Since obtaining my ACLIP Certification in 2017, I further developed my skills by taking advantage of the modules that were available to me on the CILIP website. The first module that I accessed was “Introduction to cataloguing”. Although, not relevant to my current role, I did want to have a look to see if I could pick up any tips. I did then realise the two main differences of cataloguing and classification. I soon became to realise that “cataloguing describes the resource itself, classification provides information about the resource”. I also found the section on MARC21 interesting. I would often look at an entry on our library catalogue and often wondered what the numbers actually meant. For example patterns in field codes “9” represents something local and fields starting with 5 are for notes. I read certain sections of this module which may perhaps be relevant and I really found them interesting. However, some of this module was not relevant to me.

I also completed a course on the CILIP website “Archive collections”. I found this really good fun and gave me a better understanding that archives are documents/products retained for their long-term historical value once their initial purpose is finished. I thought that the quiz/activity was useful as it put me to test my understanding of Archival material. I completed this module in February 2018.

As I explained when I carried out my certification, I carried out a secondment at one of Heriot – Watt Campuses which is located in Edinburgh. Whilst I was in Edinburgh, I learned new skills that I was then able to transfer back into my current role at the campus in Galashiels. I was given the task and to take the lead in a project regarding the journal collection in Galashiels. I convinced my manager to invest and purchase 500 new journal boxes. I explained that when relabeling the boxes in Edinburgh I was advised if the journal had a volume, then use the volume. Although, a massive task, my manager trusted my expertise and allowed me to make the relevant changes. Whilst carrying out the project I also thought it would be a good idea to change the current set-up for the journals to be in Dewey rather than alphabetical order. A lot of these decisions were met by dismay by my other colleagues, they felt that they had always being alphabetical, easy to find etc. However, once completed I was praised by my colleagues for bringing the collection together, for example Vogue, Gentlewoman, Gentleman, Tank, Elle used to be at different parts of the shelves whereas now they are shelved at 391.

I also updated my skills by completing a module set up by the Scottish Government “10 things”. I learned and shared this resource with the rest of my colleagues.

I also keep up to date by reading Cilip’s Information Professional magazine.