

Name of the initiative <i>Give a brief descriptive name for the activity or initiative you were involved in organising related to mental health and well-being</i>	Monthly Wellbeing E-Bulletin
Target group <i>Was it aimed at all students or staff or a particular group?</i>	Library Staff (mainly Customer Services team but shared with other teams as well)
Description <i>Give a short description of what was involved in organizing the activity or initiative.</i>	A monthly roundup of wellbeing information in various sections to support the mental and physical wellbeing of our staff over the pandemic.
Partners <i>Was this solely run by the library or were other stakeholders involved, and if so how? Were students involved in planning the session, if so, how?</i>	<p>This was run by me and two other Customer Services staff members using information from the University or other organisations.</p> <p>Students were not involved as this was a staff initiative.</p>
Strategy <i>How, if at all, was the activity linked into wider library or institutional strategy?</i>	It was a standalone activity, but it fed into the wider university goals to support all 6 of the Ways to Wellbeing.
Evaluation <i>How, if at all, was the activity evaluated?</i>	We asked for feedback from staff in person or through Teams/email/messages.
What worked <i>Colleagues are looking for tips to help them run their events more effectively, what tips would you share to someone wanting to repeat what you have done?</i> <i>If applicable, please include how many people attended (if an event) or engaged (e.g. website clicks) or another appropriate measure for your initiative. Did this match expected engagement?</i>	<p>Colleagues said they found the information and the design of the bulletin uplifting, and it helped to brighten their day.</p> <p>The broad nature of the information included meant that there was something for everyone, but you didn't need to engage with every part of it if you didn't want to.</p> <p>We had positive feedback from parents who liked the specific "For the Parents" section as they said it can sometimes be hard to find this support.</p> <p>The "Celebration Station" section was well received as it highlighted the interest of skill of a member of the team and helped people get to know each other and feel connected to their colleagues, even from a distance. Those who submitted for this enjoyed the experience of sharing something important to them.</p> <p>We did special bulletins for several events or observances e.g., Black Lives Matter; LGBTQ+</p>

	<p>History Month. These went down well as they went into more detail and were very current.</p> <p>The act of putting together the bulletins was beneficial to our wellbeing as it gave us a creative outlet and something positive to focus on in a difficult time. It brought our staff together.</p>
<p>What did not work</p> <p><i>What you would change if you were doing it again? Sharing what did not work can be as useful to help others as what did work.</i></p>	<p>It could be time-consuming to create the content and so when we returned to campus full time we didn't have as much time to dedicate to it. Perhaps having a couple more people involved would help.</p> <p>It was difficult to evaluate and get feedback as we sent this out via email so couldn't track how many people engaged with it. We had to rely on people coming to us with feedback.</p> <p>Sending things via email is not always the best as people can miss it, not open it, or not have time for it, but we couldn't really come up with a better way to distribute it.</p>
<p>Photo</p> <p><i>Are there any photos you can share that give us a feel for the initiative?</i></p>	N/A
<p>Resources</p> <p><i>Is there a URL related to the initiative?</i></p>	No photos or URL but happy to pass on links for the documents themselves!
<p>Your name, institution and contact details.</p> <p>Frances Murphy</p> <p>The University of Manchester Library</p> <p>frances.murphy@manchester.ac.uk</p>	
<p>Are you willing to share your contact details to other ALN staff so if they want to find out more they can contact you directly?</p> <p>Yes! Happy to be contacted on the email above.</p>	