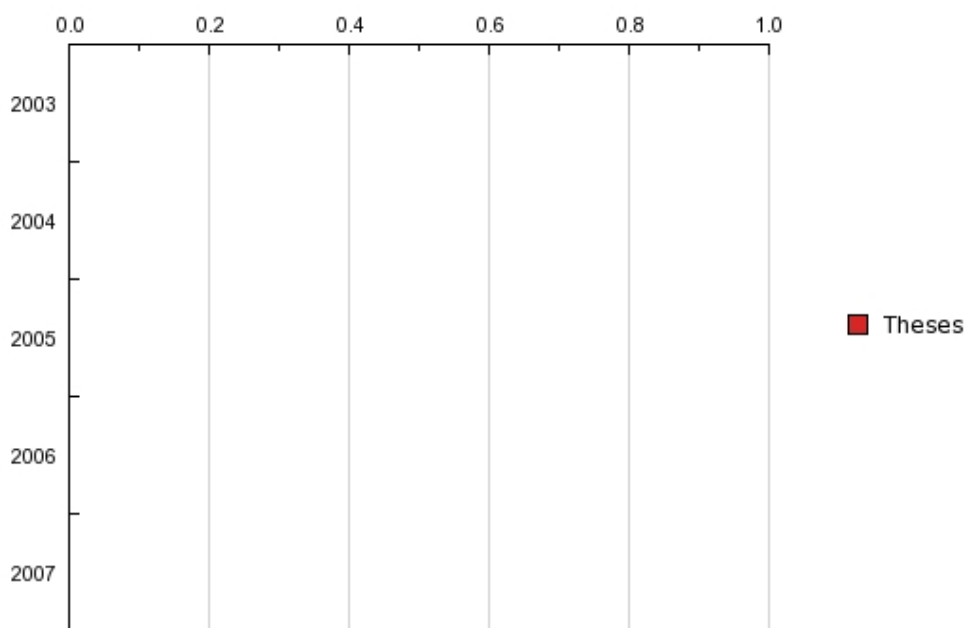


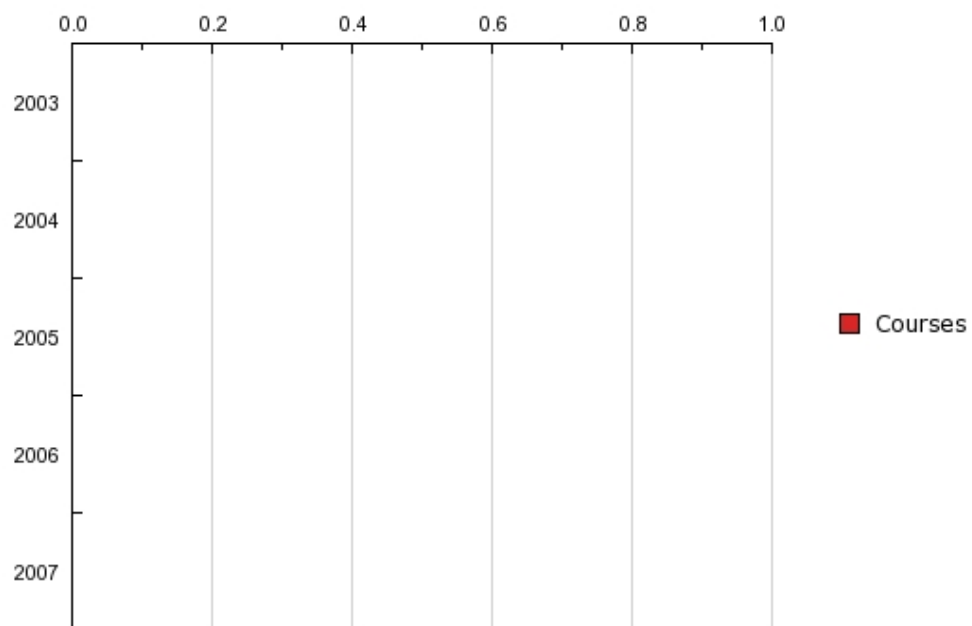
Totals by type						
Type	2003	2004	2005	2006	2007	Total
Requested patents	0	0	0	0	0	0
Licensed patents	0	0	0	0	0	0
Spinoffs	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0



Training by type

Training by type						
Type	2003	2004	2005	2006	2007	Total
Theses	0	0	0	0	0	0
Courses (hours)	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

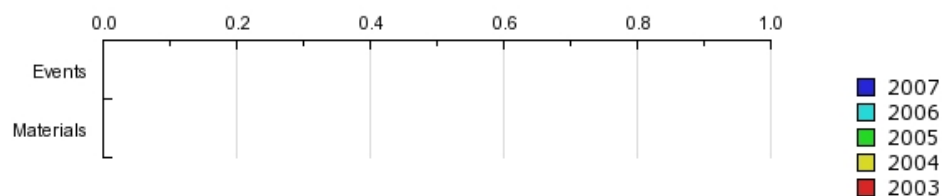






Science divulgation activities

Science divulgation activities						
Type	2003	2004	2005	2006	2007	Total
Events	0	0	0	0	0	0
Materials	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0





SWOT

Weaknesses

- The own evolution of the service that has been prolonged during more than 40 years, makes unapproachable the harmonization of practices, especially in the line of acquisition and technical process of the library material
- Some members of the staff are close to the jubilation age
- Some members of the personnel are in formation and without any possibility of continuity in the position by ceasing in its current contract.
- Part of the staff can abandon the service because of its own promotion.

Threats

- The personnel, scarce of formation do not adapt itself to the change in the nature of the resources and services associated to the handling of the new supports.
- Great part of the research personnel is floating. They do not understand the requirements for the use of resources and documents organized in the service and cause dysfunctions (the intents of formation of this personnel and of popularization of the services were not been successful)
- For the own nature of the character collaborative of the service, the traditional activities will diminish in a gradual way, what will be translated in a loss of efficiency. Only by means of a care analysis of transactions (on line downloads, for example) it will be able to minimize this threat.

Strengths

- The formation and experience of the personnel guarantee an appropriate understanding of the investigation activities in the centre.
- The operations of obtaining of documents are facilitated by the operation in net of libraries and for the combined acquisition of packages of subscriptions
- A series of formation activities that allow the personnel's up-to-date setting before the new technical developments also exists.

Opportunities

- The change in the access models to the information and the documents can facilitate a reinforcement of the most creative activities in the service, leaving aside the more traditional operations. It will bear a change in the personnel's profile and their activity.

Ventajas selectivas

RA (Relational Analysis)

Competitor groups

Colaborator groups



Leading groups

Selective Advantages

General Objectives

General Objectives, Goals?

The main goals of the service are:

1. Enhance researchers' communicative competence;
2. Increase the impact of the Centre's research works
3. Improve the ranking of researchers (and the centre in general) in their respective scientific fields,
4. Inclusion of publications in FSTI, Institute's information systems and CSIC institutional repository

Scientific objectives

Knowledge Transfer objectives

Training objectives

Outreach objectives

Internationalisation objectives

Common services objectives



Gender equality objectives

Quality programmes objectives

Electronic management objectives

Combining scientific and training goals will enable researchers to:

? Manage the information sources (bibliographic databases, statistical data bases) made available to them, properly.

? Efficient use of personal information management programs

Management of the existing resources and documents, principally matching contents to the research work at the Centre will improve suitable selection of publication and dissemination routes for the centre's scientific output. One goal is to identify better channels of publication (magazines, for example) and diffusion (personal Web pages, deposits delegated in thematic and institutional repositories). Furthermore, the informative analysis of published works will help establish protocols for handling basic information provided to researchers.

The identification of groups and areas that access the Centre's work and the analysis of our own and other people's publications will help establish the relative position of researchers in each area of activity. In addition, this can contribute to identifying candidate groups for training and scientific collaboration.

Efficiency objectives

Self-funding objectives

General Strategy

Summary

It is mainly based on the use of structural analyses, by means of social-network programs superimposed on traditional bibliometric works. This strategy involves carrying out experimental work, which could require the appointment of specialized tenured personnel, rather than someone merely holding qualifications.



Basically, the strategy demands a change in action, abandoning a passive position where work is carried out at the behest of researchers, to an active 'push' attitude, where integration of information processing tasks can be reconciled with research tasks.

Strategy Analysis

Summary

The strategy conceived here rests on the staffs' attitude and understanding of the research work and topics. Furthermore, it is supported by training programs. On the other hand, it moves away from the traditional concept of library services and improves efficiency, while overcoming the limitations imposed by the weight of tradition in which library services are seen in a purely 'bibliothecarial' light.



Progress Indicators (Quantitative objectives)

Progress Indicators (Quantitative objectives)

		Indicator	2010	2011	2012	2013
Funding(k€)	Self financing ⁽¹⁾					
Efficiency	Relative efficiency respect to					
Knowledge Transfer	Requested priority patents					
	Licensed priority patents					
	Spin-Offs					
	External services					
Training	Courses					
Outreach	Events					
	Material					
Internationalisation	Services in English?					
Management	Electronic management					
Quality programme	ISO certification					

Resources

Human resources

Personnel(number)	2010	2011	2012	2013	Total
Tenured Scientist	0	0	0	0	0
Higher Scientific Officer	0	0	0	0	0
Intermediate Specialist Technician	0	0	0	0	0
Research assistant	0	1	0	0	1
JAE-Senior	0	0	0	0	0
JAE-Doc	0	0	0	0	0
JAE-Pre	0	0	0	0	0
JAE-Tec	0	0	0	0	0

Financial resources

Action	2010	2011	2012	2013	Total
EQUIPA(k€)	0	0	0	0	0