

LIBRARY COMMITTEE

27 November 2013 1400 Seminar Room 2, The University Library

MINUTES

Members present

Ms R Gwyer (Chair)

Dr V Bunker
Dr T Fitch
Dr J Mills
Mr M Oliveros
Mr A Simpson
Dr P Starie

Mr K Dick
Ms G Friggens
Mr M Pearce
Miss S Spear
Mr D Starkey

Miss Z Kaseruuzi (Observer)

Mrs S Kennedy (Secretariat)

1 MEMBERSHIP

- 1.1 The Chair welcomed Dr J Mills to membership of the Library Committee in his role as Chair of the Science Faculty Library Committee.
- 1.2 The Chair welcomed Dr T Fitch to membership of the Library Committee in her role as Chair of the Technology Faculty Library and IT Sub-Committee.
- 1.3 The Chair welcomed Mr M Oliveros to membership of the Library Committee in his role as appointed Student Sabbatical Officer.
- 1.4 The Chair welcomed Mr J Mitchell to membership of the Library Committee in his role as appointed Student Officer in his absence.
- 1.5 The Chair reported that the Students' Union had yet to appoint a current student to serve on the Committee.
- 1.6 The Chair welcomed Miss Z Kaseruuzi, VP Education and Democracy, to the meeting as an observer

2. APOLOGIES

Apologies were received from Dr J Thomas, Dr D Loydell Mr A Minter and Mr J Mitchell.

Dr J Crellin, Dr K Peggs and Mr C Watts did not attend.

3 MINUTES

The Minutes of the meeting held on 12 June 2013 were confirmed as a correct record following an amendment to Agenda item 5.1, where the post of Research Operations Manager was amended to Research Outputs Manager.

4. MATTERS ARISING

4.1 Building Re-Modelling Project (Min 4.1)

The Chair reported that more information on the re-modelling project would be given in Chair's Communications, but that the stock move had gone ahead as planned over the summer, and the automated book sorter will be installed in December.

4,2 Budget Allocation Model (Min 4.3)

Following agreement at the last meeting to retain the current budget allocation model, Mr Mills expressed concern that there was no research element in the allocation drivers. The Chair agreed to set up a working group to look at both Library and research funding, to see if there was a necessity to include a research driver in the allocation model. Mr Dick will draft terms and conditions and a suggested membership, and circulate to members for their comments.

Action Mr Dick

4.3 Expectations of Library Liaison Officers (Min 4.2)

Following revision of the document setting out expectations of Library Liaison Officers, Mr Dick reported that this had been distributed to Faculties by Faculty Librarians. As some departments seemed not to have received this he will follow this up and ensure distribution.

5 CHAIR'S COMMUNICATIONS

5.1 Extended Christmas Opening

The Chair reported that VCE have agreed to run a pilot for extended Christmas opening times in the Library. It will be open 0900 to 1700 every day except 25, 26 and 31 December and 1 January, staffed by security. Occupancy details will be reviewed following the exercise.

5.2 Reading List Support

Following the successful model established by CCI of recruiting a graduate to work on harvesting reading lists for their faculty, Humanities and the Business School have now recruited graduates to undertake this work on their behalf.

5.3 Research Support

The Chair noted that research support is a major strand of the Library's Strategic Plan for 2013-2015. The Library was therefore very pleased to receive funding, initially for two years, to employ a Research Outputs Manager, co-located in the Library and Purple Door. Dr Emily Bennett has been appointed and is working on open access to research outputs and research data, on the integration of Parade (the institutional repository) with PURE (a new research management system) and with reviewing Library support for researchers.

5.4 Customer Service Excellence Award

One of the recently appointed graduate trainees is working with the Library and the Department of Sport and Recreation towards the Customer Service Excellence Award. The Chair will report on this more fully at the next meeting of this committee.

5.5 Library Ground Floor Refurbishment Project

The Project Board chaired by the Vice Chancellor has decided to take the project forward to tender stage. The revised project plan will be presented to VCE, and the Finance Committee of the Board of Governors for approval in early 2014. Mr Dick talked members through the draft plans. He intends to obtain large versions of the draft plans, to display in the Library until mid January, in order to obtain feedback from staff and students. If approved the work will commence immediately after the end of the exam period in 2014, in order to be completed by the start of session.

6 INFORMATION PROVISION BUDGET

Members received a paper setting out current journal deals giving benchmarking information on cost per usage. Three current deals were due for renewal and required a decision by members. These were Cambridge University Press, Oxford University Press and Sage. Members approved renewal of all three deals.

Action Mr Simpson

Mr Pearce noted that in the past members had received detailed information on the titles held in such bundled deals. Mr Pearce asked if detailed information on the items held in such bundled deals could be made available to faculties. It was agreed that the EDM would be the appropriate place to hold this information, and this would be implemented once access to the EDM has been rolled out to all staff. In the meantime this information could be supplied on demand.

7 NATIONAL STUDENT SURVEY 2013

Members received a report prepared by Mr Dick for the University Learning and Teaching Committee giving the Library's response to the results for the NSS question 'The library resources and services are good enough for my needs'.

It was noted that satisfaction with Library services had risen by 3% in 2013 to 88%, against a sector average of 85%.

8 SERVICE DEVELOPMENT UPDATE

8.1 Inter-Library Loan Charges

Mr Simpson reported that, following approval by Library Committee to impose quotas for loans, the Library has been working on a means of authentication, and quotas should be introduced, along with online submission of requests, in early 2014. As previously approved, fines for loan items will be introduced shortly, at a rate of £1 per day.

8.2 Patron Driven Acquisition ebooks

Mr Simpson reported on the Patron Driven Acquisition (PDA) pilot project. This project invested funds into three PDA suppliers. The system allows an upload of a large number of ebook records into the Library catalogue, but the books are not actually purchased until a trigger point is reached. A review will be carried out following the trial to establish whether PDA merits further funding.

8.3 Discovery Service

The Discovery tool is now the default search on the Library website, and usage is increasing. After a suitable period the Library will review the effect of Discovery on the download of articles and PDFs.

8.4 Talis Aspire Digitised Content (TADC)

Following a trial in the summer, the Library has bought TADC and is rolling it out to users of the reading list system. This is a new system to handle scanned copies of articles or chapters for modules. The system ensures compliance with copyright restrictions and will enable the Library to support much wider use of scanned items for reading lists.

9 LIBRARY REGULATIONS

9.1 Mr Dick reported that the Library Regulations were last updated in 2010, and various changes to the way the Library operates had necessitated some revisions to the regulations. Members received the draft regulations, showing changes from the previous version. The changes were approved, and the updated regulations will be put on the Library website.

10 THE STUDENT EXPERIENCE

- 10.1 Mr Oliveros reported that students were very pleased with the move to 24/7 opening, but would like the period of 24/7 to be extended. The Chair suggested that this be reported to the Student Reps and Senior Management Committee, and Mr Oliveros will take this forward.
- 10.2 There was also positive feedback from students on the text messaging service, which allows students to text security in the Library and ask them to deal with noisy or disruptive behaviour as it happens. It was felt that this discouraged such behaviour as perpetrators were aware that they may be being monitored.
- 10.3 Mr Oliveros also reported that the Islamic Society were asking for prayer facilities in the Library. The Chair said that the Vice Chancellor was currently looking at this situation, and a future Estates Strategy would be considering a long term solution to this. In the meantime, a temporary location on campus was being investigated.

DATE OF NEXT MEETING

The next meeting will be held on 5 March 2014.

Future meetings dates

11 June 2014