

# QAT Library in practice

(launch in face-to-face)

## & ideas for staff training

Chairman CERL's Security Working Group



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**KBR** Where time  
is treasured

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### Context

#### **Developing security policies for collections, like all other security/safety policies, is a big challenge**

- Time consuming
- Discipline that requires approaching a multitude of aspects
- Constantly evolving (society, the institution, the staff , the techniques evolve constantly)
- Can be felt as not being part of the core -business which can be a brake for putting it effectively into practice
- ...

#### **To achieve this, it is therefore absolutely necessary:**

- To avoid to reinvent the wheel → QAT Library could be "the tool"
- To ensure the effective implementation without being perceived as boring or worst as a source of stress due to work overload → drawing inspiration from the concept of "toolbox meetings/ talks" would be interesting

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## The QAT Library

Current situation

The Quick Audit Tool (QAT) can be printed as a booklet or to be consulted on screen. These Excel sheets help you to record your responses to the questions. For an introduction to the tool, see this presentation by Mme Jacqueline Lambert, KB Brussels and Chairman of the Security Working Group.

**Quick Audit Tool Library**

The Quick Audit Tool Library has been created for CERL member libraries. We aim to make available documents (forms, checklists, procedures, etc) and background discussions (for example relating to equipment and techniques) for each of the six topics addressed in the Quick-Audit Tool.

The documents are for illustrative/indicative/inspirational purposes only. Some are no longer applicable in their institutions of origin because they are no longer relevant. However, they can undoubtedly retain their inspirational quality or be valuable in the different contexts of other institutions. The aim of this tool is to help to as many institutions as possible, whether they are in the early stages of their formulating policies in terms of prevention of theft and vandalism, or simply in search of improvement. We do not claim to offer standards.

Quick Audit Tool Library	
Governance and Policy	2
Collection Management	1
Physical Security	0

Let's join this space on the CERL website to experience the tool

<https://www.cerl.org/collaboration/security/qat>

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## The QAT Library

How to take the next step, give a real impetus

- Improve advertising, the call for participation
- Overcome the reluctance
  - Documents for "all/ third parties" from your website or from other sources are interesting to gather at the level of a single tool
  - Documents that appear more sensitive could be submitted in "neutral" form or translated into lists of key elements or flowcharts
  - « formalization/ commitment »

Subject: CERL Security Working Group - Submission of documents to the QAT Library

Dear Mr. First Name,

Our working group is very grateful to you for having submitted 5 documents that could enrich the CERL QAT Library.

All of the documents have been considered relevant. Each one will be transferred in PDF format with the following format:

This document has been made available, by the KBR Brussels, to CERL members through the Quick Audit Tool Library for benefit development of library policies and/or practices relating to collection security.

The work and development of the QAT Tools will continue and we would be grateful if you could keep the system in mind and update us, where appropriate with new or updated documents. Further, if you feel a donated document is no longer appropriate for sharing, please advise us and we will withdraw it from the QAT Tool Library.

As always, we would ask you to check and confirm us on how we plan to publish these documents on the QAT CERL system. See attached a schedule of our proposed [publishing](#) releases.

Please check for any and confirmations of receipt of the message.

Respectfully our thanks,

Kind regards,

Jacques Audin  
On behalf of Jacqueline Lambert  
Chairman of SWG CERL

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- Facilitate the submission of documents
  - So far: mail to SWG Chairman
  - In development

Test submission form

A suggestion for a document submission form that can be linked to the CERL site

Institution Name

Document Name

Language

Suggested Category

Governance and Policy

Collection Management

Physical Security

Access and Use

Exhibition and Transport

Intellectual Content Management

Document Extension\*\*

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## Ideas for staff training

**Toolbox meetings/talks:  
something to explore**

A toolbox meeting, or toolbox talk, is a short periodical consultation at work intended to make everybody aware of the different safety aspects and dangers at the work site. The purpose of a toolbox talk is to increase safety in the workplace.

Toolbox talks are a way to ensure all workers are participating in safety activities, and have an opportunity to discuss hazards/controls, incidents and accidents.

Toolbox meetings are a great way to ensure everyone is on the same page when it comes to communication and expectations within the workplace. By setting aside time for discussion and education, staff feel valued and appreciated - which improves morale and productivity. Additionally, having a set routine for these meetings helps teams stay organized and get important messages out quickly. This can help reduce any confusion or miscommunication that may arise from mixed signals or not knowing what is expected from one another.

[https://www.incidentreport.net/toolbox\\_talk\\_meeting/](https://www.incidentreport.net/toolbox_talk_meeting/)

<https://safety4sea.com/cm-key-considerations-for-effective-toolbox-meetings/>

<https://blog.archisnapper.com/what-is-a-toolbox-meeting/>

<https://www.sitesafe.org.nz/guides--resources/toolbox-talks/>

### **Keep it short and to the point**

A good guideline for the duration of a toolbox meeting is 10 to 15 minutes. Anything longer than this tends to lead to loss of concentration and the main message may get lost

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## Questions / answers

**Thank you for your  
attention**



**KBR**  Where time  
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