

**TERMS OF REFERENCE**  
**CBRL LIBRARY CONSULTANCY**

The Council for British Research in the Levant (CBRL) seeks to contract consultancy services to assess, evaluate and improve its library collection, model, and usage in an effort to improve vibrancy and sustainability.

This review aims to provide qualitative and quantitative informational, analytical, and context-specific guidance to identify:

- 1) Possible reconfigurations of CBRL's library model to better utilise existing collection, space, visibility, and accessibility.
- 2) Means of improving administrative and qualitative aspects of its collection and its access.
- 3) Digitisation of part of its collection.
- 4) Improved financial sustainability through fundraising and partnerships.

The consultant will be expected to provide a report that will require quantitative and qualitative data and analysis generated from on-site research; discussions with CBRL administration, select interviews, and where possible, knowledge and research provided by the consultant's own expertise and work.

The consultant's report will also be expected to assess the CBRL collection's material and immaterial value and attempt to identify ways to make the library model more sustainable through revenue generation, partnership, streamlining and/or investment, while appreciating that our collections exist within a particular historical, political and locational setting.

The information and analysis sought in the report should be divided into three sections:

**PART I: INFORMATION ON THE PHYSICAL COLLECTION CONTENTS**

**JERUSALEM**

- books
- journals (number and names)
- maps
- off-prints
- rare books
- unpublished archive materials
- approximate shelf size (length) of each

**AMMAN**

- books
- journals
- maps
- off-prints
- rare books
- unpublished archive materials
- approximate shelf size (length)

### **INFORMATION ON THE DISCIPLINARY BREAKDOWN OF THE LIBRARY**

- approximate shelf size (length) or number of books of each discipline  
JERUSALEM  
AMMAN

### **INFORMATION ON LIBRARY ENVIRONMENT & STORAGE (On site, Jerusalem)**

- Are our collections stored and secured correctly?
- What might be done to improve storage and security?
- What is the length of shelf space available for possible expansion within the existing facility?

### **INFORMATION ON ON-LINE COLLECTION**

- how much of our collection is on-line?
- what remains to be put on-line?
- how up to date is our current library software?
- how user friendly is our library software and how might we improve user experience?
- What are the possibilities of our current software being used to create and manage new digital collections? What does this entail?
- What are we currently able to offer for online access to journals/e-books?

### **INFORMATION ON THE MATERIAL VALUE OF THE COLLECTIONS**

- What is the monetary value of the CBRL collection?  
JERUSALEM  
AMMAN
- What methodology was used to determine the value of the collection?

### **INFORMATION ON THE COLLECTION'S IMMATERIAL VALUE**

- What is the value of the collection with respect to the availability of equivalent public library space in East Jerusalem? Amman?
- What is the value of the collection with respect to the uniqueness or disciplinary specialisations it offers in East Jerusalem? Amman?
- What is the value of the Kenyon Institute's collection with respect to its *in-situ* relevance - namely, as part of East Jerusalem's historical scholarly community and Palestinian history and presence in the city?

### **RECOMMENDATIONS ON STAFFING**

- What are the staffing requirements for the processes of acquisition, managing, and accessing our collections?
- What provisions are needed to secure and preserve our collections?
- What procedures are required to ensure best practice in visitor usage and monitoring?
- Are there any specific training recommendations for current staff?

## **PART II - ANALYSIS**

### **ASSESSING COLLECTION STRENGTHS AND WEAKNESS**

- Given the current state of the collection – evaluate the strengths and weaknesses of the collection, with regards to its ability to provide a suitable resource for local as well as visiting researchers.
- Please evaluate the strengths of the main disciplinary fields within the collection for Jerusalem and Amman.
- Please suggest expanded or new fields of research material that might be desirable for the CBRL library to explore collecting or partnering with.

#### **ASSESSING POSSIBILITY FOR COLLECTION STREAMLINING, CONDENSING, OR INVESTMENT**

- Are there opportunities to condense or streamline the collection?
- What are the best disciplinary areas to invest in?

#### **ASSESSING CURRENT USE OF SPACE**

- Are we currently using our library spaces efficiently?
- How else might things be spatially organised?

#### **ASSESSING INSTITUTIONAL PARTNERSHIP**

- What organisations are the ‘natural’ institutional partners to the library within the city-wide landscape of the current academic/scholarly community or beyond? Please answer in terms of defining the term “partners” to mean; 1. Those who share CBRL’s mission of academic scholarship catering to post-doctoral research; 2. Those who share a similar disciplinary focus to our existing disciplinary strengths, and; 3. Those who may be keen to engage in strategic partnership.

#### **INFORMATION ON POTENTIAL FUNDING AND BUDGET USE**

- Assess possibilities for fundraising for libraries and possibilities of some user fees.
- Define an acquisition strategy.
- Are there possibilities of partnership with UK institutions to share online resources?

#### **PART III LIBRARY ACTIVATION**

- Please suggest particular items from our collections that may be attractive to showcase within a library activation model.\*
- Please provide a short descriptive write up of ten of these, no more than 250 words each.

The winning candidate will work with CBRL staff to identify a shortlist of local informants to facilitate his/her work; provide informational and staffing resources, in addition to those brought by the consultant, to facilitate composition of the final report in a timely manner.

\*‘Library activation’ entails the selection/curation of pieces from our existing collection that can be used to highlight the overall collection’s character and uniqueness through limited forms of digitisation. Curation should be conducted by those familiar with the strengths of the collection and should be based on principles aimed at generating research interest at large.