



LIBRARY COMMITTEE

Monday 5 June 2017

MINUTES

PRESENT:

Professor Anthony Smith (*Chair*)

Mrs Stefanie Anyadi; Dr Richard Freeman; Dr Charles Inskip; Ms Louise O'Brien; Dr John Sabapathy

In attendance: Mr Ben Meunier (Director of Operations, UCL Library Services - *observer*); Mr Martin Moyle (Director of Services, UCL Library Services - *observer*); Dr Prince Saprai (Laws, in lieu of Professor Philip Schofield); Ms Olivia Whiteley (Secretary to Library Committee)

Apologies for absence were received from Dr Paul Ayriss; Dr Simon Banks; Ms Halima Begum; Dr Mike Cope; Dr Julie Evans; Dr Kenth Gustafsson; Mr Rex Knight; Dr Sophia Psarra; Dr Hazel Smith.

Key to abbreviations

CPD	Continuing Professional Development
EDI	UCL Eastman Dental Institute
FLC	Faculty Library Committee
GES	UCL Global Engagement Strategy
HR	Human Resources
ISD	Information Services Division
IT	Information Technology
KPA	Key Performance Area
KPI	Key Performance Indicator
LC	Library Committee
LEARN	LEaders Activating Research Networks
LERU	League of European Research Universities
MAPS	UCL Faculty of Mathematics and Physical Sciences
RDM	Research Data Management
RFID	Radio-frequency identification
SLMS	UCL School of Life and Medical Sciences
SSEES	UCL School of Slavonic and East European Studies
TEF	Teaching Excellence Framework
UCLH	University College London Hospitals
UCLU	University College London Union
UoL	University of London
WG	Working Group

Preliminary business

29 MINUTES OF 27 FEBRUARY 2017 MEETING

- 29.1 **Approved** – the Minutes of the Library Committee meeting held on 27 February 2017 [LC Minutes 15-28, 2016-17].
- 29.2 At the last meeting of LC, it was reported that UCL staff and students of the Faculties represented at the meeting made comparatively little use of the Senate House Library resource stock [LC Minute 21.4, 27.02.17]. It was noted, however, that for the Faculties of Arts & Humanities and Social & Historical Sciences the Senate House Library stock remained an important additional resource [see also 31.3 below].

30 MATTERS ARISING FROM THE MINUTES

[see also 31 and 35 below]

30A Terms of reference, constitution and membership

[LC Minute 17A, 27.02.17]

- 30A.1 The Chair welcomed two new members to LC: Stefanie Anyadi, representing MAPS, and Dr Charles Inskip, representative of the Faculty of Arts & Humanities.
- 30A.2 The Secretary had updated the Constitution and Membership of LC, including online [see also 35 below].

Matters for discussion

31 REPORT FROM THE PRO-VICE-PROVOST (UCL LIBRARY SERVICES)

[PAPER 3-18 (16-17)]

- 31.1 **Received** – the report on progress in the implementation of the [Library Services Strategy 2015-18](#) at LC 3-18 (16-17), presented by Ben Meunier (Director of Operations, UCL Library Services) and Martin Moyle (Director of Services, UCL Library Services).
- 31.2 As reported at previous meetings of LC, the Senate House Library budget had been in a deficit position for some time, an issue which the Senate House Library Sustainability Working Group had been set up to address. The College Librarians had declined to support the WG Chair's view that the budget shortfall could be divided and met by the member Colleges. Further meetings of the WG had been suspended so as to enable University officers to develop alternative suggestions into a business case for change. Subsequently, it was proposed to implement a change management programme entailing such initiatives as the installation of RFID technology, extended opening hours, additional study spaces created by decanting resources to store and potential means of monetising the Senate House Tower. These measures were expected to

reduce the deficit and increase sustainability in the short-term, but further discussion would be needed in order to reach a longer-term solution. It was also noted that the Senate House Librarian planned to step down from her post in the summer 2017.

- 31.3 In terms of Senate House Library usage, three trends had been identified: the use of Library space was on the increase; the number of loans, while by no means negligible, was decreasing year on year; and the use of e-resources had plateaued at a very low level. Overall, the Senate House Library was noted to be an important resource for UCL, especially for the Faculties of Arts & Humanities and Social & Historical Sciences. An update on developments in the Senate House Library would be sought at the next meeting of LC.

ACTION: Dr Paul Ayris

- 31.4 In terms of the Library Strategy KPA on Staff, Equality and Diversity, three key developments were highlighted. Firstly, following organisational change within the Library, a management training programme had been launched for all Library Services staff with management responsibilities. In addition, recruitment to the newly created Library HR Team was underway; these appointments would help the Library to progress its Equality and Diversity strategy. Lastly, Michelle Wake, Librarian at the School of Pharmacy, would be stepping down as Chair of the CPD-25 Consortium after contributing four years of highly valued service to professional development in the sector.

- 31.5 A report on ReadingLists@UCL was provided under the KPA for Systems and Processes. The agreed target for 2016-17 was that 65% of current taught courses with a Portico presence should have an online reading list. Between January and April 2017, the coverage rate had risen from 58% to 62%, largely as a result of targeted efforts in SLMS. Good practice with ReadingLists@UCL, such as that displayed by the Department of Political Science, was showcased in order to encourage take-up. One of Library Services' latest initiatives to promote usage was to encourage Moodle page owners to transfer their resource lists to ReadingLists@UCL, as this was expected to boost usage in disciplines which used Moodle heavily. Transfers were, however, hindered by blocks in Moodle which required activation on a course-by-course basis; Martin Moyle would discuss possible solutions with June Hedges.

ACTION: Martin Moyle (to note)

- 31.6 During discussion, it was noted that implementation had been the main focus of Library Services' work on ReadingLists@UCL during the 2016-17 academic session. Moving forward, however, there was expected to be more focus on ReadingLists@UCL as a strategic pedagogical tool that could enhance the student experience. Martin Moyle would investigate whether take-up of ReadingLists@UCL was considered part of the Moodle baseline of good practice.

ACTION: Martin Moyle (to note)

- 31.7 In terms of the Library Services Strategy KPA on Communication, Open Access and Outreach, it was planned to expand UCL Press' textbook publishing programme. UCL academics were invited to submit textbook proposals for any discipline taught at UCL at undergraduate or postgraduate level. Proposals had already been received from the Departments of Linguistics Philosophy and the

School of Management. Although UCL Press would not pay royalties and could not feasibly offer to reimburse research expenses, successful applicants would be offered an award of £1,500. It was also reported that UCL Press had won an Award from the Office of the Vice-Provost (International) in recognition of the Library Strategy's incorporation of UCL's Global Engagement Strategy (GES). An award of £3,000-4,000 had been granted, which would be used to develop a dashboard showcasing UCL Press' level of engagement with the GES.

- 31.8 The Library was making good progress towards delivering the [Library Services Strategy 2015-18](#). It was projected that, by the end of the Strategy period, the Library would have completed 90% of its intended 94 Actions. Only seven Action lines were expected not to reach completion, two of which related to the User Experience KPA; however, it was expected that progress against outstanding User Experience activities would improve. Although proportionally fewer Actions under the KPA for Systems and Processes had reached completion thus far, it was expected that the Library would fulfil all but two, the completion of which was predicated on the receipt of capital funding from ISD. Two Action lines under the KPA for Sustainable Estate were likewise at risk: the consistent and sustainable provision of learning spaces; and the provision of space for Special Collections. Several lines of enquiry to house Special Collections were underway, including external storage options as well as potential collaborations with the UoL to use space in the Senate House Tower. Looking further ahead, work was underway to determine the Library's Strategy for the post-2018 period.

32 LEARNING SPACES IN EXAM PERIODS

[PAPER 3-19 (16-17)]

- 32.1 **Received** – the report at [LC 3-19 \(16-17\)](#) on initiatives taken by Library Services to provide learning spaces and improve the student experience during the examinations period.
- 32.2 The report at [LC 3-19 \(16-17\)](#) presented occupancy data, visitor data and student feedback related to the usage of UCL's Main and Science Libraries during the examination period and outlined measures taken to mitigate negative feedback regarding issues such as the lack of study spaces. Although the volume of feedback was noted to be low in comparison to the number of students using library facilities, the quantity of negative feedback appeared to increase during the UCL Closure (seven days over Easter). Usage by students of other UoL institutions was noted to increase during this period, possibly as a result of the closure of the Senate House Library; however, even during the 2016 Closure, UoL and other students had represented only 5.31% of the Main Library visitors and 3.71% of visitors to the Science Library. Some of the negative feedback was thought to be linked to reduced Library staffing during UCL Closure.
- 32.3 Among the initiatives taken was the "Share the Space" campaign, a pilot currently underway in several UCL Libraries. In this pilot, Library staff would survey reading rooms, identify spaces reserved by belongings but otherwise empty and leave polite notices explaining that, if left unoccupied after 30 minutes, another reader might carefully move the belongings to one side and take that space. The campaign, which had been publicised to students via the Library homepage, had the support of UCLU. It was suggested that social media be used to promote the initiative further. Feedback on the pilot was

currently being gathered and, although it was too early to provide a systematic analysis, the majority of comments showed an appreciation for the action taken. An evaluative report would be compiled and shared with UCLU towards the end of June; Martin Moyle would circulate the report to LC for discussion at its next meeting. Other forms of mitigation would include the roll-out, by October 2017, of occupancy sensors in learning and teaching spaces, including all study spaces managed by UCL Library Services [see also 33.4 below]. It was anticipated that this would better publicise the lesser-known or less visible study spaces available.

ACTION: Martin Moyle

- 32.4 Some institutions within the UoL imposed library access restrictions, designed to reserve their facilities for use by their own students, during the examinations period. UCL, meanwhile, was noted to have a policy of reciprocal suspension, meaning that taught students from institutions with such access restrictions were disallowed from using UCL libraries during the summer term. The paper at [LC 3-19 \(16-17\)](#) asked LC to consider whether UCL should bring forward the reciprocal suspension period to the beginning of UCL Closure and/or impose library access restrictions on non-UCL students during the UCL examination period.
- 32.5 During discussion, LC considered the possible negative impacts of UCL imposing blanket library access restrictions. These included risks to the availability of study spaces used by UCL students at other institutions, as well as to the accessibility of resource collections. LC also highlighted the availability of other study spaces nearby, for example, at the British Library. It was pointed out that the New Student Centre was expected to alleviate space pressures. The Library's "Share the Space" initiative was also considered a positive step towards this end in the short-term.
- 32.6 LC agreed that UCL should proceed with its existing policy of reciprocal suspension and await the results of the evaluative report of the "Share the Space" initiative.

33 **LIBRARY ESTATE DEVELOPMENTS AND ISSUES**

[PAPER 3-20 (16-17)]

- 33.1 **Received** – the report at [LC 3-20 \(16-17\)](#) on recent developments in the re-accommodation of displaced libraries at the Ear Institute and EDI, as well as planned enhancements to IT provision, presented by Ben Meunier (Director of Operations, UCL Library Services).
- 33.2 As discussed at previous meetings of LC, the Ear Institute and EDI Libraries would need to vacate their current sites by 2020. The site at 250 Euston Road had previously been identified as a potential space to rehouse these collections; however, UCLH Estate raised some significant deliverability concerns with this option and deemed it unviable. The Options Appraisal had since been updated and, subject to approval by the Central Estates Strategy Board, the preferred solution was to create a new library hub in existing office space on the UCL Bloomsbury estate at Cartwright Gardens. Though further afield than other parts of the UCL campus, it was hoped that this site could be developed as an attractive space that would draw users. The Board had discussed this option at its meeting on 30 May 2017 and had deemed that further appraisal was needed

in light of competing priorities such as teaching. The Board was expected to make a decision in August 2017; thus far, however, no better alternative had been identified. UCLH Bloomsbury Healthcare Library might provide store space in the short-term, although this would be far from ideal. In the longer-term, the School of Pharmacy would be considered as a site for the re-accommodation of the Ear Institute and Action on Hearing Loss Libraries, although this was not likely to be deliverable in less than five years.

- 33.3 Based on plans for the refurbishment of the Rockefeller building to accommodate the EDI, there might also be additional learning spaces made available to the benefit of EDI students and SLMS. UCL Estates and Library Services would meet with SLMS and EDI colleagues to determine how these spaces would be managed, with a view to ensuring a consistent service layer across all learning spaces. It was suggested that a Faculty management representative be invited to attend this meeting. Notably, other learning spaces within UCL, such as the various Hubs and spaces within SSEES, were open to all UCL students and not exclusively to the students of the departments within which they were located. LC expressed support for the view that learning spaces across UCL must be available to as many students as possible.
- 33.4 The paper at [LC 3-20 \(16-17\)](#) also reported plans to install desktop computers in a number of Library Services sites as part of a £1.4 million ISD-led project. ISD had also been allocated a budget to roll out occupancy sensors in learning and teaching spaces, including 3,600 Library-managed study spaces, with project completion expected by October 2017. In addition, intelligent lockers would be piloted in the Cruciform Hub following procurement later in June 2017.

34 **LEARN PROJECT – IMPLEMENTATION OF OUTCOMES IN UCL**
[PAPER LC 3-21 (16-17)]

- 34.1 **Received** – the paper at [LC 3-21 \(16-17\)](#), which outlined the purpose of the LEARN project and identified how deliverables could be implemented in UCL, presented by Martin Moyle (Director of Services, UCL Library Services).
- 34.2 In May 2017, UCL Library Services completed LEARN, a two-year international project funded by the European Commission and carried out in conjunction with the LERU Roadmap for Research Data. The purpose of LEARN was to promote and share best practice in RDM.
- 34.3 UCL Library Services had recently conducted a pan-UCL survey of research data needs in which 306 out of 619 responses had been returned *[see LC 1-07 (16-17)]*. One of the findings of this survey was a high level of interest from UCL researchers in receiving assistance with a number of areas of RDM, particularly in data storage and preservation and the formulation of data management plans. These needs were highlighted in light of the six deliverables constructed by the five LEARN project partners, which were as follows:
- Model LEARN RDM policy and guidance;
 - Toolkit of 23 Best Practice Case Studies on RDM;
 - Executive Briefing on RDM, to be made available in six languages;
 - Self-assessment survey on levels of preparation for RDM at the institutional level;

- List of 27 KPIs outlining the level of success at the institutional level in preparation and implementation of RDM activities;
 - 20 Recommendations on RDM.
- 34.4 Pathways to implementing each of the above six deliverables at UCL were identified in the report at LC 3-21 (16-17). LC was asked to suggest how UCL might take up the Best Practice Case Studies and the 20 Recommendations on RDM. LC advised dissemination via the Faculty Teaching and Research Committee representatives, the Vice-Deans (Research) and the Vice-Provost (Research).

ACTION: Martin Moyle (to note)

Other matters for approval or information
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35 **REVISED CONSTITUTION AND MEMBERSHIP 2016-17**

[PAPER 3-22 (16-17)]

- 35.1 **Received** – the revised LC Constitution and Membership for 2016-17 at LC 3-22 (16-17).

36 **PROJECT BIDDING IN UCL LIBRARY SERVICES**

[PAPER 3-23 (16-17)]

- 36.1 **Received** – a summary of the Library's progress in project bidding applications at LC 3-23 (16-17).

37 **REPORTS FROM WORKING GROUPS**

[PAPER 3-24 (16-17)]

- 37.1 Since the previous meeting of LC, LC officers had received the Minutes of the following Working Groups:
- Bibliometrics Working Group (28 February 2017);
 - Library Estates Development Working Group (28 February 2017);
 - UCL Open Science Platform (30 January 2017 - *unconfirmed*);
 - Publications Board (8 November 2016, 16 January 2017 and 20 March 2017).

38 **REPORTS FROM FACULTY LIBRARY COMMITTEES**

[PAPER 3-25 (16-17)]

- 38.1 Since the previous meeting of LC, LC officers had received the Minutes of the following FLCs or Faculty-level Committees:
- Built Environment Faculty Library Committee (9 February 2017);
 - Engineering Sciences Faculty Teaching Committee (3 November 2016 and 22 February 2017);

- Laws Faculty Library Committee (6 June 2016, 7 December 2016 and 15 March 2017);
- MAPS Faculty Library Committee (16 March 2017);
- Medical Sciences Faculty Teaching and Research Committee (10 October 2016 and 27 January 2017).

38.2 In March 2017, the Research Degrees Committee mandated that each Faculty (with the exception of Laws) have a separate Postgraduate Research Degrees Committee.

39 DATES OF 2017-18 MEETINGS

39.1 A schedule of meetings for the 2017-18 session would be confirmed in due course.

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