



Library Committee

Tuesday 5 April 2022, 11:00am
Web conferencing meeting via MS Teams

Minutes

Present Members:

Professor Vivek Mudera (Chair); Dr Paul Ayriss; Professor Simon Banks; Professor Tom Carlson; Dr Richard Freeman; Dr Oliver Gerstenberg; Dr Liza Griffin; Professor Diane Koenker; Dr Charles Inskip; Ms Viktoria Makai; Mr Ben Meunier; Mr Martin Moyle; Dr Rachel Rees; Dr Harriet Shannon; Mr Thomas Turner.

Apologies:

Mr Zak Liddell; Professor John Sabapathy; Professor Gareth Williams.

In attendance

Ms Sarah Aitchison, Head of Special Collections (UCL Library, Culture, Collections & Open Science) [for minute 21]

Officer:

Ms Freya Markwell

Part I: Preliminary Business

16. Minutes of the previous meeting (2-01)

16.1. Library Committee (LC) approved the minutes of the meeting held on 16 November 2021.

17. Matters Arising

17.1. Arising from minute 3.3.b. in relation to student requests for drinking water access and locker space to be made available on the third floor at Senate House, the Director of Operations (Library, Culture, Collections & Open Science (LCCOS)) reported that there had been positive progress with counterparts within Estates at the University of London (UoL) on these matters; it was hoped that water fountains and lockers could be installed by the end of this academic year.

17.2. Arising from minute 4.2.d. in relation to progress of the UCL Sustainable

Physical and Digital Places for Education (SPiDER) working group in relation to spaces for hybrid/blended learning, the Director of Operations (LCCOS) reported that a researcher had been appointed under the Grand Challenges funding and initial research had been completed. Focus groups and surveys were slightly behind schedule whilst an ethics approval process was undertaken. The Director of Operations (LCCOS) would provide a further update at the Term 1 2022-23 meeting of LC, by which time it was anticipated that a pilot would be underway. It was noted that Professor Tom Carlson, nominated representative for Medical Sciences, had expertise on the subject of wheelchair access and would be happy to provide input on this if helpful.

- 17.3. Arising from minute 4.2.g. in relation to access rights for UCL students at the SOAS library, the Director of Services (LCCOS) confirmed that all undergraduate students had reciprocal access to libraries (without any borrowing) whilst postgraduate students were able to borrow 3 items from SOAS and vice versa; the fact that taught postgraduate students were included within this arrangement was over and above the usual UoL arrangement. If LC members had specific concerns about additional access required, the Director of Services (LCCOS) asked that they bring these to his attention and he would take these forward.
- 17.4. Arising from minute 6.2.c. in relation to opportunities for the publication of MA dissertations, the Director of Services (LCCOS) reported that he had been following up with the SU's Postgraduate Officer who had raised this at the previous meeting. It was noted that publication of dissertations via UCL Press would not be feasible for various reasons including cost constraints. All PhD dissertations were already able to be uploaded to UCL Discovery, however it was suggested that the value of doing so could perhaps be made clearer. It was noted that some faculties had their own dissertation repository schemes for sharing their best dissertations which had received positive feedback from students. The Director of Services (LCCOS) reported that an open access education resources repository had been piloted a few years ago which could potentially offer departments a central repository to showcase their best MA dissertations, however this had never been fully launched; a business case/roadmap for this could be explored. The Postgraduate Officer reported that some other universities published a collection of the best 100 dissertations each year and asked if there was any scope for UCL doing so – the Director of Services (LCCOS) agreed to explore this, alongside the possibility of publication of dissertations via ProQuest.
- 17.5. Arising from minute 6.2.d in relation to the review of editorial gaps with a view to ensuring that new E-Textbooks could be targeted at filling these gaps, the Pro-Vice-Provost (LCCOS) confirmed that this was underway.
- 17.6. Arising from minute 6.2.e, the Pro-Vice-Provost (LCCOS) confirmed that members of Professional Services staff were already eligible to publish works

via the UCL Press and some had done so already. It was suggested that more could be done to promote this opportunity and its benefits to Professional Services staff who might not be aware; the Pro-Vice-Provost (LCCOS) agreed to take this forward.

- 17.7. Arising from minute 8.2.c in relation to the process for requesters to make an academic case for physical copies over digital, the Director of Services (LCCOS) confirmed that follow-up discussions had taken place to ensure a clear and workable process was implemented.
- 17.8. Arising from minute 9.1.d, it was noted that an update on the UCL Research Institute for Collections was incorporated within the Report from the Pro-Vice-Provost (LCCOS) (paper 2-02).
- 17.9. Arising from minute 15.1, the Chair confirmed that a letter had been sent to Estates to formally follow up on collective Estates-related issues on behalf of LC. In relation to the issue which had arisen with wheelchair access at the Institute of Education (IOE) library, it was reported that Estates had been looking at options to address this, however it was advised that the Chair should follow up to request a formal update on this matter with the aim of expediting a resolution.

(Action: Director of Operations (LCCOS))

(Action: Director of Services (LCCOS))

(Action: Pro-Vice-Provost (LCCOS))

(Action: Chair of LC)

Part II: Strategic Items for Discussion

18. Report from the Pro-Vice-Provost (Library, Culture, Collections & Open Science) (2-02)

- 18.1. Dr Paul Ayris, Pro-Vice-Provost (Library, Culture, Collections & Open Science) presented a report on Library activity and developments in the areas of the UCL Library Services Strategy 2019-22 since the last meeting of LC. The following key points were highlighted:
 - a. The provision of learning spaces was a key concern which needed to be addressed. As part of submissions towards UCL's new strategy for 2022-27, a strong case had been made for additional learning spaces to be made available to cater for students. If the budget were available, a second Student Centre could be built. With the change in working patterns, there was also scope to reconsider the distribution of space between teaching, learning and academic working spaces.

- b. The favourable results of the New to UCL survey demonstrated a particularly good example of what could be achieved when not operating under Covid restrictions.
- c. The results of the PRES survey showed a significant drop in levels of satisfaction in relation to physical access during the covid-19 restrictions, reflecting the importance of access to physical resources as well as digital.
- d. Following lengthy negotiations, the university sector had recently reached a deal with Elsevier which was very strong in terms of the promotion of Open Access publishing. With this new deal, 80% of all research output from UK HE would be available as Open Access output.

18.2. The following points were raised in discussion:

- a. The nominated representative from the Faculty of Arts and Humanities requested further clarification to be provided in relation to the possible consolidation of library sites as mentioned within the Term 1 report from the Pro-Vice-Provost (LCCOS). The Pro-Vice-Provost (LCCOS) explained that this was just one of many suggestions about how to rationalise UCL's use of space and this particular suggestion had arisen from discussions prior to the pandemic between the Vice-Provost (RIGE) and Dean of Engineering. The Director of Operations (LCCOS) reported that some consultants had been appointed to support Estates in looking at how the UCL estate was to be best used going forwards. A first draft of the Estates master plan was expected to be ready later in April; it was anticipated that this plan would reflect a move to fewer, larger, library and learning hubs.
- b. A comment was raised that the provision of study spaces needed to reflect the increasing proportion of practical assessments and that more group study spaces should be made available.

19. Open Science and Scholarship (2-03)

19.1. Dr Paul Ayris, Pro-Vice-Provost (Library, Culture, Collections & Open Science) introduced the paper, which outlined headline activity in Open Science and Scholarship, as co-ordinated by the UCL Office for Open Science and Scholarship. The following key points were highlighted:

- a. The new UKRI Open Access (OA) mandate had come into effect on 1 April 2022. Under this new policy all funded outputs would have to be made immediately available in OA. It would also require OA no later than 12 months after publication for monographs, book chapters and edited collections resulting from a grant from one of the UK Research Councils, published on or after 1 January 2024. These requirements were highly likely to apply for the next REF. The Pro-Vice-Provost (LCCOS) highlighted that the new UKRI mandate represented a tremendous step forward for OA, and the UCL Press meant that UCL was well-placed to meet these changes. The upcoming UCL Open Science Conference

would include a Town Hall session on 7 April with Sir Duncan Wingham, who oversaw the development of the new UKRI policy.

- b. Important advances had been made with OA E-textbooks: 3 new titles had already been accepted under contract for publication with UCL Press and conversations were taking place with colleagues to identify other potential texts. It was hoped that after a certain tipping point, E-textbooks should become self-funding due to the costs being saved by not needing to purchase expensive E-textbooks from third parties. The Chair highlighted his support of this work to improve OA E-textbook provision.

20. Process and Progress in renewing the Library Strategic Operating Plan

20.1. Mr Ben Meunier, Director of Operations (UCL Library, Culture, Collections & Open Science) presented a verbal update on the process and progress in renewing the Library Strategic Operating Plan. The following key points were highlighted:

- a. After two years of the planning process having been on pause due to Covid-19, the planning round was being re-established.
- b. LCCOS had contributed to the Research, Innovation and Global Engagement (RIGE) Strategic Operating Plan which was due to be signed off this week.
- c. For future years, it was hoped that it would be possible for a Strategic Operating Plan dedicated to LCCOS to be submitted; however this would be subject to discussions by the incoming Vice-Provost (RIGE) and Vice-President (Strategy).

21. Signoff of the new UCL Records Management Policy (2-04)

21.1. Ms Sarah Aitchison, Head of Special Collections (UCL Library, Culture, Collections & Open Science) introduced the paper, which presented a revised UCL Records Management Policy for LC's consideration and approval. The following key points were highlighted:

- a. The revised policy proposed was substantively similar to the current policy (last updated in 2011) but some changes had been incorporated to clarify and codify things that were happening at UCL in terms of records management, such as the move to creating records digitally by default. The revised policy clarified that this policy was applicable to all UCL staff and all UCL records.
- b. A section had been added into the policy in relation to relevant legislation and standards.
- c. Major work had also been undertaken over the past couple of years alongside the GDPR team to update the retention schedule and guidance on the records management website.

21.2. The following points were raised in discussion:

- a. A query was raised as to what plans were in place to advertise and publicise the existence of this policy and the need to adhere to it. The Head of Special Collections (LCCOS) responded that detailed information was being published on the website including links to training, and the team were also looking at putting in place an online training session over the next couple of months.
- b. It was suggested that the policy should also be promoted more widely, for example in newsletters and academic leadership group meetings. The Pro-Vice-Provost (LCCOS) agreed to highlight this within his next termly update to Deans, as well as at any upcoming faculty meetings which he was to attend. The Pro-Vice-Provost (LCCOS) and Head of Special Collections would discuss if there were any further means of promoting the updated policy more widely.

21.3. LC approved the revised UCL Records Management Policy.

(Action: Pro-Vice-Provost (LCCOS))

22. Process in updating the Library Strategy in the context of the new UCL Strategy

- 22.1. Martin Moyle, Director of Services (UCL Library, Culture, Collections & Open Science) provided a verbal update on the process of updating the Library Strategy in the context of the new UCL Strategy. The following key points were highlighted:
 - a. The current Library Services strategy was due to run out in 2022; due to the impact of Covid-19, much of this strategy had had to be paused.
 - b. An updated UCL institutional strategy for 2022-27 was currently under consultation. The Library strategy would be refreshed over the coming months to align with UCL's updated strategic timeline and vision and it was hoped that an initial draft should be ready for LC's review at the Term 1 2022-23 meeting. This would also be consulted on with other library committees within other relevant fora.
- 22.2. The following points were raised in discussion:
 - a. The Chair highlighted that LCCOS would have a major role to play in UCL's push to enhance its digital footprint.
 - b. The Pro-Vice-Provost (LCCOS) highlighted the Library's triple role as research, educational and cultural heritage institution; as well as disseminating copy to students and staff, the Library also acts as a repository of texts for centuries. This would be more challenging with digital copy, due to the risk of needing to re-digitise in the event of technology changes. Long-term digitisation work was being explored to ensure the longevity of UCL's digital copy.

Part III: Other Business for Approval or Information

23. Project bidding in UCL Library Services (2-05)

- 23.1. LC received the termly summary report on the Library's progress on project bidding applications.

24. Learning Space Review produced for the UCL Enablers Strategy in the current UCL Strategy development (2-06)

- 24.1. LC received the Learning Space Review which had been produced for the UCL Enablers Strategy in the current UCL Strategy development. The Director of Operations (LCCOS) provided LC with some additional background on this review, which had been commissioned by ISD and consisted of a survey of UCL students, reflecting a wide range of views from different faculties. The results echoed findings from previous NSS, PTES and PRES surveys, including the importance to students of a feeling of belonging. The review also highlighted the need for UCL to consider the expansion and development of a variety of suitable spaces for learning and assessments.
- 24.2. The following points were raised in discussion:
- a. The Chair requested whether LC could have sight of any architect proposals for the different space options being explored, for example in video form. The Director of Operations (LCCOS) would follow up with Estates to check if they were planning to commission architect proposals to be provided in this format; otherwise, it might be possible for a set of images to be produced displaying the different options proposed. The Director of Operations (LCCOS) would report back on this when LC comes to review the strategy at the Term 1 2022-23 meeting.

(Action: Director of Operations (LCCOS))

25. Reports from Library Working Groups (2-07)

- 25.1. Since the last meeting, LC had received the following minutes of Working Groups that report to LC:
- a. Press and Publications Board – 12 July 2021

26. Reports from Faculty Library Committees (2-08)

- 26.1. Since the last meeting, LC had received the following minutes of Faculty-level or Faculty Library Committees (FLCs) that report to LC:
- a. Engineering Sciences Faculty Research Degrees Committee – 9 November 2020
 - b. Engineering Sciences Faculty Research Degrees Committee – 15 March 2021

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- c. Arts & Humanities and Social & Historical Sciences Joint Faculty Library Committee – 12 May 2021 (confirmed)
- d. Engineering Sciences Faculty Teaching Committee – 19 May 2021
- e. Engineering Sciences – Faculty Teaching Committee – 18 June 2021
- f. Engineering Sciences Faculty Research Degrees Committee – 23 June 2021
- g. Engineering Sciences Faculty Teaching Committee – 29 July 2021
- h. Engineering Sciences Faculty Education Committee¹ – 13 September 2021
- i. Engineering Sciences Faculty Education Committee – 27 October 2021
- j. Engineering Sciences Faculty Education Committee – 12 November 2021
- k. Medical Sciences Faculty Research Degrees Committee – 19 November 2021
- l. Arts & Humanities and Social & Historical Sciences Joint Faculty Library Committee – 24 November 2021 (unconfirmed)
- m. Built Environment Faculty Library Committee – 25 November 2021 (unconfirmed)

27. Date of the next meeting

- 27.1. The next meeting of LC was scheduled to take place at 10.30am on Monday 6 June 2022.

Freya Markwell, Library Committee Secretary
April 2022

¹ Engineering Sciences Faculty Teaching Committee changed its name to Engineering Sciences Faculty Education Committee effective from academic year 2021/22.