

OPERATIONAL PLAN 2025

Library and Archives

STOCKHOLM | STOCKHOLMS
UNIVERSITY | KONSTNÄRLIGA
OF THE ARTS | HÖGSKOLA

Preface:

The SKH Operational plan template has been created to reflect the activities of institutions and research within SKH. It is difficult to use and adapt to a support activities such as Library and Archives. Therefore, the template for this specific 2025 Operational plan has been adapted based on the activity "support activities". This means that

however, the chapters inevitably contain repetitions as the department does not make a difference in how we work towards education and research.

The archive part also has different and other regulatory requirements that are difficult to manageably formulate from an educational or research perspective.

Olof Halldin Head of Library 2024-10-28

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PRIORITY AREAS 2025

VISION

Stockholm University of the Arts SKHII be an internationally leading artistic university where artistic education and research create the conditions for art as a dynamic, challenging and independent force in society.

The 2025 planning for the Library and Archives department coincides and contributes to the Strategic Plan by providing a space for learning in artistic research and performing arts and mediated practice create the conditions for a reflective and open-minded knowledge environment. The Department will contribute to the University's objectives by be a meeting place for research and education and by business intelligence and pedagogical guidance, with a focus on the university's core subjects, support information literacy, source-critical evaluation and knowledge acquisition. In addition, the department SKHII archive and make available the university's results and promote secure document management and transparency regarding SKH's the exercise of public authority. The quality must correspond to what is expected of an institution and authority with the right to award doctoral degrees and which strives to achieve university status.

1 Education

We will:

- **promote high quality by offering an attractive learning environment characterized by excellence, where student involvement, diverse skills and backgrounds are valued.**
- **put student learning at the center and ensure interdisciplinary and co-creative learning pathways.**
- **have an open educational environment with international perspectives, providing the conditions for developing artistic energy, initiative and courage.**
- **ensure that our students carry knowledge with them so that they can contribute to the development of society and feel proud of their time at the School.**
- **ensure that research findings and new methods improve the quality of education**

1.1 The department's 2025 priority plans

The library at Stockholm University of the Arts is intended to support all educational activities at the university. It consists of three branches at three different addresses. One of the the goals for the library function in 2025 are to continue the work of addresses to create a common library for the whole university. The aim is to the core business to take advantage of the different characteristics of the respective common; to create a holistic approach where the experience and knowledge of Each part together forms the support of the Joint Library. That part of the department which makes up the Archive is located at Vallhallavägen 189 and 193 and is a resource for for example, the documentation of results from training courses throughout the SKH.

The goal of the Library and Archives department is to be the obvious place to go during the training period turns to find credible information on a factual basis, i.e. knowledge whose truthfulness can be trusted and/or inspired. In times of ideas about "alternative facts", Libraries and Archives need to stand up for the "safe source" and provide access to information based on archived documents and other documents in the public domain that verify the facts.

Yet a library also needs to relate to and provide access to information with a "relativized" approach to the truth. There may be misinformation that needs revised upon review, but which reflect the public debate and can serve in various ways as enlightenment and inspiration. In these cases, it is about being able to understand a social development with a tendency to relativize facts and where everything is not perceived by everyone to be black or white. As a library, guaranteeing only the facts means having to deal with reality too simplistically. This is especially true for a library that is supposed to support artistic and practical knowledge, and where narrative and fiction in its various forms are

key ingredients where everything from lies to facts are among the things that need to be managed

to reflect or interpret the world around us.

Only by knowing the truth can the lie be identified. For an artist and student thus need to know what the facts consist of, but also what is generally are claims and reality is filled with them. This is how it needs to be because "inspiration" can consist of anything. The difficulty for the Library, and the risk of an incorrect stock in artistic practice and artistic research, lies in knowing what needs be part of a library, given that any information can be subject to artistic creation. The direction of the library is to support education and research towards new results but at the same time to constitute, together with the Archive, the memory that is the traces of the whole of the SKH's activities.

1.1.1 SIGNIFICANT RISKS AND PROPOSED MEASURES

RISKS/CHALLENGES:

- Making education visible - publishing and archiving

One of the most important challenges for Libraries and Archives is to contribute to the visibility of the university's results. This involves working to ensure that tools and the regulatory framework for registration and documentation is in place and used. And that decisions

on the compulsory registration of theses (Master's) and research

Only by demonstrating results can the SKH be scrutinized and

The tools for this are the publication platforms DiVA and Research

Catalog, but also SwePub - the national portal for the publication of all

research in Sweden and where DiVA is included as one of several publishing platforms.

DiVA

intermediate storage for final archiving of all results from candidate to senior research for a future e-archive.

In 2025, work will continue to further develop DiVA

the registration possibilities for works created on an artistic basis. Libraries and Archives is also particularly involved in the development of the international Research database

Catalog (RC) in collaboration with SAR (Society for Artistic Research). Together with a working group within the RC, Libraries and Archives will work to improve the

infrastructure with an emphasis on metadata. A major challenge is that by 2025, hopefully have come further in the preparatory work that, among others, the Library at SKH has done on controlled

subject terms in the exposition format of the Research Catalog. These can be retrieved from the thesaurus owned by The Art & Architecture Thesaurus© (AAT).

- The quality of exchanges with different programs at Uniarts

All specializations within Uniarts must be given equal weight in the work carried out by Libraries and Archives and therefore it is important that staff in the department are aware of

on the needs of education and training for literature and other sources, and that these are kept up to date and accessible. One challenge so far has been to achieve this. The library has the opportunity to be a place that brings together all students regardless of their specialization and should also facilitate the meeting between students and staff and between education and research. The library has since 2014 supervised undergraduate and graduate students in source evaluation individually or in groups. In 2025, this activity will continue to be further expanded in order to better visualize Library e-resources.

- Library system

A challenge in 2025 will be to continue to get the Koha library system in place in all Parts of the Library. For this, the Library needs to continue its retrospective cataloging in the national library database LIBRIS of what has not yet been cataloged. Each copies also need to be barcoded in the library system to be managed in a lending system. Furthermore, that loans and returns as well as claims and some statistical extraction in the system will make management much easier.

The library wishes to develop the service to students and researchers by investigating the introduction of a discovery system that facilitates searching in all the libraries resources. This means that all sources can be searched with one interface.

- Influence

Everyone has the opportunity to make suggestions for purchases and changes in working methods. The library intention is to support and reflect the activities of the university in a good climate of cooperation conducts. The opportunity to influence is through reconciliation via meetings or other contact with institutions and the student body. Achieving the latter with the human resources the Library has is a challenge.

- Gender equality

Libraries and Archives raise awareness of gender equality issues by having this as a starting point for both the acquisition of literature and other sources and how these be exposed. The importance of an equal library service that does not discriminate on the basis of gender, sexual orientation, ethnic or religious origin and disability should be taken into account. This is means, among other things, that the Library ensures that students with special needs aids, for example via the MTM (Myndigheten för making media available). Regarding acquisition policy and the library collection as a whole it is about paying attention to possible distinctive trends and shortcomings. However, the also to comment on and reinforce the areas where any previous discrimination has led to a distorted picture of reality for us today and where the Library's collection thus via its selection reflects an approach that has not been updated. Selection of literature and media must be done from a religious-ethnic- and gender-sensitive perspective and strive for balance in selection to enable an unbiased assessment when using Library resources. One challenge is to adapt, which is reflected in the acquisitions we make and thus through the library's catalog, but also through the exposure of literature - purchased or from stock - which takes place in different ways in the library.

- "Embedded" library function

To be sufficient for a resource allocation calculated on 4 posts, including the Head of Service,

distributed in three locations, a strategy for a rational approach is needed. In order for libraries and

the functioning of the archiving function, and for communication to be understandable to all, staff need to be included in the contexts where students' and researchers' needs for knowledge supply are discussed and decisions on these issues are taken. This has not always been easy, perhaps because librarians and archivists are not usually involved in the implementation of training, but where we see that the approach to the core business makes it easier and more efficient for librarians and archivists to understand what needs exist and where the department can support. We therefore need to be part of relevant contexts for

to address issues of common interest early on. Such examples are course planning and selection of course literature. The model is that the presence of the library and archive function captures

raises important issues while providing an opportunity to inform and ask questions. Through this

raises awareness of knowledge provision and source-critical thinking at all levels.

However, an "embedded" librarian needs to reduce their own availability and physical presence in the library premises during the times they participate in these events. This means that

that the meetings an information seeker expects with the librarian must sometimes be replaced by other solutions. This approach means that information needs to be provided on how

how to navigate the information jungle on your own, and how to serve yourself their loans. It is also important that the reference call or short questions sometimes have to be invited to either by phone contact, email or by appointment with the librarian. The advantages of this model are that the Library is always open to staff and students, even if the librarian is not always present. Keeping a good library space closed due to staffing problems is, in other words, unsatisfactory.

PROPOSALS FOR ACTION

- One of the risks of having the Library in different locations, which have traditionally different "cultures", is to settle for the nearest library branch and thus may not take part in the topics set up at the other branches. But literature in choreography and movement-based performing arts, for example, are not only of interest to dance studies but is also something needed for acting and circus which can involve some duplication of stocks. The aim is to exploit synergies where different subjects can use the same stock while the Library streamlines by working to ensure the quality of knowledge provision in line with the strategic plan and the expectations of a university of the arts education and research.

- Another risk is the difficulty of achieving good quality when staffing the Library's all parts must be done with the help of only three staff members. If/when one of the staff members becomes absent, those remaining will have to SKHre the work, which would

could lead to work overload. Good and well thought-out scheduling and clear instructions on self-help can reduce the risks. The same applies to the archival function as the archivist is alone in his/her specialty. The knowledge to find in the difficult-to-navigate archive collections have shown that staffing is vulnerable.

- A further risk that can be mentioned is the build-up of an unrepresentative stock in art practice and artistic research. This could happen if knowledge around the different needs of the activities and thus the possibility to provide support deteriorate. This is something that can be said to apply generally in the library sector but for a university in the field of artistic practice, it is particularly important even if it is problematic to manage as it is difficult to know what should be on the shelves when which any information can be the subject of artistic creation. monitoring of the world around us, collaboration with education and a non-discriminatory approach can minimize this risk and balance out a more representative equitable stock.

- One risk is that course lists are not written in a way that is required for students with reading disabilities receive legitimate assistance with the reading of literature. Examples of this are that MTM sets certain requirements to authorize loading. A dialog with UA on this is needed.

- If the degree-based results are not recorded and archived, there is a risk that the university's quality cannot be reviewed and assessed. To constantly repeat this from the Library and Archives are one way to address the risk, but for this to work, it must also education and training take more responsibility themselves.

2 Research

We will:

- **have a robust research environment, closely linked to education and artistic practice, characterized by international relevance, visibility, transparency, sustainability and ethics.**
- **drive the development of co-creative artistic research that is risk-taking, bold and forward-looking.**
- **conduct ground-breaking research that pushes boundaries and SKHpes new realities.**
- **strengthen the conditions for cross-border research projects.**
- **SKHre our research, its processes and results, and demonstrate that artistic research strengthens society and its democratic resilience**

2.1 The department's priority plans for 2025

The library at Stockholm University of the Arts will support all research at Uniarts. Library and Archives wants to be the obvious place where research meets education because it is in Libraries and Archives that the results of research land and where students and researchers are given the opportunity to benefit from the latest findings. Conversely, it is also true that

researchers can test their theories and artistic practices in the student environment and get feedback. Artistic research and development work should be of high quality and the Library wants to contribute by building collections and other digital resources in collaboration with the researchers. The aim is to create a library for artistic practice and research where the collection from a gender perspective should reflect the university's profile areas and together provide examples that clarify the artistic research field.

In 2024, the library has supervised doctoral students in information search and source evaluation

individually or in groups. In 2025, this activity will be expanded to further raise the visibility of The library's commitment to e-resources. The library is pursuing the joint issue of implementing registration procedures based on development work and research, publishing and archiving in the DiVA database. For research, this also means that publication thus takes place in the national search portal SwePub, which brings together all research and where DiVA is one of several. In 2025, work will continue to jointly with colleges and universities in the field of arts, further develop registration possibilities in DiVA for the work created on an artistic basis and which, in the context of registration is called "Artistic output".

The library also participates in the use and development of procedures for registration and publication in the Research database developed by SAR (Society for Artistic Research) Catalog, and supervises the publication of the university's research in the database. During continues its collaboration with the SAR and the development of the Research Catalog. Together with the the international SAR working group, of which SKH is a portal partner, the Library wants to work

for the improvement of the database infrastructure with emphasis on metadata especially controlled subject headings.

Libraries and archives will continue to work on open access or "open science" issues and questions how this can be implemented for artistic research. In order to do so, the SKH has previously developed a definition to define what an artistic research data can be in the performing arts and film and media, thus enabling identification and selection for archiving and registration. Only by identifying what may constitute a research data, it can be considered whether it can be published openly and freely available.

To

this also comes the need for storage and availability of the individual data - an issue which is being discussed within the higher education community with the Swedish Research Council and the Swedish national data service (SND), but where SKH wants to investigate whether Research Catalogue can serve as this location for the storage and availability of individual research data.

Importantly, such storage does not constitute "archiving" within the meaning of the law. Archiving of finalized results is done according to the principle of public documents where the individual data included in the research is debatable whether it is to be regarded as general action in the sense of completed result.

2.1.1 SIGNIFICANT RISKS AND PROPOSED ACTIONS

RISKS/CHALLENGES

- One challenge is that DiVA and Research Catalogue together fail to represent and reproduce what SKH produces within the artistic practice and the artistic research because structures and systems adapted to scientific practice are difficult to change and influence. Thus, the research conducted by the SKH with regard to artistic research may not be able to compete with other scientific output in universities and higher education institutions. Only by making visible and accessible through relevant functioning channels school results, they can be subject to validation and dissemination of knowledge.

- The fact that Uniarts (along with other art colleges) fails to implement the identification of artistic research data, thus making selection for archiving and registration impossible and that Open Access, with the resulting legal requirements for transparency, is not being complied with.

- That any research data to be stored for the documentation of performing arts and film and media are not given the storage facilities needed and where storage through Research Catalogue does not prove to be a viable option either.

- One risk is that the revised guidelines for registration and archiving in DiVA and Research Catalogue with Open Access publication is not complied with. the research results and the quality of the university are reviewed and assessed. The tools (bibliometrics) used for the evaluation and measurement of quality and quantity need

be able to find recorded results, and be adapted to accurately measure in comparison with other research.

PROPOSALS FOR ACTION

- Developing a structure in DiVA that more accurately reflects the artistic basis of its own conditions is a must. Otherwise, the understanding of artistic research to be developed but is registered as research (scientific) but with "*the artistic work aspect*."
- That the research uses the definition developed by the Research Center in 2020 and Libraries and Archives for research data on an artistic basis to identify the research data developed within the SKH, see point 3.1.1
- Investing in digital storage capacity together with e-archives. See point 3.1.
- Continue to inform about the importance of following the decision on registration and archiving in DiVA and RC and by strengthening the effort also clarify what will be the effect of not be visible in the context of artistic education and research.
- The library will continue to provide support for the publication of artistic doctoral theses and provide guidance in the fine art of information retrieval.

3 Collaboration

We will:

- **be an active social actor, using the tools of art to reflect, challenge and help SKHpe society.**
- **drive the development of education and research through mutual strategic national and international cooperation.**
- **build forms of dialog, networking and skills development for alumni and professional artists.**
- **promote the mutual exchange of education and research processes and results in open forums.**
- **expand the number of funding sources and work to increase the SKHre of external funding**
-

Collaboration here refers to cooperation with external actors, which means that it is not only the surrounding community but also within the own university and higher education system.

3.1 The department's priority activities

An obvious library task for 2025 will be, in collaboration with the qualifications and resources that the outside world offers provide students and researchers with relevant skills in information search and critical source evaluation. Without such knowledge, students and researchers find it more difficult to monitor the world around them properly and research in context. The Library will continue to work towards relevant sources in the form of literature and other media and that databases are made available.

Libraries and Archives should therefore be the place where you can be stimulated and are challenged to work critically and independently.

From an international perspective, the Library needs to continuously monitor the world to study how other countries deal with library issues in universities and higher education activities. Study visits and networking are important channels for inspiration and develop. Library staff have previously used Erasmus funding to study how similar activities are run in Europe.

For its own part, the Library makes most of its collection of various media available nationally and internationally through registration in the national library database LIBRIS and is thereby also made visible in the global library catalog WorldCat. The library participates via LIBRIS in the national and international interlibrary loan system. Other ways that the Library The best way to disseminate information about what Uniarts does is via DiVA, SwePub and Research but also the websites for which the Library is responsible and by participating in national and international library-related networks such as SAR and ARLIS/Norden etc.

In 2025, Libraries and Archives will continue to contribute to the work of

in the arts field (Konstex) identify the data needed to archive and document the research being conducted. This includes being able to provide open access to research data. The role of the Library and Archives has been to highlight the problem of the identification of research data for the artistic field, and to draw attention to the fact that there is currently no satisfactory way of labeling research through standardized metadata. Nor is there a way to store data of the size involved for the arts. The library has initiated an analysis of the needs of SKH in this area. (Further on digital storage e-archives - see point 4.)

The library participates in the work of the Swedish Music Library Association (www.smbf.nu) and is thus a member of the International Association of Libraries (<http://www.iaml.info/>), which involves a large network of national and international contacts. Work is also being done to make Swedish research material in the field of music visible in the international database RILM (<http://www.rilm.org/>).

The library cooperates nationally with libraries in the arts in a network called "The network for support to artistic research" which includes Konstfack, KKH, KMH i Stockholm area but also colleagues in Uppsala, Gothenburg, Malmö, Karlstad, Luleå, Umeå, Linnaeus University and Örebro. Cooperation also takes place through networking on issues with disciplines other than art that the smaller university libraries in the Stockholm area (Sophiahemmet, GIH, Police Academy, Beckmans school of design, Marie 's University College, Enskilda University College, Konstfack, KKH, KMH).

3.1.1 SIGNIFICANT RISKS AND PROPOSED ACTIONS

RISKS/CHALLENGES

- One risk that Libraries and Archives sees is that it is not clear where responsibility lies at the SKH for the decision initiated by the Swedish Research Council on a plan for handling research data. VR collaborates with the Swedish National Data Service (SND) as a resource to achieve this nationally. Responsibility for the issue should be SKHred across the SKH. The risk here is that the Library will be solely responsible for the issue, as this is about metadata to label information for searchability. The library thus sees the importance of cooperation between libraries, archives and research and the surrounding the research community.
- One risk is that the proposal to investigate the Research Catalog as a resource for storage and making research data available does not work.

Collaboration should be based on the following:

Two types of necessary research data can be exemplified:

1. the finished result - the artistic work, i.e. the senior research,

artistic doctoral work or development work. That these are described by higher education institutions and universities in a common way through regulated registration and the work is stored in a publishing database. This involves registration and uploading of relevant documents (text, image, video or audio). For live work, registration must be made and documentation to support the work. The latter needs to be archived. It is important here that a documentation of a live performance does not in itself constitute the assessed work but serves only as a documentation.

2. on the other hand, there are data that have been added on the way to the final work and that are needed for to understand the final result. It could be a survey but also a compilation - probably both, but of course also other things. Although in 2020 the SKH created a which enables the identification of research data in the field of performing arts and media difficulties, all of which need to be discussed in collaboration with other stakeholders.

The following should be discussed in an interaction:

- Could the same definition apply to all artistic fields - or only partially?
- How much of the data should be stored?
- In what quality should it be stored? How large file sizes can a research data be allowed ha?
- How should "artistic" data be labeled for satisfactory retrieval (metadata)?
- What of this can de facto be made available Open Access - the requirement for OA stands against the requirement for protection of authorship - is somewhat strongest - laws stand against each other.
- What do we do if the work itself contains other copyrighted material such as music?
- Who will open up to Open Access when copyright expires?
- How do we deal with GDPR issues? - Do all names contained in a publication be authorized? - Do images where people can be identified need to be authorized for publication.
- Based on the above, SKH must identify and define what we mean with research data in the field of performing arts, film and media. then a broader discussion is held across the artistic field. Subsequently, a repository and Open Access plan is developed along the lines outlined by The Swedish Research Council.

PROPOSALS FOR ACTION

- Work towards a common solution to the issue of artistic research data together with other arts stakeholders in universities and colleges. Possible cooperation in

This can be done through Konstex as well as internationally through the ELIA Working Group on Artistic Research or the European League of Institutes of the Arts, a leading independent networking organization for higher arts education.

- Action will be to clarify where the responsibility for research data lies within SKH and how it can be taken care of and made available.
- Use the Research Catalog as a resource for storing and making research data available.

4 SKH together

We will:

- **promote a culture of generosity, co-creation, trust, engagement and responsibility.**
- **strengthen an attractive and equal work and study life where different perspectives are taken into account and employees and students are given space for dialog and reflection.**
- **work towards sustainability, taking into account environmental, social and economic aspects**
- **ensure competence with many different perspectives and skills for the continuous development of the SKH.**
- **prepare operations so that synergies can be achieved when we co-locate**

4.1 Priority activities of the department

Libraries and Archives need to be included in the work of the new organization and prioritize planning their own activities for the move to a SKHred campus.

The library:

The library at Stockholm University of the Arts consists of three branches, each of which supports research and education in the respective institutions. A of the goals for the library function is to create a library from previously independent parts a common library for the whole university. It is then important to take advantage of characteristics but at the same time work towards the common ground; to create a holistic approach where the experiences from each part together form the common Library.

A common library for SKH will continue to pose the challenge to meet demand where it is highest, while improving quality where it is needed. Students and teachers need ongoing support. Pre-course planning and support in the course of time, the need for library resources must be there teaching is conducted. That said - three addresses. At the same time, the Library also needs ensure support for doctoral students and research staff. The latest artistic the work and research results relevant to the different disciplines must be able to searched for and made available.

Resources need to be allocated depending on factors such as expectations and the degree of needs for theoretical and artistic support. The role of the library is to perceive the needs whether these are of a practical or theoretical nature. The practical artistic

the work can be based on different theoretical models or unconditional inspired by hands-on laboratory opportunities. In both cases, the Library is needed as source for further broadening or deepening and knowledge anchoring. Not the less also for the presentation and discussion of documentation on the artistic work.

The library has the Koha library system to manage information retrieval in its own collections as well as deposit and withdrawal and claims procedures. In 2025, work will continue on introducing automated claims procedures and continuing work on barcoding of the material at the respective library branches.

The library purchases literature, films and sheet music and provides magazines and databases that the Library, in collaboration with education and research, considers relevant.

When purchasing, we take a norm-critical approach to searching and making available information, whether it concerns the choice of databases or literature. The aim is to the collection's overall selection can be considered credible and inclusive by reflecting all aspects of information provision.

The library wants to make it easier for students and researchers to work outside the school network and has therefore negotiated with the IT department a solution for better and easier access to library e-resources. This is proposed to be extended by acquisition of a *discovery solution* where Library resources can be searched via a single interface.

Archives:

The library will be organized together with the archive function as of 2020. This means benefits for e.g. the discussions on the storage and registration of theses and research results, but also for the preparation and decisions on future e archives. 10 priority tasks in the field of archives can be identified:

1. in 2021-22, the department's archivist carried out a feasibility study in project form of SKH's strategy for the preservation of electronic documents (in accordance with RAFS 2009:1 The National Archives' regulations and general advice on electronic documents). The preliminary study conclusions will be used in 2025 as a basis for the possible acquisition of e archive with subsequent procurement and implementation.
2. attempt to map SKH's operational systems in 2025. Information on each business systems are documented in their respective management plans. The management plan must be updated annually. Electronic documents SKH until preserved in existing business systems and digital repositories until the university has a preservation system (e-archive). Existing operational systems does not meet the requirements of a conservation system.
3. SKH needs to prepare its electronic documents for future e-archiving

by ensuring that they are preserved in the correct format and that the preservation aspect taken into account from the moment a business system is purchased until it is decommissioned.

4. create procedures to ensure that already during the planning of a new business system the conditions for extraction to an e-archive.

5. continue finalizing the inventory of older archives. Documents are still emerging, especially in connection with the ongoing relocation project, where many people change rooms and storerooms emptied. There is also a large number of unlisted documents that need to be taken in hand.

6. establish procedures for archiving at the end of the service.

7. the preservation of media files at SKH needs to be coordinated. Develop a feasibility study/inventory of the university's analog tapes. The feasibility study should include:

- What is available, number of volumes per archive and variety.
- What machines are available, what needs to be repaired, what is missing, where to rent the that are missing.
- Priority list based on life expectancy of the tapes.
- Time and financial estimation of a digitization project.

8. continuing the digitization of magnetic tapes in closed archival repositories

9. finalize the study on sound and moving image in all closed archives.

10. Start screening in the Dramatic Institute's film productions following screening decisions from The National Archives.

4.1.1 SIGNIFICANT RISKS AND PROPOSED MEASURES

RISKS/CHALLENGES

- Libraries and Archives perceive that the main risk is the vulnerability of staff when 4 people including the manager staff 3 different library addresses and the archive function and, in addition to guidance and common activities provide research support and participate in relevant courses and library networks.
- That SKH does not comply with the requirements of the National Archives regarding plans for e-archives and preservation of digital media.

PROPOSALS FOR ACTION

- Scheduling
- Move to a SKHred campus.
- Make a plan to implement an e-archive.

5 Description of budget needs for development and/or investment in the next 3 years

For several years, Libraries and Archives has been actively involved in building a better information provision and better support to core business. A significant improvement is research support. Efforts are visible in the statistics with increased demand where the department's resources increasingly taken up. This is very encouraging and shows a successful strategy, but resources are becoming more and more difficult to meet. In addition to increased demand for the traditional library duties include responsibility for, and management of, the university's documentation and archiving requirements and the publication database DiVA as well as the implementation and development of Research Catalog for showcasing the artistic research. DiVA and RC are the platforms where the results of education and research can be retrieved to be made and by which quality can be assessed. In addition, the department needs additional competence for the research needs of structuring descriptive metadata to enable statutory Open Access to research data, as required by EU directives.

Increased general demand, increased digitization, increased documentation needs, increased number of PhD students with more research support, higher demands on quality service, work with broadening of offerings in line with AMI - makes Library and Archives request budget funds for help to strengthen the library and archive function. This at a time of increased demand for the services of the department and to cope through the responsibilities described above ensure the university's goals of being able to demonstrate high quality both in terms of education and research in accordance with the objectives set out in the strategic plan.

Skills supply plan

Zero position

Difficult to keep up with own skills supply as tasks tend to both increase and deepened. Support for research and training and responsibility for the entire archival mission SKH

based on three addresses by 4 staff (including one manager). The archiving issue for e-archives is

extremely large and complex. Resources to plan for the implementation of this will be needed.

The competence regarding e-media needs to be increased within the Library.

Skills training for the use of social media.

Web work needs to be developed.

Too few have mastered DiVA and Research Catalog.

Desired location

Have time for professional development, networking and participation in library and archive activities

existing university-relevant groupings. In the longer term, to be more the which drives and answers questions around the documentation and publication of the results of artistic practice and research.

That the Library could use e-books as a resource in a more flexible way. Today, the restrictions for use in a library catalog are diverse and sometimes difficult to overcome and costs are high because it is based on usage, which is not predictable.

Make more use of social media to complement our external website.

More and more effective use of the SKH website to communicate library resources.

More staff need to be able to handle the possibilities of the Research Catalog.

Identify areas for change:

Digitization means two things:

First, that infrastructure and document management is done electronically, and second, that analog

phenomenon must be transferred to other information carriers and encoded digitally.

Digitization is

inevitable and brings advantages but also disadvantages. The latter is that it requires resources from day-to-day operations for information to be transferred in digital form.

Digitization is extremely time-consuming as it involves scanning, tagging, searchability and preservation of digital material. What comes out will be more accessible but will entail not freeing up resources.

Known recruitment and skills development needs for the next five years

With reference to the points above, this is intended to be carried out within the department and/or in collaboration with others within the SKH.

More knowledge about digital tools and e-archives based on the above and in collaboration with the expertise of the Film and Media Department.

REPORT FROM PRIORITY AREAS 2024

For 2024, Libraries and Archives refers to a full report via the annual report.

6 Follow-up of Education

We will:

- **promote high quality by offering an attractive learning environment characterized by excellence, where student involvement, diverse skills and backgrounds are valued.**
- **put student learning at the center and ensure interdisciplinary and co-creative learning pathways.**
- **have an open educational environment with international perspectives, providing the conditions for developing artistic energy, initiative and courage.**
- **ensure that our students carry knowledge with them so that they can contribute to the development of society and feel proud of their time at the School.**
- **ensure that research findings and new methods improve the quality of education**

6.1 Activities 2024

Information provision:

An important activity to make the growing collection accessible has been information activities and guidance on information search and source evaluation. The library has cooperated with The Royal Library's Bibsam consortium, including for the procurement of e-resources. Collaboration has also taken place with the LIBRIS department at the Royal Library, which means the Library's collections are also visible in World Cat.

Visibility and archiving of research and education:

The results of research and education have been archived and made visible via DiVA and Research Catalog and LIBRIS. The development of DiVA and RC towards an artistic the basis for a more equitable structure continues. However, there is still much to be recorded of the research conducted by SKH employees. In cooperation with the Research Center, the issue is followed continuously up.

The quality of the exchange with different programs at the SKH:

All specializations within Uniarts have received support from the Library based on the needs of the programs and course literature of various kinds. The library has been a place that brings together all students regardless of orientation which has facilitated the meeting between students and staff and between education and research. Since 2014, the library has tutored undergraduate and graduate students in source evaluation individually or in groups. The librarian is involved in relevant contexts to ensure early

address issues where the Library - and other activities - have common interests and are part of the contexts in which the knowledge supply needs of students and researchers are discussed and where decisions on these issues are taken.

Library system:

The library has continued its retrospective cataloging in the national library database LIBRIS and developed the local system Koha. New systems in the form of databases for information search has been acquired.

Influence:

The library's intention is to support and reflect in a good climate of cooperation the activities that the university conducts. The opportunity to influence has taken place through consultation with teachers and students.

Gender equality:

The library has increased its awareness of gender equality issues by having this as starting point for both the acquisition of literature and other sources and how these An equal library function without distinction as to gender, sexuality or religion orientation, ethnic or religious origin and disabilities have been taken into account. This has meant, for example, that the Library ensures that students with special needs have access to the MTM (Swedish Agency for Media Access) reading service.

Gender mainstreaming is further demonstrated through the acquisition we make and thus through the library's catalog but also through the exposure of literature - purchased or from stock - which takes place in different ways in the library.

Other:

Participated in user meetings of the Swedish Koha network Worked on posting of music literature in the database RILM = Répertoire international de Littérature Musicale Participates in Annual meeting of the Swedish Music Library Association. Visits on two occasions in the Library by established actors with discussions about the art of acting with SKH students. Hosted the release of the book Bodily Reading by Aleksandra Czarnecki Plaude in the SKH X Position series.

6.1.1 SUSTAINABLE DEVELOPMENT

See 9.1.1

6.1.2 TRAINING COMPLETED

Education and training:

Staff have undergone skills training in several library-related areas.

Conferences in both the library and archive sectors.

Staff have trained students in information search and reference management.

7 Follow-up of Research

We will:

- **have a robust research environment, closely linked to education and artistic practice, characterized by international relevance, visibility, transparency, sustainability and ethics.**
- **drive the development of co-creative artistic research that is risk-taking, bold and forward-looking.**
- **conduct ground-breaking research that pushes boundaries and SKHpes new realities.**
- **strengthen the conditions for cross-border research projects.**
- **SKHre our research, its processes and results, and demonstrate that artistic research strengthens society and its democratic resilience.**

7.1 Activities 20 24

DiVA and Research

The process of integrating the publication databases DiVA and Research Catalogue continued in accordance with registration procedures, which were put in place in 2016 and revised in 2023.

In 2024, the library has routinely worked on a model to implement registration in DiVA, where heads of department and the head of the research center are responsible for ensuring that independent master's and doctoral theses and research and development work are registered and published in DiVA. DiVA now serves as the school's intermediate storage for archiving for publications above bachelor level and in the work it has been important to ensure that SKH's research results can be matched against other databases, and that they are made visible at presentation via the national search portal SwePub. Alongside this, work is ongoing to develop and integrate the Research Catalogue into school activities as a tool in the artistic process and to further raise the visibility of the university's exhibitions and artistic research internationally.

Library staff have participated in meetings with SAR (Society for Artistic Research) and Research Catalogue and nationally with DiVA's specialist group.

Other:

The library has represented SKH on the issue of open access to research data at, among other things, a seminar at KTH organized by SND (Swedish National Data Service).

Participated in the network of teaching librarians of small Stockholm universities.

Participated in the "Artistic Research Support Network" Artistic Research Support Network

research" which includes Konstfack, KKH, KMH in the Stockholm area but also colleagues in Uppsala, Gothenburg, Malmö, Karlstad, Luleå, Umeå, Linnaeus University and Örebro.

Cooperation in the DiVA consortium on the development of the registration format.

Artistic research and development work has been registered and made available via Library in collaboration with the researchers. In 2024, the Library has supervised doctoral students in information search and source evaluation individually or in groups and supervised at publication of printed final results and digital expositions.

During the year, work has continued to jointly with colleges and universities in further develop the registration possibilities in DiVA and Research Catalogue for works created on an artistic basis and referred to in the context of registration "Artistic output".

7.1.1 SUSTAINABLE DEVELOPMENT

See 9.1.1.

8 Follow-up of the Collaboration

We will:

- **be an active social actor, using the tools of art to reflect, challenge and help SKHpe society.**
- **drive the development of education and research through mutual strategic national and international cooperation.**
- **build forms of dialog, networking and skills development for alumni and professional artists.**
- **promote the mutual exchange of education and research processes and results in open forums.**
- **expand the number of funding sources and work to increase the SKHre of external funding**
-

Collaboration here refers to cooperation with external actors, which means that it is not only the surrounding community but also within the own university and higher education system.

8.1 Activities 20 24

Cooperation with the Royal Library's Bibsam consortium, including for the procurement of e-resources. The BIBSAM consortium is a collaboration between Swedish universities, colleges, government agencies and government research institutes with the aim of getting cheaper and more efficient access to electronic journals and databases.

Collaborated with the small university libraries in Stockholm in the so-called "Lilla nätverket".

Collaborated with the "Network for support to artistic research" which includes Konstfack, KKH, KMH in the Stockholm area but also colleagues in Uppsala, Gothenburg, Malmö, Karlstad, Luleå, Umeå, Linnaeus University and Örebro.

The library cooperates with the LIBRIS department at the Royal Library, which means that The library's collections will be visible and possible to borrow both internally but also as interlibrary loan and that the work is done in accordance with international standards. This will also make the Library visible in t
ex World Cat.

An obvious library task for 2024 was to offer students and researchers "socially relevant skills" in information search and critical source evaluation. The library has continued to ensure that relevant sources in the form of literature and other media and databases made available.

From an international perspective, the Library needs to continuously monitor the world to

study how other countries work with library issues in universities and higher education activities.

For its part, the Library makes most of its collection of various media available nationally and internationally through registration in the national library database LIBRIS and is thus also searchable in the global library catalog WorldCat. The library participates via LIBRIS in the national and international interlibrary loan system. In recent times the cataloging client in LIBRIS was renewed, which requires continuous training for all staff. Other ways in which the Library disseminates information about what we do include via DiVA, SwePub and Research Catalog but also the web pages that the Library is responsible for and by participating in national and international library-related networks such as SAR and ARLIS/Norden etc.

In 2024, the library has continued to contribute nationally to the work of identifying research data in the field of artistic research.

The library has participated in the work of the Swedish Music Library Association and is thus a member of the international music library organization IAML The international Association of Music Libraries, Archives and Documentation Centers <https://www.iaml.info>, which means a large network of national and international contacts. The work is also being done to make Swedish research material in the field of music visible in the international database RILM <http://www.rilm.org>. The library is also a member of SIBMAS International Association of Libraries, Museums, Archives and Documentation Centres of the Performing Arts <http://www.sibmas.org>.

There is national cooperation between libraries in the arts, primarily Konstfack, KKH and KMH, but also in individual matters with colleagues in Uppsala, Gothenburg and Lund, among others, when in the case of SwePub. Cooperation is ensured by networking on issues related to schools interests. One network that the Library participates in with several disciplines other than art is with the smaller university libraries in the Stockholm area.

8.1.1 SUSTAINABLE DEVELOPMENT

See 9.1.1.

9 Follow-up of SKH together

We will:

- **promote a culture of generosity, co-creation, trust, engagement and responsibility.**
- **strengthen an attractive and equal work and study life where different perspectives are taken into account and employees and students are given space for dialog and reflection.**
- **work towards sustainability, taking into account environmental, social and economic aspects**
- **ensure competence with many different perspectives and skills for the continuous development of the SKH.**
- **prepare operations so that synergies can be achieved when we co-locate.**

9.1 Activities 20 24

Library and Archives has participated and contributed to the cooperation and planning for a joint campus.

Started specification of requirements for e-archive procurement.

Began digitization of older archive creators' magnetic tapes containing documented student performances.

9.1.1 SUSTAINABLE DEVELOPMENT

3. Promote good health through personal responsibility, encouragement, relief, cooperation and to the greatest extent that everyone should be visible.

- Personal responsibility gives staff more of both their own skills but also a sense of being trusted.

4. anti-discrimination training - as with the initiative and project on anti-racism from Brinell Road institutions, identifying power structures and highlighting unnatural selection imbalances and promote diversity.

- Draws attention to inappropriate differences.

5. Promote gender equality and equity by having this issue on the agenda of health and safety at work.

- Like anti-discrimination, this is something that becomes apparent in cases of unjustified inequality.

8. Promote an improved working environment with transparency, clarity and inclusiveness and good mutual Communication.

- Participation and transparency are the watchwords.

10. reducing inequalities.

- Same as point 5

13. reuse as much as possible and reduce travel. Use e-resources instead of analog resources.

- Interlibrary loan in and out is the same as reuse. Travel has decreased. E-resources have increased.

OBJECTIVE DESCRIPTION for LIBRARY AND ARCHIVES

in the light of the Strategic Plan of STOCKHOLM COLLEGE OF ART

2020-06-24, rev 2024-10-28
Olof Halldin, Head of Library SKH

LIBRARY	
Activities:	
Acquire	<p>Objective: We will ensure that the library's stock of different media meets the demand that exists mainly from education and research. We monitor the university's areas of interest from an information supply perspective that enables the development of support for the core subjects that are the school's responsibility.</p> <p>Specifically: We will acquire both e-resources and other types of media with one copy for lending - except for course literature where up to four copies can be acquired. (Course literature is otherwise the responsibility of the student.) Service copies will be acquired by the Library, but paid for by the respective department.</p>
Publish	<p>Objectives: We will contribute to ensuring that all completed independent work at Master's level and above is registered and uploaded in accordance with the Vice-Chancellor's decision (Dnr: SKH 2016/1082/2.9.1). For the doctoral level, Open Access publishing also applies.</p> <p>Specifically: The above SKHll be carried out in the publication database DiVA and, for those to whom the Vice-Chancellor's decision applies, also in Research Catalogue. The research published in DiVA is also reflected on Uniarts web and transferred to the nationally comprehensive research database SwePub. Completed theses from master's to master's level must be registered and published either hidden or with Open Access in DiVA. The bachelor's level is recommended to register and upload their work in DiVA but only requires that the final work is submitted in analog or digital form to the archive. All levels below the research level <u>can/may</u> be published in the Research Catalog as they see fit.</p>
Describe	<p>Objectives: We will ensure that the collections are registered and searchable in the national library database LIBRIS and lendable in our local library catalog Fabula, as well as for degree projects and research according to (Dnr: SKH 2016/1082/2.9.1) in DiVA and Research Catalogue.</p>

	<p>Specifically: The collections are cataloged and physically arranged in the Library according to an adapted version of the SAB (classification system for Swedish libraries). We will ensure that Uniarts own publications are registered and made searchable in the publication database DiVA and at national level in SwePub. At research level, this also applies to Research Catalog.</p>
Preserve/manage	<p>Objectives: We will ensure that collections of different media reflect and promote the different areas of our activities, both in terms of core activities and over time.</p> <p>Concrete: Thinning is done with a view to preserving and clarifying the university's core subjects in the present, but also for the understanding of how the university has developed since the beginning, mainly on an artistic basis. Duplicates are saved for course literature and in particularly urgent cases. Otherwise, the collections must be kept in a manageable condition for provision.</p>
Provide	<p>Objectives: We will ensure that the Library's resources are searchable and accessible.</p> <p>Specifically: Maintain staffing and opening hours to meet needs and make collections available through the local lending system Fabula, as well as by offering relevant data-based search services through the Library's web pages. Ensure that students with special needs receive the assistance through the MTM (Media Access Agency) that is their right.</p>
Developing	<p>Objectives: We will monitor developments in Library and Performing Arts/Film and Media and ensure that the Library and its functions are up-to-date and best support education and research.</p> <p>Specifically: By working in an integrated way, we gain insight into when the Library can provide support and can communicate what this support consists of. We work to develop the library function through monitoring, evaluation and analysis to be a cutting-edge function that not only supports but also examines what can be further improved.</p>
Train/mentor	<p>Objectives: We will offer students, researchers and teachers skills in information provision and source criticism.</p> <p>Specifically:</p>

	For example, by taking time in courses to guide students and others on how to search for information in different sources, how to manage references and how to substantiate data for publication.
THE ARCHIVE	
Activities	
Promoting information management	<p>Objective: We will ensure that the SKH has a functioning and effective information management system.</p> <p><i>Concrete:</i> We monitor the work of the National Archives. We actively take part in what is happening in the network for archivists at colleges and universities. SKH's support documents regarding archives (archive description, document management plan, application decisions, strategies, instructions) are constantly updated and current. We will inform about internal procedures and ensure that colleagues know where to find the information they need. We will inform and train SKH employees in the requirements placed on public employees and how we should handle the authority's information in accordance with the legal requirements</p>
E-archive	<p>Objective: We will continue the work of introducing e-archives at the SKH</p> <p><i>Concrete:</i> The project group continues to work with e-archives, and to inform the organization about this work and what it means for SKH. Furthermore, the project group will inform about the requirements that will be placed on system owners to, among other things, carry out information evaluation of systems that contain preservation information for future deliveries to e-archives. We will remind you of the document management plan, which is one of the guides for information evaluation. The Archives Act is technology-neutral and that we must preserve our digital documents in the way required by the Act and the National Archives' regulations.</p>
Managing deliveries and preserving archives	<p>Objective: We will ensure that we can receive deliveries to the archive in accordance with the instructions for deliveries, and organize and list the delivered documents. We will continue the work to eventually introduce e-archives at SKH.</p> <p><i>Concrete:</i> This requires that we keep the archive in order and take care of delivered documents as they are delivered. Employees who leave the SKH must be informed in good time about how to handle the information they manage so that the information to be preserved is taken care of. We will update relevant</p>

	policy documents to better accommodate the management of digital information according to current legal requirements.
Digitize archived media	<p>Objective: SKH has a large amount of analogue film material in its film archive that needs to be digitized to prevent further degradation and eventual destruction.</p> <p><i>Specifically:</i> SKH has a large amount of analog magnetic tapes (film) that are stored in less than optimal conditions. The machinery we have for reading the tapes is aging and difficult to replace. Similarly, the skills needed to operate the machines are person-bound and thus extremely vulnerable.</p> <p>We are now working on digitizing VHS films and will, for the film material we have in other formats, apply for money from external funds in order to digitize the films. The work should be preceded by a feasibility study. The digitization is done in order to meet the requirements for preservation set out in the Archives Act.</p>
Responding to inquiries	<p>Objective: We will continue to respond to requests in a timely manner.</p> <p><i>Concrete action:</i> We will train more people in archive searching to have a secure backup solution in the absence of the archivist.</p>

