LIBRARY COMMITTEE

Tuesday 16 April 2013

M I N U T E S

PRESENT:
Professor David Price (Chair)
Dr Robin Aizlewood
Dr Paul Ayris
Mr Edwin Clifford-Coupe
Dr Caroline Essex
Professor Adrian Forty
Dr Kenth Gustafsson
Professor Jean McEwan
Professor Richard North
Dr Hilary Richards
Professor Philip Schofield
Professor Anthony Smith

In attendance:
Mr Gary Hawes (Secretary)

Apologies for absence were received from Dr Julie Evans, Mr Marco Federighi, Ms Caroline Hibbs, Mr Rex Knight, Dr Andrew Wills and Professor Michael Worton.

Key to abbreviations
AHRC   Art and Humanities Research Council
ESRC   Economic and Social Research Council
FLCs   Faculty Library Committees
HEFCE Higher Education Funding Council for England
ISB   International Student Barometer
JISC   Joint Information Steering Group
KPAs   Key Performance Areas
KPI   Key Performance Indicator
LC   Library Committee
LETB   Local Education and Training Board
LSE   London School of Economics
MRC   Medical Research Council
RCUK   Research Councils UK
REF   Research Excellence Framework
RFID   Radio-frequency Identification
SB   Student Barometer
SHL   Senate House Library
SOAS   School of Oriental and African Studies

17   MINUTES OF 8 NOVEMBER 2012 MEETING

Confirmed:

17.1   The Minutes of the previous meeting of LC held on 8 November 2012 *[LC Mins.1-16, 8.11.12]*.

18   MATTERS ARISING FROM THE MINUTES

18A   Cataloguing backlogs *[LC Min.4, 8.11.12]*

Received:

18A.1   An oral report from the Director of UCL Library Services.

Reported:

18A.2   Investigations by UCL Library Services colleagues had revealed that scaling up the Library's purchase of books and other monographs from Amazon would not necessarily result in any 'quick win' gains in relation to the first stage of the acquisition process (*ie* from order to receipt), not least because the consortially-negotiated deals that UCL Library Services had with the main vendors consistently offered higher discount levels compared to those offered by Amazon. Moreover, Amazon could not always be relied upon to supply multiple copies in the same way that UCL's main vendors were able to.

18A.3   In terms of improving turnaround for second stage of the acquisition process (*ie* from receipt to the shelves) through the purchase of shelf-ready materials, UCL Library Services had as a first step committed to a pilot for shelf-ready materials in the Cruciform Hub during the 2013-14 session. This pilot would be possible because the Cruciform holdings used a standard classification (NLM), whereas for example the UCL Main and Science Libraries used the Garside classification. For the pilot to work optimally across all of UCL's site libraries, however, all of the Garside-classified collections would require reclassification to a standard system. While this would have cost implications, it was possible that these would be offset by the potential savings. In light of this, UCL Library Services was in the process of drawing up a business case for this option. The main advantage of using shelf-ready books across the UCL library sites would be to reduce the second stage of the acquisition process to a matter of check-in and shelving, which would mean that it would be possible to consider committing to a 24-hour turnaround.

Discussion:

18A.4   The Chair of LC noted that it would be useful to establish a metric KPI report covering both stages of the acquisition process for books and other monographs, *ie* from the time of their initial request through to their appearing on the shelf, and for UCL Library Services colleagues to run this at six-monthly intervals for the purpose of gauging the level of improvement in the service.

RESOLVED:

18A.5   *That a metric KPI report covering both stages of the acquisition process for books and other monographs be established for the purpose of gauging the level of improvement in the service.*
                              ACTION: Dr Paul Ayris and UCL Library Services colleagues

18B   University of London Access Agreement *[LC Min.5, 8.11.12]*

Received:

18B.1   An oral report from the Director of UCL Library Services.

Reported:

18B.2   The LSE had decided to renew its policy of the previous year of not allowing access to its library to non-LSE taught-course students in the run-up to and during the examination period. In light of this, UCL would be taking equivalent action to suspend access to the UCL Library for LSE taught-course students for the same period (25 March 2013 to 28 May 2013 inclusive).

18B.3   Since SOAS had decided not to accept new library membership applications from non-SOAS taught-course students from mid-April to late May 2013, UCL would also be taking equivalent action in this regard. However, as SOAS would continue to grant access to its Library to taught-course students who had already successfully applied for membership, UCL would also extend this entitlement to SOAS students.

18C   Approval of Library Regulations *[LC Min.11, 8.11.12]*

Received:

18C.1   An oral report from the Director of UCL Library Services.

Reported:

18C.2   The system of fines for students exiting the Library with unissued materials had been introduced by the Dean of Students (Welfare) as a means of dealing evenly and fairly with all students who infringed the Library Regulations and of helping to discourage poor and abusive student behaviour. Since the introduction of the fine system, there had been a significant drop in the number of incidents of damaged books and exit alarms being triggered by students exiting the Library with unissued materials. In order to ensure that the fines were still having a positive impact on the study environment, the Dean of Students (Welfare) and Library Services colleagues held regular review meetings.

18C.3   The revised set of Regulations approved by LC at its previous meeting permitted eating and drinking in designated areas of the Library, although hot food and drinks in open containers would not be allowed in any areas of the Library. Following consultation and discussion with FLCs and the UCL Union around implementing this arrangement, it had been had agreed that the best way forward would be for UCL's libraries to develop their own zoning plans, where arrangements could reflect local requirements and be linked to new building works that would be drawn up for each site library in the context of the UCL Masterplan. Accordingly, several of UCL's medical site libraries had opted to allow food and/or drink in most areas, whereas most of the non-medical site libraries had elected not to allow food or drink anywhere within the library space – although this situation would possibly change when the UCL Bartlett Library was reformed into the Bartlett Hub, depending on the outcome of consultation that was still taking place. The Main and Science Libraries would be allowing hot and cold drinks in containers with caps or lids in specific areas of the Library; and cold food would be allowed in the refurbished Flaxman Gallery adjoining the Main Library and in the Learning Lab in the Science Library. Once the zoning plan arrangements for each of UCL's libraries had been finalised, signage would be introduced to notify users what food and drink items were and were not permitted in

each zone. UCL Library Services colleagues had taken account of the fact that it would be necessary to ensure that a rigorous cleaning programme was implemented in zones where food and drink was permitted to be consumed.

Discussion:

18C.4   The UCL Union Education and Campaigns Officer noted that after raising the issue of the Library's system of fines for students at LC's previous meeting, he had been reassured to learn from UCL Library Services colleagues that the imposition of fines for students exiting the Library with unissued materials was not automatic, but was normally subject to the discretion of Library staff who were officiating at the barrier, according to the circumstances involved.

18C.5   Some members of LC proposed that consideration might be given to introducing hand-cleaning facilities into library zones where food and drink items were permitted, as a means of limiting the risk of food grease being transferred to books and other reading materials.

18C.6   It was noted that while the Director of UCL Library Services would have ultimate discretion in terms of enforcing the zoning arrangements across UCL's libraries, he would continue to monitor the situation and consult with subject librarians over the zoning arrangements. It was noted that some FLCs, *eg* Arts and Humanities - Social and Historical Sciences Joint FLC, had unanimously opposed any food and liquids in reading rooms.

18D   **Library Committee Annual Report 2011-12** *[LC Min.14, 8.11.12]*

Noted:

18D.1   The LC Annual Report 2011-12 received at LC's previous meeting was formally approved by Council at its meeting held on 28 November 2012.

19   **DEVELOPMENT BIDS FROM UCL LIBRARY SERVICES**

Received:

19.1   The note at LC 2-1 (12-13), introduced by the Director of UCL Library Services.

Reported:

19.2   The note at LC 2-1 (12-13) presented details of the five bids that had been submitted to UCL for funding as part of the 2013-14 budget allocation round. The areas of proposed activity covered by the bids were linked to the five KPAs enshrined in the Library Strategy 2011-14 (see Minute 22 below).

19.3   The development bids, in priority order, were for:

- Funding to cover the extra costs incurred by the Library to enable UCL to maintain its level of purchasing for books, journals, databases (in paper and e-formats) against above-the-headline inflationary increases;
- The introduction of RFID technology across all UCL libraries to enable self-issue/renewals and self-return of books/journals, particularly during 24-hour opening;
- Funding for the third tranche of a Needs List for new electronic resources which had been identified by academic departments;

- Funding for the further extension of opening hours across UCL's libraries;
- Funding for a Public Engagement post in UCL Library Services to develop the Library's work in this area.

Discussion:

19.4 The Chair of LC proposed that the Director of UCL Library Services contact the Director of Business and Financial Affairs with a view to arranging for the funding to cover the extra costs incurred for the purchase of books and other materials that were essential for sustaining the UCL base for teaching, learning and research to be automatically subsumed in future within the annual budget allocation to UCL Library Services instead of being considered as a separate development bid.

19.5 The UCL Union Education and Campaigns Officer confirmed that the introduction of RFID technology in all UCL libraries for the purpose of enabling self-issue/renewals and self-return of materials was considered a high-priority item by UCL students. The Director of UCL Library Services noted that RFID technology had been the preferred choice of other university research libraries that were now offering self-service facilities, and had been selected as representing a value-for-money option for UCL. It was noted that a preferred supplier had been selected following a procurement exercise. So as to expedite the process of installing the RFID technology across UCL's libraries and enable the go-ahead to be given to begin work during the summer 2013, the UCL Director of Library Services agreed to investigate what the deadline would be for notifying UCL Library Services colleagues of news of the bid's successful outcome.

19.6 It was noted that while the bid for further extension of opening hours across UCL's libraries was strongly supported by the UCL student body, it would be dependent on the successful outcome of a separate bid that had been submitted by UCL Estates for funding to be made available to UCL Security.

19.7 In endorsing the list of development bids at <u>LC 2-1 (12-13)</u>, LC noted that other projects that had not made it onto the list for 2013-14, but which were currently being looked at by UCL Library Services as possible future development bids, included considerations around the move to e-only delivery and managing the VAT cost implications of this.

RESOLVED:

19.8 ***That the Director of UCL Library Services contact the Director of Business and Financial Affairs with a view to arranging for the funding to cover the extra costs incurred for the purchase of books and other materials that were essential for sustaining the UCL base for teaching, learning and research to be automatically subsumed in future within the annual budget allocation to UCL Library Services instead of being considered as a separate development bid.***
ACTION: Dr Paul Ayris

19.9 ***That the Director of UCL Library Services investigate the deadline for notifying UCL Library Services colleagues of news of the outcome of the bid to introduce RFID technology across all UCL libraries, with a view to enabling the go-ahead to begin work on this project during the summer of 2013 in the event that this project bid is successful.***
ACTION: Dr Paul Ayris

20   OPEN ACCESS DEVELOPMENTS

Received:

20.1   The note at <u>LC 2-2 (12-13)</u>, introduced by the Director of UCL Library Services.

Reported:

20.2   Since LC's previous meeting, a Publishing Guide for UCL authors[1] had been produced with a view to ensuring UCL's compliance with the new RCUK mandate on the open access dissemination of research outputs. Thanks largely to the lobbying activity of UCL's Vice-Provost (Research) and the Russell Group universities, the final version of the RCUK policy and guidance now gave equal weighting to Gold and Green Open Access as acceptable routes for dissemination; however, the financial burden on universities on managing this would still remain. Since both the RCUK and the Wellcome Trust would be strongly policing their respective mandates on the Open Access dissemination of research outputs, UCL would need to take action to ensure that there was an increase in the current level of compliance across the institution and that this was monitored.

20.3   HEFCE had given indication that it might introduce a requirement for research outputs submitted to the post-2014 REF to be disseminated on an open-access basis, and that there might be compliance thresholds for this. In response to the HEFCE call for consultation on this, however, UCL had urged for any compliance thresholds introduced as part of the post-2014 REF to be applied institutionally rather than to individual UoAs.

20.4   Funding made available centrally by UCL to support the transition to the new RCUK mandate would also be used to support the deposit of Green Open Access outputs, and options were currently being considered for offering a bespoke UCL formatting service for manuscripts that would be deposited via this route.   The maximum embargo periods for UCL researchers choosing the Green Open Access route to compliance with the RCUK mandate would be six months for MRC-funded publications, 24 months for AHRC- and ESRC-funded publications and 12 months for all other RCUK-funded publications.

20.5   Many research funding bodies would be introducing a requirement for all underlying research data generated as part of grant-funded research projects to be shared with all users, and to this end some grant applicants would be required to submit a data management plan as part of their grant application. Introducing the concept of research data sharing would be a big challenge for universities, and UCL had made a commitment to allocate £1m a year as part of its computing budget for the purpose of investing in developing its data storage capability and infrastructure. This would include the development of an institutional data storage facility and archive system alongside a strategy for the management and curation of research data, which would be offered as a new and additional service for UCL researchers to help them to manage and curate their own data. UCL Library Services would be playing a full part in supporting and contributing to these developments.

20.6   The Chair of LC and the Director of UCL Library Services would keep LC informed of further developments.

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[1]   see http://www.ucl.ac.uk/library/publications/

21   COLLECTION MAPPING IN THE SOCIAL SCIENCES

Received:

21.1   The note at <u>LC 2-3 (12-13)</u>, introduced by the Director of UCL Library Services.

Reported:

21.2   In response to the SHL's announcement that it was withdrawing from collecting in certain areas of the social sciences, UCL Library Services and the Institute of Education had proposed to undertake a collection mapping exercise to compare the current and previous collecting activities in the social sciences at the SHL against the collecting activities of UCL and the Institute of Education. The result would be a map showing where gaps in collecting to support research in the social sciences were now occurring, which would be used to inform the suggestion of ways, *eg* through collaboration between London libraries, in which some of these gaps might be closed.

Discussion:

21.3   The Chair of LC noted that in the event that the collection mapping exercise bid proposal was not successful, it would be important to review the situation with a view to taking alternative action.

22   IMPLEMENTATION OF THE LIBRARY STRATGEY 2011-14: PROGRESS REPORT

Received:

22.1   The report at <u>LC 2-4 (12-13)</u>, introduced by the Director of UCL Library Services.

Reported:

22.2   The report at <u>LC 2-4 (12-13)</u> summarised progress made on implementing the Library Strategy 2011-14 since LC's previous meeting, and also included the full-text of the Library's Strategic Operating Plan.

22.3   The Director of UCL Library Services drew attention in particular to the following:

Student Experience
- The Reading Lists@UCL service had been well received by students and staff and was playing a major role in supporting taught-course students by providing digital readings of core materials. It was estimated that around 60% of modules available on Moodle now had Reading Lists attached to them.

Research support
- UCL's digital library had been ranked 1st in London in the Summer 2012 SB and ISB surveys. The same surveys had also placed UCL's digital library 7th (ISB) and 1st (SB) overall.

Space management
- Work had been concentrated so far on the new Cruciform Hub, the planned Bartlett Hub and new library provision and space at the Whittington campus (see Minute 23 below). The Cruciform Hub, which would open in the Spring 2014, would be providing an important early realisation of the Library's vision for 21st century learning and library spaces

Healthcare support
- High level work in this KPA had concentrated on implementing one of the recommendations of the Finch Report, to widen access to research journals available to the HE community to the NHS in the UK. The Director of Library Services was working with JISC Collections to pursue this agenda, and meetings had been held with NHS England, Scotland and Wales. NHS England was currently trying to identify sources of funding to meet its share of the £1 million annually it would cost to open up access in this way.

Discussion:

22.4   It was agreed that it would be helpful if UCL Library Services colleagues could provide for consideration at LC's next meeting a list of modules on Moodle that did not currently have reading lists attached to them, broken down by Faculty and Department, with a view to drawing this to the attention of Heads of Department and Faculty Tutors.

22.5   Although work was progressing on the development of the Library Hubs, the meeting expressed concern about the current lack of consultation being undertaken by UCL Estates over progressing plans for the consolidation of the Main and Science Libraries. LC agreed that it was crucial that UCL Library Services colleagues were fully involved in discussions around moving these plans forward, and it hoped that a meeting would be arranged soon between UCL Estates and UCL Library Services colleagues for this purpose. Discussions with UCL Estates would also need to address plans for bringing the Library's Special Collections back into the Bloomsbury footprint.

22.6   Professor Jean McEwan suggested that such discussions in NHS England around funding to open up access to research journals available to the HE community could be taken forward by the LETBs. The Chair of LC requested that he and the Director of Library Services meet with Professor McEwan to discuss how support for this initiative could be garnered in the NHS.

RESOLVED:

22.7   *That UCL Library Services colleagues be asked to provide for consideration at LC's next meeting a list of modules that do not currently have reading lists attached to them on Moodle, broken down by Faculty and Department, with a view to making this available to Heads of Department and Faculty Tutors subsequently.*
                    ACTION: Dr Paul Ayris and UCL Library Services colleagues

22.8   *That the Chair of LC and Director of UCL Library Services meet with Professor Jean McEwan to discuss how support for the initiative to widen access to research journals available to the HE community to the NHS could be garnered in the NHS.*
                    ACTION: Professor David Price, Dr Paul Ayris, Professor Jean McEwan

23   WHITTINGTON HEALTHCARE LIBRARY

Received:

23.1   A report at LC 2-5 (12-13), introduced by the Director of UCL Library Services.

Reported:

23.2   Following an Options Appraisal process, it had been agreed that the Whittington Health NHS Trust would be the institution managing the new library facility that would replace the Archway Healthcare Library which would close on the Whittington campus in the summer 2013. The new library facility would be based on the UCL model of library learning hubs that was being implemented in the Cruciform and Bartlett Hubs. A Memorandum of Understanding would be in place along with Service Level Agreements for all of the relevant stakeholders, and formal sign-off of the plans by the UCL/Whittington Hospital Steering Board was expected in mid April 2013.

Discussion:

23.3   The Chair of LC noted that it would be important for UCL Library Services to consider extending its biomedical and healthcare service more widely, in fact to the complete membership of UCL Partners. The Director of Library Services agreed to draw up a proposal for this to be submitted to the next meeting of LC.

RESOLVED:

23.4   That the Director of UCL Library Services draw up a proposal for extending UCL Library Services' biomedical and healthcare service to the complete membership of UCL Partners, for submission to the next meeting of LC.
<u>***ACTION: Dr Paul Ayris***</u>

24   DIGITISATION ACTIVITY

Received:

24.1   An oral report from the Director of UCL Library Services.

Reported:

24.2   Current digitisation projects underway within UCL included the following:

- The Niarchos Foundation-funded project to digitise UCL's Special Collections related to Greek Literature & History;
- Wellcome Trust-funded projects to digitise the Lionel Sharples Penrose and John Burdon Sanderson Haldane Collections and to assess the suitability for digitisation of the Galton Collections;
- A project funded by Proquest to digitise 3,000 additional UCL research theses ranging from 2004-08, to be made available in Open Access in UCL Discovery;
- A project funded by the Andrew Mellon Foundation in conjunction with the UCL Bentham Project to create a searchable digital repository, curated by UCL Library Services, of the papers of Jeremy Bentham (including those held by the British Library)
- The Montefiore Testimonials Digitisation Project, led by the UCL Department of Hebrew and Jewish Studies in cooperation with the Montefiore Foundation, to digitise, transliterate, and, if necessary, translate into English the complete set of the Montefiore Testimonials;
- 'Orwell online: digitisation of the George Orwell Archive' – 21 videotapes from the Orwell archive had recently been disgitised.

24.3   Possible digitisation projects currently under discussion included the following:

- Digitisation of the archives of the Peruvian Corporation (Peruvian train system) – funding was currently being sought for this in Peru.
- Digisitation of the Little Magazines and Poetry Store – UCL was in discussion with Proquest over funding for this project, although issues over copyright would need to be resolved in the first instance.

Discussion:

24.4   It was agreed that possibilities might be explored for digitising UCL's entire collection of PhD theses. Although there would be issues around seeking copyright permissions from authors of PhD theses that had been produced prior to 1975, the Director of UCL Library Services agreed to look into the feasibility of this.

RESOLVED:

24.5   **That the Director of UCL Library Services explore with UCL Library Services colleagues possibilities for digitising UCL's entire collection of PhD theses.**
                                               ACTION: Dr Paul Ayris and UCL Library Services colleagues

25   REPORTS FROM WORKING GROUPS

Received:

25.1   At <u>LC 2-6 (12-13)</u>, the report of the Collection Management Advisory Group.

Noted:

25.2   Since the previous meeting of LC, the LC officers had received the Minutes of the following working groups that reported to LC[2]:

UCL Publications Board (17 September 2012)

Discussion:

25.3   The Director of UCL Library Services confirmed that the review of criteria for the disposal of journal stock at Wickford had taken account of discussions that had previously taken place in the Faculty of Arts and Humanities and with the Library's subject teams.

26   MINUTES OF FACULTY LIBRARY COMMITTEES

Noted:

26.1   Since the previous meeting of LC, the LC officers had received the Minutes of the following FLCs[3]:

Arts & Humanities-Social & Historical Sciences (28 February 2013)

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[2]   Copies of the Minutes were not circulated with the Agenda but were 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.

[3]   Copies of the Minutes were not circulated with the Agenda but were 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.

Built Environment (15 November 2012)
Laws (5 December 2012)
Mathematical and Physical Sciences (12 November 2012)

27   LIBRARY SERVICES PROJECTS REPORT

Received:

27.1   The report at <u>LC 2-7 (12-13)</u> on i) project bids currently submitted to and awaiting decision on funding from UCL and non-UCL funding sources, ii) project bids currently funded from UCL and non-UCL funding sources and iii) an overview of project funding for Library Services.

28   LIBRARY SERVICES OPEN FORUM

Received:

28.1   The note at <u>LC 2-8 (12-13)</u> giving details of the Library Services Open Forum that would take place from 13:30-15:00 on Wednesday 12 June 2013 in the Archaeology G6 Lecture Theatre.

29   UCL RECORDS OFFICE REGULATIONS, COLLECTION POLICY AND RETENTION SCHEDULE

Received:

29A.1   The above documents were tabled at the meeting (and are filed with these Minutes as <u>LC 2-9 (12-13)</u>) for LC's approval as part of the UCL Records Office's efforts to regularise its paper-based record service prior to moving to provide a digital records service.

Discussion:

29A.2   It was suggested that consideration might be given to revising the retention schedule with a view to building in a provision for taking account of the retention of certain records that might develop historical interest through usage.

RESOLVED:

29A.3   That subject to incorporation of the suggestion at Minute 29A.2 above, the UCL Records Office Regulations, Collection policy and retention schedule be approved.
        <u>ACTION: Dr Paul Ayris (to notify UCL Records Office colleagues)</u>

30   DATE OF NEXT MEETING

Noted:

30.1   The date of the next meeting of LC was still to be confirmed.
        [Secretary's note: the next meeting of LC has subsequently been scheduled for 11.45am on Monday 1 July 2013]

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