



LIBRARY COMMITTEE

Monday 17 March 2014

MINUTES

PRESENT:

Professor David Price (Chair)
Dr Paul Ayris
Dr Mike Cope
Professor Simon Dixon
Dr Julie Evans
Dr Caroline Essex
Mr Keir Gallagher
Dr Kenth Gustafsson
Ms Pauline Jory
Mr Rex Knight
Professor Jean McEwan
Professor Richard North
Dr Sophia Psarra (*vice* Professor Adrian Forty)
Dr Hilary Richards
Professor Philip Schofield
Professor Anthony Smith
Mr Ben Towse

In attendance:

Mr Gary Hawes (Secretary)

Apologies for absence were received from Professor Adrian Forty and Dr Andrew Wills.

Key to abbreviations

FLCs	Faculty Library Committees
LC	Library Committee

14 MINUTES OF 4 NOVEMBER 2013 MEETING

Confirmed:

14.1 The Minutes of the previous meeting of LC held on 4 November 2013.

15 MATTERS ARISING

[see also Minute 16 below]

Received:

- 15.1 An oral report by the Director of UCL Library Services.

Reported:

- 15.2 *KPIs for book supply [LC Min. 3A, 4.11.13]* – continued good progress was being made on improving the turnaround time for Stage 2 of the book acquisition process (*ie* from receipt to shelves). The median turnaround time for Stage 2 had now been improved to 16 days (cf. 28 days during 2012-13 and 25 days in 2011-12).
- 15.3 *NSS library satisfaction rates [LC Min. 4.3, 4.11.13]* – UCL Library Services colleagues had taken on board suggestions made at LC's previous meeting and were consulting with StARS in the two academic departments (Computer Science, Civil, Environmental & Geomatic Engineering) where NSS 2013 library satisfaction rates had been below 80%.
- 15.4 *Signage for Graduate Hub [LC Min. 4.4, 4.11.13]* – in accordance with suggestions made at LC's previous meeting, efforts had been made by UCL Library Services colleagues to improve the local signage for the UCL Graduate Hub.
- 15.5 *UCL compliance with RCUK open access policy [LC Min. 6.4, 4.11.13]* – successful efforts to improve the level of UCL's compliance with the RCUK open access policy had resulted in UCL becoming one of the few Russell Group universities to have met its open access targets for 2013-14. LC commended the UCL Library Services Open Access team on its successful efforts in this regard.
- 15.6 *Library opening hours [LC Min. 4.4, 4.11.13]* – see Minute 18 below.

15A Extending UCL Library Services' Biomedical and Healthcare Service to UCLPartners

[LC Min 7, 4.11.13]

Reported:

- 15A.1 The Director of UCL Library Services drew attention to the following developments:
- Discussions were taken place between the Director of UCL Library Services and the Chief Executive of UCLPartners over options for extending green open access arrangements available through UCL Discovery to NHS colleagues within the UCLPartners academic health science partnership.
 - A service proposition was currently in the process of being developed for the extension of the Library's biomedical and healthcare service to Barnet and Chase Farm NHS Trust.
 - UCL Library Services had been invited by the North Middlesex University Hospital Trust to formulate a service proposition to run the Trust's library services under contract to the Trust. The Director of UCL Library Services would be meeting with the Chief Executive of the Trust shortly with a view to taking this forward.
 - The one-year JISC pilot project around enabling NHS access to HE research e-journals, which had been established in response to one of the key recommendations of the Finch Report, was scheduled to begin from 1 April 2014. Usage data collected by the pilot would be used to inform future discussions with participating publishers and NHS Trust libraries around the development of a

business model that would allow a sustainable access service to be offered in the long term. One of the main challenges of the pilot, however, would be achieving buy-in from publishers and the NHS: NHS Northern Ireland had opted not to be involved in the pilot, and a number of NHS Trusts with NHS England had also opted not to be involved in preference of maintaining their existing separate relationships with publishers. Similarly, some publishers had opted not to take part in the pilot. A further challenge would be to identify the source of the £1m recurrent funding that would be required to offer a sustainable access service.

Discussion:

- 15A.2 Concern was expressed by some members of LC that the decision of some publishers not to take part in the pilot, together with the fact the pilot would feature a number of non-standard journal titles that were felt to have little interest or relevance to NHS colleagues, would carry the risk of invalidating the findings of the pilot exercise.
- 15A.3 Some LC members drew attention to the lack of access to onsite library services for UCLH NHS staff colleagues on the UCL Bloomsbury campus. While the Director of UCL Library Services noted that UCLH had not previously expressed a desire to establish a unified library service, he noted that work to develop this could be further considered and would tie in with the developments currently taking place aimed at extending the Library's services to Barnet and Chase Farm NHS Trust and the North Middlesex University Hospital Trust (see Minute 15A.1 above).

16 REPORT FROM THE DIRECTOR OF UCL LIBRARY SERVICES

Received:

- 16.1 The report at LC 2-1 (13-14), introduced by the Director of UCL Library Services.

Reported:

- 16.2 The Director of UCL Library Services drew attention to the following areas of his report in particular:

Senate House Library re-organisation

- 16.2.1 As a consequence of the SHL re-organisation, the post of Senate House Librarian appeared to have been downgraded to rank on the same level as the site librarians in the institutes of the SAS and to be responsible largely for collections and Public Services. However, the Library structure chart provided in the report at LC 2-1 (13-14) did not offer any indication of how the new organisational and structural arrangements would operate in practice.
- 16.2.2 The UoL Subscriptions Working Group had issued an interim report on possible changes to the SHL library subscription model, which had proposed that i) the flat-fee element of the current subscription model should be removed on the basis that it was not sustainable for the SHL in the longer term, ii) any future charge should be entirely based on usage and there should be agreement over time that subscription charges would be levied on a full-cost recovery basis and iii) any changes to the subscription model that were agreed should be phased in and reviewed after three years.

Proposed amendment to Library Services Collection Management Policy: e-book provision

16.2.3 Included at LC 2-1 (13-14) were proposed amendments to the sections of the Library Services Collection Management Policy that related to e-book provision. These were intended to reflect the growing availability and usefulness of e-book versions of core textbooks and their increasing popularity with students, together with the fact that not all core textbooks were yet available as e-books and some publishing models for e-books were excessively expensive. The amendments proposed that:

- core textbooks for taught courses should be provided as e-books whenever they were available via an affordable and sustainable purchase mode;
- Library Services should also continue to provide at least one print copy of core textbooks alongside the e-book version, and;
- where core textbooks could not be made available as e-books, multiple print copies should continue to be provided according to a formula that took account of the number of students on the course, unit or programme for which the title was required.

Discussion:

16.3 It was noted that owing to its size and proximity to SHL, UCL's SHL subscription costs would be likely to increase as a result of the changes to the SHL subscription model that had been proposed. It was further noted that in the event that the proposed changes to the SHL subscription model were agreed, discussions would also need to take place between UoL and its SHL stakeholder colleges and institutes over how any surpluses accruing from increased subscription costs would be used.

16.4 With regard to the proposed amendments to Library Services Collection Management Policy, LC affirmed the principle of continuing to provide at least one print copy of core textbooks alongside the e-book version, since, amongst other reasons, it would be necessary to cater for different student preferences. Other LC members noted that book browsing was also an activity that in many disciplines was considered to be a useful part of the learning experience. It was suggested, however, that it would be helpful if consideration could be given to implementing an arrangement whereby library users were informed by shelf signs if an e-version of the book they were seeking was available.

16.5 Some members of LC noted that it would be particularly important to retain hard copies of core textbooks in some of UCL's library sites where there was limited access to PC facilities – although it was noted that this issue could be offset to some degree by introducing laptop and PC tablet loan arrangements.

RESOLVED:

16.6 That the proposed amendments to the Library Services Collection Management Policy in respect of e-book provision set out at LC 2-1 (13-14) be approved but subject to review after a year.

ACTION: Dr Paul Ayris (to inform Library Services colleagues)

16.7 That the Director of UCL Library Services i) undertake a feasibility study into the suggestion of implementing shelf signs to inform Library users if e-versions of books are available and ii) produce for the next meeting of LC a paper indicating areas of the Library's collecting activity that would lend themselves to e-book provision.

ACTION: Dr Paul Ayris

17 SENATE HOUSE LIBRARY SOCIAL SCIENCE COLLECTIONS: CHANGES TO COLLECTION POLICIES AND THEIR IMPLICATIONS FOR UCL AND THE INSTITUTE OF EDUCATION

[LC Min.5.4, 4.11.13 refers]

Received:

- 17.1 At LC 2-2 (13-14), the Executive Summary of the above report, introduced by the Director of UCL Library Services¹.

Reported:

- 17.2 As part of a programme to deal with recurring financial deficits, SHL had decided in 2012 substantially to reduce the scope of its acquisitions in many areas of social science. In this context, a study was commissioned by UCL and the IoE with the aim of undertaking a joint study aimed at mapping at a high level the collection strengths of the libraries of UCL, IoE and SHL in social science, and assessing the impact of any gaps that might be created by SHL's new policies.
- 17.3 The study had made the following main findings:
- In areas of social science other than psychology, SHL's new acquisition policies meant that the value of its collections would for the future lie more in their historic strengths than in providing material that reflected current research;
 - So long as these historic strengths were not reduced by disposals or withdrawals and UCL continued to acquire new publications in the areas concerned, the impact of these changes for UCL were likely to be limited;
 - Since the IoE was more heavily reliant on social sciences materials beyond its own collections, the impact of the SHL's new acquisition policies would be likely to be more significant but could be mitigated by any future merger with UCL.

Discussion:

- 17.4 While no attempt had been made to identify the cost implications for the IoE of addressing the collection gaps that would be created by the SHL's new acquisition policies, it was noted that this issue as well as the costs of catering for the IoE's SHL e-journal subscriptions requirements would need to be taken into account as part of the merger discussions between UCL and the IoE.

18 UCL LIBRARY SERVICES DEVELOPMENT BIDS 2014-15

Received:

- 18.1 The report at LC 2-3 (13-14), introduced by the Director of UCL Library Services.

Reported:

- 18.2 Set out at LC 2-3 (13-14) were full details of the two development bids that would be submitted to UCL as part of the 2014-15 budget allocation round. In priority order, these were for:

¹ The full version of the report was available via the [LC SharePoint \(https://sharepoint.adm.ucl.ac.uk/sites/lcs/Shared%20Documents/Forms/AllItems.aspx\)](https://sharepoint.adm.ucl.ac.uk/sites/lcs/Shared%20Documents/Forms/AllItems.aspx) or from the LC Secretary upon request, and is filed with these Minutes (as LC 2-2 (13-14) * Annexe 1).

- Funding for the purchase of a third tranche of e-journal, database and e-book titles from the Library's needs list which had been compiled on the basis of a benchmarking analysis of titles held by international comparator institutions and evidence of academic demand from UCL departments;
- Funding to further improve Library opening hours based on student feedback, by prioritising 24/7 opening in a number of libraries in the period to 2016-17 and consolidating a service-wide model of '9am till 9pm' staffed hours in remaining sites over a similar time frame.

Discussion:

- 18.3 Some members of LC expressed concern that the full costs of the development bid for funding to further improve Library opening hours (as currently costed to include all services), would be unaffordable, particularly when associated security staff costs were taken into account. In light of this, it was agreed that given that student feedback had indicated that extended Library opening hours were a priority, the development bid should be reworked with a view to distinguishing the costs of implementing the proposed extended Library opening hours with a more basic level of user services than those that were currently indicated.

RESOLVED:

- 18.4 That the development bid for funding to further improve Library opening hours should be reworked with a view to distinguishing the costs of implementing the proposed extended Library opening hours with a more basic level of user services than those that were currently indicated.

ACTION: Dr Paul Ayris

19 UCL LIBRARY SERVICES STRATEGIC OPERATING PLAN 2014-17

Received:

- 19.1 The UCL Library Services Strategic Operating Plan at LC 2-4 (13-14), introduced by the Director of UCL Library Services.

Reported:

- 19.2 The Operating Plan at LC 2-4 (13-14) had featured as part of the Library's 2014-15 budget submission to UCL and identified the main points set out in the current Library Strategy document covering the period 2011-14. This Strategy document would itself be reworked once the general review of UCL's strategy currently being led by the Provost had been completed.

Discussion:

- 19.3 The Director of UCL Library Services confirmed that the Library Services Strategic Operating Plan had taken account of plans within UCL to offer credit-bearing distance-learning CPD courses and modules and the remote access to the Library's services that participants on these courses would require.

20 UCL MASTERPLAN DEVELOPMENTS

Received:

- 20.1 An oral report by the Director of UCL Library Services.

Reported:

- 20.2 Owing to unavoidable circumstances, work on delivering the Cruciform Hub had been delayed. It was now planned for this project to be completed in time for the summer 2014.
- 20.3 A construction bid would shortly be going out to tender for the proposed move of the Bartlett Library from Wates House to Central House. Although there would be some initial issues around space constraints and a reduction in the number of available learner spaces as a result of the move it was hoped that it would be possible to address this during Phase 2 of the relocation.
- 20.4 The disruption caused by the planned refurbishment work that would begin during the summer 2014 to transform the Lower Refectory and the Physics Yard as part of the UCL Masterplan would mean that it would be necessary to relocate some of the learner spaces currently available to students in the Wilkins Building. Options for identifying space to accommodate this relocation were currently being assessed by the Provost's Learning and Teaching Task Force, and included the possibility of renting space that would be available on the third floor of Senate House with effect from August 2014.
- 20.5 The Library working group that had been set up with colleagues from UCL Estates to oversee UCL Masterplan developments in relation to the UCL Library had concluded that there would now be insufficient space to proceed with plans to co-locate the Main and Science libraries in a single building. As a consequence, it was now planned for the two libraries to remain separate but for both to be reconfigured and refurbished.

Discussion:

- 20.6 LC agreed that it would be important to keep students informed and reassured of developments around the proposed relocation of learner spaces from the Wilkins Building. To this end, members of LC urged UCL Library Services colleagues to consult with UCLU over plans for communicating the developments to new and current students. It was suggested that possible options for this might include a message from the Provost to be relayed to all students at the beginning of the 2014-15 session, as well as the posting of regular weekly updates on the Library's web pages.

RESOLVED:

- 20.7 That the Director of UCL Library Services consult with Library Services colleagues with a view to agreeing a communication plan for informing new and current students of the relocation of learner spaces from the Wilkins Building as a result of the refurbishment work that would begin in the summer 2014.

ACTION: Dr Paul Ayris

21 THE FUTURE OF UCL SPECIAL COLLECTIONS

Received:

- 21.1 An oral report by the Director of UCL Library Services.

Reported:

- 21.2 While the relocation of the UCL Special Collections from their current temporary housing at The National Archives in Kew to the UCL Bloomsbury campus was to be considered as part of the UCL Masterplan, other possible options for relocating the Special Collections in the interim were also being taken into account. These included the prospect of responding to a possible UoL initiative for colleges and institutes to submit bids for the development of space between Senate House and SOAS on the UoL estate. It was thought that development bids for this initiative would shortly be invited by UoL, and the Director of UCL Library Services hoped to report back to LC's next scheduled meeting on this initiative and other possible options for relocating the Special Collections within Bloomsbury.

Discussion:

- 21.3 Members of LC noted that there had been pressure from a number of UCL faculties to expedite the return of the Special Collections to the UCL Bloomsbury campus, particularly in light of the current access arrangements that were restrictive in requiring visiting appointments to be arranged at least two weeks in advance.
- 21.4 The Director of UCL Library Services noted that there were also plans for investigating options for improving the human resource support for the Special Collections, particularly in terms of supporting the Rare Books Librarian in activities around public engagement and cataloguing.

22 READINGLISTS@UCL

Received:

- 22.1 The report at LC 2-5 (13-14), introduced by the Director of UCL Library Services.

Reported:

- 22.2 UCL Library Services had begun to monitor uptake of the Readinglists@UCL service by producing monthly statistics for take-up of the service by UCL academic departments. Measured against Moodle courses in February 2014, the take-up of the service was currently running at 35%. Measured against the number of courses in Portico, take-up was only 17%.
- 22.3 Funding had been identified by UCL Library Services for a six-month appointment aimed at providing advocacy for the Readinglists@UCL service, which would include advice and training for Departmental Administrators and engagement with the E-Learning champions network.

Discussion:

- 22.4 Members of LC suggested that it would be helpful to arrange for the Readinglists@UCL advocate, once appointed to attend FLCs meetings with a view to helping her/him reach some of the core people who would be responsible for advocating the service at faculty and departmental level.

RESOLVED:

- 22.5 That officers of FLCs be asked to provide dates of future FLC meetings taking place between April and October 2014 to the UCL Director of Library Services.

ACTION: Gary Hawes (to contact FLC officers)

23 LIBRARY SERVICES PROJECTS REPORT

Received:

- 23.1 The report at LC 2-6 (13-14).

24 REPORTS FROM WORKING GROUPS

Noted:

- 24.1 Since the previous meeting of LC, the LC officers have received the Minutes of the following working groups that report to LC*²:

UCL Publications Board (27 November 2013)

25 MINUTES OF FACULTY LIBRARY COMMITTEES

Noted:

- 25.1 Since the previous meeting of LC, the LC officers have received the Minutes of the following FLCs*:

Built Environment (9 May 2013, 14 November 2013)

Laws (22 May 2013)

Mathematical and Physical Sciences (29 April 2013)

26 DATE OF NEXT MEETING

Noted:

- 26.1 The next meeting of LC is scheduled as follows:

Monday 9 June 2014, 2-4pm, Ground floor meeting room, 2 Taviton Street

[Secretary's Note: the meeting has since been rescheduled and will now take place at 10.15am on Tuesday 10 June 2014 in the Ground Floor meetign room 2 Taviton Street]

GARY HAWES

Academic Support Officer (and Committee Operations Co-ordinator)

Academic Services

Student and Registry Services

Tel: +44(0)20 7679 8592, internal ext. x28592

Fax: +44(0)20 7679 8595

*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 (see contact details on the last page of the Agenda).

E-mail: g.hawes@ucl.ac.uk
19 May 2014