LIBRARY COMMITTEE

6 March 2013   1400 Seminar Room 2, The University Library

MINUTES

Members present

Ms R Gwyer (Chair)

Prof D Ait Boudaoud	Mr K Dick
Dr R Eglin (representing Mr M Pearce)	Ms G Friggens
Ms K Karra	Mr A Minter
Mr D Russell (representing Dr P Starie)	Mr E Rossi
Mr A Simpson	Mr D Starkey
Dr J Thomas	

Mrs S Kennedy (Secretariat)

1. APOLOGIES

    1.1. Apologies were received from Dr P Starie represented by Mr D Russell, Mr M
        Pearce represented by Dr R Eglin, Dr D Loydell, Dr V Bunker and Dr K Peggs.

        Dr J Crellin did not attend.

2. WELCOME

    2.1. The Chair reported that the amendments to the Library Committee terms of reference
        and membership had been approved by Academic Policy Committee at their meeting
        on 5 March. She therefore welcomed Mr K Dick, Mr A Simpson, Ms K Karra and
        Dr V Bunker, in her absence, as newly appointed members of the Committee. She
        also welcomed Ms G Friggens who has been appointed to a three year term of office
        as representative for Faculty Librarians.

3. MINUTES

    3.1. The Minutes of the meeting held on 28 November 2012 were confirmed as a correct
        record.

4. MATTERS ARISING

    4.1. Implementation of RFID (Min 4.2)
        The Chair reported that statistics for January indicate that 89.5% of loan transactions
        were being accomplished via self-service, either via the kiosks or online.

5. CHAIR'S COMMUNICATIONS

   5.1. Building Re-Modelling Project
   The Chair reported that the budget for the re-modelling had been approved by VCE earlier this week, and would go to the Governors' Finance Committee next week for final approval. Mr Dick reported that the aim of the project is to create a blended learning space on the ground floor of the Library, bringing together book stocks, study spaces, IT facilities and service desks, in order to address student expectations. We will be working with other stakeholders, and as timescales are still under discussion they cannot be confirmed at this time.

   5.2. Discovery Service
   Mr Simpson updated members on the implementation of the Discovery tool, which provides a single search interface. A soft launch was instigated in January, and users are providing feedback which is informing adjustments to the system. The full launch will take place at the start of the next academic year.

   5.3. Electronic Inter-Library Loans
   Mr Simpson reported that, following approval by Library Committee of changes to the system for dealing with inter-library loans, electronic delivery has been implemented. There have been some teething problems, but IS are working with the Library to eliminate these. The further agreed changes to the procedure will be instigated over the summer.

6. ROLE OF FACULTY LIBRARY COMMITTEES

   6.1. Following a recommendation from Mr Pearce at the last meeting, Chairs of Faculty Library Committees or their equivalents (FLC) were asked to submit their terms of reference in order that these could be reviewed. Having reviewed these, the Chair recommended that, in light of the broadened scope of the Library Committee, the FLCs also broaden their terms of reference to take account of this. She also asked that Faculties which no longer have a Faculty Library Committee ensure that these issues are dealt with effectively by the replacement body. Members agreed these recommendations.

   6.2. The Chair also recommended that faculties look at the role of the Library Liaison Officers, to ensure it is fulfilling Faculty and Library requirements. It was agreed that a set of expectations of the role would be useful, and the Chair will provide a list for members to review.

   Action: Chair

7. INFORMATION PROVISION BUDGET

   7.1. Members received a paper asking them to consider the re-balancing of the Information Provision (IP) budget to reflect changes in information provision. The Chair reported that the Library had been granted a small budget increase to provide for above average journal inflation costs, but that we still need to consider expenditure on journals. Also we were given a strong steer that in future unspent book budgets will not be carried over.
   Members considered three elements of the IP budget. In relation to the book fund element, members agreed that the Library should use any underspends for specific agreed initiatives. It was agreed that a deadline should be set by which the book

fund must be spent, after which the unspent funds would be taken back. It was also agreed that order deadlines should be given to academic staff to ensure that books are ordered and on the shelves in time for the start of teaching periods.

The Chair noted that the research funding element of the IP budget is currently extracted before Faculty allocations are made. She recommended that this element be subsumed into the overall Faculty allocation. Members agreed this. There is also a need to ensure that journal subscriptions reflect current research interests. The Chair reported that the Library's Data Manager is currently working with faculties to provide benchmarking data, which will inform decision-making on individual journal subscriptions. The Chair noted that research bids do not include an element for library costs. It was agreed that the Chair should discuss this with Research and Knowledge Transfer.

Action: Chair

As the situation with inter-library loans is changing, it was agreed that the allocation model for e-ILLs would be discussed at the next meeting, and the decision on allocations would be discussed in November 2014, when usage can be reviewed following a full year of Discovery availability.

7.2. Members received a paper from CCi Faculty Library Committee proposing that the library budget allocation formula be revised to reflect the increased use of electronic resources. Mr Dick noted that this is currently not possible, as we cannot obtain sufficiently detailed data on electronic usage to inform such a decision. However, it was noted that faculties can distribute their own Library budgets in any way they see fit. The Chair agreed to investigate how this is managed in other Universities. She will also produce a budget model based purely on student numbers, and distribute this to members for information.

Action: Chair

7.3. Members received a paper giving details of three journal deals which are due for renewal: British Standards Online, Credo Reference and JSTOR Collections. Members agreed to renew the three subscriptions.

Action: Mr Simpson

7.4. Mr Simpson reported on a new initiative whereby academics can access an online form via Shibboleth and submit book order requests. This is currently being tested, and will be rolled out at the end of the academic year for implementation next session.

8. THE STUDENT EXPERIENCE

8.1. Mr Rossi reported that students are generally happy with the proposals for the ground floor remodelling, but are keen to have information on timings. Mr Dick said these will be communicated once plans have been firmed up, but that the proposal is to phase the work so that the Library is not closed at any point.

8.2. Mr Rossi advised members that student reps are very interested in taking part in any pilot studies taking place across the University. They were involved with the Discovery project and have been impressed with the results.

8.3. Students have reported a problem with glare on laptop screens within the Library. Mr Dick reported that this issue had already been addressed by the installation of solar shading in problem areas.

8.4. There have been reports of problems with room bookings in the Library. Mr Dick asked Mr Rossi to send him some details, so that he can investigate the issue.

Action: Mr Rossi

8.5. Ms Karra noted that post-graduate students would appreciate more PCs in the post-graduate suite. Mr Dick reported that he is currently looking as ways of increasing the number of PCs in the short term, and a full refurbishment of the suite is planned for the longer term,

9. DATE OF NEXT MEETING

9.1. The next meeting will be held on 12 June 2013.

9.2. Future meetings dates

27 November 2013
5 March 2014
11 June 2014