



LIBRARY COMMITTEE

Thursday 4 June 2015

MINUTES

PRESENT:

Prof. David Price (Chair)	Ms Pauline Jory
Dr Paul Ayris	Mr Rex Knight
Dr Simon Banks	Dr Sophia Psarra
Ms Mariana Ceccotti	Prof. Philip Schofield
Dr Caroline Essex	Prof. Jeremy Tanner (<i>on behalf of Prof. Richard North</i>)
Dr Kenth Gustafsson	

In attendance:

Mr Martin Burchett (UoL), Ms Jackie Marfleet (UoL), Ms Nafisa Wagley (Secretary) and Mr Jules Winterton (UoL).

Apologies for absence were received from:

Prof. Stephen Conway, Mr Mike Cope, Prof. Simon Dixon, Dr Julie Evans, Dr Richard Freeman, Dr Ian Giles, Mr Lukmaan Kolia, Prof. Richard North, Prof. Anthony Smith and Dr Hazel Smith.

Key to abbreviations

CPD	Continuing Professional Development
ESRC	Economic and Social Research Council
EPSRC	Engineering and Physical Sciences Research Council
FLC	Faculty Library Committee
HE	Higher Education
ISBSB	International Student Barometer Student Barometer
LC	Library Committee
MOOC	Massive Open Online Courses
NHS	National Health Service
OA	Open Access
PI	Principal Investigator
RFID	Radio-frequency identification
RDSO	Research Data Support Officer
UCL	University College London
UoL	University of London

23. MINUTES OF 18 MARCH 2015 MEETING

Confirmed:

23.1. The Minutes of the previous meeting of LC held on 18 March 2015 [*LC Mins.13-22, 18.03.15*].

24. CHANGES TO LC MEMBERSHIP

24.1 The following changes to the LC membership were noted: -

- Dr Simon Banks was identified as the new Faculty representative for Engineering Sciences, having replaced Mr Marco Federighi who had now retired from UCL;
- Dr Richard Freeman had joined the committee as the Faculty representative for the Institute of Education. Although he was unable to attend this meeting and had sent his apologies, it was hoped that Dr Freeman would be available to attend LC in the new academic year.

25. MATTERS ARISING

[see also minutes 16 and 17 below]

25.1 *NHS access to HE subscribed e-journals [LC minutes 15.2.5 – 15.2.6, 18.03.15]* – UCL had been leading on discussions with publishers to extend their access to HE-subscribed research journal literature to NHS constituencies also. These discussions had now ended and agreements were being reached, with the exception of one publisher, where discussions were still ongoing. Offers would be made to various NHS constituencies over the summer to seek funding support for the implementation of shared access to research journal literature. The risk that some NHS constituencies might not support negotiations of a deal around shared funding was acknowledged.

25.2 *Book collections at Senate House and potential relocation [LC minutes 15.2.10 – 15.2.11, 18.03.15]* – see minute 28.

25.3 *Alternative metrics for demonstrating library usage levels [LC minutes 16.5 and 17.5, 18.03.15]* – Library Services would be developing additional metrics for demonstrating library usage levels over the summer.

RESOLVED:

25.4 A library usage report would be presented at the next LC meeting.

26. REPORT FROM THE DIRECTOR OF UCL LIBRARY SERVICES

Received:

26.1 The report at LC 3-01 (14-15), introduced by the Director of UCL Library Services.

Reported:

26.2 The Director of UCL Library Services drew attention to the following three areas of the report, which were pertinent to the Library Strategy:

User Experience

26.2.1 UCL Student Barometer results for the period 2011-2014 were presented in relation to student views expressed around the physical library, online library and UCL learning spaces. A breakdown of satisfaction by Faculty was also presented for the Summer and Autumn terms in 2014, although it was suggested that the latter provided a more accurate and realistic reflection of student learning satisfaction.

26.2.2 UCL had achieved a satisfaction rate of 83.5% for its physical library, which was above the threshold limit of 80% allowed by the Library but lower in contrast to previous years. It was also below the Russell Group norm of 90%. On a more positive note, student satisfaction for UCL's digital library had increased above the Russell Group average to a rate of 93.2% in the Autumn term. It was noted that the challenge now would be to maintain this success.

26.6.3 An investigation would be carried out to explore those instances where Faculty results fell below the required minimum threshold of 80%. Deficiencies in learning spaces, with a particularly poor rate of satisfaction among PGT students, were thought to be attributed to the challenges of being located in London. Projects such as the Cruciform Hub and the Senate House Hub had sought to address this by improving and expanding the number of learning spaces available to students. A further 1000 learning spaces would also be created in the new Student Centre, which was being built and expected to be complete in 2018. Therefore, it was hoped that in due course these developments would help to discontinue the decline in student satisfaction.

RESOLVED:

26.6.4 To look at student feedback provided through the ISBSB and gain a better understanding of the reasons behind any low satisfaction rates at a Faculty level. Any apparent concerns to be addressed accordingly.

ACTION: Dr Paul Ayris

Finance, management information and value for money

26.2.5 A summary of the percentage coverage made by ReadingLists@UCL against courses provided at the School, Faculty and Departmental levels represented in Moodle was presented to LC. It was reported that the percentage of digital readings accessed by students via Moodle was progressively growing with a current percentage score of 39%. However, non-engagement with ReadingLists@UCL could have a potentially negative impact upon these figures. It was therefore suggested that, Departments should be expected to achieve a minimum compliance or coverage rate of 55% in the next academic year. However, in acknowledging that this approach could prove inflexible for UCL's diverse group of Departments, it was agreed that Heads of Departments should be consulted, enabling them to set a minimum threshold target according to the nature of their subject area. Where reading lists were provided, the importance of ensuring that they were updated and complete was also emphasised. Otherwise, it was inferred that the process could be perceived as merely a box-ticking exercise, with out of date reading lists being resubmitted.

RESOLVED:

26.2.6 That Heads of Departments be consulted with a view to setting a minimum threshold percentage of coverage to be achieved by ReadingLists@UCL, in the next academic year, for their respective Department.

ACTION: Professor David Price and Dr Paul Ayris

26.2.7 To ensure individual Departments and Faculties are updating their respective reading lists prior to forwarding them on to UCL Library Services, with a view to taking action where necessary.

ACTION: Dr Paul Ayris

UCL Communication, Open Access and Outreach

- 26.2.8 As part of its new education strategy, UCL was considering launching an Open Access Educational Resources repository to support its future delivery of short courses, including CPD and MOOCs. The repository would enable research material to be made available for such courses. Over the period of Summer 2015, UCL Library Services would be looking into this option in greater depth.
- 26.2.9 UCL Press was to be formally launched on the evening of the 4 June 2015, after approximately two years of planning and preparation. Its website would also be launched at the same time. UCL Press is an Open Access Press and is the first of its kind as a fully Open Access University Press in the UK. Ten monographs were to be published in its first year of operation, with three publications having already received a number of downloads in the past week since being made Open Access in UCL Discovery. It was also possible to place orders via Amazon and Waterstones, with the latter also devoting space on its shop floor to promote UCL Press.

27. RFID INSTALLATIONS FOR SELF-SERVICE ISSUES AND RETURNS

Received:

- 27.1. The report at [LC 3-02 \(14-15\)](#), introduced by the Director of UCL Library Services.

Reported and discussed:

- 27.2 RFID installations were to be installed in all 18 libraries across UCL and would allow users to issue, return and renew books via a self-service system. The installations were part of a three year, fully funded scheme. Installations were being made in stages, with the system due to go live in a further five UCL libraries over the summer. The remaining UCL libraries would then have RFID installations put in with whatever remaining funds were available.

28. PROJECT BEVERIDGE AND EXAMINATION OF MEMBERSHIP CHARGES FOR SENATE HOUSE LIBRARY

Received:

- 28.1. The report at [LC 3-03 \(14-15\)](#), introduced by colleagues from Senate House, University of London.

Reported and discussed:

- 28.2 The Chair welcomed staff from UoL, who were in attendance to consult with LC members on their plans to relocate library collections, currently held at Senate House, to an external location. Colleagues from UoL were grateful for the opportunity extended to them by UCL to explain the impact of Project Beveridge to members and to seek their views on this matter.
- 28.3 As part of a Masterplan to develop Senate House, a number of smaller projects were being executed by the UoL. Project Beveridge was one such project that was seeking to make better use of existing space, particularly in the basement and higher level floors of Senate House, which were currently used for storing library items and special collections. It was thought that if the space was appropriately reconfigured, Senate House could become a hub for greater activity in the future, including being

- used more widely as a venue by colleges and for external conferences and seminars. However, in turn, this would mean a loss of storage space for library items, which would need to be stored offsite. Library users that were able to access special items from UoL within hours of requesting them would, henceforth, face a minimum delay of 24 hours before receiving them. The deadline for moving items offsite was fixed for the end of October 2015.
- 28.4 It was explained that in its current capacity, the Senate House basement was being used as storage space for some special collections, as well as for items that could be archived offsite, such as copies of old theses. Due to environmental conditions, items measuring 1500 linear metres would need to be maintained at Senate House, whilst a remaining 6500 linear metres of items would be moved to an offsite storage facility in Egham. This facility was in the midst of being redeveloped, with a view to items being moved over from Senate House to Egham in the future once complete. Library Services at the UoL were seeking 15,000 linear metres of space at the Egham facility, with the potential to accommodate annual growth for another thirty years at the very minimum. For the interim period, however, the possibility of storing items at other external storage facilities was also being explored. However, the viability of these options was dependent on cost and the accessibility of items upon recall.
- 28.5 At the request of LC members, further clarity was provided to indicate that collections classified as heavy usage items (i.e. requested 16 times or more in a year) would remain at Senate House in the short term, whilst low usage items (requested once or less in a year) would be moved offsite. Periodicals would be an exception to this classification of usage because of the impracticalities of separating parts across different locations. Staff and students seeking to recall items would need to place an order. In some instances online ordering would be available. However, in other instances users would be expected to recall an item in person. It was made clear that current open access library space, including student study space, would remain unaffected. Instead, developments by Senate House aimed at making better use of existing space meant there was scope for creating additional study spaces based on current footfall figures, which the UoL was also looking into as an option.
- 28.6 On a separate note, plans were also in motion to relocate ground floor office staff in Senate House into the basement area, which was to be reconfigured into an agile Lower Ground Floor working space once the existing library collections were removed. It was indicated that UCL was also moving in this direction in terms of new work practices for some of its Professional Services staff. Therefore, the possibility of sharing best practices in this respect was recognised as a worthwhile opportunity for both institutions to take advantage of.

29. RESEARCH DATA SUPPORT OFFICER

Received:

- 29.1. The report at [LC 3-04 \(14-15\)](#), introduced by the Director of UCL Library Services.

Reported:

- 29.2 Research Councils such as the EPSRC and ESRC were increasing their reporting demands from researchers, with this current trend set to continue and grow into the near future. In order to help UCL PIs account to their respective funding bodies, it was regarded as essential to communicate with them and identify their reporting needs. Consequently, UCL Library Services had appointed a Research Data Support Officer to assist UCL Schools, Faculties and Departments with the management of their research data. The RDSO would be tasked with consulting staff from across UCL and

advising them on UCL's *Research Data Policy*, as well as the requirements and policies of funding bodies pertinent to research data management. These visits would be carried out under the auspices of UCL's Research Data Executive, which was led by the Director of UCL Library Services.

- 29.3 The need for an effective communications programme with full engagement from across UCL was regarded as essential for ensuring compliance to its research data policy, as well as adherence to requirements stipulated by funders. When queries were raised as to what constituted data, it was explained that the RDSO would be able to address such queries during her visits to Faculties and Departments. Where it was necessary for data to be made available for a lengthy period of time, it was further clarified that in addition to having internal storage space at UCL, there was also the option of permanently archiving items in storage facilities external to UCL. It was also highlighted that in some instances, UCL still made use of lab books which were not digital. In this respect, it was suggested that the consultation could help to encourage staff to digitise their lab records to enable sharing and re-use.

RESOLVED:

- 29.4 LC members to email the details of relevant Faculty/Departmental contacts to the RDSO so that she can consult with them individually and develop an agenda for managing research data at UCL. The RDSO is Myriam Fellous-Sigrist: m.fellous-sigrist@ucl.ac.uk.

30. UCL LIBRARY SERVICES PROJECTS REPORT

Noted:

- 30.1. The report at [LC 3-05 \(14-15\)](#).

31. REPORTS FROM WORKING GROUPS

Noted:

- 31.1. Since the previous meeting of LC, the LC officers have received the Minutes of the following working groups that report to LC*¹:

- Library Committee Estates Development Working Group (8 October 2014; 14 January 2015; 15 April 2015)

32. MINUTES OF FACULTY LIBRARY COMMITTEES AND ISSUES ARISING THEREFROM

Noted:

- 32.1. Since the previous meeting of LC, the LC officers had received the Minutes of the following FLCs*¹:

- Arts and Humanities and Social and Historical Sciences (26 February 2015);

*¹ Copies of the Minutes are not being circulated with the Agenda but are available electronically via the LC SharePoint site at <https://sharepoint.adm.ucl.ac.uk/sites/lcs/Shared%20Documents/Forms/AllItems.aspx> as well as in hard copy on request to the LC Secretary (see contact details on the last page of the Agenda).

- Built Environment (5 February 2015);
- Laws (3 December 2014 - not 3 December 2015 as indicated on the Agenda);
- Mathematical and Physical Sciences (15 January 2015; 30 April 2015) ;
- Medical Sciences (26 February 2015).

Noted:

32.2 The template terms of reference for FLCs at LC 3-06 (14-15).

RESOLVED:

32.3 That Faculty members be included in the suggested membership of FLCs.

ACTION: Ms Nafisa Wagley

32.4 That following the updates suggested in item 32.3, the template terms of reference be circulated to Faculty

ACTION: Ms Nafisa Wagley

33. ANY OTHER BUSINESS

33A Budget 2015-16

Reported:

33A.1 The Library budget for 2015-16 had been announced and it was indicated that restricted funds were available to support UCL Library Services, particularly in their aspirations to support UCL's OA compliance with REF 2020. As the Library budget was set according to contributions made by Faculties, members were encouraged to discuss any arising concerns with their relevant Faculty Dean.

RESOLVED:

33A.2 That a working group be set up to take into consideration funding issues that could affect the extension of e-content procurement.

ACTION: Dr Paul Ayris

34. DATES OF MEETINGS 2015-16

Noted:

34.1. Dates of meetings of LC in the 2015-16 session were agreed as follows: -

- **Monday 7 December 2015, 13:45 – 15:15**
- **Thursday 10 March 2016, 10:30 – 12:00**
- **Thursday 2 June 2016, 10:30 – 12:00**

NAFISA WAGLEY
Governance Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8878, UCL extension 28878, email: n.wagley@ucl.ac.uk]
17 June 2015