



## LIBRARY COMMITTEE

Monday 11 June 2018

### MINUTES

*PRESENT:*

Professor Anthony Smith (*Chair*);  
Dr Paul Ayris; Dr Mike Cope; Dr Richard Freeman; Dr Kenth Gustafsson; Mr Rex Knight;  
Professor Diane Koenker; Dr Leun Otten; 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*); Ms Olivia Whiteley (Secretary to Library Committee)

Apologies for absence were received from Ms Sarah Al-Aride, Mrs Stefanie Anyadi, Dr Simon Banks, Mr Mark Crawford, Mr Mark Hopley, Dr Charles Inskip, Professor Vivek Mudera, Dr Sophia Psarra, Professor Philip Schofield and Dr Hazel Smith.

*Key to abbreviations*

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| CESB | Central Estates Strategy Board                   |
| DORA | San Francisco Declaration on Research Assessment |
| DRI  | Dementia Research Institute                      |
| EC   | European Commission                              |
| EDI  | Eastman Dental Institute                         |
| FAIR | Findable, Accessible, Interoperable and Reusable |
| FLC  | Faculty Library Committee                        |
| GDPR | General Data Protection Regulation               |
| HR   | Human Resources                                  |
| KPA  | Key Performance Area                             |
| LC   | Library Committee                                |
| LERU | League of European Research Universities         |
| PTES | Postgraduate Taught Experience Survey            |
| REF  | Research Excellence Framework                    |
| SLMS | UCL School of Life and Medical Sciences          |

**Preliminary business**

26 **MINUTES OF 5 MARCH 2018 MEETING**

26.1 **Approved** – the Minutes of the Library Committee meeting held on 5 March 2018 [LC Minutes 16-25, 2017-18].

27 **MATTERS ARISING FROM THE MINUTES**

[see 28.3, 28.5 and 30 below]

**Matters for discussion**

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

[PAPER 3-20 (17-18)]

28.1 **Received** – the report on progress in delivering the Library Services Strategy at [LC 3-20 \(17-18\)](#), presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).

28.2 Progress against the six KPAs of the [2015-18 Library Services Strategy](#) was positive, with 62 of the 87 action lines already completed. It was projected that 90% would be concluded by July 2018, which marked the end of the Strategy period. In terms of the Library Services Strategy KPA on User Experience, ReadingLists@UCL continued to attract significant usage from students and take-up by academic colleagues, with 46 departments across UCL at a module take-up rate of 65% or higher. The service received over 536,000 visits from the beginning of September 2017 to the end of April 2018, a figure which surpassed the number of Library loans for the same period.

28.3 The progress report on the Staff, Equality and Diversity KPA provided LC with the Library Services Staff Survey Action Plan, developed by a Working Group of staff representing different grades within Library Services to address key issues arising from the 2017 Staff Survey. The Working Group had met three times to suggest actions based on the survey results, particularly in areas which had scored lower than the UCL benchmark. The action plan set out a number of initiatives to improve or investigate further some areas and to celebrate those identified as good practice. It was intended to report biennially on the plan to HR, with updates to be provided to LC as appropriate.

28.4 During discussion, a query was raised with regards to the Library Services Senior Management Team's engagement with and monitoring of job applications and shortlisting processes. It was noted that the Senior Management Team would in future receive a regular report on recruitments from the Library's HR Team and that a Library Services Equality Committee had been set up with a reporting line to the Senior Management Team. It was

suggested that the Team look carefully at staff development and progression within these activities.

28.5 Efforts were underway to consolidate UCL Libraries over fewer sites, such as to situate resources within close proximity of relevant academic activities, without detriment to the provision of study spaces. The following estate developments were highlighted under the report on the Library Strategy KPA on Sustainable Estate:

- By way of an update on the EDI Library, which was still under threat due to the forthcoming displacement of the Institute from the Gray's Inn Road site in September 2019, the latest proposal from UCL Estates was to incorporate the EDI collections into the existing Library footprint. This was the result of the inability of the Institute to find space for dedicated library provision at its new site. Further discussions of this proposal were anticipated at the forthcoming SLMS Estates Board and CESB meetings and would be reported to LC in due course. Prior to these meetings, some investigation into the possible use of spaces outside the boundaries of the Library would be conducted;
- While the Institute of Neurology Library could remain at its current site at Queen Square House, there was the option to relocate the collections to the DRI Library/Learning Hub under development at Gray's Inn Road;
- Plans for the Stanmore site had yet to be agreed although it was noted that they had been scaled back from earlier proposals to create a biomedical hub with a Library footprint; due to space constraints there would be no print collections and limited opportunity to house skills training and support provision. A further update would be provided following a forthcoming meeting on academic need and provision between the campus lead and Library Services.

**ACTION: Ben Meunier**

28.6 LC recommended that Library Services undertake to engage in further conversation with UCL to better shape their understanding of the various issues at stake in proposed Library relocations and alterations. The improved provision of study spaces for doctoral students was considered to be one such topic in need of further conversation.

**ACTION: Dr Paul Ayris/Ben Meunier**

29 **LIBRARY SERVICES STRATEGY 2018-2021**  
[PAPER 3-21 (17-18)]

29.1 **Received** – the progress report on the formulation of the 2018-2021 Library Services Strategy at LC 3-21 (17-18), presented by Martin Moyle, Director of Services (UCL Library Services).

29.2 Library Services was currently in a position of both strategy review and planning as it approached the end of a four-year Strategy cycle. The Library Services Senior Management Team had undertaken a number of activities during this period, including a review of UCL 2034, related strategies and feedback received from Library Committee over the strategy period as well as a comparison with other university library strategies. The paper at LC 3-21 (17-

18) consisted of a consultation draft on the major themes for potential inclusion in the 2018-21 iteration of the Library Services Strategy, which would again focus on six KPAs. Of these themes, a number were highlighted and comments from LC invited.

- 29.3 Embedding student wellbeing in the Library's 24-hour on-campus services and qualitative monitoring of the ReadingLists@UCL service featured as proposed strategic priorities under the User Experience KPA. Proposals under the Staff, Equality, Diversity and Inclusion KPA included staff wellbeing and development initiatives, while a key priority proposed for the Systems, Collections and Processes KPA was to advocate for the UCL-wide adoption of electronic Records Management in the interests of sustainability and compliance with the GDPR. Meanwhile, under its sixth KPA the Strategy would prioritise a number of Open Science initiatives, including the development of a UCL framework for Citizen Science and the introduction of an Open Access Megajournal platform.
- 29.4 Among the actions proposed for the KPA on Sustainable Estate was to increase the number and quality of Library-managed learning spaces. LC suggested that, within this, the Library Strategy commit to enhancing space provision specifically for doctoral students, as a key constituent of the Library's users.

**ACTION: Martin Moyle**

- 29.5 LC requested further details of planned changes to the IOE Library, which was proposed as a future hub for Social Sciences at UCL. The IOE Library had experienced an increase in footfall of around 75% since the UCL-IOE merger, attracting users from across UCL. Library Services aimed to develop the IOE Library's distinctive identity around the social science disciplines supported by its resources, increase study spaces for Postgraduate Research students and differentiate spaces for different learning activities, such as to better suit the IOE Library's increased levels of usage and better support the Institute. It was likely that the IOE Library would retain a substantial amount of its print collections onsite, although the balance of resources and study space had yet to be determined. Another aspect of the planned changes was to make better use of the IOE Library's exhibition spaces in order to showcase research taking place at the IOE. Discussions with IOE Library colleagues as to the future shape of the hub were still underway.
- 29.6 The draft strategic plans appended to LC 3-21 (17-18) would be refined into a strategy document with measurable goals, for consultation in autumn 2018. Library Services would engage with FLCs and the current and incoming Student Union Education Officer as part of this process. LC suggested that current students also be included in the development of the Strategy, as a valuable source of experience and input.

**ACTION: Martin Moyle**

30 **OPEN SCIENCE**

30A **LERU Roadmap for Open Science**  
[PAPER 3-22 (17-18)]

- 30A.1 **Received** – the advice paper commissioned by LERU at LC 3-22 (17-18), presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).

- 30A.2 Dr Ayris had led the authorship of LC 3-22 (17-18), an advice paper commissioned and recently approved by the LERU rectors, which set out a roadmap of practices to assist universities in their implementation of Open Science principles. The paper would be officially launched the following day in Brussels.
- 30A.3 LC was reminded that Open Science was not limited to the scientific disciplines and should be interpreted as an agenda covering all areas of scholarship. The EC had identified six key areas upon which the Open Science agenda should be based: the future of scholarly communication; the European Open Science Cloud; FAIR data; skills (to practice Open Science); research integrity; reward systems; altmetrics (which could also be described as the responsible use of metrics); and Citizen Science. The Open Science agenda embraced open research, not merely in terms of research outputs but also the data (whether raw or processed) on which those outputs were based; it was noted that, for some disciplines, embracing the principles of open, or rather, FAIR data, would entail a culture change. Though not afforded the status of the six key pillars of Open Science, educational outputs and artificial intelligence might nonetheless also be considered important dimensions of Open Science.
- 30A.4 UCL was already making inroads in Open Science, particularly in the area of scholarly communication, with the innovative and successful publishing model adopted by UCL Press. UCL had also taken steps to address Open Science by including open practices as criteria within its new Academic Promotions Framework. Moving forward, Dr Ayris would lead on initiatives to set a blueprint for universities seeking to follow the Open Science agenda and would present plans for implementation at UCL to the UCL Open Science Platform and LC in due course.

**ACTION: Dr Paul Ayris**

**30B Draft UCL Bibliometrics Policy**

*[PAPER 3-23 (17-18)]*

- 30B.1 **Received** – the draft UCL Policy Statement on the responsible use of bibliometrics at LC 3-23 (17-18), presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).
- 30B.2 Another way in which UCL was taking steps to enhance practices in line with the Open Science agenda was by drafting the policy statement on the responsible use of bibliometrics (defined as ‘altmetrics’ by the EC) at LC 3-23 (17-18). Beyond DORA, which UCL and LERU had both signed and which recognised the need to improve means of evaluating academic outputs, UCL currently lacked a framework for the responsible use of bibliometrics as measurements of research quality. The draft UCL policy statement attempted to elaborate on the respective advantages and disadvantages of various metrics and, using a number of case studies, apply them to a university setting.
- 30B.3 During discussion, it was questioned whether the scope of the policy was sufficiently broad enough such as to recognise that different disciplines might take different approaches to the use of metrics. Good practice was considered to involve both quantitative and qualitative metrics and context was noted to be an important factor in determining the weight given to each. Determining appropriate metrics models for the assessment of outputs was complex, not

least because of the financial and legal implications of existing publishing models, but also due to the research status attributed to particular publications. While it was noted that there was ongoing debate within the Open Science community regarding acceptable practices and that the UCL draft policy was deliberately non-restrictive, a suggestion was made by LC to use the policy to identify future best practice for UCL. In particular, it was considered important for the policy to steer practices in selecting outputs for the REF, as well as in the appropriate presentation and evaluation of cases for promotion. The policy statement would be shared with Faculty-level committees and revised before it was escalated through the academic committee structure.

### 31 **CHANGES TO LIBRARY LOAN PERIODS**

[PAPER 3-24 (17-18)]

- 31.1 **Received** – the paper at LC 3-24 (17-18) proposing changes to Library loan periods and loan allowances, presented by Martin Moyle, Director of Services (UCL Library Services).
- 31.2 The Library loans system currently allowed for some 53 variations on loan statuses, partly as a result of various Library mergers over recent years, placing some strain on the current loans systems. Library Services would be migrating to a new Library Management System and, to inform its configuration, it was proposed to streamline loan periods and entitlements across UCL libraries, thereby also reducing the current burden on the loans management system and the margin for human error that this afforded.
- 31.3 In terms of loan periods, which would affect all Library users, the main changes proposed were summarised as a streamlining to one standard loan period of eight weeks, with five variations of the shorter loan period to support a range of teaching and learning activities. As for changes to loan allowances, which would affect only students, the proposal was to cap borrowing at 20 items for Undergraduate and Postgraduate Taught students and at 30 items for Postgraduate Research and PhD students. This latter proposal was informed by a benchmarking exercise comparing loan allowances across universities in the Russell Group, as well as by feedback from UCL Registry and academic departments. In addition, regular 'Library Account' statements would be issued to active borrowers to encourage prompt return of eight-week loans and counter stock loss.
- 31.4 The present members of LC endorsed the proposed changes to Library loan periods and allowances as outlined in LC 3-24 (17-18). As the meeting was inquorate, absent members would be invited to give feedback on the proposal and, if appropriate, seek their endorsement. If necessary, the proposal would again be brought to LC for approval at its next meeting.

**ACTION: Secretary**

### 32 **NEW TO UCL SURVEY**

[PAPER 3-25 (17-18)]

- 32.1 **Received** – a summary of Library-related findings from the *New to UCL Survey*, presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).

- 32.2 Feedback from the annual *New to UCL* Survey, which was launched in 2016 and open to all new students at UCL, was used to evaluate the success of events and services including the Library. The paper at LC 3-25 (17-18) reported the responses of the 2017-18 survey to two questions relevant to Library Services, which indicated that a high majority of students were able to use the Library and access its online resources. A breakdown of the response data was provided which showed that figures were similar across different UCL Faculties and student profiles. Overall, the responses indicated that the Library was successfully providing its services to a growing student body.
- 32.3 During discussion, it was suggested that the *New to UCL* Survey responses be triangulated with the results of the PTES, such as to better identify pressure points on the Library as well as potential areas for improvement. A report would be presented to LC in due course.

**ACTION: Dr Paul Ayris**

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| <b>Other matters for approval or information</b> |
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33 **PROJECT BIDDING IN UCL LIBRARY SERVICES**

[PAPER 3-26 (17-18)]

- 33.1 **Received** - a summary of the Library's progress in project bidding applications at LC 3-26 (17-18).

34 **REPORTS FROM WORKING GROUPS**

[PAPER 3-27 (17-18)]

- 34.1 Since the previous meeting of LC, LC Officers had received the Minutes of the following Working Groups of LC:

- Bibliometrics Working Group – 12 December 2017;
- Library Estates Development Working Group – 17 January 2018;
- Open Science Platform – 9 November 2017 and 26 March 2018 (unconfirmed);
- Publications Board – 31 January 2018.

35 **REPORTS FROM FACULTY LIBRARY COMMITTEES**

[PAPER 3-28 (17-18)]

- 35.1 Since the previous meeting of LC, LC Officers had received the Minutes of the following FLCs or Faculty-level Committees:

- Arts and Humanities and Social and Historical Sciences Joint Faculty Library Committee – 29 November 2017;
- Built Environment Faculty Library Committee – 15 February 2018;
- Engineering Sciences Faculty Teaching Committee – 15 February 2018;

- Laws Faculty Library Committee – 14 December 2017 and 22 March 2018;
- Medical Sciences Faculty Teaching Committee – 22 February 2018.

**36 UCL CULTURE AND SPECIAL COLLECTIONS**

36.1 In light of a recent consultation on the proposed re-structure of UCL Culture, in which Library Services had not been actively involved, a question was raised regarding the future of UCL Special Collections as a source of collaboration. The importance of continuing engagement between the Library, UCL Museums and UCL Culture was emphasised, a message which Dr Ayris would relay to relevant colleagues in the Library.

**ACTION: Dr Paul Ayris**

**37 DATES OF NEXT MEETINGS**

37.1 The schedule of meetings for the 2018-19 academic session had yet to be confirmed.

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