



LIBRARY COMMITTEE

Thursday 17 December 2015

MINUTES

PRESENT:

Professor David Price (*Chair*)

Dr Paul Ayris; Dr Simon Banks; Dr Caroline Essex; Dr Richard Freeman; Dr Ian Giles; Mr Rex Knight [for Minute 4.6 onwards]; Professor Richard North; Dr Sophia Psarra; Ms Wahida Samie; Professor Anthony Smith [for Minute 7.4 onwards].

In attendance: Mr Ben Meunier (Assistant Director, Public Services, Library Services); Ms Rachel Port (Governance Officer); Ms Olivia Whiteley (Secretary to Library Committee).

Apologies for absence were received from: Professor Stephen Conway; Dr Mike Cope; Dr Julie Evans; Dr Kenth Gustafsson; Ms Pauline Jory; Ms Saguna Nair; Professor Philip Schofield; Dr Hazel Smith.

Key to abbreviations

AC	Academic Committee
APC	Article Processing Charge
FLC	Faculty Library Committee
IOE	Institute of Education
IT	Information Technology
LC	Library Committee
LERU	League of European Research Universities
MAPS	Mathematical and Physical Sciences
MSc	Master of Science
NHS	National Health Service
NSS	National Student Survey
OA	Open Access
RFID	Radio-frequency identification
SLMS	School of Life and Medical Sciences
SOAS	School of Oriental and African Studies
STEM	Science, Technology, Engineering and Mathematics
UCL	University College London
UCLU	University College London Union
UK	United Kingdom

Preliminary business

1 TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP

[Paper 1-01 (15-16)]

1.1 **Received** – the constitution and 2015-16 membership and terms of reference of LC.

1.2 The Chair welcomed all the new members to LC.

2 MINUTES OF 4 JUNE 2015 MEETING

2.1 **Approved** – the Minutes of the LC meeting held on 4 June 2015 *[LC Minutes 23-34, 2014-15]*.

3 MATTERS ARISING FROM THE MINUTES

[see also 4, 5 and 8 below]

Matters for discussion

4 REPORT FROM THE DIRECTOR OF UCL LIBRARY SERVICES: OPERATIONAL PLAN 2015-20

[Paper 1-02 (15-16)]

4.1 **Received** – an overview of the Library's Operating Plan from 2015/16 to 2018/19, with high level financial projections.

4.2 Since the initial submission of the 2016-19 Operating Plan, proposed changes to library opening times had been approved. Refreshed investment proposals reflecting these changes were received as an appendix to the report at LC 1-02 (15-16) *[see 4.5 below]*. Changes had also been proposed regarding harmonising loan entitlements in light of the UCL-IOE merger *[see 5 below]*.

4.3 It was noted that the development of a closer alignment between the Faculties and Library Services would be pursued, particularly where there were increases of the scale of operations at Faculty/Departmental level. It was noted that none of the Faculty Strategic plans mentioned library provision, which was problematic as, for example, the number of learning spaces was not increasing in line with increasing student numbers, while insufficient consideration was given to the core readings required in Library. A total of 19 risks in the Professional Services' links with the Faculties, Schools and Departments had been identified. Of these 19, the most significant four all related to issues of space in the context of academic growth. The Chair was keen that Faculties be made aware that current plans should include library provision.

- 4.4 A bid for £300,056 to enhance the Library's e-journal content had been submitted this year, with a further bid of the same amount to follow next year. E-journal content, which had remained relatively static over the last few years, was identified by the Academic departments as an area of need. It was suggested that Faculty Library Representatives ensure that Faculty Deans recognised the importance of growth in the Library's e-content and express their support for this bid to enhance research capability, particularly in the case of SLMS, given the relevance of many of the materials to this School.

ACTION: Faculty Library Representatives

- 4.5 Ben Meunier was invited to report on agreed proposals to extend Library opening hours. In response to student demands for enhanced learning opportunities, UCL Library Services requested a budget allocation to enable 24-hour, seven-days-per-week opening of the Main Library, Science Library and Cruciform Hub during the 10 week examinations revision period from the Easter vacation until late May. Confirmation that the extended opening should be introduced in 2015 had now been received and notification of the changes to Library opening hours had been circulated via the accustomed communication channels to staff and students. The above three Library spaces were selected for their size and ability to provide the maximum number of computer workstations, in response to student requests for enhanced IT access.
- 4.6 Library Services had liaised with both Student Support and Wellbeing and Student and Registry Services regarding enhancing other services around the time of examinations. However, discussions had not taken place concerning the extension of the Library's opening hours and the potential heightened numbers of students on campus outside normal working hours and at weekends. It was noted that UCLU would be embarking on a welfare campaign to encourage students' wellbeing during the examinations period. Care First was also highlighted for its helpline service, which was available to students outside normal working hours.

5 UCL IOE INCREASING LOAN ENTITLEMENTS

[Paper 1-03 (15-16)]

- 5.1 **Received** – a recommendation from Library Services, arising from IOE Merger discussions, to change loan entitlements for a number of user groups.
- 5.2 Ben Meunier was invited to provide an update on the work taking place within Library Services to ensure harmonisation and integration following the IOE Merger. The Library's User Services Working Group had mapped UCL and IOE policies related to user services during the first six months of 2015. The Working Group found that policies were generally well-aligned and, with the exception of loan entitlements, in which some disparity was noted, necessary changes to harmonise had been made. The report at [LC 1-03 \(15-16\)](#) was noted to describe in further detail the rationale for the proposal to harmonise loan entitlements as follows:
- 15 items for undergraduate and taught postgraduate students and NHS staff (representing an increase on the former UCL limit of 10 for each of the above categories);

- 25 items for postgraduate research students (representing an increase on the former UCL limit of 20);
- 40 items for staff (representing a change from the former UCL unlimited entitlement).

5.3 It was noted that the rationale for rolling out the new staff loan entitlement limit of 40 was to ensure that materials would be available to students on the Library shelves. The increase of the NHS staff limit to 15, meanwhile, was intended to respond to demands from colleagues in the Biomedical Sciences.

RESOLVED

5.4 **That the UCL-IOE Merger recommendation to change loan entitlements be approved.**

6 UCL EAST: PROPOSAL FOR A RESEARCH AND LEARNING HUB

[Paper 1-04 (15-16)]

6.1 **Received** – a proposal submitted by UCL Library Services to the UCL East Academic Planning Board in November 2015, following an Outline submission approved in early 2015.

6.2 UCL Library Services' proposal featured the UCL East Research and Learning Hub, thereby capturing the 'UCL 2034' theme of research-based education. The Hub would provide staff and students with a facility open 24 hours per day, 365 days per year, with approximately 800 study spaces and a significant level of IT provision. There was a strong research-based theme to the proposal, which advocated the move of some of UCL Special Collections' holdings, for example on the theme of social history. There was also an emphasis on placing UCL Special Collections at the centre of the student experience. Library Services proposed a joint store facility, accessible to staff and students in a dynamic fashion, along with facilities for the ongoing digitisation and preservation of the Collections that would provide opportunities for students to engage with research during their studies. In addition, the proposal focused on public engagement and outreach. For example, it envisaged allocating significant staffing time to engagement with local communities, using the Special Collections as a basis, as well as providing learning support such as information skills training to students and local communities.

6.3 It was noted that there was no plan at the time of these discussions to migrate UCL Special Collections in their entirety to Stratford. The Library recognised the academic demand for the more heavily-used collections, such as the George Orwell Archive and other Bloomsbury-related materials, to remain in Bloomsbury. UCL East would nonetheless provide a space to house and feature parts of Special Collections and would provide expansion space for new materials to be added.

7 LERU PRESS STATEMENT ON OPEN ACCESS

[Paper 1-05 (15-16)]

7.1 **Received** – A summary of the drivers for, and content of, the LERU Statement on Open Access.

- 7.2 LERU had issued a statement on the future of OA publishing. Given the high levels of research produced by UCL, a transition to OA would have a significant impact owing to the costs incurred by APCs, which were paid in addition to subscription costs. For example, UCL produced some 12k outputs per year which multiplied by the £1.5k APC charge per output would cost it an extra £18 million per year with subscription payments on top. Publishers were therefore being asked by LERU to offset the “double-dipping” effect of paying both subscription fees and APCs by reducing APC costs and opening up publishing opportunities for OA publishing by academics in universities who had taken out subscriptions with the publisher. Next year, the UK was to begin negotiating with Elsevier – which represented a significant budget cost for UCL Library Services – with a view to improving on the 30% percentage offset recently achieved by the Dutch.
- 7.3 It was emphasised that UK universities should approach negotiations in a collaborative fashion. The Russell Group and Universities UK were to be represented in this matter by two Vice Chancellors. It was noted that UK universities might decide not to renew a deal with Elsevier, which would have a huge impact on the STEM community and which SLMS would need to recognise.
- 7.4 It was highlighted that authors might need to be made aware of their free academic choice regarding where they published materials, as well as the financial implications of those choices. Choosing to publish in Gold OA journals, for example, would place a cost on research funding. It was noted that a campaign would be launched during the forthcoming year to raise awareness across the UCL community.
- 7.5 It was agreed that the Faculty Library Representatives would encourage researchers within their respective Departments to sign the LERU Statement before it closed on 15 January 2016. An article would also be included in *The Week@UCL* with a hyperlink to the Statement.

ACTION: Faculty Library Representatives

8 DIGITAL DEVELOPMENTS IN UCL LIBRARY SERVICES

[Paper 1-06 (15-16)]

- 8.1 **Received** – a summary of recent digital developments in UCL Library Services.
- 8.2 The Library had successfully completed phase two of a three-phase plan to install RFID self-issue and self-return facilities into all libraries in the UCL family of libraries. It was noted that the third phase would begin this year and would extend the service to the final four libraries at UCL.
- 8.3 An anomaly was noted in that the Institute of Neurology had so far declined to join the UCL Library Services management structure, but continued to be supported as part of the UCL family of libraries.

9 READINGLISTS@UCL

[Paper 1-07 (15-16)]

- 9.1 **Received** – an overview of the takeup of the ReadingLists@UCL service in the current academic year up to October 2015.
- 9.2 A target of 45% takeup of ReadingLists@UCL for courses with a Portico presence was achieved last year. This target had been increased to 55% for 2015-16, 65% for 2016-17 and 75% to 2017-18. Monthly readings of takeup were recorded and showed a 44% takeup in October 2015. A higher and more accurate baseline figure would be expected following the purging of expired courses on Moodle in February 2016. The Director of Library Services agreed to confirm this figure at the next LC meeting.

ACTION: Dr Paul Ayris

- 9.3 It was suggested that liaising with the Student Sabbatical Officers and the StARs network, as well as focusing specifically on courses with lower coverage rates, might be beneficial in promoting takeup of ReadingLists@UCL. It was noted that takeup had already been encouraged and that this would continue. Within the MAPS Faculty, some departments found it more efficient to have one person uploading the material over the summer period, rather than lecturers in year. The Director of Library Services agreed to investigate the option of Professional Services uploading the material annually during the summer.

ACTION: Dr Paul Ayris

- 9.4 Some discrepancies were noted between the Faculty and Department listings within the data presented in the report at [LC 1-07 \(15-16\)](#). The Director of Library Services agreed to review the source of the figures. At the request of a member of the LC, he also agreed to review the use of ReadingLists@UCL as an effectiveness indicator.

ACTION: Dr Paul Ayris

- 9.5 Positive feedback on the Library from the NSS and Student Barometer was often made regarding ReadingLists@UCL, while negative feedback commonly concerned the lack of a reading list or insufficient textbook availability.

10 **OPEN ACCESS MSC DISSERTATIONS**

- 10.1 **Received** – Dr Caroline Essex was invited to provide an oral report on OA MSc dissertations.
- 10.2 The exam board for postgraduate programmes in the Department of Science and Technology Studies noted several dissertations of outstanding, publishable quality and wished to make them available to students via an OA platform. It was noted that such a facility had not previously received much institutional support and would require funding, but also that it would positively promote the University. A brief discussion took place regarding options for publication and it was noted that the New Education Strategy might, in the longer term, enable the publication of postgraduate dissertations via an Open Educational Resources repository. It was felt that, as a pilot and with approval from the relevant students, outstanding dissertations of publishable quality should be added to UCL Discovery, with the workflow involved to be monitored. The Director of Library Services agreed to draft a proposal for the implementation of this pilot in 2016-17.

ACTION: Dr Paul Ayris

11 PEARSON E-BOOK LICENSING POLICY

- 11.1 **Received** – an oral report was provided on the difficulties encountered by the Department of Chemistry in delivering access to a particular Pearson textbook following changes to Pearson’s licensing model. Under this new model, single readership licenses must be purchased for e-book readership.
- 11.2 There had been adverse reaction from institutions across the UK to Pearson’s new business model, with at least one university actively revising Pearson books from its reading lists as a market response. It was suggested that textbooks could be produced via UCL Press, thereby increasing market competition. Dr Caroline Essex agreed to relay the above discussions to the Department of Chemistry and report back to the next LC meeting.

ACTION: Dr Caroline Essex

- 11.3 The Director of Library Services added that he, as chair of the JISC Electronic Information Resources Working Group, would be meeting Jisc Collections and Pearson in January to discuss a new e-book subscription model and would report back to the next LC meeting on the outcome of this discussion.

ACTION: Dr Paul Ayris

<p>Other matters for approval or information</p>

12 SENATE HOUSE LIBRARY SUBSCRIPTION MODEL

- 12.1 **Received** – an oral report from the Director of Library Services.
- 12.2 UCL had been asked by the UoL to participate in a working party established to consider subscription levels at Senate House Library. In the case that there was a large difference between subscription levels and usage, the Colleges might be asked to fund the shortfall. UCL and other colleges had expressed the view that they would not increase their current level of subscription. A report was to go to the Senate House Board and Collegiate Council regarding how any shortfall could be met. A number of options are being considered.

13 PROJECT BIDDING IN UCL LIBRARY SERVICES

[Paper 1-08 (15-16)]

- 13.1 **Received** – a summary of the Library’s progress in bidding applications.

14 UCL SPECIAL COLLECTIONS – BLOOMSBURY

14.1 **Received** – an oral report from the Director of Library Services, who was in discussions with SOAS, Senate House and colleges in the Bloomsbury area. There was strong academic support for and interest in working collaboratively, despite space and resource limitations, to create a shared Special Collections resource in London.

15 **UCL LIBRARY COMMITTEE ANNUAL REPORT**

[Paper 1-09 (15-16)]

15.1 **Received** – the draft LC Annual Report 2014-15.

RECOMMENDED – to the Academic Committee

15.2 **That the 2014-15 annual report of the Library Committee be approved.**

16 **REPORTS FROM WORKING GROUPS**

[Paper 1-10 (15-16)]

16.1 **Received** – a note regarding the Minutes from the four Working Groups that report to LC.

16.2 Since the previous LC meeting, LC officers had received the minutes of the following Working Groups¹:

- Library Estates Development Working Group (27 October 2015);
- UCL Press Board (2 October 2014; 9 March 2015; 2 July 2015);
- UCL Publications Board (9 February 2015; 15 April 2015; 15 July 2015).

17 **REPORTS FROM FACULTY LIBRARY COMMITTEES**

[Paper 1-11 (15-16)]

17.1 **Received** – a note regarding the Minutes from the various FLCs or Faculty-level committees that report to LC.

17.2 Since the previous LC meeting, LC officers have received the minutes of the following FLCs or Faculty-level committees¹:

- Arts and Humanities and Social and Historical Sciences Joint Library Committee (21 May 2015);
- Built Environment Faculty Library Committee (7 May 2015);
- Laws Faculty Library Committee (25 March 2015);
- Medical Sciences Faculty Teaching and Research Committee (12 May 2015).

18 **DATES OF NEXT MEETINGS (2015-16)**

¹ Copies of the Minutes are not being circulated with the Agenda but are 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 Minutes).

18.1 The next meetings of LC were scheduled to take place as follows:

- **Wednesday 2 March 2016, 2.30 – 4.00pm;**
- **Thursday 2 June 2016, 10.30am – 12.00noon.**

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22 December 2015