LIBRARY COMMITTEE

11 June 2014   1400 Room 0.37, The University Library

MINUTES

Members present

Ms R Gwyer (Chair)

Mr K Dick	Dr T Fitch
Ms G Friggens	Dr D Loydell
Dr J Mills	Mr A Minter
Mr M Pearce	Mr M Oliveros
Miss S Spear	Mr A Simpson
Dr P Starie	

Mrs S Kennedy (Secretariat)

1.   APOLOGIES

Apologies were received from Dr J Crellin, Dr K Peggs, Mr D Starkey, Dr J Thomas and Mr C Watts.

2.   MINUTES

The Minutes of the meeting held on 27 November (Annex A) were confirmed as a correct record. Members noted that the meeting planned for 5 March was cancelled, and a Report to Members was distributed in its stead.

3   MATTERS ARISING

Arising from 27 November Meeting

3.1 Budget Allocation Model (Min 4.2)

This will be covered under Item 5.

3.2 Expectations of Library Liaison Officers

As agreed at the meeting , Mr K Dick has distributed the document setting out expectations.

Arising from Chair's Report in place of 5 March meeting

3.3 The Chair reported that prices for renewals of Credo Reference, British Standards Online and Info4education were within the 6% agreed increase, and had therefore been renewed.

3.4 As agreed by members, Ebsco products have been grouped together to be treated as one package with related funds being moved to the topslice.

4 CHAIR'S COMMUNICATIONS

4.1 Mr Dick gave a verbal report on the Library refurbishment project. He said that the project cost is approximately £4.3 million, and will add 207 extra seating spaces, to the ground floor with 160 additional PCs. All seating will have access to power. The new space will provide a shared Library/IS service desk staffed by up to six people to provide a more seamless service. There will also be a much enlarged café, and a social learning space. Air handling will be improved, and the noise situation will be monitored once the space is in use. The contractors took ownership of the ground floor this week, and completion date is 29 September. We have robust systems in place for delivery of materials for student use, and seating spaces are available on the first and second floors.

5 INFORMATION PROVISION BUDGET

5.1 The Chair presented a paper (Annex B) setting out our current position with the information provision budget and our plans for future developments, and detailing areas where Library Committee were asked to make decisions.

5.2 **Increased cost of information resources**
The Library submitted an investment proposal (Appendix 1) as part of the strategic planning round, with a bid for additional funding for electronic resources, determined after consultation with faculties. This was agreed in part, and Appendix 2 set out recommendations for the distribution of the funds awarded. The paper recommended that Humanities and Social Sciences, who were the only Faculty to submit bids for non-recurrent expenditure, determine themselves what resources they wish to purchase. Within the recurrent expenditure element, it was recommended that the expenditure on the EBSCO Academic Collection be removed, along with the inter-library loan element of the Science Faculty request. All other proposals would be supported. The small shortfall in funds to purchase these would be made up by savings in existing resources. Library Committee agreed these recommendations

5.3 **Open Access**
The Library's investment proposal for research support was fully funded, including making the Research Outputs Manager post permanent, support for a research data management system and continuation of a small fund for Article Processing Charges for Open Access. The Library has also been successful in a joint bid for a JISC project on open access and APCs.

5.4 The planning process had highlighted the fact that the Library receives no topslice for research in its budget, and the Director of Finance agreed to consider this when the new Resource Allocation Model (RAM) is developed. In light of this, the Chair felt that it would be advisable to postpone the proposed working group on research funding until the new RAM was in place.

5.5   Dr Mills believed it would be preferable to continue to work on developing a model for a research driver, which could then be implemented when funding was agreed. Members agreed that a working group was required to take this forward. Mr Dick noted that any group needed to be formed by Research Committee rather than the Library Committee. It was agreed that the Chair write a paper for the Director of Research requesting that the Research Committee pick this up and take it forward.

5.6   **PDA**
Mr Simpson reported on the Patron Driven Acquisition pilot which has been financed using book buying underspend (Appendix 3). Results indicate that the funds were well spent and the Library planned to continue with PDA. However, the underspend this year was much reduced and the Chair asked members if they would approve a topsliced amount to be set aside for PDA.

5.7   Dr Mills and Dr Loydell were concerned that information on titles purchased indicated that these would not have been those recommended by lecturing staff. Mr Dick noted that this could be counteracted by the provision of accurate and timely reading lists. Mr Simpson indicated that decision-making on what titles were made available would be refined in the future.

5.8   Members approved the extension of the pilot for a further year, funded by a £40,000 topslice.

5.9   **Budget 2015/16**
The Chair noted that, although the Library has been allocated budget uplifts to reflect inflation for 2014/15, in future the Library will be allocated the standard inflation increase, and will need to submit investments proposals for any additional funding. This makes it more difficult to commit to multi-year journal bundled deals and, although these are slightly more expensive, the Chair recommended a move to single year extensions.

5.10 Members noted that there are some electronic journal deals which are always going to be renewed, and should therefore be purchased on a multi-year basis. It was therefore agreed that deals should be determined on an individual basis, and decisions will continue to be made by Library Committee at the appropriate time.

5.11 The Chair noted that it is essential we monitor usage of our resources to ensure we get good value for money from our subscriptions. She asked that Faculty Library Committees or equivalents be encouraged to scrutinise subscriptions and costs per download to support this, aided by the Faculty Librarians and the Library's data Manager.

6.   SERVICE DEVELOPMENT UPDATE

6.1 Mr Simpson reported on recent service developments (Annex C) .

6.2 The changes to the delivery of inter-library loans approved by Library Committee are now in place and will be implemented from 1 August 2014. These include annual quotas for undergraduates and taught post-graduates, full online requesting and fines on late return. It was stressed that quotas can be increased by Faculty Librarians in response to requests.

6.3 The Discovery tool is now available as a Moodle block. Mr Simpson will provide a full report on Discovery once a full year of use has been completed, but initial statistics indicate an increase in journal usage since introduction.

6.4 The Library has been using Talis Aspire Digitised Content (TADC) for almost a year. This provides a scanning system, linked to reading lists, which creates a scanned version of an article or chapter. The system also ensures that all copyright requirements are met, and provides data for the annual report required by the CLA. Although we implemented a deliberately slow roll-out, scans have increased by 400% over this period. Mr Simpson noted that we now wish to encourage greater use across the University, not least to ensure copyright compliance.

7 LIBRARY REGULATIONS

7.1 The Chair reported that there will be a thorough review of the Library Regulations next year. However, a particular project being carried out by Registry requires the Library to provide information on Library entry by individual students, and this would require an immediate change to the Regulations.

7.2 Members were concerned that this presented ethical issues, and it was agreed that the Chair should seek assurance from Registry that this project has been agreed by the Ethics Committee before the changes to the Regulations are approved by Library Committee.

8 THE STUDENT EXPERIENCE

8.1 This item was taken out of sequence as Mr Oliveros had to leave the meeting early.

8.2 Mr Oliveros reported that there had been a notable shortage of seating spaces in the Library on the Bank Holiday Monday on 5 May. The Chair noted that this is traditionally the busiest day of the year, and this year was even busier than usual. This was compounded by the fact that 3rd Space was not open, as this normally reflects Union Building opening times. The situation should be improved following the refurbishment, but will be reviewed before the bank holiday next year.

9 APPRECIATION

9.1 The Chair thanked Mr Oliveros for his contribution to the Committee, and hoped to welcome him back in his continuing role next session.

9.2 She also expressed her thanks to the other students who had attended and contributed to the Committee.

10 DATE OF NEXT MEETING

The next meeting will be held on 26 November 2014.