

ALN-NEYAL Library Purchasing & Procurement

Consultant Brief

1. Introduction and Context

Academic Libraries North was formed in January 2021 by the coming together of two successful and dynamic regional consortia, the Northern Collaboration and NoWAL.

It is a network of academic libraries in the North of England and a subgroup of SCONUL. Through collaborative activities and mutual support, ALN seeks to provide opportunities for its members in the exchange of knowledge and experience. It helps to facilitate initiatives that respond to emerging opportunities and support its members through future challenges in higher education and the library environment.

To achieve this Academic Libraries North:

- Advocates for member libraries in the region, should Government policy decisions impact upon them, especially highlighting key roles in the contribution of libraries supporting learning and research and the strategic goals of our wider institutions
- Supports institutions to improve quality and efficiencies within their services, including measuring service quality and demonstrating impact
- Harness the skills and experience of staff within member institutions in developing relationships and contributing to the sharing of experience and learning from others
- Provides a positive and inclusive environment for all members and their staff
- Celebrates success through collaboration, innovation, influence and partnership

Key elements of activity include:

- Providing a high-quality professional development programme (including an annual conference) for all our library staff, that facilitates knowledge exchange, experience sharing and feeds the talent pipeline and contributes to succession planning
- Exploring technology opportunities to increase the efficiency of access to training, events and meetings
- Through Special Interest Groups and Communities of Practice providing our staff with opportunities to work with and learn from their peers
- Exploring opportunities for sharing procurement expertise
- Identifying potential funding opportunities, business models and collaborative projects
- Making connections between library staff and related professional groups and stakeholders across library and wider education sectors

NEYAL (North East & Yorkshire Academic Libraries)

The NEYAL purchasing consortium is a long running group of twenty-four academic libraries, based in the North, East, Yorkshire and Midlands areas of England, which exists for the purpose of negotiating and agreeing terms for the purchase of library materials and services to support teaching, learning and research at the most advantageous prices for the consortium.

The organisational structure consists of a Steering Committee and two purchasing Groups – Books and Journals.

The Steering Committee provides strategic direction for NEYAL and oversees the activity of the two Purchasing Groups. It is made up of five Chief Librarians/Directors drawn from the member libraries, with one of these elected as Chair. At present, the administrative management of NEYAL is based at Sheffield Hallam University. Nick Woolley (Director of Library & Campus Services, Sheffield Hallam University) is the Chair of the Steering Committee.

The Purchasing Groups are made up of 6-8 member library representatives, plus a Purchasing Officer. They work with other regional purchasing groups to develop, implement and monitor purchasing framework agreements, ensuring robust sustainable agreements which deliver optimal value to member libraries. The Groups meet with suppliers twice a year to review their performance, once regionally and once nationally, based on survey feedback from member libraries.

Currently, Claire Williams (Leeds Beckett University) is the Chair of the Books Group and Steve Sharp (Sheffield Hallam University) is the Chair of the Journals Group.

Each Purchasing Group has a Purchasing Officer who provides purchasing advice and support in the selection and management of purchasing agreements.

At present, Russell Brewood (Leeds Beckett University) is the Books Group Purchasing Officer and Rachael Devlin (Durham University) is the Journals Group Purchasing Officer.

The NEYAL Administrator is employed by one of the member libraries, and appointed by the host library. The role of the Administrator is to provide administrative support for the consortium, arranging supplier review meetings and is the first point of contact for queries. The NEYAL Administrator is currently Lindsey Farnsworth, based at Sheffield Hallam University.

NEYAL is governed by a Constitution, which aims to ensure fairness and equity of representation across all member libraries.

A briefing pack will be provided to the successful consultant with full details of ALN and NEYAL structures, activities, events, subgroups, governance and finances.

2. Project Management

The project will be overseen by Rosie Jones (Chair of ALN), Nick Woolley (Chair of NEYAL), Heather Thrift (Procurement lead for ALN) and Ben Veasey (NEYAL representative). Their contact details are:

ALN
Rosie Jones – Director of Student & Library Services, Teesside University rosie.jones@tees.ac.uk
Heather Thrift – Director of Library Services, Liverpool John Moores University h.j.thrift@ljmu.ac.uk
NEYAL
Nick Woolley – Director of Library & Campus Services, Sheffield Hallam University n.woolley@shu.ac.uk
Ben Veasey – University Librarian, University of Derby b.veasey@derby.ac.uk

3. Project Brief

The purpose of the project is to engage with the ALN and NEYAL membership to produce some options for the future configuration and organisation of the groups' work and outputs in library purchasing and procurement to:

- maximise the benefits of collaboration and members' investment of resources and time in collaborative working;
- ensure value for money and efficiency in the operation of collaborative services and activities, and avoid duplication;
- preserve the value, culture and distinctiveness of cooperative working and the sense of community in the region;
- exercise collective influence with suppliers proportionate to our membership, expertise and combined expenditure.

Why now?

Whilst each group has some clearly distinct purposes and activities, there is also some overlap and duplication, which in recent years has been growing. These risk the efforts and resources of the groups being diluted and may undermine the effectiveness of activities and impact. The two groups have agreed to examine and resolve these.

Approach

Elements of the project will be:

- To engage with member stakeholders to identify similarities and differences between the groups and the degree to which they complement or overlap one another;
- To identify the relative merits of potential options, such as two separate groups, a single group, or two separate groups with distinctive roles;

- To review other stakeholders in the sector to understand their future direction and to help with decision making, for example, JISC, Mercian Collaboration, RLUK, SCONUL, University Purchasing Consortia
- To review briefly different models of library purchasing outside of the UK, in particular in Europe

4. Project Outputs

The output will be a written report outlining a number (not more than four) of potential options for the future of the groups.

5. Project Timescales

Task	Date
Project brief advertised	w/c 16 th May 2022
Deadline for receipt of completed submissions	Friday 17 th June 2022
Shortlisting	By Friday 1 st July 2022
Interviews if necessary (by phone/Teams)	By Friday 15 th July 2022
Award of consultancy	By 1 st August 2022
Work to commence	w/c 8 th August 2022
Project deliverables to be completed by	Monday 5 th December 2022

6. Project Costs

It is anticipated that this will be primarily a desk-based piece of work, with engagement with members via email/phone/Teams, etc. A broad estimate of the time resource is 5–7 days with a budget up to about £5,000 (inc VAT).

7. Responses to the Brief

Consultants are asked to provide a proposal (no more than 2 sides of A4) to complete the project within the timescales above.

To inform your proposal full background information including details of members, activities and events can be found at:

[Academic Libraries North](#)

[NEYAL](#)

Please include the following in your response:

- the proposed methodology
- the cost
- identify any potential risks
- provide evidence of experience in undertaking a project of this nature and of previous experience in using the proposed methods for data collection and analysis

- confirm the consultant has had no recent involvement with ALN or NEYAL

Proposals should be emailed to [Academic Libraries North](#) by Friday 17th June 2022, 5pm.

May 2022