Edinburgh University Library Committee

There will be a meeting of the Committee on Tuesday 8th February, 2.00 p.m. in room 1.11, 1st Floor Meeting Suite, Main Library. Papers not included will be sent out by electronic mail and tabled.

*Tea/coffee making facilities are available in the kitchen of the meeting suite.*

February 2010

Sheila E. Cannell
Director of Library Services

**A G E N D A**

1. **Welcomes and apologies for absence**

2. **Convenor and Director of Library Services Business**

*For discussion:*

3. **Academic strategy for library materials**

4. **Getting communications right**

5. **Revealing the hidden collections:**
   offline library collections at Edinburgh - Part I: special collections *(to follow)*

*Reports:*

6. **Resource Discovery update**

7. **Knowledge Strategy Committee: verbal report from KSC Away Day**

8. **RLUK affordable subscription prices initiative: verbal report**

9. **Building reports**
   a. Main Library Redevelopment update
      [http://www.is.ed.ac.uk/MLRP](http://www.is.ed.ac.uk/MLRP)
   b. King’s Building Library update
   c. New Veterinary Library: verbal update

10. **College Library Committee Reports:**
    a. College SE - [http://www.library.scieng.ed.ac.uk/](http://www.library.scieng.ed.ac.uk/)
    b. College of MVM - [http://www.lc.mvm.ed.ac.uk/](http://www.lc.mvm.ed.ac.uk/)
    c. College of HSS - [http://www.clc.hss.ed.ac.uk/](http://www.clc.hss.ed.ac.uk/)

11. **EUSA report**

12. **Research Publications Service update**

*Minutes and matters arising:*

13. **Minutes of the meeting** held on Wednesday 8th December 2010

14. **Matters arising** *(to follow)*
15. **Action Log** from meeting held on Wednesday 8\(^{th}\) December 2010

16. **Any other business:**

17. **Dates of future meetings:** Wednesday 13\(^{th}\) April 2011, 2.00pm; Tuesday 7\(^{th}\) June, 2.00pm, **ALL** Room 1.11, 1\(^{st}\) Floor, Main Library.
Brief description of the paper
Building on previous discussions, this paper presents a draft strategy for library materials, covering academic and resource issues. The paper also has a section on resources for library materials for feeding into the current planning round.

Action requested
Library Committee is asked to discuss the questions interspersed through the paper, and to advise if the developing strategy is the right strategy, and to consider issues on resourcing library materials.

Resource implications
Library materials represent a significant expenditure for the University and Information Services. It is important to have an effective collection, and the paper identifies ways of ensuring the collection is appropriate to the University’s needs. The paper also addresses issues on how the library materials should be resourced within the University.

Risk Assessment
Risk issues are not covered in the paper, but there are risk issues in ensuring that researchers and students have access to the right materials for their work.

Equality and Diversity
Does the paper have equality and diversity implications?
No

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
Sheila Cannell
Director of Library Services
February 2011
Edinburgh University Library Committee

Academic strategy for library materials

Introduction
Subsequent to discussions on the paper “Library materials budget: development of an academic strategy”1 at Library Committee, College Library Committees, with College senior management and others, this “Academic strategy for library materials” has been drafted for consultation. It has sections on academic need, and resources and value for money. Library Committee and College Library Committees are asked to consider whether this is the appropriate strategy.

In parallel, Information Service is addressing issues about the library materials budget in the planning round. Library Committee and College Library Committees are asked to consider how library materials should be resourced. This will then be included in the strategy.

The paper below is punctuated with questions for discussion, and contains some explanatory material which will be removed from the finalised strategy.

Academic strategy for library materials

1. Strategic aim

“To provide a collection of library materials to support world class research, learning and teaching taking account of academic need and value for money.”

The University of Edinburgh provides books and journals in digital and print form as an integral part of the academic infrastructure to support current and future research, teaching and learning by the members of the University. Increasingly this is provided in digital format. These items can be used immediately after purchase, or over many years. The collection needs to be constantly reviewed and refreshed in order that it provides the collections which remain fit for purpose for research, teaching and learning in Edinburgh. The value for money of the collection also needs to be constantly reviewed.

Question 1: This strategy is about how to achieve this strategic aim. Is this the right strategic aim?

2. Academic need

The collection must support the academic need of all parts of the University—undergraduate, postgraduate, research in all disciplines. The collection needs to be responsive, with new materials being purchased to support new needs, for example in support of new courses and new research area—the corollary of this is that we should be prepared to cease purchasing in areas which are not active, unless there is a need to build or maintain a collection for the future.

The collection needs to support the University’s position as world-class. There is emerging evidence of correlation between expenditure on library materials and research outputs, and we will follow the developing research in this area. We will also provide metrics in order to ensure that Edinburgh’s position does not drop in comparison to comparator universities, where possible providing this information at a disaggregated disciplinary level.

We have a Collections Policy2 to help with decision making about purchasing. We now prefer to purchase digital materials, where these are available, although there are many circumstances in which this is neither desirable nor possible.

1 http://www.libcttee.isg.ed.ac.uk/docs/open/PaperB,081210.pdf
2 http://www.ed.ac.uk/schools-departments/information-services/about/policies-and-regulations/operational-policies/collections
Many stakeholders are involved in deciding on what to buy and what not to buy, including academic staff, students, and library staff.

**Question 2:**
*Do the issues above reflect Edinburgh’s aspirations for its library collection?*

### 3. Resources and value for money

**Costs**
The provision of the library materials is a significant cost for the University. There are direct costs in acquiring materials and staff and operating costs in describing, curating and making them available. In 2009-2010, the cost of acquiring materials was £4.4m. Of this £720k was from sources other than the core Information Services budget. ³Recent calculations in Information Services based on purchase and description of c. £5.3m in 2008-2009⁴ representing about 25% of the IS budget. VAT is charged on all digital resources.

**Marketplace and procurement**
The marketplace for acquiring these items is complex. There are a small number of very significant publishers, who often make their materials available as an aggregated “bundle”, and a long tail of smaller publishers and suppliers, often important in specific disciplines.

Annual journal price inflation is running at double the rate of RPI since 2000. The fact that library materials are primarily priced in non-sterling currencies also has an impact on purchasing power.

Librarians are now collectively examining ways of constraining these costs, both through collaborative purchasing as a shared service and by negotiating collectively more aggressively with publishers, particularly on bundled deals. This is likely to achieve some cost reductions, but may not be a magic bullet for reducing costs. Collaborative purchasing comes with some compromises about content. In the longer term, a new model of scholarly publishing in response to the digital age may emerge, but this is likely to be some years away.

**Resource allocation**
For many years, the library materials budget was managed as a central budget, with the costs of reinstatement of purchasing power each year (sometimes including marginal increases of reductions) being provided by the allocation of a grant to the Library. Recently, the situation has been less coherent. The largest proportion of the budget is still a centrally provided resource, via the Information Services budget. Within Information Services, the proportion of the budget devoted to library materials has been maintained. To varying degrees, Colleges and Schools have topped up this budget.

This central grant is divided amongst the Colleges and Schools according to agreed formulae. The first allocation is to Colleges via the Income and Expenditure Attribution Model. CHSS and CS&E then divide this amongst their Schools according to different allocation models, while CMVM retains a largely central budget.

**Supporting interdisciplinarity**
Where a set of library materials (e.g. single books or the output from one publisher) are used by only one discipline, it is relatively easy to understand the user group; but increasingly, as we aggregate purchases into bundles or with other institutions the usage of this set of materials is interdisciplinary.

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³ CHSS £385k, CS&E £160k, Roslin £70k, School of Law £50k, NHS £45k
⁴ Costs of acquisition and description only. Does not include costs of circulation of print materials and digital library costs in making digital resources available.
across the University. The current model of resource allocation, whether at College level or at the School level, can mitigate against interdisciplinarity.

These issues have been considered many times, for example in a Collections Review carried out in 2008\(^5\). Since then, and in different financial times, it is clear that a number of other organisations, including both UK and US universities, are consolidating their expenditure into central funds to ensure maximum availability of resource.

**Value for money**
The Library will work to provide value for money in purchasing, through collaboration in procurement and hard negotiation with publishers. We will also provide, on an annual basis, metrics about usage and cost in order to allow decisions about value for money to inform decision-making.

**Question 3**
- Has the Committee any comments on the resources issues outlined above?

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\(^5\) [http://www.lib.ed.ac.uk/about/libcom/PapersApr08/a3apr08.pdf](http://www.lib.ed.ac.uk/about/libcom/PapersApr08/a3apr08.pdf)
Resourcing for library materials

As we move into more difficult times, the Colleges and Information Services working together need to reach agreement about the way forward, addressing the following questions. Library Committee is asked to respond to these resources related questions which will feed into the planning process.

Question 4
1. Does the University—specifically the Colleges—wish to reduce, maintain, or increase its expenditure on library materials?

Question 5
2. How does the University wish to manage the library materials budget? There are 3 possible models each with benefits and disadvantages:
   a. Managed centrally, ensuring proper balance between subject areas across the University?
      Benefits: easier and more efficient management, enhanced ability to negotiate good deals from publishers, supports interdisciplinarity
      Disadvantages: less easy to ensure proper balance between subject areas;
   b. Mixed model, with some funding being provided centrally and allocated according to an agreed formula with the possibility of Colleges or Schools topping this funding up?
      Benefits: Colleges can top up to the level they wish
      Disadvantages: different level of provision if Colleges act differently
   c. Funding from Colleges and/or Schools?
      i. Benefits: funding lies where it is created
      ii. Disadvantages: dissagregation; loss of bigger picture; difficulties with managing procurement; does not support interdisciplinarity

Sheila Cannell
2 Feb 2011
Brief description of the paper
This paper reviews the types of communication which Information Services is involved with. The paper identifies the 2-way nature of communication, the channels used. The paper identifies that while communication normally works, there are some occasions when it does not, and that we should learn the lessons from these failures. Library Committee is asked for advice on how to improve communications.

Action requested
Discussion of and advice on how to improve communication to feed into IS communication strategy.

Resource implications
Resource issues are not addressed in the paper, but there are significant resource issues when communication is not carried out effectively.

Risk Assessment
Risk issues are not covered in the paper, but as with resource, there are risks when communication is not carried out effectively.

Equality and Diversity
Does the paper have equality and diversity implications?
Not directly, but there are issues in ensuring that communication channels are appropriate for all those receiving the messages.

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
Sheila Cannell
Director of Library Services
February 2011
Edinburgh University Library Committee

Getting communications right

Communications is very important for library activities. There is little that anyone in Information Services or the Library does which does not require communication. Some recent incidents have made us review our communication channels to ensure that they are working as well as they should. Library Committee, College Library Committees and EUSA are invited to work in partnership with us to ensure that our communication processes are as robust as they can be.

Clear communication has to be at the heart of all our process. There are several types of communication relevant to this paper:

- **Communications from** the Library to provide information to users, e.g.
  - to provide direct help to solve a problem (e.g. with using ejournals)
  - to announce a new development (e.g. new opening hours)
  - to provide information on some unplanned event such as downtime or emergency changes in opening hours

- **Communication from** the Library to consult with users about a new service, e.g.
  - the implementation of the new resource discovery system, the service to support the Library Annexe, developments in the Research Publications Service, new opening hours

- **Communication to** the Library about a problem, or feedback to help us develop a service

- **Communication within** Information Services. This is not strictly relevant to this paper, and some notes on this are included in a footnote, so that the Committee understands the complexity of this issue.¹

Communication is a two way process and messages needs to be both shared and received. It is not possible for us to communicate directly with all 40,000 people in the University’s community, but sometimes it feels as if there may be 40,000 individual views. We have to use formal and representative channels, and are dependent on these channels being understood and working correctly. The channels include helpline, committees with their representational structure, the liaison and consultancy teams, and web and email dissemination.

The medium or media chosen must be appropriate to the message and the audience. At different times we use different channels, eg:

- face-to-face discussions
- presentations/discussions at meetings including library committees
- liaison librarians and consultancy team consultations
- IS Helpline for individual queries/responses

¹ Information Services has a communications group, which is leading on an IS communications strategy, considering these issues in relationship to library, IT and elearning issues. Clear, effective and timely sharing of information within Information Services is particularly important for us to get right. We are a large, complex multi-domain organisation, with teams scattered through the University. There are often several teams involved with specific issues and we are working to ensure that cross-team communication is as clear, accurate and helpful as it can be, so that end result delivers clarity for users. We want to ensure that feedback from users is properly received and disseminated within Information Services to enable appropriate teams to respond in the short term, and understand the requirements for service developments in the longer term.
IS website for announcements, self-help and general information
- production of regular reports (eg MLRP, Research Publications Service)
- plasma screens
- emails to individuals or groups
- social networking tools such as Twitter and Facebook

Each of these channels has different requirements and different significance for each group, and we need to be aware of the benefits and disadvantages of each for particular messages.

In common with many large organisations, our communication processes work reasonably well for most circumstances. But sometimes they fail, and it is always important to learn lessons about when there is a failure in communication. Recently we have noted that failures occur:

- When messages are not clear or consistent or not understood by the target audience, for example because they use inappropriate language or jargon
- When messages are not passed on through expected channels, or become less clear as they are passed on, or there is a delay in passing the message on
- When it is not clear if the message is intended for consultation or intended to inform users about what is happening, and users may use the message for information to reopen the discussion and question the decision
- When the consultation about an activity is separated by a long period of time from the implementation, so that people have forgotten than a decision was made
- When different parts of Information Services are involved resulting in mixed or inconsistent messages.

We would be pleased for Library Committee, College Library Committees and EUSA to discuss how we can further improve our communications strategy. It would be particularly useful to consider the following issues:

- How can we ensure that the formal and representative channels for communication, which will vary by College and School, and with EUSA are working effectively? Are there channels which Library/Information Services are not plugged into, and which we could use?
- How can we ensure that users understand when we are consulting and when we are informing?
- How can we ensure that we get timely and appropriate advice when we are consulting with users?
- How can we ensure that the feedback we do get is representative of widely held views?
- Which channels are best for fast communication when this is needed (we understand that this requires multiple channels)?

Sheila Cannell on behalf of library senior managers in Library & Collections and User Services Division
29th Jan 2011
Resource Discovery Update

Brief description of the paper
A progress report and news of the launch, relating to the resource discovery system project.

Action requested
For information, although Library Committee members are encouraged to try the new service for themselves.

Resource implications
None

Risk Assessment
N/A

Equality and Diversity
Does the paper have equality and diversity implications? No

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
Simon Bains
Head of Digital Library
February 2011
Edinburgh University Library Committee

Resource Discovery Update

In February 2010, Library Committee approved a proposal to investigate options to improve the resource discovery service we provide. As a result, Edinburgh led a tender with other Scottish organisations and procured two systems at the end of 2010. Questions about both services led us to decide to purchase them both for 12 months, and evaluate them during 2011. In order not to confuse our users, we decided that one system should form the live service, and on Monday 31 January we launched the EBSCO Discovery Service as the new version of 'Searcher'.

We expect this to be a significant improvement on the previous Searcher system, so have promoted it quite heavily, and raised its profile on the IS Website and in MyEd:

It is now easily available from our key services page, as part of a set of 'tabbed' search boxes: http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery. It's also linked directly from the Quick links on the IS homepage.

Searcher will be available as a search box in MyEd shortly; at present it's available as a link while we address a technical issue with the search box.

In terms of publicity:

- We've written a news page explaining the change, currently available via the IS homepage: http://www.ed.ac.uk/schools-departments/information-services/about/news/library-new-service

- open access PCs have a screensaver advertising Searcher, and it's available via the Library shortcuts menu

- Main Library plasma screens are also promoting it

- All IS Consultancy teams have been kept fully briefed, and a message has alerted all IS staff. We've run demonstrations for some teams, including Helpline and Helpdesk, and are happy to do more on request.

- The old Searcher page now points through to the new service, to catch anyone who has bookmarked it, or is using old publicity material.

There is a feedback button on the results screen to help us gather user responses to the service, but one early reaction from a colleague in IS User Services suggests that we're going in the right direction:

"...In short, from my first test, I cannot help singing praises for this wonderful facility! I am sure our users will like it. I cannot wait to promote it among staff and students in my two Schools."

An evaluation project plan for both systems (EBSCO Discovery Service and Summon) is being developed, and we will be in a position to report on this by September. The evaluation will look at content coverage, usability, technical fit and ability to deliver local digital content. We expect to work particularly closely with Informatics and Education on this, and have started discussions with colleagues about it. I am hopeful that we will supervise at least one Informatics MSc student project looking at the technology behind the Summon system.
I am very pleased that we have moved from initial project approval to system launch in a 12 month period, which was particularly challenging given that the project involved six other partner institutions, and the procurement proved complex, and I would like to thank my colleagues for their very hard work to make this happen. In particular, Angela Laurins, Philippa Sheail, Liz Stevenson and Morag Watson in the Digital Library Section, and Rowena Stewart in USD.

I would also like to thank the Project Board members, nominated by Library Committee, for their active engagement and helpful direction.

The live system is available at http://searcher.is.ed.ac.uk/ and I welcome feedback from Library Committee.

Simon Bains
Head of Digital Library
February 2011
Building Projects: Main Library Redevelopment Update

Brief description of the paper
This is one of a regular series of updates on the Main Library redevelopment.

Action requested
For information

Resource implications
Does the paper have resource implications?
Yes, the Main Library redevelopment is a major University capital project.

Risk Assessment
Does the paper include a risk analysis? No, but a risk register is maintained for the project.

Equality and Diversity
Does the paper have equality and diversity implications? No

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
Sheila E. Cannell
Director of Library and Collections
Laura Macpherson
Main Library Redevelopment Project Co-ordinator
February 2011
Edinburgh University Library Committee

Main Library Redevelopment Project
Update January 2011

Image shows the recently installed New Books, Current Journals and Newspapers display on Floor 1 – more information in this update paper.

Floor 3, preparing for opening – books, study and student services
The project team are now at the detailed preparation stage for the opening of Floor 3 in June. This floor will house the remainder of the Library of Congress classified Current Lending collection (categories P-Z; with A-N already on Floor 2), currently located on Floor 4. It will also accommodate the East Asian Collection, the Serjeant & Watt and Centre of African Studies Collections.

There will be nearly 90 PCs and over 200 study spaces.

The move schedule for these books is currently being decided, with close attention being paid to both general exams and medical exams in order to cause minimal disruption. However, there is likely to be a period when books will be located on the Floor before it is open for public use, and we will need to run a book request service similar to that used in the summer move of 2010. Details about the move schedule and request service arrangements will be publicised in due course.

Student Services – the Careers Service, Student Counselling and Disability Office - will be based on the East side of the Floor. The Information Services facilities team are working closely with Student Services and the Redevelopment Project, to try and ensure a smooth transition into their new home. It is hoped that the Services will re-open at the same time as the rest of the Floor in the summer.

Floor 4, design sign off
The design for Floor 4 is being finalised and should be signed off for construction planning within the coming weeks. This floor will allow the Library to accommodate an additional 600 study spaces, and nearly 8,000 linear metres of shelving. Construction work will begin in July of this year.

In order to begin the clearing of this floor for redevelopment, the Library intends to move out approximately 4800 linear metres of the Dewey book collection to the Library Annexe during the Easter vacation. 3200 linear metres will remain in the building and be located on the
Lower Ground Floor (they are currently located on Floor 4). In order to make space for this retention of Dewey stock, we plan to move out around 3200 linear metres of journals to the annexe, also at Easter. These are journals, currently on the Lower Ground Floor, in selected subjects, where the current subscription is electronic format. Colleges have been invited to suggest selections of Dewey material that should be retained in the Main Library, through the usual liaison channels. Some additional requests may be accepted, but significantly more requests would require further journal relegation to the Annexe. For more information see the news article on the MLRP webpage: [http://tinyurl.com/5uh4jjz](http://tinyurl.com/5uh4jjz)

These moves to the Annexe are required for the remainder of the redevelopment, as when the Lower Ground Floor works are being carried out, there will no longer be the flexible space in the building to house the full collection, by moving it within the building. There will be a period when some Library service staff will have to be based on Floor 4 in temporary office space (they are currently based in the Lower Ground Floor) This means the full provision for study spaces and books will not be available until the Lower Ground Floor works are complete.

A note about the Annexe: a new Supervisor and two Assistants have been appointed to staff the building full time during the working week. These staff members will provide a much improved request and delivery service for material in the building. This includes, scanning of journal articles and book chapters for electronic delivery to the users desktop, and a twice daily courier service delivering previously-Main Library materials back to the building for use.

When complete, Floor 4 will accommodate the Main Library retained Dewey books and journals.

**Lower Ground Floor – Information Services staff, University Collections**

With the revised layout for Floor 4, the Lower ground Floor has now been identified for the staff work space previously planned for Floor 4. The design is in the early stages, but will accommodate around 170 staff – much less than the previous figures identified for Floor 4 of around 300. The Strong Room will also be redeployed as a store for Special Collections and University museums objects.

**New display area in the Library**

In December, the long awaited New Books, Current Journals and Newspaper display launched on Floor 1, beside the quiet study area. It is proving very popular with users, and books are being borrowed very quickly – as was intended. There will be a few additions to the area in coming weeks, such as a catalogue terminal, improved lighting and additional signage.

**Current issues with a few Main Library facilities**

There are a few prominent ongoing issues with facilities in the Main Library at the moment: out of order accessible toilets, and faults with the front doors.

The toilets are out of order due to a fault with the installation of the pivette doors. The architects and University Estates & Buildings team are getting replacement fixings and a sample new door, to see if this resolves the issue.

The ongoing problems with the main entrance doors have been discussed by the architects, manufacturers and Estates. It has been agreed that new fittings will be put in, and the handles are being removed from the push-button doors to prevent them from being opened in the wrong direction, and jamming. This will resolve the chicane-like effect of the doors at the moment.
Further information
Throughout redevelopment work, there are weekly construction updates and regular news articles available on the MLRP website – www.ed.ac.uk/is/mlrp. You can subscribe to these through the RSS feed. We are also now using Twitter – follow us, EdinUniMainLib. Plasma screens in the Library are also updated weekly. If you have any queries, please contact mlrp@ed.ac.uk.

Main Library Redevelopment Coordinator
Laura Macpherson has been appointed as Collections Manager from 1 February. Lesley Bryson will take over in the role from 1 March.

Laura Macpherson, Main Library Redevelopment Coordinator
Sheila Cannell, Director of Library and Collections
31 January 2011
The University of Edinburgh

Library Committee

8th February 2011

Agendum 9b

King’s Buildings Library Project: update

Brief description of the paper
This paper gives an update on the KB Library project and on associated developments at King’s Buildings. It details the changes to take place this coming Summer and during Summer 2012.

Action requested
For information

Resource implications
This is a major capital project for the University. There will be a fundraising strategy.

Risk Assessment
Not included, but there is a Risk Register for the project

Equality and Diversity
Does the paper have equality and diversity implications? No

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
Richard Battersby
CSE Consultancy
February 2011
In November 2010, the University appointed the Main Contractor for the NEW King’s Buildings Library, a major and long-awaited development. Construction will start during February and is scheduled for completion in Spring 2012. This will be followed by a commissioning and fit out period. The new library will be open and ready for use at the start of the 2012/13 academic year.

The new building, on the site of the former Robertson Library adjacent to the KB Centre, will face south and is designed to be a striking presence on “Campus Green”. The mutual benefits of the Library opening onto this pleasant outdoor environment should help to make this area the “living heart” of KB. The project includes hard and soft landscaping south and west of the new building and extending across to the JCM Building. This will also improve routes for pedestrians and cyclists.

The structure is engineered to the best environmental standards, including the use of sustainable fabric, rain water harvesting and a green roof. Its “L-shaped” plan with double-height atrium produces a narrow floor plate, allowing natural ventilation and optimising natural light.

The new Library development is another step in the process of upgrading facilities at KB for students and staff, creating modern environments for study and social purposes. Its four floors will provide a gradation of high quality environments from informal on the ground floor (where catering will be available), through a range of collaborative and private study areas on the first and second floors, to quiet, individual study on the top floor. The design takes account of recent study space re-developments in the Central Area in the Main Library and Appleton Tower.

This will be the single fully-serviced library at KB, permitting improved service and long opening hours. There will be a staffed Helpdesk on the first floor, providing a first point- of-contact for enquiries relating to library, IT and e-learning services.

The three upper floors will accommodate most of the book collection, which is currently dispersed across three separate libraries. The lesser-used collections (all journals and older books) will be available to users on compact shelving on the lower floor of the present Darwin Library.

The KB Centre will be upgraded internally with a link to the new Library so that, until better arrangements can be made, it will continue to provide open access computer labs, study space and other services to complement the new facility.

For more information, please contact Rachel Love (Rachel.Love@ed.ac.uk)

Staff from Information Services, from the College of Science & Engineering and from Estates & Buildings are working closely together on this exciting project.

Further information and regular updates, covering progress of the construction and changes to library services, will be provided during the course of the project.
The above text along with a presentation from the Project Architects, Austin-Smith: Lord is now available: [http://www.ed.ac.uk/schools-departments/science-engineering/news-events/kb-library](http://www.ed.ac.uk/schools-departments/science-engineering/news-events/kb-library)

**Timetable summary**

- **February 2011**: start of construction
- **Summer 2011**: installation of additional compact shelving, on open-access, on the Darwin Library lower floor. The older book collection (books acquired prior to, and not borrowed since, 1999) and the entire journal collection, currently housed in 3 libraries and several stores, will be moved to the compact shelving to form single book and journal collections. These collection moves should start in mid July. It is not yet known how long this will take, but we expect the moves will need to continue into Semester 1. The study places on the lower floor will be relocated to the upper floor once the books have been relocated
- **Summer 2012**: the new library will open. The newer book collection (books acquired since 1999 and older books borrowed since this date) from the Darwin, JCM and Robertson libraries will transfer across into a single collection. At this point, the JCM and Robertson libraries will both close and the Darwin Library will assume the role of an open-access store

**Other related developments**

IS, the College and Estates &Buildings are currently discussing the following:

- The re-development of the three floors of the KB Centre: Level 1 is currently a café, which will close when the catered study space opens in the new library and Levels 2 and 3 are currently IS open-access labs
- The re-development of the Darwin Library upper floor once the new library opens

**KB Library Strategic Project Board**

This is now chaired by Jeff Haywood, with Richard Battersby representing IS and Simon Bates representing the College. John Martin continues to attend.

**KB Library User Group**

The purpose is to ensure the effective and optimal implementation of the new KB Library project and associated changes elsewhere on the KB campus, paying attention to communication with all stakeholders and operational matters, as well as to the construction projects. Specifically:

- To continue as the user liaison group for the construction and fit-out of the new build and for ancillary re-development projects in the KB Centre and the Darwin Library
- To ensure that the organisational issues, relating to all the above developments, are addressed effectively at the appropriate time
- To ensure that effective consultation and communication takes place at the relevant time, with all appropriate University colleagues, and with all user communities

Members are:

- IS: Richard Battersby, Jim Sheach, Barry Croucher
- College: John Martin, Simon Bates, Patricia Erskine, College Library Committee member
- E&B: Steven Goodall
- D&A: Rachel Love
- EUSA: Saima Ahmed

Richard Battersby
January 2011
College of Science and Engineering
Library Committee

King’s Buildings Library Project: communication
Role for the College Library Committee

Effective communication with all the stakeholders will be essential during the lifetime of this project so that the ultimate goals are well understood, the various steps to be taken are announced in good time, and inevitable difficulties encountered along the way are minimised. The College Library Committee, given its membership from each School, will need to play a key role and it is important that all members have a detailed knowledge of the project and the implementation plans.

The Communications Group of the KB Library User Group (Richard Battersby, Steven Goodall, John Martin and Patricia Erskine) have already met and begun addressing a range of issues. It has been agreed that the primary communication routes will be web pages and e-mail. Communication needs to cover issues to do with the new build and with the changes taking place in Summer 2011. At a later stage it will also need to cover the re-development of the KB Centre and the Darwin Library upper floor. The Schools and their different user communities will be affected in different ways and at different times by the changes over the next 18 months and the challenge will be to determine how communication should best be targeted, whilst endeavouring to avoid information overload and duplication.

For discussion
• How do members of the Committee feel that such communication should best be handled within their School, thinking of the different user communities?
• What role should members of the Committee play in the communication process?

Key elements of the changes in Summer 2011
• Physical changes:
  o Installing more compact shelving on the Darwin Library lower floor in June/July
  o Moving all the journals and the older books (acquired prior to, and not borrowed since, 1999) from the JCM and Robertson libraries and from 4 stores to the Darwin Library lower floor. This will start in mid July and will continue until it is completed. The end result will be one book collection and one journal collection, all on open access
  o Re-organising the study space on the Darwin upper floor to accommodate study space lost on the lower floor
• Services changes:
  o Making service changes in all 3 libraries as a result of the transfer of the print collections
  o Making every effort to ensure that users continue to have access to the print collection over the Summer whilst the moves are taking place
  o Addressing swipe card access arrangements to the Darwin Library so that staff and PGs from other Schools can access print collections when the Darwin Library is unstaffed
  o Some disposal of journals will take place in the coming months where we have online access and where there are duplicate print collections elsewhere in the Library system
Impact on the existing libraries during 2011/12 session

- JCM Library: this is already a swipe access only site and this will continue during the session. The newer book collection and study space will remain and the library will finally close in Summer 2012
- Robertson Library: the newer book collection and study space will remain until the library closes in Summer 2012
- Darwin Library: the newer book collection will remain on the upper floor and all study space will be on the upper floor. Users from all Schools will visit the library to consult/borrow the journals and older books on the lower floor. Final decisions have not yet been taken about the use of the upper floor after Summer 2012; this will be addressed by the KB Library User Group

Key elements of the changes in Summer 2012

- Newer book collection (books acquired or borrowed since 1999) will move from the 3 libraries into the KB Library
- Help Services staff will relocate to the KB Library
- Study space will be set up
- KB Library will open for the new session, including the catered area on the ground floor
- KB Centre Spot café will close
- KB Centre open access labs will be re-developed
- JCM Library and Robertson Library will both close
- Darwin Library lower floor will be renamed the “KB Library store”, with a very limited IS staff presence during the day and swipe card access arrangements in place for staff and PGs at other times

Key messages about the KB Library project

- The new build is designed to provide greatly improved space for study and social purposes in an attractive and modern environment
- It will provide high quality and varied study space, including informal catered study/social space, traditional quiet study space, and group study facilities
- It is centrally located overlooking the “green heart” of the campus (the project includes some landscaping) and will bring about a much needed focus for KB
- It is engineered to the best environmental standards, including the use of sustainable fabric, rain water harvesting and a green roof
- It is linked to the KB Centre, which will undergo significant re-development of its open access lab facilities in Summer 2012
- It will provide integrated help services, encompassing library, IT, elearning services
- It will have long opening hours, which will include both staffed serviced hours and unstaffed hours with only a security presence
- It will house the newer book collection (books acquired or borrowed books since 1999) only
- The older book collection and the print journal collection (the use of which has decreased significantly in recent years) will be retained at KB and will be on open access shelving in the KB Library store (the Darwin Library lower floor)

Richard Battersby
Information Services

18 January 2011
m/KBL/Feb 2011 CLC paper
Research Publications Service update

**Brief description of the paper**
One of a monthly series of updates about the progress of the Research Publications Service.

**Action requested**
*For Information*

**Resource implications**
*None*

**Risk Assessment**
*None*

**Equality and Diversity**
Does the paper have equality and diversity implications? *No*

**Freedom of Information**
Can this paper be included in open business? *Yes*

**Originator of the paper**
James Toon
Research Publications Service Manager
February 2011
1. Overview

This monthly report is being distributed to the Research Policy Group, The RPS Steering Group, College and School research administrators, and appropriate contacts in IS, GaSP and ERI. If you wish to suggest contacts to add to the distribution list, please contact james.toon@ed.ac.uk

2. Service status update

a.) PURE Implementation

Work is now underway on the initial planning aspects of the PURE implementation. The Research Publications Service is represented on the PURE project team via James Toon and Morag Watson (Digital Library Development Manager).

The RPS team have been working closely with the project team in Applications Division/GaSP in order to define in detail the PR system processes, and to map out the user roles. This is part of a preliminary phase of the project designed to ensure that all originally stated requirements have been clarified before proceeding.

The project will also seek to meet with a number of RPS users over the next 4 weeks to discuss operational issues with the current PR, and identify areas for improvement in the workflow and processes within the PURE system

The formal kick off workshop for the PURE implementation project with Atira, the system supplier, is scheduled for early March.

b.) Metadata deposit in the Edinburgh Research Archive (ERA)

We have a development request in the process of being implemented in the PR that will facilitate the transfer of metadata from the PR system in ERA. Once this has been completed and tested, then we will begin the process of transferring data.

c.) Development of metadata template for deposit

The RPS team is establishing a metadata ‘standards’ template for use by academic staff and administrators across the colleges – the template will be based on similar work carried out for the RAE2008. At present, we are working through the templates to ensure that all the relevant data required is captured. These templates will be distributed through the Colleges for comparison against local data records. The RPS team will then work with College teams to establish the best way to acquire the data for inclusion into the PR.

d.) Thomson Incites data

Work is ongoing with Thomson on establishing the best route for the integration of their Incites data, as a means to increase the quantity and quality of Edinburgh publications records. Having sent a sample extract of data from the PR, we have now received first set of sample data back from Thomson. This data is basically the sample data we sent them, but returned to us with the metadata
enhanced from the Thomson system. We are now considering how best to integrate this ‘enhanced’ metadata back into the PR.

In addition to this, we will also be receiving a set of metadata from Thomson where the Incites data has been identified as belonging to Edinburgh, but has not been matched to any particular researcher name. We will have to unpick this data and manually match it against our researcher records, prior to integration into the PR.

3. Communications

The RPS team have met with a number of users since the last report, including meetings with a number of college committees and the USD consultancy team.

A communications plan is being assembled, to define expectations for meetings and updates for RPS progress, and particular in relation to the implementation of PURE. This plan will also form part of the PURE communications activity to ensure a consistent message is delivered.

You are reminded that the team can be contacted at rps-help@ed.ac.uk and has a set of web pages available on the IS Website, as part of the ‘Research Support’ section:

http://www.ed.ac.uk/schools-departments/information-services/services/research-support/research-publications

4. Statistics/Usage

Deposit Statistics

Following changes to the ERA and PR systems, and following on from comments from the RPS steering group, we are now looking at alternative approaches to reporting on progress within the team. However the following data has been recorded in the 2 weeks since the last report

<table>
<thead>
<tr>
<th>Total items in PR as at time of report</th>
<th>Year to date</th>
<th>During Jan 2011 (since 11th Jan)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted by college</td>
<td>Uploaded for processing</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>8349</td>
<td>0</td>
</tr>
<tr>
<td>Medicine and Veterinary Medicine</td>
<td>3966</td>
<td>49</td>
</tr>
<tr>
<td>Science and Engineering</td>
<td>6835</td>
<td>238</td>
</tr>
</tbody>
</table>

4000th Item in ERA

We are pleased to report that we processed our 4000 full text item milestone on the 26th January – a PhD thesis on ‘The Effects of sex steroids on spatial cognition in the zebra finch’

http://hdl.handle.net/1842/4688

ERA Statistics

As reported previously, the ERA upgrade has changed the way in which we can extract the usage data from the system. At present, this means we can only extract download and usage data on a per item basis, and are unable to aggregate this data together to provide statistics for the entire repository. Changes are proposed to improve access to this data.
Service Statistics

All calls and requests for assistance from the RPS team are now being processed through the University helpdesk system. Since the last report, the team have processed 19 calls of which 7 are still open.

System development & Support

a.) Publications Repository;

Changes to fix defect in publications list functionality as identified by the School of Informatics: Now resolved, but awaiting release date onto live service.

Changes to system to allow for extract of data for data cleansing activity: In development.

b.) Edinburgh Research Archive;

We have now gained access to the statistics tables from the previous ERA version to allow us to respond to requests from authors for statistical data prior to Jan 2011.

If you have any questions or comments to make about this report, please send them to james.toon@ed.ac.uk

James Toon
Research Publications Service Manager
February 2011
MINUTES OF THE MEETING HELD ON WEDNESDAY 8th DECEMBER 2010 AT 2 P.M
IN ROOM 1.11, 1st FLOOR MEETING SUITE, MAIN LIBRARY, GEORGE SQUARE

Present: Professor Jeff Haywood (Convenor)
         Professor David Fergusson
         Professor Dai Hounsell
         Professor David Finnegan
         Professor Kenneth Boyd
         Dr Anna Kenway
         Dr Alex Murdoch
         Mrs Fiona Brown
         Mrs Janet Rennie
         Ms Philippa Sheail

         Mrs Sheila Cannell, Director of Library Services

In Attendance: Mr Simon Bains
               Ms Irene McGowan
               Dr John Scally
               Ms Louise Hallows (Secretary)
               Mr Richard Battersby
               Mr Abdul Majothi

Apologies: Professor Graham Pettigrew
          Professor John Moncrieff
          Professor Bonnie Webber
          Mr George MacKenzie
          Mr Alan Hunter
          Mr Andrew Burnie
          Mr Kolos Kantor
          Mr Dan Clinkman
          Ms Stevie Wise
          Mrs Susan Graham

Freedom of Information: this minute is "open" for FOI purposes unless specifically indicated for an individual section/paragraph. Similarly the papers for this meeting are "open", unless specifically indicated.

19. Welcome
   The Convenor welcomed Philippa Sheail to the Committee, as representative for Library and Collections. He also thanked Professor Boyd for his contribution to the Committee over many years. Professor Boyd would be standing down as representative for MVM following his retirement.

20. Convenor and Director of Library Services Business
   The Convenor informed the Committee about the planning guidance which forecasts required savings of -5%, -5%, and -3% over the next 3 years. However, this could look more like -7%, -
7%, -2% in real terms. He noted that Information Services would be having planning consultation meetings with each Colleges, Support Groups and EUSA early in 2011.

For discussion:

21. Paper A, Library Committee terms of reference (TOR)

The Convenor presented this paper which is a revised draft produced by Katherine Novosel (Head of Court Services) of the terms of reference for the Library Committee, to comply with Knowledge Strategy Committee (KSC) regulations (which reports to Court). The paper is subject to approval by KSC and Court. The Committee were invited to comment on the ordinances within the paper.

Mrs Rennie noted that there was no reference to strategic development. It was agreed that there should be a reference to setting and monitoring strategic direction in Section 4 (Remit).

With this amendment, the Committee approved the submission of the TOR to KSC for approval.

Action: Mrs Cannell to prepare formal wording for revising TOR.

22. Paper B, Materials budget: development of an academic strategy

Mrs Cannell presented this paper which is intended to provide data and comment towards the development an academic strategy in relation to the materials budget. The materials budget represents approximately 25% of the core IS budget. Therefore, it is essential that resource is spent wisely to the benefit of learning, teaching and research. The Committee were asked to comment on the questions posed within the paper.

<table>
<thead>
<tr>
<th>Question</th>
<th>Comments by Committee members:</th>
</tr>
</thead>
</table>
| Impact of an expenditure reduction on research outputs | • Reductions will impact Colleges at different levels and in different ways, and it will be necessary to address issues and understand priorities at the School level.  
• It is also important to acknowledge that the budget is supplemented to different levels across the Colleges and Schools. |
| Examples of deficits in the collections | • Measuring any negative impact on research caused by the library materials budget is difficult and can only be understand at School level  
• However, it was agreed that there must be a default level of deficit which will impact on the University’s research outputs. |
| Examples of areas where more value can be extracted from exiting expenditure on library materials. | • Review the usage of online journal subscriptions (but this can only be carried out at the University, not at the School level)  
• Understanding the bundles: consideration of whether it could be more financially sound to discontinue bundles which include low used journals, to prefer a model in which and could articles in these lower used journals be licensed individually? |
Making decisions about what not to buy

- It could be useful to ask Schools what they would do with 10% more and 10% less to get an assessment of the real position.
- This is easier for journals as those which are lesser used could be discontinued. However, some low use journals may be very important to specific researchers.
- This is more difficult for books, since items that may not have been borrowed but only consulted in the Library, makes this difficult.
- Reductions in monograph purchases could be considered, with the option of purchasing at a later date if required—although this is not always possible.
- Would it be more cost effective for academics to personally buy journals and claim the expenses back—however, this may be contrary to the contract in place.
- It is very difficult to forecast the level of future usage to ensure maximum value, based on existing usage.
- Reductions now seem to be possible, and may not cause an immediate problem, but will cause problems in the future.

Committee support of maximising value through collaboration, even though this may reduce choice

- The Committee supported collaborative purchasing schemes.

Suitability of the collection for research and learning

- There is little research on the impact of collections in research and learning.
- It is particularly important to consider PGT expectations and the needs of Distance Education; particularly where some items may not be available electronically.

Open access as a long term strategy

- There are still some areas e.g. Physics and Mathematics, where open access publishing is the norm, but the purchase of journals is still required by the researchers, because of peer review and due to the need to cite the published version.

Impact of NLS acquisitions reductions (75%)

- This will be communicated to Schools who depend on NLS materials to consider.

Benchmarking against Russell Group Universities: Is Edinburgh’s position reflective?

- Benchmarking against specific disciplines of other institutions would be more reflective.

Action: The paper to be sent to Colleges and College Library Committees for consultation.
23. Paper C, Satisfaction and benchmarking for library services
This paper summarised questions relating to the Library from various national surveys, including the National Student Survey (NSS), International Student Barometer (ISB), LibQual, and benchmarking against Russell Group libraries. It was noted that some of these results are difficult to interpret, making addressing the issues complex. The Committee were asked to suggest ways of interpreting the data, and to suggest other ways of gathering data on the requirements of different library users. The Committee raised the following points:

- Dr Kenway queried whether users were considering the physical library in their responses. Mr Battersby suggested that surveys amalgamate user satisfaction of the digital and the physical library. It would be beneficial to disaggregate these for better understanding.
- The Convenor sought to consider the segmentation of the market, and looking at the reasons behind some results for example some students coming from higher ranked Institutions, who would rank Edinburgh not as good, in comparison to their previous University.
- Professor Fergusson highlighted that more reflective results may be received following the completion of the Main Library redevelopment, because currently this may dominate some respondents’ thinking about the Library.

Reports:

Mr Bains provided an update on the current status of the Research Publications Service. The planned procurement of a new system (PURE) in the current year is an important development. Much of the data required will be gathered on the existing Publications Repository (PR), and then migrated to the new system.

It is now planned to purchase Thomson InCites from the material budget to help with gathering data. Some data will be imported through this system and this will help reduce the workload of research administrators. However, research administrators will continue to be asked to check this data for accuracy, to load data not available from InCites, and to add full text where appropriate. Research administrators will be notified when this will be possible, and training and support will be available.

There was some concern about whether this will be ready in time for REF preparations. The library staff are very aware of the importance of the REF and will be working to get the data prepared in good time, but this is now dependent on the implementation of PURE.

Regular monthly updates on this service will be circulated. Discussions will be held with School and College research administrators to understand individual needs. James Toon (RPS Service Manager) will co-ordinate, and carry out these discussions. Mrs Cannell suggested that it would be appropriate to provide a demonstration to the Committee of the new system when available.

Action: Mr Bains to arrange for demonstration of new system when available.

25. Paper E, Main Library redevelopment: revised plans
Mrs Cannell described the revised plans relating to the 4th floor of the Main Library. The 4th floor will now house study spaces and shelving. Staff will now be housed on the Lower Ground floor. This decision has been approved by the Estates Committee. It is possible there will be a delay of one year in the completion of the LG floor. Staff who cannot be housed in the Main Library will potentially be accommodated in Dalhousie Land and JCM—discussions are currently ongoing.
Also included in the paper were statistics on the usage of the Main Library, post-redevelopment. Students have expressed concerns about finding seats, but headcounts indicate that seats are available. However, many users prefer to use particular types of seats at particular times of the year and users may “reserve” seats and this means they are unavailable to others. The Library is working with EUSA to address these issues.

26. **Paper F, Main Library redevelopment update**
The Committee were asked to note the regular update on the redevelopment.

27. **Paper G, King’s Building Library update**
Mr Battersby provided the update on the development of the KB Library. Work will begin at the end of January, and is expected to be completed by spring 2012.

28. **New Veterinary Library: verbal update**
Ms McGowan informed the committee that final decisions for the Veterinary Library are currently being addressed. Work to confirm the library stock which will be housed in the Library and that which will be moved to the Library Research Annexe will be confirmed shortly.

29. **College Library Committee Reports:**

   * **Humanities & Social Science** – The College Library Committee will be renamed from the 1st January 2011 to the College Library and Academic Computing Committee. Sian Bayne has been appointed as Dean for Digital Scholarship.
   
   * **Medicine & Veterinary Medicine** – Thanks were expressed from Professor Boyd for the time he has sat on the Committee.
   
   * **Science & Engineering** – Work is focussing on the KB Library, Research Publications Service and the materials budget. These will be discussed at the next College Library Committee.

30. **EUSA Report** – There was no representative from EUSA present. The Convenor thanked the representatives for their recent work particularly in relation to the Main Library redevelopment in, providing an efficient liaison channel and adhering to confidentiality protocols.

   * **Minutes and matters arising:**

31. **Paper H, Minutes of the meeting held on Wednesday 20th October 2010 were approved.**

32. **Paper M1, Action log from last meeting:** Only one action is outstanding relating to the confirmation of an LRA2 Advisory Group.

33. **Any other of Business:** Nothing to note.

34. **Date of next meeting:** Tuesday 8th February 2011, Room 1.11, 1st Floor Meeting Suite, Main Library, 2.00pm
# Main Library Committee

## Action Log

Members: Jeff Haywood (Convenor), Sheila Cannell, David Finnegan, George MacKenzie, Dai Hounsell, Stevie Wise, Andrew Burnie, Kolos Kantor, Dan Clinkman, David Fergusson, Janet Rennie, Alex Murdoch, Kenneth Boyd, Graham Pettigrew, Alan Hunter, John Moncrieff, Anna Kenway, Bonnie Webber, Fiona Brown, Richard Battersby, Abdul Majothi, Irene McGowan, Susan Graham, Philippa Sheails, John Scally, Louise Hallows (Secretary)

Actions from Main Library Committee Meeting - Wednesday 8th December 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Action</th>
<th>By Whom</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2010</td>
<td>3</td>
<td>Terms of Reference: wording under reference 4.2 to be amended relating to the formulation of policies.</td>
<td>Sheila Cannell</td>
<td>Amended</td>
</tr>
<tr>
<td>02/12/2010</td>
<td>3</td>
<td>Terms of Reference: terms relating to strategic development to be considered for inclusion.</td>
<td>Sheila Cannell</td>
<td>Amended</td>
</tr>
<tr>
<td>08/12/2010</td>
<td>4</td>
<td>Materials budget: Development of an Academic Strategy. Paper to be sent to College Library Committee and senior management groups in Colleges for consultation.</td>
<td>CLC Convenors</td>
<td>Paper discussed by CHSS and CS&amp;E senior groups; and at College Library Committees. Revised as strategy for this meeting</td>
</tr>
<tr>
<td>08/12/2010</td>
<td>4</td>
<td>Sheila Cannell to circulate paper in NYRB on materials matters at Harvard University Library.</td>
<td>Sheila Cannell</td>
<td>Done</td>
</tr>
<tr>
<td>08/12/2010</td>
<td>6</td>
<td>Research Publications Service: Demonstration for Library Committee to be arranged of new system, once procurement has been completed.</td>
<td>Simon Bains</td>
<td>To be done at April or June meeting.</td>
</tr>
</tbody>
</table>

Outstanding Actions from Previous Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Action</th>
<th>By Whom</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/06/2010</td>
<td>10b</td>
<td>LRA2 Advisory Group: CLC’s to nominate Academics from each College and report to Sheila Cannell.</td>
<td>CLC Convenors</td>
<td>To be completed.</td>
</tr>
</tbody>
</table>