



LIBRARY COMMITTEE

Wednesday 18 March 2015

MINUTES

PRESENT:

Professor David Price (Chair)
Dr Paul Ayris
Professor Simon Dixon
Dr Caroline Essex
Dr Ian Giles
Ms Pauline Jory

Mr Lukmaan Kolia
Mr Rex Knight
Professor Richard North
Dr Sophia Psarra
Professor Philip Schofield
Dr Hazel Smith

In attendance:

Ms Nafisa Wagley (Secretary), Mr Gary Hawes

Apologies for absence were received from:

Dr Mike Cope, Dr Julie Evans and Dr Kenth Gustafsson.

Key to abbreviations

BASc	Bachelor of Arts and Science
BEAMS	Faculties of Built Environment, Engineering and Mathematical & Physical Sciences
BSc	Bachelor of Science
EU	European Union
FLCs	Faculty Library Committees
HE	Higher Education
HEFCE	Higher Education Funding Council England
HER	Higher Education Review
IOE	Institute of Education
LC	Library Committee
LEARN	Leaders Activating Research Networks
MSci	Master of Science
NHS	National Health Service
NSS	National Student Survey
PDA	Patron-Driven Acquisition
PI	Principal Investigator
PIQ	Programme Institution Questionnaire
REF	Research Excellence Framework
SCONUL	Society of College, National and University Libraries
SMT	Senior Management Team
SOAS	School of Oriental and African Studies
UCL	University College London
UCLH	University College London Hospitals

13. MINUTES OF 11 DECEMBER 2014 MEETING

Confirmed:

- 13.1. The Minutes of the previous meeting of LC held on 11 December 2014 [LC Mins. 1-12, 11.12.14].

14. MATTERS ARISING

[see also minutes 16 and 17 below]

- 14.1 *Revised bid for REF 2020 [LC Min. 4.4, 11.12.14]* – the costing of the revised bid for REF 2020 was proving problematic due to the HEFCE requirement for academics to submit publications within 3 months of acceptance. It was agreed that a paper would be submitted to HEFCE to highlight the difficulties in complying with this condition, which would prove to be an ineffective use of funds.
- 14.2 *Response to KPMG report [LC Min. 4.5, 11.12.14]* – it was reported that the outcome of the internal audit by KPMG had been very positive and that an action plan had since been submitted.
- 14.3 *Identification of user requirements relevant to space and resources [LC Min. 4.6, 11.12.14]* – User requirements had been assessed and collated to identify six areas for development including more pcs, extended opening hours, greater study space, a relaxation on rules around food and drink, furniture and environment. Increasing access to portable devices was now being provided in the UCL Main Library, the Bartlett Library, the Royal Free Medical Library and the UCL Senate House Hub.
- 14.4 *Mapping exercise of learning spaces, student loads and Faculty constraints [LC Min. 4.7, 11.12.14]* – A report would be provided at the next LC meeting.
- 14.5 *IOE library space [LC Min. 4.8, 11.12.14]* – an evening event was arranged and had taken place during the week to welcome the IOE library team into UCL Library Services. IOE library staff had previously been given an opportunity to view the Cruciform Hub, with which they were impressed, and they expressed their interest in recreating a similar study/learning space at the IOE. Further discussions on this would be taken up with the Director of the IOE and Estates. Whilst the IOE had preferred not to nominate a Faculty representative to join the LC, the importance of doing so and encouraging them to communicate their views was emphasised by the Chair.

RESOLVED:

- 14.6 That the Director of UCL Library Services will ask the IOE to nominate a member of academic staff to join the LC.

ACTION: Dr Paul Ayris

- 14.7 *Reading Lists@UCL [LC Min. 4.9, 11.12.14]* – Monthly statistics were sent to Faculty Deans but the pace of uptake was slow, with 38% coverage having been achieved against a target rate of 45%. BEAMS in particular had a low coverage rate of 25%. The Chair called on colleagues for support, with the implications for the upcoming HER also being emphasised by the Director of Library Services.

- 14.8 *Library budget settlement and annual inflation rates [LC Min. 6.4, 11.12.14]* – A paper would be drafted by the Chair over the summer to address this matter.

ACTION: Dr Paul Ayris

- 14.9 *Strategic Investment Proposals for future courses [LC Min. 6.5, 11.12.14]* – PIQ forms for new programme proposals were to be reviewed and it was suggested that in the future a requirement for Library Services to also sign off on the forms should be implemented. The Chair emphasised the view that forms should not be signed off where resources to support the delivery of a new programme were not in place.

15. REPORT FROM THE DIRECTOR OF UCL LIBRARY SERVICES ON PROGRESS IN THE UCL LIBRARY SERVICES STRATEGY

Received:

- 15.1 The report at LC 2-01 (14-15), introduced by the Director of UCL Library Services.

Reported:

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

Library Services Strategy and the User Experience

- 15.2.1 Library Services had closely aligned its own strategy with UCL 2034 and the UCL Professional Services Strategy, by identifying its focus on the “user experience”, adapted from the more commonly recognised expression of the “student experience”.

- 15.2.2 Library Services were investigating instances where departments had scored less than 80% in the NSS with respect to Q16. The lowest percentage achieved stood at 73% for a Masters programme provided by the Bartlett. Although some explanations were offered for this, the matter would be drawn to the attention of the Faculty Dean. It was noteworthy that the lowest uptake of Reading Lists@UCL resided within BEAMS, which subsequently appeared to filter through negatively to its NSS scores.

Staff, equality and diversity

- 15.2.3 A review in UCL was conducted by KPMG following on from results in the UCL staff survey. Representatives from departments were interviewed by KPMG. It was particularly encouraging to note that 98% of library staff understood how their work contributed to the objectives of Library Services. In addition to recognising and celebrating the commendations made, an action plan had also been developed for the Division to address the recommendations made.

Research management performance

- 15.2.4 Library Services had been successful in gaining €500,000 of EU funding under the Horizon 2020 funding programme for LEARN (LEaders Activating Research Networks) for research data management. The Chair noted that Paul Ayris, as PI, should be congratulated for his contribution to this achievement. LEARN would deliver a model Research Data Management policy, which could then be tailored by any university or research institution to meet their needs. A Toolkit would be provided to support implementation as well as an Executive Briefing in five core languages so as to ensure wide outreach.

Extending access to research journals to the NHS

- 15.2.5 The national Finch Report had made recommendations on extending access to research journal literature to the NHS, calling for discussions with publishers to

open up access to HE-subscribed e-journals to NHS constituencies. The rationale for doing so would be to support the development of staff, who do not have Honorary contracts with UCL, delivering teaching within hospitals by providing them with access to current research publications. The Director of Library Services had been in discussions with the 4 home countries in the NHS regarding this and had proposed that if the NHS were able to support the fee incurred, then they would be provided with access to the relevant journals. An initial projection indicated that for NHS Trusts, this would mean incurring an individual cost of approximately £50,000 per annum per Academic Health Science Network in England.

RESOLVED:

- 15.2.6 That the proposal for providing NHS Academic Health Science Networks with access to HE-subscribed e-journals be reviewed, with a view to seeking Academic Health Science Networks to accept the revised offer.

ACTION: Dr Paul Ayris

Patron-driven acquisition and e-books

- 15.2.7 Library Services were participating in a number of projects that had been established to increase direct user-involvement with e-book purchasing. Evidently there was an appetite amongst students to access e-books, with the likelihood of there being a greater move in this direction in the future. Two patron-driven acquisition schemes were being trialled through JSTOR and EBL, which entailed a monetary deposit from UCL. It was explained that the purchase of publications was triggered only when a certain number of downloads were acquired. However, there were some limitations in that students would only be able to proceed with downloading texts in so far as the finite deposit fund would enable them to. Therefore, Committee members noted that future costs towards such resources should be borne by the library budget. The need for dialogue on this matter and mutual agreement as to how the costs of the budget should be spread was emphasised.

RESOLVED:

- 15.2.8 That the opportunity for the PDA route be explored further, including how best to fully utilise the opportunity of free downloads.

ACTION: Dr Paul Ayris

UCL Senate House Hub

- 15.2.9 The UCL Senate House Hub had recently been launched on the 5th March in the South Block of Senate House. 150 new learning spaces were being provided as a result. Some teething problems were noted, including insufficient wiring that meant the number of electric sockets had to be limited so as not to overload the electrical systems. Nevertheless, the Hub was immediately proving popular amongst UCL students, with two-thirds of the space already in use during peak hours. The Chair congratulated the Library Services team for their successful delivery on this project.

Senate House collections and possible storage offsite

- 15.2.10 Under the terms of Project Beveridge, Senate House was in discussions relating to the removal of its book collections to an offsite location in Egham, Surrey. The Library Services team at the University of London were unsupportive of this measure and felt that placing their book collections offsite

would impact negatively on service delivery. A move towards placing collections offsite would effectively entail a 24-hour turnaround in service delivery for users of the service and from the point of requesting a collection item from Egham. A new Director had recently been appointed to lead the University of London Library Services team at Senate House and was keen to consult with users and gain their views on the value of having collections available onsite. The new Director was therefore also keen to meet with UCL staff and gain their feedback. It was duly noted that removing the collections from Senate House could have an impact on UCL Library Services at the IOE. In contrast, it was noted that by placing the collections offsite, there would be additional space in Senate House itself for staff offices as well as space for leasing to member organisations.

RESOLVED:

- 15.2.11 That a meeting be set up between the new Director of Library Services of University of London and UCL staff to discuss the issue of moving book collections from Senate House to an offsite location.

ACTION: Dr Paul Ayris

16. UCL LIBRARY SERVICES SPECIAL COLLECTIONS IN BLOOMSBURY

Received:

- 16.1. The report at LC 2-02 (14-15), introduced by the Director of UCL Library Services.

Reported and discussed:

- 16.2 UCL Special Collections were held in temporary storage at the National Archives in Kew, which was contracted for further use over the next 5 years. Whilst the agreement could be renewed, the facility was unusable for teaching purposes. As Library Services were keen to embed teaching and learning within any new facility used to accommodate its Special Collections, a proposal was presented to bring back part of the collection to Bloomsbury from the existing facility at Kew. The remaining part of the collection would be placed at UCL East to support public engagement with the local community.
- 16.3 The proposal provided UCL's vision for a new facility as part of a collaborative development with other partners. Discussions had been initiated with SOAS and the Senate House Library. Subject to planning permission, the new facility could be part of a master plan initiated by University of London institutions. It was noted that planning permission was not guaranteed, as some of the spaces that might be available for development would involve green field sites. Furthermore, the timescales involved were unclear. The report at LC 2-02 (14-15) had been sent to SOAS and the Senate House Library, University of London, to set out their own vision for the facility, which would be fundamental to the progress of the venture.
- 16.4 The Chair invited committee members to share their views on the proposal outlined, which were generally positive. The importance of looking at footfall figures for any new facility in Bloomsbury was emphasised, to ensure that there was a case for locating collections centrally. Collections and services in UCL East would need particularly to demonstrate an ability to attract a large audience.

RESOLVED:

- 16.5 That footfall figures for any proposed facility in Bloomsbury be brought together from potential partners.

ACTION: Dr Paul Ayris

17. UCL LIBRARY SERVICES REPORT ON USAGE LEVELS

Received:

- 17.1. The report at LC 2-03 (14-15), introduced by the Director of UCL Library Services:

Reported and discussed:

- 17.2 To provide a baseline for further development of the Library's reporting function, a report was provided to evidence the high levels of use of the UCL family of libraries, including the UCL Main and Science Libraries, and other libraries for which statistics were available.
- 17.3 The measures used to support the statistics provided included figures returned by UCL to SCONUL as well as via manual counts, as not all libraries were able to provide statistics via turnstyles. Statistics were provided from library usage levels in January. It was noted that usage levels were higher than the January figures the closer to the exam period the level of use was measured.
- 17.4 It was observed that there was a stagnant flow of usage levels which was attributed to libraries being used to their full capacity, despite a significant growth in student numbers since 2009. Consequently, students that were unable to find a study space at UCL were using alternative library spaces provided by the University of London and would need to be encouraged to make greater use of the UCL Senate House Hub. The Chair requested that an additional metric be provided to demonstrate that enhanced provision was indeed being delivered to students.

RESOLVED:

- 17.5 That an additional metric for demonstrating library usage levels in alignment with enhanced learning space provision for students be sought.

ACTION: Dr Paul Ayris

18. UCL LIBRARY SERVICES PROJECTS REPORT

Received:

- 18.1. The report at LC 2-04 (14-15).

Reported:

- 18.2 The Stavros Niarchos Foundation Digital Library – Phase 2 project had submitted a second bid for approximately £0.25 million.

19. REPORTS FROM WORKING GROUPS

Noted:

- 19.1. Since the previous meeting of LC, the LC officers have received the Minutes of the following working groups that report to LC*¹:

*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 Agenda).

- UCL Publications Board (5 November 2014)

20. MINUTES OF FACULTY LIBRARY COMMITTEES

Noted:

20.1. Since the previous meeting of LC, the LC officers had received the Minutes of the following FLCs*1:

- Built Environment (13 November 2014)

Noted:

20.2 The template terms of reference for FLCs at LC 2-05 (14-15), introduced by the Governance Officer (and Committee Operations Co-ordinator).

Reported:

20.3 As there were no prescribed terms of reference for FLCs, the proposed template terms of reference were set out for members to discuss and approve for future use.

20.4 It was recommended that further clarity be provided on the membership for FLCs and that flexible terminology be used to enable FLCs to adapt the membership according to their individual internal structures.

RESOLVED:

20.5 That committee members send their feedback to the Governance Officer (and Committee Operations Co-ordinator) for implementation into the draft template terms of reference for FLCs.

ACTION: Mr Gary Hawes and LC members

21. ANY OTHER BUSINESS

21A Servicing of Library Committee

Reported:

21A.1 Due to some internal restructuring of its committee operations, it was noted that Ms Nafisa Wagley from Academic Services would now serve as Secretary to LC.

21B BAsc Arts and Science and Funding of Interdisciplinary Programmes

[see minute 14.9 above]

Reported:

21B.1 The Faculty representative from Arts and Humanities raised the committee's attention to interdisciplinary programmes such as the BAsc Arts and Science which had no library budget allocation to accommodate for the needs of its students. This matter had been raised at a Joint FLC meeting on the 13th November 2014 and remained unresolved.

RESOLVED:

21B.2 That the budget allocation for interdisciplinary programmes such as the BAsc Arts and Science be discussed with colleagues, with a view to seeking financial support

from Faculty Deans and reporting on alternative funding sources for such programmes at the next LC meeting.

ACTION: Dr Paul Ayris

21C BSc/MSci in Applied Medical Sciences

[LC Min. 6.5, 11.12.14; see minute 14.9 above also]

Reported:

21C.1 Following consideration of the Strategic Investment Proposals presented to UCL SMT, it was noted that Priority 5 related to the PIQ for the BSc/MSci in Applied Medical Sciences was unlikely to be funded.

RESOLVED:

21C.2 That the Faculty Dean for Medical Sciences be informed of the outcome of the Strategic Investment Proposal for Priority 5 so that the matter can be discussed under future deliveries.

ACTION: Dr Paul Ayris and Dr Ian Giles

21D Donation to Library Services

Reported:

21D.1 The Committee were informed of a donation of family papers that was due to be made by the Amos family to UCL Library Services. Both Sheldon and Maurice Amos had held the position of Quain Chair of Jurisprudence within the UCL Faculty of Laws.

RESOLVED:

21D.2 That the donation from the Amos family be accepted by responding to a written communication made from Tom Legg via Dawn Oliver.

ACTION: Dr Paul Ayris

22. DATE OF NEXT MEETING

Noted:

22.1. The next meeting of LC was scheduled as follows:

Thursday 4 June 2015, 10.30 -12pm, Ground floor meeting room, 2 Taverton Street

NAFISA WAGLEY

Governance Support Officer

Academic Services

Student and Registry Services

[telephone 020 7679 8878, UCL extension 28878, email: n.wagley@ucl.ac.uk]

31 March 2015