

LIBRARY COMMITTEE

10 June 2015 1400 Seminar Room 2, The University Library

MINUTES

Members present

Ms R Gwyer (Chair)

Prof D Andress

Ms G Friggens

Dr D Loydell

Mr M Pearce

Dr J Thomas

Ms H Coleman

Dr C Jacobs

Mr A Minter

Mr M Oliveros

Mr A Simpson

Observer: Mr J Mitchell

In Attendance: Ms K Shakespeare (For Item 7)

Mrs S Kennedy (Secretariat)

1 WELCOME

- 1.1 The Chair welcomed Mr J Mitchell as an observer as he will be taking up the role of Students' Union Sabbatical Officer and will become a member of this Committee from July. Ms Shakespeare attended for Agenda Item 7.

2 APOLOGIES

Apologies were received from Mr K Bochen, Mr K Dick and Dr J Walden

Dr J Crellin, Dr J Mills, Mr D Starkey, Ms H Thompson-Whiteside and Ms E Törn did not attend.

3 MINUTES

The Minutes of the meeting held on 4 March 2015 (**Annex A**) were confirmed as a correct record, with three minor amendments to amend the titles of Dr Mills, Dr Bennett and Professor Andress.

4 MATTERS ARISING

4.1 Student Engagement Policy (Min 4.1)

The Chair reported that she has written to the Academic Registrar on this matter and is awaiting a reply. However, as a result of the recent introduction of Open Athens it is hoped that it will be possible to look at the use of e-resources in future which will be a better measure of engagement. She will inform the Academic Registrar of this development once it is available.

4.2 Inter-Library Loan Changes (Min 4.3)

Mr Simpson presented a report on the impact of Inter-Library Loan (ILL) system changes at the end of the first year of operation (Annex B). He noted that the changes had improved the speed of receipt of items, and convenience for users whilst remaining within funding limits.

4.3 Criteria for Preservation of Book Stock (Min 8.2)

The Chair reported that, following his attendance at the Science Faculty Library Committee meeting on 6 May, as agreed at Library Committee, Mr Dick has provided an update on the original paper discussed at the previous meeting (Annex C). The Chair noted that, following discussion at Faculty Library Committee, the original list of categories to be given a 'preservation' tag had been amended. Members from other faculties may choose to take this issue back to their Faculty Library Committees or equivalent to consider whether they would wish to implement a similar scheme. Mr Dick will contact the Science Faculty Library Committee to update them on the proposed methodology for the process. It is hoped that this will not result in an overly large collection of preserved items as space remains of concern within the current building.

Action Mr Dick

5 CHAIR'S COMMUNICATIONS

5.1 Building Update

In his absence Mr Dick provided a paper detailing the current situation on building projects planned for Summer 2015 and for the 2015/16 academic year (Annex D). The work for this summer involves the refurbishment of the existing student toilets and the installation of new toilets on the first and second floors.

The work planned for the next academic year is comprised of: replacement of the majority of the Library roof, due to start in early 2016, with completion in the summer of 2016; the installation of mobile shelving, due to take place in the summer of 2016, and possibly summer 2017. Once more specific information is available, this will be communicated to staff, students and other users.

5.2 Update on Investment Proposals 2015/16

The Chair reported that all six investments proposals put forward by the Library had been approved. These included: the increase for journal costs to cover inflation; additional electronic resources; the refurbishment and installation of student toilets; SciVal, a new

package providing research analytics; new furniture for 3rd Space; the purchase and installation of mobile shelving.

5.3 Library Occupancy Statistics

The Chair provided some figures for members on occupancy during the 20 weeks of 24/7 opening. She noted that the Library had been exceptionally busy in the two weeks running up to the Easter vacation. The busiest day was, as usual, the first May Bank Holiday, when occupancy reached 1,430 (we have around 1,400 seats). Sundays are now much busier, with Fridays and Saturdays the least busy. Peak occupancy overall was significantly higher, with figures of over 1,000 reached on 13 days in 2014, and 66 days in 2015. This information has been passed to the Director of Estates.

5.4 Library Regulations Update

The Chair reported that the Library Regulations require updating, due to various changes, including automatic renewals. She will undertake this update over the summer and email the updated regulations to members for their consideration.

Action Chair

6 INFORMATION PROVISION BUDGET

6.1 Library Renewals

Mr Simpson presented a paper on Library renewals (Annex E). Approval from the Committee was required for renewal of JSTOR collections. Figures were provided giving costs per download. Mr Simpson noted that, although usage had reduced significantly, this still provided good value per download compared with other resources. Members approved the renewal of the JSTOR collection provided the cost increase was no more than 7% .

Action Mr Simpson

6.2 Library Resource Expenditure (Annex F)

Mr Simpson presented a report giving details of the breakdown of expenditure on the Information Provision budget by Faculty to the end of May 2015. He noted that the small 'overspend' is expected at this time of year, as some orders will not arrive by the end of the financial year, and the majority of books on order will be discounted when invoiced.

6.3 Patron Driven Acquisition (Annex G)

Mr Simpson presented a report on the progress of Patron Driven Acquisition (PDA) in the second year of implementation. It was noted that concerns that an item purchased would not be used again are not supported by the usage figures. PDA has provided a useful response to student need, and members were asked to approve a further £40,000 topslice for PDA in 2015/16, and that this become a permanent arrangement. Members agreed this proposal.

7 AUTOMATIC RENEWALS (Annex H)

7.1 This item was taken out of Agenda order due to Ms Shakespeare's other commitments.

7.2 Ms Shakespeare presented her briefing paper on the proposed implementation of the automatic renewal of loans, and the corresponding changes to borrowing policy. Implementation would mean that loans are automatically renewed a week before the renewal date, with the exception of any items subject to a recall. A Notification email

will alert the user to the failed renewal, and the requirement to return the loan. If unreturned by the required date, these items will incur a fine, at a higher rate than had previously applied.

- 7.3 The proposed change to automatic renewals also requires the removal of 7 day and 1 day loan categories. It is proposed that we have two categories – 4 week and reference. An analysis of the statistics on use of 1 day and 7 day loans show a large proportion are never borrowed. It is therefore proposed that any 1 day items identified as having frequent use are moved to Reference Only, and all others become standard loans. The statistics also suggest that most 7 day loans do not require this short loan period. These will therefore be reclassified as standard loans, with the assumption that the increase in fines for recalled loans will ensure they are returned more quickly than previously. Ms Shakespeare noted that reservations will be monitored, and any item with multiple reservations will either revert to a shorter loan length as an "Item in Demand" or can be re-classified as Reference Only.
- 7.4 Mr Mitchell suggested that recall notifications be flagged in Moodle if the system allows this. Ms Shakespeare agreed to investigate this with Dr Jacobs. Members noted that, when publicising the change, it would be important to highlight the ability to reserve an on-loan item.

8 THE STUDENT EXPERIENCE

- 8.1 This item was taken out of Agenda order due to Mr Oliveros and Mr Mitchell's other commitments.
- 8.2 Mr Oliveros reported that students are generally very happy with the ground floor refurbishment, but there are still issues with noise and heat on the first and second floors. Mr Mitchell noted that the group study rooms are extremely hot. The Chair will look into this.
- 8.3 Mr Mitchell noted that during his election bid he had campaigned on the introduction of 24/7 opening throughout the year, and had received strong support from students. The Chair said that she had also received representations from post-graduate students for the Library to remain open until midnight over the summer. She will take these requests to Directorate for consideration.
- Action Chair**
- 8.4 Mr Oliveros commented that the refurbishment of the current toilets and the installation of new ones on the other two floors is very welcome.

9 DIGITAL LITERACY

- 9.1 Dr Jacobs provided an update on this issue, for members' information. She said that there had been much discussion around the University concerning developing students digital literacy skills. IS, the Library and DCQE had now come together to take this forward. They had produced a collaborative paper putting forward a project proposal, and this has gone to the E-Learning Steering Group. The project aim is to define what we mean by digital literacy, enable us to map students' current skills and determine how we can develop them. Ms Friggens noted that the Library currently has an Information Literacy framework in place, and there is a need to update this to include digital literacy skills. This framework can then be built into Moodle, and also embedded in units and made available on the Library website. Dr Jacobs noted that this will require a lot of work, and she will be

pleased to receive details of any work already carried out in this area within Faculties, which can be used to develop an over-riding framework.

10 APPRECIATION

10.1 The Chair thanked Mr Oliveros, Mr Bochen and Ms Törn in their absence for their very valuable contribution to the Committee during their year in office. Mr Bochen is retaining his role as Student Representative, and it is hoped that he will return as a member next session.

11 DATE OF NEXT MEETING

The next meeting will be held on 26 November 2015.

Further meeting dates are as follows:

9 March 2016

8 June 2016