

## **LIBRARY COMMITTEE**

**12 June 2013 1400 Seminar Room 2, The University Library**

### **MINUTES**

Members present

Ms R Gwyer (Chair)

Prof D Ait Boudaoud  
Dr J Crellin  
Ms G Friggens  
Mr A Simpson  
Dr P Starie  
Mr C Watts

Dr V Bunker  
Mr K Dick  
Mr E Rossi  
Dr J Smith (representing Mr M Pearce)  
Dr J Thomas

Mrs S Kennedy (Secretariat)

#### **1. MEMBERSHIP**

- 1.1. The Chair noted that, at its meeting on 26 March 2013, Academic Council approved the recommendations relating to core academic University Committees (Min 26.5 refers). Therefore, the following categories will be removed from the Constitution:

“Sabbatical Officer – Vice President, Education and Democracy”

“Post-Graduate Student Representative”

and the following three categories will be added to the Constitution:

“Any Sabbatical Officer”

“A Student Officer nominated by the University of Portsmouth Students’ Union and drawn from elected student numbers”

“One current student nominated by the University of Portsmouth Students’ Union and drawn from elected student members”.

Members asked that the Chair make a request that the Student Officer appointed should be the Post-Graduate Student Officer.

- 1.2. The Chair welcomed Miss Sara Spear in her absence to membership of the Library Committee as a representative of Portsmouth Business School.

- 1.3. The Chair welcomed Mr Charlie Watts to membership of the Library Committee as the representative of the Faculty of Creative and Cultural Industries.

## 2. APOLOGIES

- 2.1. Apologies were received from Dr D Loydell, Mr A Minter, Mr M Pearce represented by Dr J Smith, Dr K Peggs, Miss S Spear and Mr D Starkey.

Ms K Karra did not attend.

## 3. MINUTES

- 3.1. The Minutes of the meeting held on 6 March 2013 were confirmed as a correct record.

## 4. MATTERS ARISING

### 4.1. Building Re-Modelling Project (Min 5.1)

The Chair informed members that the project has been postponed until next summer. The Project Board membership is currently being agreed but will be chaired by the new Vice-Chancellor, and will include a member of the Board of Governors.

During this summer the Library book and journal stocks will be re-arranged into a single sequence. This will take place over July and August and will involve no Library closure, and no item out of circulation for more than 24 hours. Plans will be made available once the final moves have been confirmed. The new arrangement will enable the creation of more study spaces for next session as well as giving a more logical arrangement of stock.

The Library will also install an automated book sorter over the summer.

### 4.2. Role of the Library Liaison Officer (Min 6.2)

This item will be discussed under Agenda Item 10.

### 4.3. Budget Allocation Model (Min 7.2)

At the last meeting the Chair agreed to obtain information on the method used by other university libraries to allocate their budget. She reported that no other libraries she had contacted were using a formula which took account of the use of electronic resources.

As agreed at the last meeting, the Chair had provided members with a budget allocation model based purely on student numbers, and another model based on student numbers plus average book and journal prices. The first model favoured one faculty, and the second reversed this advantage. She felt that this indicated that the current model provided as fair a distribution as was currently possible, and members agreed to retain this model.

## 5. CHAIR'S COMMUNICATIONS

### 5.1. Staffing

The Chair informed Members that three new posts have been agreed for the Library.

The first is a two year fixed term 0.5FTE Archivist post. This post is centrally funded and will work with the University Archivist to complete the cataloguing of the University archives, and make material available on the web.

The second is a two year fixed term, full-time Research Outputs Manager post. This post is in response to the Finch Report on Open Access, which recommends that publicly funded research is made openly available. The post-holder will work with the Library and the Research Office to ensure material is available in Parade, and to manage Research Council and University funds for Article Processing Charges

The third is a Graduate Trainee post resulting from a joint bid with Sport and Recreation, and will work on the Customer Service Excellence Award.

### 5.2. Discovery Service Update

Mr Simpson provided data on the Discovery service, comparing usage with existing Library resources, and noted that usage had been good. He reported that the Library will make changes to the website over the summer to give the Discovery tool a more prominent position, and to install it as the default search tool. Induction next session will be directed towards use of the Discovery tool, and the aim is to integrate Discovery into Moodle.

## 6. INFORMATION PROVISION BUDGET

- 6.1. The Chair reported that, as agreed at the last meeting, underspends of book funds at the end of May will be used for specific Library projects. The decision had been made to use the funds to pilot three different models of Patron Driven Acquisition, which will increase the availability of e-books to users. The pilot will enable the Library to assess the level of demand, and compare the three suppliers and their models.

## 7. THE STUDENT EXPERIENCE

- 7.1. Mr Rossi reported that he had received no feedback from students on issues which required discussion at Library Committee.

## 8. COLLECTION STRATEGY

- 8.1. Mr Dick provided a draft Library Collection Strategy. He noted that the aim of the strategy is to provide access to a wide range of information, with a preference for electronic format where this is appropriate. The strategy is managed by Faculty Librarians working closely with academic staff.

Members recommended minor modifications to the strategy. These included the suggestion that the strategy note the work of Faculty Library Committees, and their equivalents. It was also noted that audio-visual material was not referred to in the

strategy. Mr Dick reported that this will be part of the Collection Management Plan, which will provide more specific proposals on issues such as formats.

The Chair said that the Library will make the necessary amendments and the strategy will then be implemented.

## 9. INTER-LIBRARY LOAN QUOTAS

- 9.1. Following the implementation of electronic delivery for inter-library loans, it was agreed that Library Committee would set annual limits for inter-library loans requests. Mr Simpson put forward a proposal recommending quotas for undergraduates, taught postgraduates and research postgraduates and staff. He said that the system would also enable the increase in quota in individual cases if required. Members agreed the proposal, and the Library will trial these quotas for a year to monitor demand.

## 10. EXPECTATIONS OF LIBRARY LIAISON OFFICERS

- 10.1. As agreed at the last meeting, Mr Dick provided members with a proposed set of expectations for Library Liaison Officers, produced by the Faculty Librarians. Members recommended minor amendments to the document, which was agreed in principle. Following the amendments, the revised document will be sent to Faculty Library Committees or their equivalents.

## 11. APPRECIATIONS

- 11.1. The Chair thanked Mr Enzo Rossi, the VP Education and Democracy in the Students' Union, for his work for the Library Committee, and wished him well in the future.
- 11.2. The Chair thanked Ms Konstantina Karra, the Post-Graduate Student Officer for her work for the Library Committee, and wished her well in the future.

## 12. DATE OF NEXT MEETING

- 12.1. The next meeting will be held on 27 November 2013.

- 12.2. Future meetings dates

5 March 2014

11 June 2014