



LIBRARY COMMITTEE

Tuesday 16 April 2013

MINUTES

PRESENT:

Professor David Price (Chair)
Dr Robin Aizlewood
Dr Paul Ayris
Mr Edwin Clifford-Coupe
Dr Caroline Essex
Professor Adrian Forty
Dr Kenth Gustafsson
Professor Jean McEwan
Professor Richard North
Dr Hilary Richards
Professor Philip Schofield
Professor Anthony Smith

In attendance:

Mr Gary Hawes (Secretary)

Apologies for absence were received from Dr Julie Evans, Mr Marco Federighi, Ms Caroline Hibbs, Mr Rex Knight, Dr Andrew Wills and Professor Michael Worton.

Key to abbreviations

AHRC Art and Humanities Research Council
ESRC Economic and Social Research Council
FLCs Faculty Library Committees
HEFCE Higher Education Funding Council for England
ISB International Student Barometer
JISC Joint Information Steering Group
KPA Key Performance Areas
KPI Key Performance Indicator
LC Library Committee
LETB Local Education and Training Board
LSE London School of Economics
MRC Medical Research Council
RCUK Research Councils UK
REF Research Excellence Framework
RFID Radio-frequency Identification
SB Student Barometer
SHL Senate House Library
SOAS School of Oriental and African Studies

17 MINUTES OF 8 NOVEMBER 2012 MEETING

Confirmed:

- 17.1 The Minutes of the previous meeting of LC held on 8 November 2012 [LC Mins.1-16, 8.11.12].

18 MATTERS ARISING FROM THE MINUTES

18A Cataloguing backlogs [LC Min.4, 8.11.12]

Received:

- 18A.1 An oral report from the Director of UCL Library Services.

Reported:

- 18A.2 Investigations by UCL Library Services colleagues had revealed that scaling up the Library's purchase of books and other monographs from Amazon would not necessarily result in any 'quick win' gains in relation to the first stage of the acquisition process (*ie* from order to receipt), not least because the consortially-negotiated deals that UCL Library Services had with the main vendors consistently offered higher discount levels compared to those offered by Amazon. Moreover, Amazon could not always be relied upon to supply multiple copies in the same way that UCL's main vendors were able to.

- 18A.3 In terms of improving turnaround for second stage of the acquisition process (*ie* from receipt to the shelves) through the purchase of shelf-ready materials, UCL Library Services had as a first step committed to a pilot for shelf-ready materials in the Cruciform Hub during the 2013-14 session. This pilot would be possible because the Cruciform holdings used a standard classification (NLM), whereas for example the UCL Main and Science Libraries used the Garside classification. For the pilot to work optimally across all of UCL's site libraries, however, all of the Garside-classified collections would require reclassification to a standard system. While this would have cost implications, it was possible that these would be offset by the potential savings. In light of this, UCL Library Services was in the process of drawing up a business case for this option. The main advantage of using shelf-ready books across the UCL library sites would be to reduce the second stage of the acquisition process to a matter of check-in and shelving, which would mean that it would be possible to consider committing to a 24-hour turnaround.

Discussion:

- 18A.4 The Chair of LC noted that it would be useful to establish a metric KPI report covering both stages of the acquisition process for books and other monographs, *ie* from the time of their initial request through to their appearing on the shelf, and for UCL Library Services colleagues to run this at six-monthly intervals for the purpose of gauging the level of improvement in the service.

RESOLVED:

- 18A.5 That a metric KPI report covering both stages of the acquisition process for books and other monographs be established for the purpose of gauging the level of improvement in the service.**

ACTION: Dr Paul Ayris and UCL Library Services colleagues

18B University of London Access Agreement [LC Min.5, 8.11.12]

Received:

18B.1 An oral report from the Director of UCL Library Services.

Reported:

18B.2 The LSE had decided to renew its policy of the previous year of not allowing access to its library to non-LSE taught-course students in the run-up to and during the examination period. In light of this, UCL would be taking equivalent action to suspend access to the UCL Library for LSE taught-course students for the same period (25 March 2013 to 28 May 2013 inclusive).

18B.3 Since SOAS had decided not to accept new library membership applications from non-SOAS taught-course students from mid-April to late May 2013, UCL would also be taking equivalent action in this regard. However, as SOAS would continue to grant access to its Library to taught-course students who had already successfully applied for membership, UCL would also extend this entitlement to SOAS students.

18C Approval of Library Regulations [LC Min.11, 8.11.12]

Received:

18C.1 An oral report from the Director of UCL Library Services.

Reported:

18C.2 The system of fines for students exiting the Library with unissued materials had been introduced by the Dean of Students (Welfare) as a means of dealing evenly and fairly with all students who infringed the Library Regulations and of helping to discourage poor and abusive student behaviour. Since the introduction of the fine system, there had been a significant drop in the number of incidents of damaged books and exit alarms being triggered by students exiting the Library with unissued materials. In order to ensure that the fines were still having a positive impact on the study environment, the Dean of Students (Welfare) and Library Services colleagues held regular review meetings.

18C.3 The revised set of Regulations approved by LC at its previous meeting permitted eating and drinking in designated areas of the Library, although hot food and drinks in open containers would not be allowed in any areas of the Library. Following consultation and discussion with FLCs and the UCL Union around implementing this arrangement, it had been agreed that the best way forward would be for UCL's libraries to develop their own zoning plans, where arrangements could reflect local requirements and be linked to new building works that would be drawn up for each site library in the context of the UCL Masterplan. Accordingly, several of UCL's medical site libraries had opted to allow food and/or drink in most areas, whereas most of the non-medical site libraries had elected not to allow food or drink anywhere within the library space – although this situation would possibly change when the UCL Bartlett Library was reformed into the Bartlett Hub, depending on the outcome of consultation that was still taking place. The Main and Science Libraries would be allowing hot and cold drinks in containers with caps or lids in specific areas of the Library; and cold food would be allowed in the refurbished Flaxman Gallery adjoining the Main Library and in the Learning Lab in the Science Library. Once the zoning plan arrangements for each of UCL's libraries had been finalised, signage would be introduced to notify users what food and drink items were and were not permitted in

- Funding for the further extension of opening hours across UCL's libraries;
- Funding for a Public Engagement post in UCL Library Services to develop the Library's work in this area.

Discussion:

- 19.4 The Chair of LC proposed that the Director of UCL Library Services contact the Director of Business and Financial Affairs with a view to arranging for the funding to cover the extra costs incurred for the purchase of books and other materials that were essential for sustaining the UCL base for teaching, learning and research to be automatically subsumed in future within the annual budget allocation to UCL Library Services instead of being considered as a separate development bid.
- 19.5 The UCL Union Education and Campaigns Officer confirmed that the introduction of RFID technology in all UCL libraries for the purpose of enabling self-issue/renewals and self-return of materials was considered a high-priority item by UCL students. The Director of UCL Library Services noted that RFID technology had been the preferred choice of other university research libraries that were now offering self-service facilities, and had been selected as representing a value-for-money option for UCL. It was noted that a preferred supplier had been selected following a procurement exercise. So as to expedite the process of installing the RFID technology across UCL's libraries and enable the go-ahead to be given to begin work during the summer 2013, the UCL Director of Library Services agreed to investigate what the deadline would be for notifying UCL Library Services colleagues of news of the bid's successful outcome.
- 19.6 It was noted that while the bid for further extension of opening hours across UCL's libraries was strongly supported by the UCL student body, it would be dependent on

20 OPEN ACCESS DEVELOPMENTS

Received:

20.1 The note at LC 2-2 (12-13)

Healthcare support

- High level work in this KPA had concentrated on implementing one of the recommendations of the Finch Report, to widen access to research journals available to the HE community to the NHS in the UK. The Director of Library Services was working with JISC Collections to pursue this agenda, and meetings

Reported:

- 23.2 Following an Options Appraisal process, it had been agreed that the Whittington Health NHS Trust would be the institution managing the new library facility that would replace the Archway Healthcare Library which would close on the Whittington campus in the summer 2013. The new library facility would be based on the UCL model of library learning hubs that was being implemented in the Cruciform and Bartlett Hubs. A Memorandum of Understanding would be in place along with Service Level Agreements for all of the relevant stakeholders, and formal sign-off of the plans by the UCL/Whittington Hospital Steering Board was expected in mid April 2013.

Discussion:

- 23.3 The Chair of LC noted that it would be important for UCL Library Services to consider extending its biomedical and healthcare service more widely, in fact to the complete membership of UCL Partners. The Director of Library Services agreed to draw up a proposal for this to be submitted to the next meeting of LC.

RESOLVED:

- 23.4 That the Director of UCL Library Services draw up a proposal for extending UCL Library Services' biomedical and healthcare service to the complete membership of UCL Partners, for submission to the next meeting of LC.**

- Digitisation of the archives of the Peruvian Corporation (Peruvian train system) – funding was currently being sought for this in Peru.
- Digitisation of the Little Magazines and Poetry Store – UCL was in discussion with Proquest over funding for this project, although issues over copyright would need to be resolved in the first instance.

Discussion:

- 24.4 It was agreed that possibilities might be explored for digitising UCL's entire collection of PhD theses. Although there would be issues around seeking copyright permissions from authors of PhD theses that had been produced prior to 1975, the Director of UCL Library Services agreed to look into the feasibility of this.

RESOLVED:

- 24.5 ***That the Director of UCL Library Services explore with UCL Library Services colleagues possibilities for digitising UCL's entire collection of PhD theses.***
ACTION: Dr Paul Ayrís and UCL Library Services colleagues

Built Environment (15 November 2012)
Laws (5 December 2012)
Mathematical and Physical Sciences (12 November 2012)

27 LIBRARY SERVICES PROJECTS REPORT

Received:

- 27.1 The report at LC 2-7 (12-13) on i) project bids currently submitted to and awaiting decision on funding from UCL and non-UCL funding sources, ii) project bids currently funded from UCL and non-UCL funding sources and iii) an overview of project funding for Library Services.

28 LIBRARY SERVICES OPEN FORUM

Received:

- 28.1 The note at LC 2-8 (12-13) giving details of the Library Services Open Forum. **S O LVED: 153 Td (TEMCP 36T) (TEMCP (TEMCP MICID 14 BDC TT2**

GARY HAWES

Senior Academic Support Officer

Academic Support

Registry and Academic Services

[telephone 020 7679 8592, UCL extension 28592, email: g.hawes@ucl.ac.uk]

14 May 2013