LIBRARY COMMITTEE

Tuesday 13 December 2016

M I N U T E S

PRESENT:
Dr Paul Ayris (*Chair, in lieu of Professor Anthony Smith*);
Ms Halima Begum; Dr Mike Cope; Mr Mark Crawford; Dr Caroline Essex; Dr Richard Freeman; Dr Ian Giles; Dr Clare Goudy; Mr Rex Knight; Ms Louise O'Brien; Professor Richard North; Dr Sophia Psarra; Dr John Sabapathy; Professor Philip Schofield; Dr Hazel Smith

In attendance: Mr Martin Moyle (Assistant Director, Support Services, Library Services - *observer*); Ms Olivia Whiteley (Secretary to Library Committee)

Apologies for absence were received from Dr Simon Banks, Dr Julie Evans, Dr Kenth Gustafsson, Mr Ben Meunier and Professor Anthony Smith.

Key to abbreviations

CSE	Customer Service Excellence
EC	European Commission
FLC	Faculty Library Committee
HE	Higher Education
ISD	Information Services Division
JISC	Joint Information Systems Committee
LC	Library Committee
NSS	National Student Survey
OA	Open Access
OSP	UCL Open Science Platform
RCUK	Research Councils UK
RDM	Research Data Management
REF	Research Excellence Framework
RFID	Radio-frequency identification
UCLH	University College London Hospitals
UCLU	University College London Union
UKRR	UK Research Reserve

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Preliminary business

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1 **WELCOME FROM THE CHAIR**

  1.1 In the absence of the Chair, Dr Paul Ayris had agreed to take forward the present meeting of LC. Dr Ayris welcomed LC officers to the first LC meeting of the 2016-17 session.

2 **TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**
  [PAPER 1-01 (16-17)]

  2.1 ***Received*** – the constitution and 2016-17 membership and terms of reference of LC.

  2.2 Professor David Price had stepped down from LC with immediate effect. Moving forward, the Vice-Provost (Education and Student Affairs), Professor Anthony Smith, would chair LC. The constitution and membership would be updated accordingly and amendments reported to the Academic Committee. In addition, Louise O'Brien, Finance Director (Professional Services, Financial Analysis, Reporting and Insurance) would henceforth represent Finance on LC, in place of Mark Hopley.

  ACTION: Secretary

3 **MINUTES OF 14 JULY 2016 MEETING**

  3.1 ***Approved*** – the Minutes of the Library Committee meeting held on 14 July 2016 *[LC Minutes 33-48, 2015-16]*.

4 **MATTERS ARISING FROM THE MINUTES**
  [see also 5, 6 and 7 below]

4A **ReadingLists@UCL**
  [LC Minute 38, 14.07.16]

  4A.1 The Director of Library Services had liaised with Digital Communications to ensure consistent notifications regarding the use of ReadingLists@UCL.

4B **Update on Open Science (Science 2.0) implementation**
  [LC Minute 40, 14.07.16]

  4B.1 The UCL Open Science Platform, the purpose of which was to align the work of UCL with the Open Science agenda, had been established as a Working Group of LC. Although the EC strongly advocated the principles of Open Science, it was noted to be a global rather than a European movement that coincided with the OA requirements of research funders and policymakers in the context of the HECFE REF framework. The EC was funding the creation of a European Open Science Cloud, an ambitious project that would deliver a discovery space for

European research. One of the main challenges for UCL would be to store and enable open access to data. A report on Open Science and the work of the OSP would be brought to LC for discussion at its next meeting.

ACTION: Dr Paul Ayris & Secretary

4C **Learning spaces**
[LC Minute 42, 14.07.16]

4C.1   For reporting purposes, it was noted that learning spaces in the Senate House Hub were included in UCL Library Services' definition and count of learning spaces.

4D **Accidental disposal of archaeology journals**
[LC Minute 44, 14.07.16]

4D.1   Once available, a paper on the forthcoming phase of the UKRR scheme to manage monograph collections in HE would be brought to LC for consideration.

ACTION: Dr Paul Ayris

Matters for discussion

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5   **REPORT FROM THE DIRECTOR OF UCL LIBRARY SERVICES: OPERATIONAL PLAN 2015-20**
[PAPER 1-02 (16-17)]

5.1   *Received* – an overview of the Library's Operational Plan 2017-20 at LC 1-02 (16-17), presented by Dr Paul Ayris, Pro-Vice-Provost and Director of Library Services.

5.2   The report at LC 1-02 (16-17) was submitted in the 2016-17 UCL planning round. Key points from the report were noted, among them, the Library's performance in the 2016 NSS. The Library had achieved a score of 88% against the question of whether Library facilities were adequate to support students' needs; this was positive when compared against the sector average of 87%. Some trends had been noted in the comments from third year undergraduate students; namely, the perceived lack of adequate numbers of learning spaces. The new Student Centre was expected to alleviate pressures on learning spaces, but until its completion in 2019, UCL would face some challenges in finding ways to maximise provision. In the long term, Library Services' plan was to twin student headcount with available learning spaces. Another trend noted was that the percentage of negative comments regarding the availability of multiple copies of textbooks had decreased on previous years, perhaps due to the success of ReadingLists@UCL.

5.3   The report highlighted a number of forthcoming challenges for Library Services, including the anticipated impacts of Brexit. As a department with a relatively high spend in foreign currency, Library Services was likely to find its purchasing power reduced with the decreasing value of the pound. E-resources in particular were likely to be more expensive. JISC was monitoring the exchange rate.

5.4 Library Services had completed a three-year project to roll out self-service RFID technology across all library sites. UCL's was one of few libraries in the Russell Group to have implemented RFID throughout. In addition, the Library had almost completed an Organisational Change Programme designed to restructure staffing and enable the Library more effectively to deliver the Library Strategy and UCL 2034. The restructure was cost-neutral and had not resulted in compulsory redundancies.

5.5 During discussion, the shortage of learning spaces was highlighted as an issue in need of greater collaboration between Library Services, Estates and UCLU. The interim period up to the completion of the new Student Centre would encompass the entire lifetime of many students in the current cohort. The Education and Campaigns Officer would liaise with Ben Meunier regarding working solutions, including the improved advertisement of available spaces.

ACTION: Education & Campaigns Officer & Ben Meunier

5.6 The Laws FLC had requested that issues with lighting and plug sockets in the Donaldson Reading Room be raised. Dr Ayris would liaise with Ben Meunier to address this issue.

ACTION: Dr Paul Ayris & Ben Meunier

5.7 On the topic of OA publications, it was noted that an emerging consensus in the Russell Group favoured Green OA but was inclined to use Gold OA where paid for by research funders. However, Green publications were not always valued as finished products, with implications for credibility. Some Gold papers at UCL were currently funded by RCUK. Though still uncertain, a future model of practice might be based on use of a mixture of Green and Gold OA.

6 **SENATE HOUSE DEVELOPMENTS**

6.1 *Received* – a verbal report from Dr Paul Ayris, Pro-Vice-Provost and Director of Library Services.

6.2 Dr Ayris reported on developments made by the Sustainability Working Group, which had been established by the University of London to determine the future of the Senate House Library which was in a recurrent deficit position. Possible means of addressing the deficit included increasing the Colleges' user subscription fees, potentially combined with an internal recharge of, for example, estates expenditure. It had been previously agreed that charges for the usage of library space should be removed from the College subscription fees; it was relatively uncommon for libraries to impose space charges. This option would, however, still leave a recurrent deficit. Other options currently being considered by the working group included absorption of the shortfall by other areas of the University of London. The working group was, however, aware that a number of alternatives had not yet been explored or costed and consequently Dr Ayris had offered to draw up an options matrix for all the College user groups participating in the working group to score by preference. The resulting matrix was currently with the chair of the Sustainability Working Group for comment. It included alternative options, such as: a reduction in, or division of, staffing costs; the conversion of the library into learning spaces, with a stop placed on further collecting; or the restriction of future collecting to unique

materials only. Dr Ayris would provide an update on the activities of the Sustainability Working Group at the next meeting of LC.

ACTION: Dr Paul Ayris

6.3   Members of the Arts and Humanities and Social and Historical Sciences Joint FLC had written to the Director of Library Services to express that a disproportionate number of students within the Faculty depended on the learning spaces, materials and facilities available in the Senate House Library.

7   **CSE STANDARD – REPORT ON DEVELOPMENTS**
       [PAPER LC 1-03 (16-17)]

7.1   *Received* – the progress report at <u>LC 1-03 (16-17)</u> on Library Services' implementation of the CSE standard, presented by Dr Paul Ayris, Pro-Vice-Provost and Director of Library Services.

7.2   UCL Library Services had embarked on a 12-18 month project focused on enhancing the student experience through investment in the CSE standard. A restructure of Library Services staffing had taken place that would support the Library's efforts to achieve the CSE standard.

7.3   During discussion, LC officers were asked to consider potential new services that the Library could be expected to offer. The Library had already launched and expanded a new service offering advocacy and support in the area of Research Data Management. While the service provided support and pre-award planning advice to individual researchers and research teams, it also focused on communicating funders' research data management requirements to the wider UCL community. The report at <u>LC 1-07 (16-17)</u> on the outcomes of a thorough Research Data Management survey was highlighted as an example of the RDM team's work. It was suggested that the Library consider expanding the provision of a specialised Research Data Management service for Humanities. Faculty Library representatives would liaise with colleagues to recommend additional services that could improve the Library's offer.

ACTION: Faculty Library representatives

8   **UPDATE ON ESTATE DEVELOPMENTS IN UCL LIBRARY SERVICES**
       [PAPER LC 1-04 (16-17)]

8.1   *Received* – the report on recent estate developments in UCL Library Services at <u>LC 1-04 (16-17)</u>, presented by Dr Paul Ayris, Pro-Vice-Provost and Director of Library Services.

8.2   A number of activities were underway with a view to creating a sustainable Library estate and enhancing the student experience. Significantly, the Central Estates Strategy Board had approved over £830,000 of project funding to enable the creation of 90 new learning spaces. In addition, the School of Pharmacy Junior Common Room was under consideration as a potential biomedical hub with the capacity to offer around 100 learning spaces. The initiative had been suggested by the School, which was keen to engage with the UCL community. Other pertinent developments included the possible relocation of the Ear Institute and Eastman Dental Libraries and the Action on Hearing

Loss charity's national collection to a UCLH Trust-owned space at 250 Euston Road that would also partially rehouse the Ear Institute staff offices. The relocated libraries could potentially enable a public outreach service and become a significant source of community engagement with hearing loss resources, thereby supporting UCL's mission to engage with the London community. LC officers supported both the biomedical hub initiative and the relocation of the Ear Institute and Action on Hearing Loss collections.

8.3   Library Services had been allocated an area of 1,260 square metres at UCL East. The differential with the Library's original proposal for a Research and Learning Hub of some 4,500 square metres meant that it would not be feasible to transfer part of UCL Special Collections to UCL East in Phase 1 of the project. The Library was, however, aiming to deliver 400 learning spaces based on the Cruciform Hub model in Phase 1, with the partial relocation of UCL Special Collections to follow in Phase 2. Arts and Humanities and Social and Historical Sciences had made clear their expectation that some of the collections would remain in Bloomsbury. Nevertheless, it was anticipated that up to half of all Special Collections would eventually be moved to UCL East, with the intention that they would become a driver for a number of community engagement projects. An alternative possibility, currently under consideration by the Senate House Sustainability Working Group, was whether Senate House could provide space for a national Special Collections facility. An academic champion had already approached the Vice-Chancellor of the University of London with this idea and was in the process of setting up a meeting with representatives of the other Colleges of the federal university to discuss the initiative further. It was expected that such a project, if nationally recognised, could be of interest to a number of groups. Dr Ayris would report on developments at the next meeting of LC.

ACTION: Dr Paul Ayris

8.4   ISD had established a Project Board for Space Occupancy for learning, teaching and staff space that would provide real-time information on space availability. A trial installation would be piloted around Easter time and rolled out during the summer of 2017.

Other matters for approval or information

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9   **PROJECT BIDDING IN UCL LIBRARY SERVICES**
     [PAPER 1-05 (16-17)]

9.1   *Received* – a summary of the Library's progress in project bidding applications at <u>LC 1-05 (16-17)</u>.

10   **UCL LIBRARY COMMITTEE ANNUAL REPORT 2015-16**
     [PAPER 1-06 (16-17)]

10.1   *Received* – the draft LC Annual Report 2015-16.

RECOMMENDED – to the Academic Committee

10.2 **That the 2015-16 Annual Report of the Library Committee be approved.**

11 **RESEARCH DATA MANAGEMENT SURVEY REPORT**
[PAPER 1-07 (16-17)]

11.1 ***Received*** – the report at <u>LC 1-07 (16-17)</u> on outcomes of a Research Data Management survey conducted at UCL.

12 **REPORTS FROM WORKING GROUPS**
[PAPER 1-08 (16-17)]

12.1 Since the previous meeting of LC, LC officers had received the Minutes of the following Working Groups:

- Bibliometrics Working Group (17 November 2014, 9 February 2015, 8 May 2015, 29 February 2016, 13 June 2016 and 19 October 2016);
- Library Estates Developments Working Group (20 April 2016 and 18 October 2016);
- UCL Publications Board (6 July 2016).

13 **REPORTS FROM FACULTY LIBRARY COMMITTEES**
[PAPER 1-09 (16-17)]

13.1 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 (19 May 2016 and 15 November 2016);
- Built Environment Faculty Library Committee (4 February 2016 and 12 May 2016);
- Engineering Sciences Faculty Teaching Committee (5 November 2015, 23 February 2016 and 25 May 2016);
- Faculty of Medical Sciences Teaching and Research Committee (24 May 2016);
- Laws Faculty Library Committee (6 June 2016).

14 **DATE OF NEXT MEETING**

14.1 The next meeting of LC would take place on **Monday 27 February 2017** at **2.00pm**.

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