

## **LIBRARY COMMITTEE**

**25 November 2015 1400 Seminar Room 2, The University Library**

### **MINUTES**

Members present

Ms R Gwyer (Chair)

Prof D Andress

Ms H Coleman

Ms G Friggens

Dr D Loydell

Mr J Mitchell

Mr D Starkey

Mr K Bochen

Mr K Dick

Dr C Jacobs

Dr J Mills

Mr A Simpson

Ms S Thwaites

Mrs S Kennedy (Secretariat)

#### **1 WELCOME**

- 1.1 The Chair welcomed Mr J Mitchell, VP Welfare and Community, Mr K Bochen, Course Rep Chair, and Ms S Thwaites, Humanities Faculty Rep, to the meeting as the Students' Union representatives for 2015/16.

#### **2 APOLOGIES**

Apologies were received from Mr A Minter, Mr M Pearce, Dr J Thomas and Dr J Walden.

Dr J Crellin and Mrs H Thompson-Whiteside did not attend.

#### **3 MINUTES**

The Minutes of the meeting held on 10 June 2015 (**Annex A**) were confirmed as a correct record with one amendment. Minute 6.1 reference to JISC amended to JSTOR.

#### **4 MATTERS ARISING**

- 4.1 Increased Opening Hours (Min 8.3)

The Chair reported that 24/7 opening has been increased to 33 weeks a year, to cover all term-time weeks. Mr Mitchell reported that there was a very positive response from students to this increase, and he will pass on these responses to the Chair.

**Action: Mr Mitchell**

#### 4.2 Automatic Renewals (Min7) (**Annex B**)

Members received a report on the launch of automatic renewals of loans. The Chair noted that this has only recently been introduced, but that feedback is generally positive. Statistics show an overall reduction in loans over recent years, which is in line with the sector and reflects the greater use of e-resources.

### 5 CHAIR'S COMMUNICATIONS

#### 5.1 To note NSS 90% Score

The Chair reported that the Library were pleased to achieve 90% satisfaction in the NSS survey, against an average across institutions of 87%.

#### 5.2 Report on Estates Work: Roof, Toilets, Mobile Shelving

Mr Dick reported that the work on replacing the Library roof is currently out to tender. It is anticipated that this will commence in April next year, with completion in September. A decision is awaited from the Director of Finance on the budget for the installation of new toilets on the first and second floors, and a refurbishment of the current ones, as the tenders received were over budget. If approval is given, the work should commence in the new year. Estates are currently reviewing the mobile shelving proposals, and the aim is to introduce this over two summer periods, eventually increasing study spaces by up to 200 overall.

Post-meeting note: the toilet project has been agreed by the Director of Finance

#### 5.3 Report on Increase in Library Research Outputs Team

The Chair reported that, following the appointment of a Research Outputs Manager, the Library has repurposed other vacancies to provide for the appointment of a full-time Research Outputs Officer, and a part-time Research Outputs Assistant, to provide support to University researchers.

#### 5.4 Report for information: Who Used the Library in 2014/15? (**Annex C**)

Members received a paper giving statistics for turnstile entries, detailed by department. Ms Coleman said that it would be useful to have total student numbers for each department, to set against the number of turnstile entries. The timings of entries by department would also be very useful in determining whether departmental building opening times were a factor. Mr Simpson advised that statistics were available on entry times as a total, but could not easily be broken down by department. Dr Jacobs asked if there are similar statistics available for e-resources. Mr Simpson said that we are working with IS to provide such information, but that level of detail is not currently available.

**Action Mr Dick**

## 6 INFORMATION PROVISION BUDGET

### 6.1 Library Renewals

Mr Simpson presented a paper on Library renewals (Annex D). It was pointed out that inflation is creeping up on some of our multi-year packages. Some of this is fuelled by the acquisition of small publishers by the large publishers and subsequent rise in prices of packages. Costs per download have been rising across the sector and reasons for this are being investigated by JISC Collections. There are also a number of models to offset APCs available. Professor Andress will discuss promotion of these to researchers with Dr Bennett.

Mr Simpson reported that three deals required a decision on renewal, and these were considered:

The Cambridge deal is renewed annually. Mr Simpson noted that the cost per download is higher than with some other deals, but that it still provided good value. Members agreed renewal.

There were two options with the Oxford renewal. One provided renewal of current titles, and the second an upgrade at a higher cost but with twenty additional titles, ten of which are current subscriptions transferred from other publishers. Members agreed renewal with the second upgraded option.

OECDiLibrary was originally recommended by the Business School and paid for with IP funding, but is now in the Nesli fund. The deal is for three years, but can be cancelled after a year. It was agreed that the Library renew the deal but it should be reviewed at the Library Committee meeting in June, and a decision then made on whether to continue or cancel.

**Action Mr Simpson**

Dr Loydell requested that the e-journals tab on the Library web home page be restored, as its removal has inconvenienced both staff and students.

**Action Mr Simpson**

### 6.2 Library Resource Expenditure Overview 2015/15(Annex E)

Members received a report giving an overall view of Library resource expenditure and showing changes in the balance of spending on individual items compared with recurrent expenditure over the last few years. Mr Simpson noted that the average costs of both books and journals had increased over recent years, and the proportion of spending on electronic resources had increased dramatically.

Dr Mills noted that the relatively high cost of PDA items was an ongoing concern, and Mr Dick advised that print book purchases were generally discounted, whereas electronic items were not. Also e-books incur VAT which print books do not. Library staff will review PDA purchases, and if usage is high, recommend purchase of the print book.

**Action Mr Simpson**

### 6.3 BDO Audit

The Chair reported that there will be a Library audit in December looking at stock purchasing, control, disposal and security, with a value for money emphasis. She advised members that there is a possibility that the Auditors may wish to talk to them.

## 7 LIBRARY REGULATIONS

- 7.1 Members received a draft update to Library Regulations. Mr Dick noted that the main changes were to strengthen the discipline section, and refer this to the Code of Student Behaviour, and also to update the borrowing section, following the introduction of

automatic renewals. He noted that the changes have been reviewed by the University Information Disclosure and Complaints Manager.

Members made several suggestions regarding changes to the wording of regulations, and Mr Dick will make these amendments. The revised document will then be circulated to members for their approval.

Mr Bochen and Mr Mitchell suggested that it would be useful if there was greater awareness of the regulations by students. Library staff agreed to look at methods of promotion.

**Action Mr Dick**

## 8 THE STUDENT EXPERIENCE

8.1 Mr Mitchell presented his verbal report on the Student Experience. He reiterated the very positive reception to the increase in 24/7 opening and the refurbishment of the Ground Floor.

8.2 He reported that students have issues with power on the Library upper floors, due to both lack of sockets and sockets not functioning. Mr Dick said that he would ask Estates to check the current sockets, but that the nature of the building meant that it is very difficult to increase the number of sockets on these floors. The ultimate aim is to upgrade the upper two floors, and increase study spaces with power sockets, once the mobile shelving had created more space.

**Action Mr Dick**

8.3 Mr Bochen noted that the Post-graduate rooms also require an upgrade and the Chair said that this was on the Library agenda, but that other planned building work over the next year mean this is a longer-term aim.

## 9 FACULTY BUDGET ALLOCATIONS

9.1 Science Faculty members expressed concern over the reduction in their budget allocation over the last two years. Library staff noted that there were several factors which could have had an impact on the allocation figure. They will investigate the reasons for these changes and report back to the Committee.

**Action Mr Dick**

## 10 DATE OF NEXT MEETING

The next meeting will be held on 9 March 2016

Further meeting dates are as follows:

8 June 2016