LONDON'S GLOBAL UNIVERSITY

LIBRARY COMMITTEE

Monday 19 March 2012

M I N U T E S

PRESENT:
Professor David Price (Chair)
Dr Paul Ayris
Dr Mike Cope
Dr Caroline Essex
Mr Marco Federighi
Dr Kenth Gustafsson
Ms Caroline Hibbs
Mr Rex Knight
Professor Richard North
Dr Hilary Richards
Professor Philip Schofield
Professor Anthony Smith

In attendance:
Mr Gary Hawes (Secretary)

Apologies for absence were received from Professor Adrian Forty and Professor Michael Worton.

Key to abbreviations
AB   Academic Board
AHSC   Academic Health Science Centre
BIS   Department for Business, Innovation and Skills
CMWG Content Management Working Group
FLC   Faculty Library Committee
JBR   Jeremy Bentham Room
KPAs   Key Performance Areas
LC   Library Committee
LSE   London School of Economics
NSS   National Student Survey
RFID   Radio Frequency Identification
SHL   Senate House Library
SOAS   School of Oriental and African Studies
SSEES School of Slavonic and East European Languages
SMT   Senior Management Team
UoL   University of London

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16   CONSTITUTION AND 2011-12 MEMBERSHIP
[LC Min. 1, 7.11.11]

Noted:

16.1   The Chair had taken action on behalf of LC since the previous meeting to approve the following amendment to the Committee's Nominated constituency:

Deleted: 'A member of the academic staff, nominated by the Chair'
Inserted: 'One member of staff of SSEES, nominated by the Director of SSEES'.

17 MINUTES OF 7 NOVEMBER 2011 MEETING

Confirmed:
17.1 The Minutes of the previous meeting of LC, held on 7 November 2011 *[LC Mins. 1-15, 7.11.11 refer]*.

18 MATTERS ARISING FROM THE MINUTES
[see also Minutes 16 above and Minutes 20-22 and 28 below]

18A Long-term retention and relegation of paper-based library materials
[LC Min. 1, 7.11.11]

Received:
18A.1 At <u>LC 2-9 (11-12)</u> details of the terms of reference and membership of the CMWG and the Collection Management Advisory Group.

Reported:
18A.2 The Director of UCL Library Services drew attention to the following:

- The role of the CMWG, which included representation across the UCL faculties, would be to address the strategic issues concerning the long-term management of the Library's collections, including the strategic options for the long-term retention and relegation of paper-based material, which had been noted at LC's previous meeting.

- The Collection Management Advisory would work within the framework agreed by the CMWG to provide support for long-term strategic stock management.

- The CMWG was expected to submit proposals for consideration by LC within the time frame of the following 12 months.

18B Library Committee Annual Report
[LC Min. 11, 7.11.11]

Received:
18B.1 At <u>LC 2-10 (11-12)</u> a revised version of the Annual Report that had been approved at LC's previous meeting.

Reported:
18B.2 The Annual Report had been updated subsequent to LC's previous meeting, to take account of business discussed at that meeting, and approved by the Chair of LC and the Director of UCL Library Services on behalf of LC.

18B.3 The Annual Report had been formally approved by AB at its meeting on 29 February 2012 and would be submitted for formal approval to the next scheduled meeting of Council on 4 April 2012.

19   INCREASE IN USE OF THE MAIN AND SCIENCE LIBRARIES

Received:
19.1   An oral report by the Director of UCL Library Services on the presentation that he had given to the Provost's SMT on 8 March 2012, which had, amongst other things, drawn attention to the increase in footfall in the Main and Science Libraries over the last five years.

Reported:
19.2   The Director of UCL Library Services drew attention to the following:

- The Main and Science Libraries had seen a 47% increase in physical visits over the last five years, up to 1.2m physical visits per year, but with no commensurate increase in space;

- Following discussions between the Director of UCL Library Services, the Vice-Provost (Operations) and the Director of UCL Estates regarding the issue of overcrowding in the Library, working groups had been established to look at the use of the Old Refectory, the JBR and the former CATS Print Room as temporary additional student-centred learning spaces to ease the chronic congestion in advance of the full implementation of the UCL Masterplan.

Discussion:
19.3   The following main points were raised:

- The suggestion of utilising the French corridor of the Main Library as contiguous overflow space would not be a viable option since it would not be practical in the short term to seek to rehouse the present occupants of this space;

- 24-hour opening was one of the factors responsible for attracting an increasing number of visitors to the UCL Main and Science Libraries, along with other factors such as newly refurbished spaces and cutting-edge library provision, all of which offered a more attractive environment for library users;

- Students in the Faculty of Laws had expressed concern about the lack of space in the Laws section of the Library owing to the fact that it was a popular area of study for students from other disciplines. While it would not be possible or practical for Library Services to impose restrictions on access to the Donaldson Reading Room on students from other disciplines, the large increase in study space throughout the Library that would be realised through the implementation of the UCL Masterplan over the course of the next few years would help to address this issue. In addition, the work outlined in Minute 19.2 above would also provide more study spaces for users of the UCL Main Library,

20   MASTERPLAN UPDATE
[LC Min. 5, 7.11.11]

Received:
20.1   At <u>LC 2-11 (11-12)</u> an update report on UCL Masterplan developments pertaining to UCL Library Services, introduced by the Director of UCL Library Services.

Reported:

20.2   The Director of UCL Library Services drew attention to the following:

Re-opening of the Flaxman oculus

- One of the first major schemes of the UCL Masterplan to be implemented would be the construction of a new glass pedestal in the Flaxman Gallery, which would open up visual links between the dome, the Main Library and a new exhibition space in the Octagon at ground-floor level;
- The statute of St Michael would be temporarily relocated during the Easter 2012 closure period, and building work would begin thereafter and be completed by the start of the 2012-13 academic year;
- A building schedule had been agreed with the aim of minimising disruption, and access across the Flaxman gallery would be retained throughout the duration of the project;

UCL Cruciform Hub

- The UCL Masterplan would introduce the concept of 'hubs' across the UCL Bloomsbury campus, beginning with the conversion of the Cruciform Library into a student-centric health science hub along with the improvement of underground links to the Rockfeller Building and UCL Medical School;
- Based on over 1000 student survey responses, the hub would aim to reproduce the feel of a 'bookshop' and include a variety of quiet and group study space, along with project learning space, bookable teaching clusters and eating and drinking areas;
- It was anticipated that main building works would commence in the summer 2013, to allow adequate time for the Project Board to consult further with stakeholders and to develop a robust brief to fulfill the aspirations of the Masterplan and users of the hub;
- The main building works would be preceded by a pilot project to trial new furniture or group working in specific areas, during the summer 2012;

UCL Institute of Archaeology Library

- A new glass partition had been erected to separate the noisy entrance/issue desk from the reader spaces. The Issue Desk has also been re-configured to improve the layout of the reader services area.

Discussion:

20.3   In the context of the Library's representation on the Academic Stakeholder Group for UCL Stratford, LC was invited to consider the strategic question of what the Library's presence should be in UCL Stratford.

20.4   The following main points were raised:

- The UCL Stratford campus could offer an option for establishing an onsite library storage facility – this would have the advantage of allowing stored library materials to be made immediately available to students based on the campus;

- As the current thinking was that the UCL Stratford campus would accommodate residence hall space for continuing undergraduate students along with space and facilities for postgraduate students and some UCL staff, there would be a requirement for a more traditional library service along with appropriate modern learning and study spaces;

- Some LC members suggested that there might be scope for talking with Newham Council with a view to offering community library services for the general public, based on the UCL Stratford campus, for general public;

- UCL might even consider talking to other major national library facilities with a view to engaging in discussions around a joint venture aimed at creating a considerable library presence in East London.

21   LIBRARY SERVICES STRATEGY 2011-14 – PROGRESS REPORT
[LC Min. 6, 7.11.11]

Received:
21.1   At <u>LC 2-12 (11-12)</u> a progress report on implementation of the UCL Library Services Strategy 2011-14 in relation to the five KPAs that were the current focus of the Library's strategic goals and actions, introduced by the Director of UCL Library Services.

Reported:
21.2   The Director of UCL Library Services drew attention to the following:

Student experience: support for teaching
- Readinglists@UCL had been successfully launched and was now available as a full service to all UCL departments. Over 90% of students surveyed had given very positive feedback.

Research support: collections
- The Provost's SMT had given approval to three-year funding for new e-resources. Titles from the first tranche of this funding were now starting to become available to Library users, and the improved provision of library e-resources was beginning to elicit favourable feedback in student surveys such as the UCL Student Barometer/International Student Barometer.

Discussion:
21.3   The following main points were raised:

- The Readinglists@UCL software would need to be adapted to ensure that it was compatible with JSTOR documents. The Director of UCL Library Services would look into this in discussion with Library Services colleagues;

  Action:
  Dr Paul
  Ayris

- Some LC members expressed concern that instant touch-screen digital access to reading list materials would have the undesirable effect of de-skilling students in the practice of book-sourcing, which was regarded as a key element of pedagogy and an important transferable skill in many disciplines. However, it was noted that the Readinglists@UCL service gave academic staff the freedom to create their own reading lists, so it would be ultimately up to them to decide which materials were made digitally available to students and which they would be required to source of their own accord.

- Library Services already offered various skills training modules to students and staff on finding, evaluating and using information effectively (eg through services such as WISE via Moodle on the UCL Intranet). Such skills training was already embedded in the Medical School curriculum, and it would be possible to organise and tailor similar skills

training for other curricula if this was felt to be useful;

- Library Services had been in discussion with the Vice-Provost (Education)'s office over the possibility of introducing core skills training for taught and research students during the remainder of the third term that followed on from the examination period, as a means of making more effective use of this period;

- The AHSC e-resources pilot project – which was aimed at developing sustainable models for enhanced provision of access to high-quality e-content across NHS and academic staff – was continuing to the end of May 2012; however, Elsevier had recently ended its participation in this. Some LC members noted, however, that the final report from the independent BIS working group that was considering the prospect of securing a national licence deal for access to UK-funded research findings for the UK as a whole was also due in May 2012, and that the NHS would stand to be one of the principal beneficiaries in the event that a national licence deal was secured.

22   SENATE HOUSE LIBRARY
[LC Min. 8, 7.11.11]

Received:
22.1   An oral report by the Director of UCL Library Services, along with a tabled report explaining the calculation of the SHL subscription charge and including subscription and usage data (filed with these Minutes as <u>LC 2-18 (11-12)</u>) introduced by the Finance Director (Corporate Support Services).

Reported:
22.2   The Director of UCL Library Services and the Finance Director (Corporate Support Services) drew attention to the following:

- The formula for the calculation of the SHL subscription charges had been adopted by the UoL Collegiate Council in April 2010 to be phased in over a two-year timeframe. 2011-12 was the first year the formula had been fully applied; 2012-13 was the first year that transitional funding had not been included in the charge;

- The usage data included in the formula used for making calculations related to the last full year of usage data available at the budget-setting time – so the 2012-13 subscription charges were based on 2010-11 usage data;

- The subscription cost for UCL in 2012-13 totalled £407k cf. £420k for the previous year – this reduction was in spite of usage data indicating that the number of logged UCL visitors to the SHL had almost doubled in a year.

Discussion:
22.3   The following main points were raised:

- Questions were raised over the sizeable discrepancies between year-on-year usage data for both UCL and the School of Pharmacy pre-merger as well as over the reliability and validity of these data, especially as UCL had not been granted representation on the UoL working group that had been established to look at the methodology for collecting SHL usage

data. The Vice-Provost (Operations) agreed to look into this issue on behalf of LC;

- The high figures in terms of dwell time data were indicative of the fact that a large number of UCL students currently used the SHL for study space. However, logic suggested that these figures would go down in the wake of the implementation of the UCL Masterplan.

RESOLVED:

22.4	**That the Vice-Provost (Operations) be asked to look into the issue of the sizeable discrepancies between the year-on-year SHL usage data for both UCL and the School of Pharmacy along with the reliability and validity of these data.**	**Action: Mr Rex Knight**

23   DEVELOPMENT REQUESTS FOR UCL LIBRARY SERVICES

Received:

23.1   At <u>LC 2-13 (11-12)</u> a summary report of future development opportunities for UCL Library Services and corresponding resource requirements, introduced by the Director of UCL Library Services.

Reported:

23.2   The Director of UCL Library Services drew attention to the following:

- A bid would be forthcoming to the Provost's SMT for continuation of the £600K recurrent uplift in the Library budget to support materials inflation for books, journals and databases along with the investment in UCL Discovery and ReadingLists@UCL. Linked to this bid would be a further bid to embed and extend the ReadingLists@UCL service and to buy more copies of core text books (or digital equivalents where these could be obtained) to support the Student Experience;

- A bid would also be put to the Provost's SMT to extend 24-hour opening in the Main and Science Libraries to all three terms and the two intervening vacation periods, with effect from September 2012. This would help to address issues raised in recent NSS and other surveys of overcrowding and the need for longer opening hours;

- Linked to 24-hr opening would be a bid to the Provost's SMT to extend RFID to all the libraries in UCL Library Services to enable students to issue and return their own loans in the Library at times when staffed service desks were closed. This service had already been introduced into the UCL Science Library and the UCL Eastman Dental Institute Library, and had been requested by students to be introduced across UCL;

- UCL Library Services was supporting the UCL Publications Board in introducing a raft of tools and services to support e-publishing. Building on UCL Discovery and the new overlay journals publishing service, the Library would submit a development bid to the Provost's SMT to embed these services, particularly further Gold Open Access publishing services, into UCL. This would continue to support UCL's Research and Knowledge transfer agendas, and make UCL a global leader in Open Access publishing developments.

24   MINUTES OF WORKING GROUPS

Noted:

24.1   Minutes for the following meetings had been received by the LC officers and made available to members *via* the LC sharepoint[1] :

- UCL Publications Board, 29 November 2011 (filed with these Minutes as LC 2-14 (11-12));
- UCL Publications Board, 16 February 2012 (filed with these Minutes as LC 2-15 (11-12))

24.2   The Director of UCL Library Services had highlighted the following strategic question arising from the work of the UCL Publications Board, for consideration by LC: What were the best ways to encourage UCL researchers to publish using the new and growing suite of Open Access publishing tools being offered by UCL Library Services – journal publishing software and planned new infrastructure for Open Access monograph publishing?

Reported:

24.3   The Director of UCL Library Services drew attention to the following:

- The Journal of Bentham Studies had been the first journal to be published using Library Services' Open Access tools and SSEES had recently launched an Open Access edition of Slovo, which was edited and managed by postgraduate students. Library Services was currently in discussions with two or three other journal publishers within UCL over Open Access arrangements.

- Library Services would be submitting a bid for 3-4m euros to the EU in Autumn 2012 for funding to develop its Open Access publishing infrastructure for monographs, particularly in the Arts and Humanities.

Discussion:

24.4   It was agreed that the nominated members of LC from each Faculty should be asked to raise the strategic question at Minute 24.2 above for discussion within their constituencies.

Action: Faculty reps.

25   MINUTES OF FACULTY LIBRARY COMMITTEES

Noted:

25.1   The following Minutes have been received by the LC officers since LC's previous meeting and made available to members *via* the LC sharepoint:

Arts and Humanities/Social and Historical Sciences, 19 May 2011
Arts and Humanities/Social and Historical Sciences, 1 March 2012
Built Environment, 24 May 2011
Built Environment, 17 November 2011
Laws, 17 December 2011
Mathematical and Physical Sciences, 12 December 2011

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[1] see https://sharepoint.adm.ucl.ac.uk/sites/lcs/Shared%20Documents/Forms/AllItems.aspx

26   ACTION TAKEN BY THE CHAIR ON BEHALF OF THE COMMITTEE

Noted:

26.1   Since the previous meeting of LC, the Chair of LC had taken action on behalf of LC to i) approve the amendment to LC's constitution set out at Minute 16.1 above and ii) approve the revised version of LC's Annual Report at Minute 18B.1 above.

27   LIBRARY SERVICES PROJECTS

Noted:

27.1   At <u>LC 2-15 (11-12)</u> a report on i) project bids currently submitted to and awaiting decision on funding from UCL and non-UCL sources, ii) project bids currently funded from UCL and non-UCL sources, iii) an overview of project funding for Library Services and iv) project bids that Library Services would be bidding for in the coming months.

28   LIBRARY OPEN FORUM
[LC Min. 9, 7.11.11]

Noted:

28.1   At <u>LC 2-16 (11-12)</u> details of the schedule for the Library Open Forum which would take place from 2.00-3.30pm on Wednesday 28 March 2012 in the AV Lecture Theatre.

29   ANY OTHER BUSINESS

29A   Withdrawal of student access to the LSE Library during the examination period

Reported:

29A.1   The Director of UCL Library Services drew attention to the following:

- The LSE had notified other UoL colleges that it would be withdrawing access to its Library for non-LSE UoL taught course students for the duration of the forthcoming examination period, although access would continue to be granted to researchers, research students and fee-paying intercollegiate students – as well as to undergraduate students who required access to LSE library materials, provided that they had proof of evidence;

- SOAS had confirmed that it would also be withdrawing access to its Library for non-SOAS UoL taught students during the same period, as well as during the period of the London Olympic Games;

- UCL Library Services colleagues had recommended that UCL should take measures to restrict access to its own Library during the examination period and London Olympic Games period.

29A.2   Although it was agreed that UCL should take measures to withdraw access rights to LSE and SOAS students during the examination period and period of the London Olympic Games (where access was withdrawn for UCL students), some members of LC noted that it would not be appropriate, for the time-being

at least, to extend the withdrawal of access rights to students of other UoL colleges generally. Instead, it was agreed that UCL should only take such measures in instances where other UoL colleges withdrew library access rights for UCL students.

RESOLVED:

29A.3	**That Library Services take measures to withdraw access rights to the UCL Library for LSE and SOAS students during the forthcoming examination period and period of the London Olympic Games.**	**Action:** **Dr Paul** **Ayris**

30 DATES OF NEXT MEETINGS

Noted:

30.1 The next meetings of LC had been scheduled as follows:

Thursday 14 June 2012, 2.30pm
Tuesday 8 November 2012, 2.00pm
Tuesday 19 March 2013, 2.00pm
Tuesday 11 June 2013, 2.00pm

30.2 All meetings would take place in the Ground Floor meeting room, 2 Taviton Street.

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24 April 2012