Edinburgh University Library Committee

Minutes of the meeting held on Wednesday 10\textsuperscript{th} October 2012

at 2pm in room 235 (Conference Room),

Joseph Black Chemistry Building, Kings Buildings

Present:
Professor Jeff Haywood (Convenor)
Dr John Scally
Professor David Fergusson
Mrs Janet Rennie
Dr Steven Morley
Professor Simon Parsons
Dr Anna Kenway
Mrs Fiona Brown
Dr Richard Mayr
Dr Hamish Ross
Mr Richard Battersby
Mr Adbul Majothi
Ms Irene McGowan
Ms Elspeth Currie
Mr Stuart Lewis
Mr Andrew Burnie
Mr Aloysius Ssennyonjo
Mr George MacKenzie

In attendance: Ms Susan Graham (On behalf of Records Management)
Ms Elize Rowan (Acquisitions and Metadata Services)
Mrs Helen Murphie (Note taker)

Apologies: Mr Max Greenberg
1  Welcome and apologies for absence

Professor Haywood welcomed everyone to the meeting. Introductions were made and apologies noted as above.

2.  Convenor and Director of Library and Collections Business

Jeff Haywood opened the meeting by discussing the additional £500,000 given by the University to the materials budget resulting from the collections review. He also advised the Committee that he and John Scally would be meeting with College Registrars to discuss an improved funding based model for calculating of the size of the materials budget in the period 2013-2016.

Jeff Haywood advised the Committee that the KB library was now open and very busy. The main library also continues to be heavily used, even more so than this time last year. There seems to be a shift in students’ use of the library in that they are working earlier in Semester 1 than in previous years. Student numbers in the library will be monitored over the coming months. Jeff Haywood informed the Committee that both the Main library and the KB library now have student information points (SIP).

John Scally spoke about the Finch report and the implications for open access, including the change in RCUK policy and what impact this will have on the Library and the University. RCUK BiS has given a £10 million grant to UK research-intensive Universities to assist with the transition to open access compliance. The University of Edinburgh has been awarded £609,000 from that grant. Proposals have been submitted to RCUK for use of these funds.

Steve Parsons asked how the funds would be spent. John Scally stated that the majority of the funds would be used to set up an administration support service to work with academic colleagues to revise University policy and guidelines, and to have a major push on populating the PURE repository with green OA outputs. The priority would be to ensure that the repository would be populated.

John Scally advised the Committee that account codes had been set up so that Gold expenditure could be monitored against both core funds and research projects. Stuart Lewis is to publicise these codes again to the colleges.

3.  Library Committee business and frequency of meetings

John Scally proposed that the Committee meet four times in the year instead of five. The Committee agreed to this schedule. Note: The February 2013 meeting has been cancelled. He also suggested that only 2-3 key issues were discussed at each meeting. Updates and reports could be posted on Committee web pages in advance of
the meeting. The e-Senate model was cited as an example of good practice that Library Committee could follow, and this would be investigated.

This would give the Committee an opportunity to review the papers and if necessary the item could be included on the agenda for the next meeting.

4. **Library Committee Business Schedule 2012-13- paper A**

John Scally summarised the main items of business that would be discussed by Library Committee in the coming year. These were accepted.

5. **Collections Review Implementation:**

   **Elize Rowan gave a summary of the implementation process as outlined in Paper B.**

   The current level of additional funding (£500,000) is recurrent for 3 years. The funding will allow for piloting of innovative methods of acquisition where user needs are prioritised. There are 4 main strands of activity:

   1. Reducing the cost to the used of ILL (Interlibrary Loans):

      From 1st August 2012, staff and students of the University have been allocated a quota of inter-library loans that are provided free of charge, past demand having informed the quotas of 30 requests for Staff and Research Postgraduates, 20 requests for Taught Postgraduates, and 5 for Undergraduates.

   2. PDA (Patron driven acquisition):

      This will allow a user-driven approach to acquisition of e-books, based on a demonstrated user need. Several thousand carefully selected e-books will be added to the Library catalogue, and usage-based triggers will be set to allow heavily used books to be automatically purchased. Rental models will also be considered. The Acquisitions and E-Resources team will be working closely with Liaison Librarians to identify content and purchase triggers. Usage and purchase of e-books made available through this will be very carefully monitored and reported back to Library Committee and College Library Committees. The service will be implemented by the start of Semester 2.

   3. Direct student requests for text books:

      Additional funding has been allocated to allow student requests to be handled in a more streamlined way. Data has been captured for students’ requests since the start of Semester 1 and, to date, the bias has been more towards HSS, and largely non-textbook material. In consultation with Liaison Librarians, selection criteria such as maximum cost per book requests have been put in place, and requests for medical texts will be closely scrutinised.

      Steve Parsons enquired who the users were. Elize Rowan informed him that anyone who uses the catalogue was a user. Steve Morley commented that students may not necessarily request books based on the academic recommendations. Reconciliation between the reading list and requested
books was required. Janet Rennie commented that the Colleges will still want input on selection to continue via the liaison librarians. She also had concerns on the use of the Collections Review funds and use of the College funds.

David Fergusson echoed Janet Rennie’s concerns over the use of the funds. Jeff Haywood reminded the Committee that this was discussed and agreed at court. He informed the Committee that expenditure would be reviewed regularly and a progress report would be made available for a future Committee meeting.

4. Pilot methods using journals and interdisciplinary resources:
A number of multi-disciplinary open access subscriptions are being covered by this funding, and publisher-based "article on demand" services are being investigated so that costs can be compared with traditional document delivery services.

6. Development of the Library Annexe Service
John Scally presented Paper C. Initially the annexe had been set up to provide a decant space during the Main Library Refurbishment Programme. The annexe has facilitated the increased availability of student study space in the Main Library. It has been extremely important during the recent University merger, in particular ECA. The service is now an integral part of the Library portfolio. Funding needs to be continued after 31st July 2013 to support this service.

Steve Morley commended the Paper. He asked if there was a formula that could link study space to storage space. John Scally advised that there was no formula. However, he did comment that both areas are affected by the rate at which the Library acquires physical stock.

George Mackenzie said when stores are created it was important to have a mechanism to prevent overfilling. He also queried whether or not a large remote store could be considered and if this resource could be shared with other organisations. John Scally advised that the Library was involved in active store management, through tightening up on the collections policy and the de-duplication project. David Fergusson favoured option 2. He asked for confirmation as to whether reference was being made to 1 or 2 stores. John Scally confirmed that the “store” referred to both stores.

David Fergusson stated that funding should not be taken from Information Services and that support for the Library annexe service should come from the University.

Steve Parson queried when “breakpoint” for the stores was, i.e. the contract for the renewal of the rental. John Scally confirmed that this was 2016.

The Committee endorsed the paper. John Scally advised the Committee that a paper would go to Estates Committee in December 2012.
7. **Edinburgh College of Art - Heritage Collections Review Report**

This report was funded by Scottish Funding Council (SFC) as part of the merger. John Scally was very pleased with the report and the work that the collections review team had carried out.

Susan Graham commented that it was important to continue to look at preservation of digital formats across the University. John Scally advised the Committee that through the Public Catalogue Foundation, the ECA catalogue has already been digitised. Steve Morley enquired as to whether the catalogue could be used to select works to be used in the new Sick Kids Hospital.

**Reports**

8. **ODL (Online Distance learning)**

The Committee noted the report.

9. **Update on Library Surveys and Library Service Targets**

The Committee noted the paper.

10. **Students' Views on Summer Opening Hours**

A verbal report was given by Andrew Burnie (EUSA). He reported that the extended opening of the Library during exam time was very much appreciated. He indicated that outwith exam time, students would like the Library to be open for longer, including longer Saturday opening. Jeff Haywood pointed out that it can be difficult to offer some service provision over longer opening hours. John Scally stated that he would work with EUSA to resolve this issue.

**Minutes and matters arising**

11. **Minutes of the meeting held on 6th June 2012.**

The minutes of the meeting of the Committee of 6th June 2012 were noted and approved.

12. **Matters arising.**

There were no matters arising.

13. **Any other Business.**

There was no other business.

14. **Date of next meeting - 5th December 2012, 2pm, Room 1.09, Main Library, George Square.**