UNIVERSITY OF EDINBURGH LIBRARY COMMITTEE

There will be a meeting of the Committee on Wednesday 21\textsuperscript{st} May 2014, at 2pm, in Room 1.07, Main Library, George Square.

Papers will be lodged on the Library Committee webpage at \url{http://www.libcttee.isg.ed.ac.uk} on Monday 12\textsuperscript{th} May 2014.

John Scally – Director of Library and University Collections

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**For Discussion**

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<td>13</td>
<td>Minutes of meeting held on December 11\textsuperscript{th} 2013</td>
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<td>15</td>
<td>Date of next meeting: To be agreed at this meeting</td>
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Update: Library Committee Membership Session 2014/2015

Brief description of the paper
This paper details all committee members appointed for the session 2014/2015. The Committee list is not confirmed at the time of this meeting. The final list will be circulated to the Committee in due course.

Action requested
For Information

Resource implications
Does the paper have resource implications? No

Risk Assessment
Does the paper include a risk assessment? N/A

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, we anticipate no negative impact on any of the protected characteristics. Membership of this committee was chosen on the basis of those staff able to speak for their relevant areas. The committee is able to seek specialist advice on the protected characteristics if they feel they are not fully represented on the committee e.g. Information on disability from the IS disability information officer.

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

Originator of the paper
Michelle Gunn,
PA to Director, Library & University Collections
May 7th 2014
University of Edinburgh Library Committee

Membership List as at May 2014

Nominated by the University Court:

(Awaiting confirmation of Court representative) 2017
Dr Sue Rigby 2015
Ms Helen Durndell, Librarian, University of Glasgow 2016

Student Representatives:

Mr Dash Sekhar (Vice President Academic Affairs) 2015
(Postgraduate Representative - elections October 2014) 2015
(Undergraduate Representative - elections October 2014) 2015

Nominated by the Senatus Academicus:

Vice-Principal Jeff Haywood (Convener/Chair)

College of Humanities & Social Science:

Professor James Loxley (Convener of College Library Committee) 2016
Mrs Janet Rennie 2015
Dr Hamish Ross 2015

College of Medicine & Veterinary Medicine:

Dr Steven Morley (Convenor of College Library Committee) 2015
(Awaiting confirmation of MVM representative) 2015

College of Science & Engineering:

Professor Simon Parsons (Convener of S&E College Library Committee) 2015
(Awaiting confirmation of CSE representative) 2015
(Awaiting confirmation of CSE representative) 2015

Library Staff Representatives:

Ms Jane Furness (Academic Support Librarian for ECA) 2015

Ex Officio:

Dr John Scally (Director of Library and University Collections)

In Attendance:

Mr Richard Battersby (Library Academic Support, User Services Division)
Ms Irene McGowan (Library Academic Support, User Services Division)
Ms Susan Graham (University Records Manager)
Mr Stuart Lewis (Head of Research and Learning Services & Deputy Director of Library and University Collections)
Mrs Louise Tierney (Secretary to the Committee)
To Receive Papers (not in attendance):
Miss Amy O’Brien (aobrien@exseed.ed.ac.uk)
Ms Alexandra Baker (Alex.Baker@ed.ac.uk)
LibQual+ survey 2013: in response to your feedback …..

Brief description of the paper
This paper follows on from the summary report circulated to Library Committee in February. It highlights how we are responding to the issues raised in the survey carried out during October/November 2013. The survey results can be found at http://www.ed.ac.uk/schools-departments/information-services/about/organisation/library-and-collections/reports-surveys/libqual-survey.

Action requested
For discussion and information.

Resource implications
Does the paper have resource implications? Whilst this paper has no resource implications, any response to the survey results may have resource implications.

Risk Assessment
Does the paper include a risk assessment? There is no risk assessment included in the paper.

Equality and Diversity
Has due consideration been given to the equality impact of this paper? The LibQual+ survey results are being reviewed for any potential equality and diversity issues in order that they might be identified, considered and addressed.

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

Originator of the paper
Richard Battersby for the Library Management Team
May 2014
<table>
<thead>
<tr>
<th>You said …</th>
<th>We are …</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study spaces</strong></td>
<td></td>
</tr>
<tr>
<td>It’s too noisy in areas designated quiet or silent and there are not enough of these areas</td>
<td>We are reviewing signage in these areas and considering other strategies to address this issue</td>
</tr>
<tr>
<td>There are not enough study spaces at busy times of the year</td>
<td>During the exam periods, we employ student helpers in the Main Library to show you where to find a free seat, and we restrict non-University members from accessing the Main Library before 5.30pm. For the April/May 2014 exam diet additional study spaces have been provided in the central area. You can find information on study spaces available in the Main Library and at other locations across campus at: <a href="http://www.ed.ac.uk/is/study-space">http://www.ed.ac.uk/is/study-space</a></td>
</tr>
<tr>
<td>There are not enough computers</td>
<td>We do monitor the utilisation of all open-access computers and use the statistics to consider whether more are required or where computers are underutilised. You can find information about available computer study spaces on Library plasma screens, on web pages and on MyEd</td>
</tr>
<tr>
<td>There are too many computers in the Main Library that are not working or are very slow</td>
<td>The health of all open-access computers is monitored remotely and by regular physical checks. You should report issues with particular machines to the IS Helpline (<a href="mailto:IS.Helpline@ed.ac.uk">IS.Helpline@ed.ac.uk</a>)</td>
</tr>
<tr>
<td>There are power sockets in the Main Library that are not working</td>
<td>You are encouraged to report issues at either the Reception or at the Helpdesk. We are investigating increased provision for power</td>
</tr>
<tr>
<td>Issue</td>
<td>Response</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sockets where they do not currently exist</td>
<td>We work with Estates &amp; Buildings to ensure the environment is comfortable to work in. You should report concerns at the Reception or Helpdesk, or in the case of Site Libraries at the appropriate Helpdesk.</td>
</tr>
<tr>
<td>The Main Library is too hot and stuffy</td>
<td>We continue to work with Estates &amp; Buildings to ensure that facilities are maintained to a high standard and that toilets are cleaned regularly. All toilets are cleaned each morning and checked throughout the day and evening. Additional cleaners are brought in at busy times.</td>
</tr>
<tr>
<td>The standard of cleaning in the toilets in the Main Library is not high enough</td>
<td>Priority is given for groups of 3 or more users. You can ask single users to move from a study pod, or you can ask the staff at the Helpdesk to assist with doing so.</td>
</tr>
<tr>
<td>The study pods in the Main Library are often used by just one individual</td>
<td>We are going to bring this to the attention of those responsible for study space within Information Services.</td>
</tr>
<tr>
<td>There is a need for more group study space</td>
<td>We have made a request to Estates &amp; Buildings to improve the environment at Moray House Library. This will include some decoration, a review of lighting levels, as well as the introduction of access control at the entrance. We are expecting this to be undertaken during Semester 2 and Summer 2014.</td>
</tr>
<tr>
<td>The study environment generally in the Moray House Library needs improving</td>
<td>The Law Library will be moving into new refurbished space at the start of 2016/17 as part of a major redevelopment of the School of Law.</td>
</tr>
</tbody>
</table>
## Opening hours

<table>
<thead>
<tr>
<th>The Main Library needs to have longer opening hours, especially on Sundays and during the Summer vacation</th>
<th>Opening hours have now been extended to 07:30 to 02:30 daily September to June (excluding Winter vacation), and 07:30 to 00:00 midnight daily in July and August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some of the Site Libraries should have longer opening, especially at the weekends during Semester and in some cases during the Summer vacation</td>
<td>Opening hours at the Moray House and the Law &amp; Europa libraries have been extended during 2013/14. We will consider requests from School library committees on the need for further changes</td>
</tr>
</tbody>
</table>

## Library staff

| Customer service is not always of the standard expected | Staff supervisors are paying special attention to raising the standard of face to face interactions with users at Helpdesks; additional training in support of customer service excellence is being arranged |

## Services

<table>
<thead>
<tr>
<th>It should be possible to return books to any Library site</th>
<th>We are exploring the feasibility and the costs involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>It should be possible to request books online</td>
<td>The new self-request service and self-collection of requested items were introduced in February 2014</td>
</tr>
<tr>
<td>The library web pages can be difficult to navigate</td>
<td>We remove out of date pages and we add new pages to ensure that you can find the information you need. You can use the “feedback” link if you have comments on any pages</td>
</tr>
<tr>
<td>The library’s catalogues (the “classic catalogue” and Searcher) can be confusing to use</td>
<td>We are making a series of ongoing changes to improve the usability of Searcher. You can give us feedback via the IS Helpline. A project is underway to provide a new discovery interface for the start of the 2015/16 Session.</td>
</tr>
</tbody>
</table>
It can be hard to locate and use the library’s digital resources

We are working to ensure that resources can be found easily in the “classic” catalogue, via Searcher and in the A-Z list of e-journals

There needs to be greater promotion of the library’s services, resources and facilities

We are always looking at new ways to promote the library, including using social media, and working where appropriate with EUSA

There needs to be more guidance available on finding information resources, especially digital books and journals

We are reviewing and updating the library’s web pages and considering what further online guidance can be provided

Print and digital collections

There should be more copies of core texts

We are reviewing “course collection” provision and services, including the receipt of reading lists from academic staff, and the provision and use of e-books. You can use the “Request a book” service at www.ed.ac.uk/is/RAB

Improvements need to be made to print and digital collections in some subject areas

We are working with staff and students to identify where there are “gaps” in the collections with a view to improving print and digital resources where needed

There should be access to more journal titles

We are consulting with staff and students to identify titles that are not currently available

If you think you have an idea which will help us improve our services to you, please use the form at http://www.ed.ac.uk/is/feedback-form

Library Management Team
May 2014

m/Libqual2013 you said, we did
Brief description of the paper
Estates Committee have supported a feasibility study into the most beneficial long-term solution for the Library Annexe services (currently provided from rented accommodation off campus). Page/Park Architects have been appointed to conduct the study, and will be working with Estates and Library staff, to establish the needs for such a facility into the next twenty years.

Action requested
Support from Library Committee.

Resource implications
Does the paper have resource implications? No

Risk Assessment
Does the paper include a risk analysis? N/A

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, we will discuss our requirements (regarding accessibility and other equality and diversity issues) with the project team and expect the study to include an Equality Impact Assessment.

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

Originator of the paper
Laura Macpherson, Head of Collections Development and Access, L&UC
May 2014
‘Library2’ – Feasibility Study into a new-build on-campus collections facility

Background
The ongoing requirement for the facilities and services provided by the Library Annexe (www.ed.ac.uk/is/library-annexe) is supported across the University. However, there is a need to address the long-term feasibility of maintaining such services in the current rented facility, in relation to continuing pressures on collections, staff and study space, and the quality of accommodation and functionality the current facility provides.

Estates Committee funding
In December 2012 Estates Committee issued funding to undertake a feasibility study into the most beneficial long-term solution for the Library Annexe services, following the completion of the Main Library Redevelopment Project and the integration of these services into the core functions of the Library, and University Collections.

At that meeting, two feasible options were presented:
Option 1 – Continue services in rented accommodation
Option 2 – Continue services in new, purpose-built accommodation

Appointment of architects and engineer for study
Library and University Collections and Estates Development produced a briefing paper in mid-2013 for the tender process to appoint an architect to undertake this study.

The briefing paper set down the three main areas to be covered by the study:

1. Cost Benefit analysis (rental versus purpose-built)
2. Site and Location (with a preference for on-campus)
3. Building Considerations (functions and features – c.50 linear km, environmental control, protection and design)

The paper highlighted the Library’s capacity concerns relating to current and future strategic growth in student numbers (with the corresponding growth in demand for study space), continued growth in collections (particularly the acquisition of special collections and collections ingested as a result of institutional mergers and campus capital projects), and the need to preserve, conserve and maintain access to collections. It also indicated the potential for streamlining services within the Library, should a new facility present the opportunity to move more support staff away from the Main Library (e.g. greater opportunities around digitisation on demand, acquisition workflows, improved storage facilities for easier retrieval).
Page/Park Architects (www.pagepark.co.uk), with Harley Haddow Engineers (www.harleyhaddow.com), were the successful bidders to that tender process.

Page/Park have had considerable success in projects in libraries, archives and museums, including the Scottish National Portrait Gallery, McManus Galleries Dundee, and their current work with the Kelvin Hall project (collaboration between Glasgow Life, the Hunterian Museum, and Scottish Screen Archive for the National Library of Scotland). They are also working with Library and University Collections on the redevelopment project for St Cecilia’s Hall (www.stcecilias.ed.ac.uk).

Process for study
An internal team was established to support Page/Park and Harley Haddow in their work to complete the study. The team consists of the Director of Library and University Collections, the Estate Development Manager, the Head of Special Collections and the Head of Collections Development and Access.

This team have been working with curators and services managers in the Library and University Collections and User Services Divisions over the study period of fifteen weeks to identify the needs for this collections and staff facility for the next thirty years, in order to make an appropriate recommendation in the final Feasibility Report (due at end of May).

To read about a workshop hosted by Page/Park with Library staff, please see this blog post: http://libraryblogs.is.ed.ac.uk/annexe/2014/04/08/library2-feasibility-study-progress/.

Process for business case
The report is expected to be brought to Estates Committee in September 2014, presenting the requirements for one of two options:

1. Ongoing funding for the maintenance of rental costs for the current facility;
2. Or funding for a new build collections and staff facility.

Should the project be recommended, it will require multiple investment strands, including capital investment from the University, alongside investment from foundations, trusts and benefactors. With the development of such a facility, there may also be an opportunity for income generation for a period of 5-10 years from rental of services and space to other libraries and archives.

If the study indicates it to be more beneficial to develop a new facility rather than continue to rent a facility, the start of construction could be anticipated as early as 2016. The Library Committee will be updated, as appropriate, throughout the process.

Laura Macpherson, Head of Collections Development & Access, May 2014
University of Edinburgh Library Committee

Wednesday 21st May 2014

Library Collections Purchasing Budget

Discussion paper on the Library Collections Purchasing Budget allocation model

Brief description of the paper
This paper presents an opportunity for Library Committee to discuss the Library Collections allocation model, reflecting on the successes in innovative modes of acquisition through the CORe and other centralised allocations. The paper suggests some possible alternative future models for expenditure from the Library Collections Purchasing Budget, to offer best value from the available funds.

Action requested
Discussion, and proposals for process of consultation.

Resource implications
Does the paper have resource implications? No

Risk Assessment
Does the paper include a risk analysis? No

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, the paper provides an opportunity to discuss future approaches to the way in which the Library Collections Purchasing Budget is modelled and expended. Only when an agreed proposal is developed will the equality impact of such a model be screened.

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

Originator of the paper
John Scally, Director of Library and University Collections
Richard Battersby, Head of Library Academic Support
Laura Macpherson, Head of Collections Development and Access
Discussion paper: Library Collections Purchasing Budget allocation model

This paper presents an opportunity for Library Committee to discuss the Library Collections Purchasing Budget allocation model, reflecting on the successes of innovative approaches to acquisition established through the Collections Review, and with the CORe allocation.

The paper also presents possible alternative future models for expenditure, to offer best value from the available funds.

The paper is expected to generate discussion and debate from Library Committee, in order to share new possibilities with the Colleges during the summer vacation.

1. Current position

In recent years, the Library has been able to trial centralisation of some budgets for efficiency and value for money. Included in this are the CORe¹ budget and the centralised allocations established for innovative approaches to acquisition through the Collections Review. These centralised allocations are in their second year of use, with full results of these approaches being presented in year three.

Current centralised allocations and corresponding spend connected to the Colleges in 13/14 are outlined below.

<table>
<thead>
<tr>
<th>Acquisition model/area</th>
<th>Value 13/14</th>
<th>CHSS expend.</th>
<th>MVM expend.</th>
<th>SCE expend.</th>
<th>Interdisc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Online Resources (CORe)</td>
<td>£3,099k</td>
<td>£814k</td>
<td>£822k</td>
<td>£1,295k</td>
<td>-</td>
</tr>
<tr>
<td>Inter-Library Loans²</td>
<td>£20k</td>
<td>£29k</td>
<td>£4.5k</td>
<td>£4k</td>
<td>-</td>
</tr>
<tr>
<td>Patron Driven Acquisition (e-books)</td>
<td>£240k</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>£240k</td>
</tr>
<tr>
<td>Student requests ('Request a Book' (RAB))</td>
<td>£60k</td>
<td>£54k</td>
<td>£1.8k</td>
<td>£4.2k</td>
<td>-</td>
</tr>
<tr>
<td>Journal pilots</td>
<td>£130k</td>
<td>£14.3k</td>
<td>£0</td>
<td>£8.9k</td>
<td>£37k</td>
</tr>
<tr>
<td>Innovative Acquisition Models Totals</td>
<td>£450k</td>
<td>£68.3k</td>
<td>£1.8k</td>
<td>£13.1k</td>
<td>£277k</td>
</tr>
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</table>

It is worth indicating that using the centralised innovative models, the College with the largest allocation in 13/14 using the IEAM (HSS) gains the highest return.

¹ The CORe (Central Online Resources) allocation covers expenditure for electronic resources which would have been paid for from two or more Colleges, or three or more Schools.
² These figures are taken from the in-College budget spends, with an available shared top up fund to act as indicative figures should ILL be centralised. In 12/13, HSS were the only College to require use of this top-up fund to supplement the expenditure on inter-library loans for their community.
There have been substantial benefits proven through these innovative modes of acquisition:

i. New interdisciplinary package deals for e-books are presenting high value for money, where chapter download figures are up to 1,300 per item in some cases, and 1.8M pa across the e-book collection overall. Such packages cannot be practically separated into College or School level expenditure, so a top-sliced payment approach is preferable and achievable through centralised allocations.

ii. Patron driven acquisition and the Request a Book (RaB) scheme are showing an increase in user satisfaction with the library, with the provision of resources through the discovery layer, or as requested at time of need.

iii. Free Inter-Library Loan quotas\(^3\) are allowing access to a broad range of research resources appropriate to need, satisfying demand (particularly in HSS), with repeat usage of resources low.

iv. Prior to the introduction of CORe, during invoice payment each subscribed title required coding, often with multiple lines against multiple Schools, per invoice. In the new model, invoice payments are arranged quickly by paying against one combined code, saving substantial staff time and thus speeding up the acquisition to availability process for individual items.

Outside of these centralised budgets there continues to be issues around the sufficiency of resource to meet demands across the community. In large part, this is related to the total budget allocation and the cost of resources. However, there is also a challenge in meeting the demands of the community due to the way the remaining budget is modelled:

1) Due to the overall split between the Colleges (using IEAM or PRAM);

2) Within the HSS and SCE College allocations, due to the way funds are attributed to each School by each College.

With both, there are instances where allocations are insufficient to meet demands of ongoing commitments (journal and database subscriptions), as well as new resource purchases or subscriptions.

To contextualise:

\(^3\) Staff and PGR – 30 free loans pa; PGT – 20 free loans pa; UG – 5 free loans pa.
a) Without additional in-year College funding (or external funding such as from the NHS) in 13/14, some Schools in HSS (e.g. Divinity and Law), all Schools in SCE and also MVM would have been unable to purchase resources (electronic and print) outside of the annual recurring commitments;

b) Within the overall HSS budget, there is an ongoing arrangement whereby some electronic resources of interest to specific Schools (for example, Divinity) are paid for by the HSS General Fund, as allocations for Schools are insufficient using the allocation model. Should these resource commitments be allocated to the corresponding Schools, the maintenance of these resources will be impossible against School-level budgets.

c) On an annual basis within HSS, there are some Schools who require reminders to spend the remaining balances within their allocation before the end of the financial year, creating spikes in spend activity, as regular purchasing across the year does not materialise. Such end of year purchasing has been identified as producing lower return on investment in historic examples of purchasing, including multiple copies of books which go on to present very low or zero usage.

d) In 2013/14, overall, SCE were at risk of a substantial overspend and it was not possible to allocate a budget to School level, until in-year College funding became available. If the additional funding had not been released\(^4\), the only provision for book purchasing through the materials budget would have been the centralised RaB strand, and academics within the College would have had no ability to purchase content for research.

e) With MVM in 13/14, within the first few months of the year, the College was presented with the possibility of the budget being fully spent, and, it would not have been possible to allocate budgets to between the top level Medicine/Vet split of 80%/20%\(^5\).

f) On top of these high level issues with the budget, there is a concern within the Schools, evidenced by surveys, about ‘gaps’ within the collections, due to insufficient funding. In HSS, these ‘gaps’ are currently being identified.

g) There is also a broad perception, evidenced by surveys, that there are insufficient copies of books available for courses. The Library is in the early stages of a Review of

\(^4\) Note, there may be a cause for concern with the 14/15 SCE budget, where funding is insufficient to acquire new resources and/or pay for recurrent commitments.

\(^5\) NHS funding received by MVM can only be applied to expenditure against resources for the Medicine subject area.
Library Collections Provision for Courses, with indications showing that we currently spend c.£300k per annum on the provision of books for courses across all three Colleges. This is not clearly defined within the current funding model.

h) With in-year funding, from whatever source, the time spent considering potential bids for new resources and then processing the agreed bids against the funding available is significant for both IS and the Colleges.

2. Options for discussion

In response to the successes of the centralised allocations (including CORe) and due to the issues that develop further year on year with the current Library Collections Purchasing Budget, Library Committee are invited to discuss possible alternative approaches.

One approach would be to alter the current allocation models in use across the three Colleges to a standard one to be applied to all three Colleges, based on resource type and need.

In the above approach, the steps for making the allocations would be:

1. The centralised allocations for innovative modes of acquisition, Interdisciplinary funds and Librarian’s Strategic Fund are established first, in order to allow substantive collections development opportunities during the year (i.e. new electronic subscriptions/acquisitions);
2. The remaining funds are then allocated as per a **University allocation model** to each College;

3. For each College, the expenditure for CORe resources is top-sliced, as in the previous years;

4. For each College, other **existing** recurrent journal, database and e-book expenditure commitments are identified, and with cancellations considered for those e-resources with "high cost per use";

5. Finally, for each College, any remaining, unallocated funding is then set aside for book purchase (print and electronic) in support of both Course Materials (£300k across the three Colleges) and research materials.

With this approach, there would be no defined School level allocations, only resource type allocations. A process would be established to address requests for **new** recurrent purchases, such as journal subscriptions. Ring-fenced College/School or external funds such as from the NHS for Medicine would be required to be kept separate, or invested strategically in response to need identified by the College (e.g. Course Collections or research materials).

For MVM and SCE there may be an opportunity to move to such a new, further centralised model in the next financial year (14/15), as experience in the 13/14 financial year has demonstrated a need for spreading resources across Schools, and both Colleges are close to a centralised model in practice.

For HSS, the coming year would be an opportunity to further consider the allocations and expenditure against School level budgets and the innovative modes of acquisition with the aim of introducing a new centralised model at the start of the 15/16 financial year. Within the administration of the budget in 14/15, a shadow reporting mechanism could be maintained to identify expenditure against resource type (i.e. ILL, course books, research monographs) to review at the end of the financial year.

By allocating the budget in this way, there would be expected benefits:

- Each College would continue to derive benefit from the interdisciplinary nature of resources subscribed to and acquired through innovative acquisitions allocations, including the Request a Book scheme (which, dependent on expenditure through the year, could also be opened up for use by staff as well as students) and e-book packages;
• Ongoing efficiency in acquisition process in relation to the CORe allocation;

• The case for a larger Library Collections purchasing budget could be reiterated, by spending against resource type on a first-come, first-served basis and demonstrating resource usage;

• An opportunity for streamlining administration in line with a new Library Management Platform implementation in 2015/16, where a new Platform will more readily present information on usage of resources (not just reporting on expenditure against resources by College/School).

*John Scally, Director of Library & University Collections*

*Richard Battersby, Head of Library Academic Support*

*Laura Macpherson, Head of Collections Development & Access*

*12 May 2014*
Open Access Research Publications: Past, Present and Future

Brief description of the paper
This paper sets out the University of Edinburgh’s activities in the field of Open Access over the last ten years and reports on current activities across the institution. The paper goes on to identify some new developments which will affect the way the University engages with Open Access in the future, with regards to enabling, verifying and reporting on Open Access activities.

Action requested
For information

Resource implications
Does the paper have resource implications? No

Risk Assessment
Does the paper include a risk analysis? No

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, the information in this paper will be examined for any potential positive or negative impacts or factors relating to any of the protected characteristics and any information acted on accordingly.

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

Originator of the paper
Dominic Tate, Scholarly Communications Manager
Final Version Agreed 9th May 2014
1. Introduction

This paper sets out the University of Edinburgh’s activities in the field of Open Access over the last ten years and reports on current activities across the institution. The paper goes on to identify some new developments which will affect the way the University engages with Open Access in the future, with regards to enabling, verifying and reporting on Open Access activities.

Open Access (OA) means unrestricted toll-free online access to peer-reviewed scholarly research. Open access is primarily intended for scholarly journal articles and conference proceedings, but is also provided for a growing number of theses, book chapters, and scholarly monographs. The two ways authors can provide open access are:

1. Self-archiving their journal articles in an OA repository, also known as 'green' OA,
2. Publishing in an open access journal, known as 'gold' OA, often by paying an article-processing charge (APC).

With green OA authors publish in any journal and then self-archive a version of the article for public use in their institutional repository (at the University of Edinburgh this is PURE), in a central repository (such as PubMed Central), or on some other open access website. This is the University of Edinburgh’s stated preferred route to Open Access.

With gold OA, authors publish in open access journals, which provide immediate open access to all of their articles, usually on the publisher's website. So-called "hybrid" journals are subscription journals that provide gold open access only for those individual articles for which their authors (or their author's institution or funder) pay an open access publishing fee.

2. Progress to Date

Open Access at the University of Edinburgh

The University of Edinburgh has been involved with Open Access for over ten years, having launched its initial institutional repository in 2003, one of the first in the UK. The University is seen as a centre
of expertise in Open Access and currently hosts institutional repositories for a number of other Scottish Universities through the Scottish Digital Library Consortium (SDLC).

The Library has managed payments of article-processing charges (APCs) to publishers for Wellcome Trust funded authors since 2008.

The University adopted a publications policy in 2009 requiring academics to submit copies of their research publications to the repository wherever possible.

http://www.ed.ac.uk/polopoly_fs/1.14203!/fileManager/research-publications-policy.pdf

Over the years between 2003 and 2012, interest in Open Access was steady, but it was only since RCUK strengthened its existing policy on Open Access in 2013, following the Finch Report, that there has been a significant increase in the adoption of Open Access.

To date, the University has received two packages of funding for Open Access:

1. £609,000 ‘pump-priming’ grant from BIS, which has been used to pay for ‘green’ Open Access (making copies of papers available via PURE).
2. £830,550 block grant from RCUK, which can only be used to pay for ‘gold’ Open Access. This has been used to pay for three publisher deals and ad-hoc article-processing charges (APCs) for eligible RCUK-funded authors, on a first-come, first-served basis.

The University will receive £977,000 from RCUK to cover ‘gold’ APCs in 2014/15. Funding for a further three years is also expected, though the amounts have not yet been confirmed, subject to the results of the spending review.

Open Access Implementation Project

During 2013, the University used the ‘pump-priming’ money from BIS for an Open Access Implementation Project, which focussed on employing staff across the three Colleges to upload versions of research publications to PURE where appropriate.

The project was a great success with over 16,000 documents being uploaded to PURE, which has provided evidence that the green route constitutes a cost-effective approach to achieving Open Access. As a rough comparison, 16,000 APCs at an average of £1500 per article would have cost £24M. Many other universities in receipt of the pump-priming money used it to pay for publisher deals rather than to upload document for green OA.

The project ended on December 31st 2013. Residual funds have been redistributed to Colleges, with the agreement of Deans of Research, to continue the upload of documents to PURE.

✓ 16,000 documents were uploaded to PURE in 2013, making them Open Access using the preferred ‘green’ route. The equivalent cost of ‘gold’ OA would have been £24M.
The overall number of items added to PURE increased significantly over the last year (as illustrated below), in line with the activities of College-based Publications Assistants. It is important that the University keeps up this momentum in the future.

![Figure 1: Total Number of Full-text Items in PURE by Month](image)

3. Current Activities

Building on the success of the Open Access Implementation Project, all three Colleges are currently using un-spent funds to continue the upload of papers to PURE on behalf of academics.

**Humanities & Social Sciences:** The College of Humanities & Social Sciences will continue to employ Dawn Hibbert as Open Access Advisor until Summer 2015. In addition, Dawn is looking after a team of 12 part-time Open Access Facilitators, who are working to make research publications available via PURE. This will continue until the end of June 2014.

**Medicine & Veterinary Medicine:** The College of Medicine and Veterinary Medicine has appointed Anna Krzak on a two-year contract in the role of Open Access Assistant. Anna is responsible for making research publications available via PURE in MVM and is assisting with preparations for reporting on OA-compliance to RCUK. In addition, Davies Adeloye and Manuela Marescotti are assisting on a part-time basis.

**Science & Engineering:** The College of Science & Engineering is adopting a school-by-school approach to uploading documents to PURE. Each School has one or more named administrators who are responsible for uploading publications to PURE as part of their day-to-day responsibilities for the foreseeable future.

How do we ensure that we can keep up the momentum for uploading documents to PURE once the project funding ends? What resources need to be put in place within Schools and Colleges, or centrally?
College Open Access Rates

The table below shows indicative rates of Open Access for journal articles and conference proceedings only, published during the period 01/04/13 – 31/03/14 based on information currently available in PURE. These figures show the Open Access rates for the period equivalent to the first year of the RCUK requirements (April 2013 – March 2014 incl.). This shows rates of Open Access for all journal articles and conference proceedings, regardless of funder. We would expect that rates for RCUK-funded papers would be much higher than this.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Total no. of articles/proceedings</th>
<th>No. of OA Articles</th>
<th>% OA Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSS</td>
<td>1647</td>
<td>443</td>
<td>26.89%</td>
</tr>
<tr>
<td>CMVM</td>
<td>1768</td>
<td>725</td>
<td>41.00%</td>
</tr>
<tr>
<td>CSE</td>
<td>1591</td>
<td>586</td>
<td>36.83%</td>
</tr>
<tr>
<td>University</td>
<td>5006</td>
<td>1754</td>
<td>35.04%</td>
</tr>
</tbody>
</table>

Reporting for RCUK

The Scholarly Communications Team in the Library understands that the University will be expected to make a report to RCUK on Open Access activities in July, and is making preparations for this. Further work needs to be undertaken to link publications to grant awards in PURE, to enable us to produce accurate report on Open Access compliance. The Scholarly Communications Team is working closely with administrators in Colleges and Schools to source this information.

It is imperative that academics and their proxies link all records of publications arising from funded research to those awards in PURE (whether the paper is Open Access or not), as this is the only way the University can accurately report on Open Access rates. The Scholarly Communications Team and College Open Access Advisors are currently undertaking a campaign of awareness-raising around this issue.

RCUK expect that 45% of the journal articles and conference proceedings arising from research they have funded are made Open Access in year one (2013/14). For year two (2014/15), this rises to 53%.

Once the linking has taken place, we will be able to report accurately on the University’s compliance rates.

☑️ The University of Edinburgh is well on its way to meeting its targets for RCUK compliance. The Scholarly Communications Team expects to report on this to RCUK in July 2014.

The Scholarly Communications Team will need the help of local administrators to assist with the matching of research funding to research publications in PURE. This is essential to prepare the forthcoming report for RCUK.
The University of Edinburgh has two funds to pay ‘gold’ Open Access fees to publishers (also known as article-processing charges, or APCs). These funds are provided by using external funding from RCUK and the Wellcome Trust. The RCUK fund is outlined in the table below. The Scholarly Communications Team is expecting to roll any unspent funds over to the 2014/15 budget.

<table>
<thead>
<tr>
<th>RCUK Open Access Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>£830,550</td>
</tr>
<tr>
<td>Publisher Deals</td>
<td>£217,735</td>
</tr>
<tr>
<td>Staff Costs</td>
<td>£9,120 (Jan-April 2014)</td>
</tr>
<tr>
<td>APCs invoiced</td>
<td>£150,155</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>£437,539 of which £66,320 is committed to pay for papers in submission</td>
</tr>
</tbody>
</table>

Applications to use the RCUK fund have increased since the end of the 2014 REF period and as researcher awareness of the RCUK requirements on Open Access have increased. It is likely that applications to use the fund will continue to increase and that demand for the fund may match supply by the end of the second year (March 2015). Regular reports on this expenditure will be sent to Open Access Advisory Group.

4. Looking to the Future:

HEFCE Open Access Requirements for the Post-2014 REF

The four main UK higher education funding bodies, including the Scottish Funding Council (SFC) and the Higher Education Funding Council for England (HEFCE), have recently announced their policy for open access in the post-2014 Research Excellence Framework (REF).

The policy requires that all journal articles and conference proceedings accepted for publication on or after April 1st 2016 must be made Open Access via an institutional or subject repository in order to be submitted to the next REF. There are some very limited exceptions to this requirement, but such cases will be rare.

The Scholarly Communications Team realises that this policy will require a degree of cultural change and is keen to start work now to support Schools and Colleges with these requirements.

Members of the Scholarly Communications Team would be happy to make visits to departments to talk about these requirements in more detail and to provide support and guidance to academic and administrative colleagues. Further details can be found at:

http://www.ed.ac.uk/schools-departments/information-services/research-support/publish-research/open-access/post-2014-ref-oa
Potential Implications

Every week, the Scholarly Communications Team receives applications for ‘gold’ Open Access payments from academics whose research was unfunded, or was funded by an organisation which does not make payments for ‘gold’ Open Access. In most cases, we would suggest that the author uses the ‘green’ route, as is the University’s preference.

In some cases, the author wishes to publish in an exclusively ‘Gold’ journal (such as Biomed Central or Public Library of Science), but has no means to do so. A good example of this was a researcher in the field of Music, who wished to publish in a science-based Psychology journal.

Over the coming months, the University may wish to consider whether any provision may be made to cover costs for such researchers. University College London has made provision to pay ‘gold’ Open Access fees to publishers for un-funded researchers, and those not funded by the likes of RCUK or the Wellcome Trust. Information on UCL’s approach can be found at [http://www.ucl.ac.uk/library/open-access/](http://www.ucl.ac.uk/library/open-access/). In addition to the £1.3M UCL received from RCUK to pay ‘gold’ APCs, a further £2.0M has been made available from institutional funds.

The Scholarly Communications Team is making arrangements to visit all Schools and Colleges to explain the latest Open Access requirements from RCUK and for the next REF.

The requirements for the next REF will affect the majority of researchers at the University of Edinburgh and we are anticipating increased demand for ‘gold’ payments, especially as more publishers change their models. The University should anticipate that there will be a demand for resources to pay such fees. In many cases using PURE provides the best, low-cost solution, but there may be an increase in cases where funding will need to be found to allow researchers to publish in their preferred journal.

As business models change and more publishers offer exclusively ‘gold’ models for publication, should we start to offer funding for APCs for authors who are not funded by the Wellcome Trust or RCUK?

Horizon 2020

The EU Framework Programme for Research and Innovation, Horizon 2020 has significant requirements to make research publications and data available in an Open Access format. These requirements will affect those researchers seeking funding from this source. The Scholarly Communications Team would be happy to provide advice about this. Further information can be found
5. Conclusions

i. The Open Access Implementation Project was very successful and demonstrated that investing in a modest amount of administrative support to make research publications Open Access via PURE provides a cost-effective means of complying with funder requirements.

ii. The Scholarly Communications Team is keen to ensure that there is ongoing support at College and/or School level because the project demonstrated that this approach is cost-effective and puts the University in a good position to be able to comply with RCUK requirements and those of any future funding streams such as Horizon 2020.

iii. It will be important that academics from all disciplines are made aware of the Open Access requirements regarding journal articles and conference proceedings for the next REF so the Scholarly Communications Team is stepping up its programme of outreach to talk about this at meetings with each School over the next few months.

iv. The Scholarly Communications Team is already working on reporting for RCUK, but will require the assistance of local administrators to match grant awards to research publications in PURE.

v. The existing funds for gold Open Access are proving popular and in many cases these provide an important alternative to green Open Access, especially when publisher-imposed embargoes mean that this is not a viable route for authors to comply with funder requirements. This is a particular issue in Biological Sciences and Medicine. Discipline differences will remain an important factor in decision making.

Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominic Tate</td>
<td>Scholarly Communications Manager</td>
<td><a href="mailto:dominic.tate@ed.ac.uk">dominic.tate@ed.ac.uk</a></td>
</tr>
<tr>
<td>Stuart Lewis</td>
<td>Deputy Director of Library &amp; University Collections and Head of Research and Learning Services</td>
<td><a href="mailto:stuart.lewis@ed.ac.uk">stuart.lewis@ed.ac.uk</a></td>
</tr>
<tr>
<td>John Scally</td>
<td>Director of Library &amp; University Collections</td>
<td><a href="mailto:john.scally@ed.ac.uk">john.scally@ed.ac.uk</a></td>
</tr>
</tbody>
</table>

Further information about Open Access can be found at [http://www.ed.ac.uk/openaccess](http://www.ed.ac.uk/openaccess).
Enquiries regarding Open Access in general should be directed to openaccess@ed.ac.uk.

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1 The Library Digital Development Team hosts DSpace Institutional Repositories for the University of Aberdeen, Robert Gordon University, St Andrews University, Abertay University, Heriot-Watt University and the Scottish Rural University College.

2 The Finch Report can be found in full at [http://www.researchinfonet.org/publish/finch/](http://www.researchinfonet.org/publish/finch/)
University of Edinburgh Library Committee

Wednesday 21st May 2014

Schedule of Meetings 2014/15

Brief description of the paper
The paper proposes a schedule of meeting dates for the academic year 2014/15.

Action requested
For approval and noting

Resource implications
None

Risk Assessment
N/A

Equality and Diversity
Does the paper have equality and diversity implications? Yes, normal working hours on Tuesdays so expect no clashes with any potential religious or belief requirements. No staff on the Committee is part-time so we envisage no clash with potential caring/child care responsibilities. If for any reason relating to a Committee member’s disability, religious belief or other protected characteristic, the time and date of the meetings could be reconsidered.

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

Originator of the paper
Michelle Gunn
Secretary to the Committee
May 2014
Schedule of Meetings for Session 2014/15

The Committee is requested to note the following schedule of dates, times and venues for meetings in the year 2014-15:

- Tuesday 28th October 2014  2pm  Room 1:07, Main Library
- Tuesday 3rd March 2015    2pm  Room 1.11, Main Library
- Tuesday 2nd June 2015      2pm  Room 1.07, Main Library

*Meeting held on 2nd June will focus on the materials budget expenditure 2014/15 and allocation for 2015/16.

Michelle Gunn, Secretary to the Committee
May 2014
Promotion of Library Collections

Brief description of the paper
Report outlines current promotional activities and planned future activities.

Action requested
None

Resource implications
Does the paper have resource implications? No

Risk Assessment
Does the paper include a risk analysis? No

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, accessibility of the promotional materials is conducted in a variety of formats and materials are available in alternative formats upon request.

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

Originator of the paper
Irene McGowan, Academic Support Library Lead for Medicine and Veterinary Medicine
May 2014
Promotion of Library Collections

This report outlines the current activities undertaken by the Library to promote our collections and lists future plans to extend these activities. There is a lot of promotional activity happening and at a local School level this is working well, there is perhaps more of a problem in raising awareness of cross-disciplinary resources and generally featuring collections overall. Some of this is due to difficulties in contacting targeted groups of staff and students and some of it is due to the difficulty in packaging subject material together due to the constraints of the present Library Management System.

The promotion of new print and electronic resources is becoming more important as the number of resources we are acquiring is providing access to an ever-growing multi-disciplinary, multi-media, multi-located collection. The Library raises awareness of the collections via various routes from school wide emails to, at a more micro level, Academic Support librarians directly contacting course organisers and informing them when new resources have been acquired. With the increase in electronic content there is a need to be able to feature and promote subject content in e-book and e-journals and target specific academics with awareness raising emails about content relevant to their teaching and research.

Current activities

1. Information skills sessions – Academic Support Librarians feature subject specific books, journals and databases. These sessions take place throughout the year with a concentration at the start of semester

1.1 New Books Search on Library Catalogue allows users to search by location

1.2 Web pages such as Subject pages featuring specific resources and Databases A-Z

1.3 Library blog this features collections and projects and subject specific links, use “Search” to find your subject, ie New College Librarian Blog

1.4 Emails from academic support librarians to schools/academics

1.5 “Resource Lists at Edinburgh” Sign up at ResourceLists@Ed

1.6 Bookmark this site: A simple “bookmark this site” link available for a digital collection allows users to keep the online location accessible in their web browser

1.7 Trials of new services which help raise awareness of new resources and facilitate a shared process in decision making on whether to acquire the resource

1.8 Twitter accounts: some collection promotion is done via these

@UofECRC  @ISforMVM  @HCALibrarian  @SPSLibrarian  @ResourceListsEd  @lhsaeul
@UoEArtArchives  @cloverodgers (Divinity Academic Support Librarian)  @towardsdolly

2. Plasma screen displays – mainly used for Special Collections

2.1 New and featured resources paper – submitted to Library Committee each semester

2.2 New Books Display in Main Library and New Book displays on other site libraries. The Main Library is a display of around 300 books, just a selection of the many hundreds of new books the Main library receives each month
Academic Support Librarians also carry out subject based activities such as:

- On the ECA library blog "Library Matters" at [http://sites.ace.ed.ac.uk/ecalibrary/](http://sites.ace.ed.ac.uk/ecalibrary/)
- In the ECA Library e-newsletter sent as a pdf to all staff (1 per semester)
- By emails to specific schools or academics
- By mentioning new acquisitions at School staff meetings
- By offering sessions during Innovative Learning Week
- By mounting displays of collections or new acquisitions throughout each academic year
- By writing features for magazines such as BITS and The Piper
- By mentioning new acquisitions at the Library & Collections Committee meetings
- "What's New week" which was an example of promotional activity run in October 2013 and planned to be repeated in 2014
- Themed book displays linked to the curriculum
- Participating in School Learning and Teaching Committees and highlighting new resources there
- Participating in School Journal Clubs where appropriate

Special Collections

**Directory of Rare Book Collections**  This lists descriptions of all the main rare book collections. We have over 60 named special collections of rare, early and special books. These pages list the main collections. They will be updated as new collections arrive and as existing collections are catalogued. Staff are working on a **Directory of Collections** for Special Collections which will also include archives and manuscripts. We are producing a new Directory of Collections of the University of Edinburgh. This will be an A-Z listing of all the main named collections - across archives and manuscripts, rare books, fine art, musical instruments and museum collections. There will be a short entry for each collection, with information on its contents, provenance and how to access it, plus a representative image. The book is scheduled for publication in 2014 and will be available for sale in the library.

**Future activities and developments**

- Displays and exhibitions
- Posters highlighting particular subjects covering books, journals and databases
- Guides to subject resources
- Improved discovery platforms
- Automatic alert to recommender when an item they ordered arrives in the Library

**Marketing digital collections**

To increase digital collection usage, links to the collections must have high visibility. At the University of Washington libraries, knowing students turned to Wikipedia for information, the library began inserting linkbacks to its digital collections as support and citations for various Wikipedia articles and as a result hits statistics for the digital materials skyrocketed. We may have to wait for the new LMS to fully exploit this and be able to provide greater subject information and target academics and researchers via new discovery platforms. At the moment it is not easy to find all the available online or print content in e-books, journals, backfiles and databases for a particular subject and group it together.

It is clear that the added functionality of a new LMS will allow us to promote and exploit our collections even more effectively than at present.

Irene McGowan
Library Academic Support for CMVM
University of Edinburgh Library Committee

Information Services

University of Edinburgh Library Committee

Wednesday 21st May 2014

Report on Library Statistics

Brief description of the paper
A summary of significant Library statistics for sessions 2011/12 and 2012/13. This data will be published on the Information Services website in due course.

Action requested
For discussion

Resource implications
Does the paper have resource implications? There are no resource implications.

Risk Assessment
Does the paper include a risk assessment? Not relevant

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes, the report will be examined for any potential areas that might have a negative or positive impact on any of the protected characteristics and action taken if necessary.

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

Originator of the paper
Richard Battersby, User Services Division
Liz G Stevenson, Library & University Collections
May 2014
Report on Library Statistics

This paper includes data on key areas of Library service, for the academic years 2011/12 and 2012/13, highlighting the impact of the service in teaching and research.

Library Committee is invited to comment, and to suggest further areas which could be included in future reports. These figures will be published on the Information Services website.

<table>
<thead>
<tr>
<th>Use of our services</th>
<th>2011/12</th>
<th>2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support for research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loans - items borrowed</td>
<td>3,392</td>
<td>6,475</td>
</tr>
<tr>
<td>Interlibrary Loans - items loaned</td>
<td>3,725</td>
<td>3,644</td>
</tr>
<tr>
<td>Library Annexe - items loaned</td>
<td>3,185</td>
<td>3,150</td>
</tr>
<tr>
<td>Library Annexe - number of items scanned</td>
<td>1,347</td>
<td>1,143</td>
</tr>
<tr>
<td>Digital Imaging Unit – number of items digitised</td>
<td>12,020</td>
<td>15,402</td>
</tr>
<tr>
<td>Centre for Research Collections - number of consultations</td>
<td>20,564</td>
<td>17,688</td>
</tr>
<tr>
<td>Research Publications in PURE</td>
<td>1,563</td>
<td>7,355</td>
</tr>
<tr>
<td><strong>Support for teaching</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam papers online – number of new papers</td>
<td>1,651</td>
<td>1,691</td>
</tr>
<tr>
<td>E-reserve - number of courses</td>
<td>394</td>
<td>548</td>
</tr>
<tr>
<td>E-reserve - number of scanned readings</td>
<td>5,090</td>
<td>7,401</td>
</tr>
<tr>
<td>Print reserve - number of reading lists</td>
<td>717</td>
<td>898</td>
</tr>
<tr>
<td>Print reserve – number of items on reserve lists</td>
<td>16,982</td>
<td>17,075</td>
</tr>
<tr>
<td>National Student Survey - &quot;Library resources and services are good enough for my needs&quot;</td>
<td>85%</td>
<td>89%</td>
</tr>
</tbody>
</table>

**Use of our Collections**

<table>
<thead>
<tr>
<th>Content provision</th>
<th>2011/12</th>
<th>2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print books</td>
<td>3,456,993</td>
<td>3,449,112</td>
</tr>
<tr>
<td>E-books</td>
<td>323,266</td>
<td>345,883</td>
</tr>
<tr>
<td>Journals - print and electronic</td>
<td>45,975</td>
<td>51,062</td>
</tr>
<tr>
<td>Databases</td>
<td>209</td>
<td>228</td>
</tr>
<tr>
<td>Rare Books and Special Collections</td>
<td>400,000</td>
<td>420,000</td>
</tr>
<tr>
<td>Theses &amp; Dissertations online (Edinburgh Research Archive)</td>
<td>4,657</td>
<td>6,221</td>
</tr>
</tbody>
</table>

**Use of our Space**

| Visits to Library sites                   | 2,902,702 | 2,664,739 |
| Number of active borrowers               | 27,925    | 27,811    |
| Number of study spaces                    | 3,693     | 3,491     |
| Open hours during semester                | n/a       | 651.1 hours|

**Usage**

| Print loans                               | 1,501,370 | 1,400,635 |
| E-journal - article downloads             | 4,893,644 | 5,232,553 |
| E-books - section downloads               | 1,339,782 | 1,878,335 |
| Theses & dissertations (Edinburgh Research Archive) - downloads | 113,427 | 156,106 |
| Research Publications in PURE - page views| 3,455     | 154,325   |
Edinburgh University Library Committee

Meeting held on Wednesday 11th December 2013 at 3pm

Main Library, Room 1.07

Minutes

Members:

Prof. Jeff Haywood (Vice Principal, nominated by the Senatus Academicus)
Ms Helen Durndell (Librarian, University of Glasgow, nominated by University Court)
Prof. David Finnegan (Head of Cell Biology Institute, nominated by University Court)
Prof. James Loxley (Covenor of College Library Committee)
Dr Anna Kenway (College of Science & Engineering)
Dr John Scally (Director of Library & University Collections) (Ex Officio)
Dr Steven Morley (Convenor of MVM College Library Committee)
Mrs Janet Rennie (College of Humanities & Social Science)
Mrs Elspeth Currie (College of Medicine & Veterinary Medicine)

In Attendance:

Mr Richard Battersby (Head of Library Academic Support)
Mr Alex Munyard (EUSA Vice President, Academic Affairs)
Miss Elinore Wan (EUSA Undergraduate Representative)
Mrs Susan Graham (University Records Manager)
Ms Irene McGowan (Deputy Head of Library Academic Support)
Mr Stuart Lewis (Head of Research & Learning Services and Deputy Director of Library & University Collections)
Miss Angela Laurins (Library Learning Services Manager)
Miss Laura Macpherson (Acting Head of Collections and Development Management)
Ms Nahad Gilbert (Academic Support Librarian, School of Law and School of Education, nominated by Library staff)

Apologies received in advance:

Mr Richard Mayr (College of Science & Engineering)
Prof. Simon Parsons (Convenor of S&E College Library Committee)
Dr Hamish Ross (College of Humanities & Social Science)
Mr Thibaut Clamart (EUSA Postgraduate Representative)

Apologies noted at the meeting:

Dr Sue Rigby (Vice Principal Learning & Teaching, nominated by University Court)

Minutes:

Ms Michelle Gunn (Acting Secretary to the Committee)
1. WELCOME AND APOLOGIES – (JS)
   Apologies are noted above. John Scally welcomed all new members to the committee. Laura Macpherson and Angela Laurins were also welcomed as attendees who presented papers at the meeting.

2. CONVENOR AND DIRECTOR OF LIBRARY AND UNIVERSITY COLLECTIONS BUSINESS – (JS)
   All business was covered in the agenda.

For Discussion

3. PROPOSAL FOR COLLABORATION BETWEEN THE UNIVERSITY OF EDINBURGH AND NATIONAL LIBRARY OF SCOTLAND ON PRINT OFFICIAL PUBLICATIONS - PAPER A

   Laura Macpherson presented the paper providing background information, as well as highlighting the key points within the paper which included the current issues surrounding the management of this collection. This included lack of space, handling enquiries without subject expertise and the material being difficult to access. The proposal suggested collaborating with the National Library of Scotland (NLS), in order to provide a unified, optimised, and accessible collection of Official Publications by transferring material to NLS to supplement gaps in their holdings. The project would be implemented as a phased approach which would start early in 2014. Laura Macpherson would provide an update to Library Committee in May 2014.

   Following presentation of the paper the following points were raised:

   - Professor Finnegan sought clarification on what would happen to material not identified for retention by either Edinburgh or NLS. Dr Scally confirmed this would be disposed of by responsible means – where possible, or offering up to other institutions.
   - Dr Morley sought clarification on the means by which Edinburgh University’s users would be made aware of its location at NLS. He made the suggestion that our library search interface could incorporate the collection at NLS. Janet Rennie shared these concerns, and added that undergraduate students do not have the same ease of access to NLS collections as members of the general public.
   - Laura Macpherson confirmed the collaboration would be highlighted on the library website, with the subject guide updated to include information on accessing the collection at NLS. Laura Macpherson advised the committee that the majority of the used Official Publications are now available digitally, and are accessible through our electronic subscriptions and through free arrangements. The ease of access to these collections would not be affected by this collaboration and noted that a light touch memorandum of understanding would be signed by both institutions. We would also seek confirmation that all university students would get access to the collections. Dr Scally concluded that we would take forward the issues raised and report back to Library Committee in the first half of 2014.

   ACTION: Laura Macpherson to work through the issues mentioned and present an updated paper to Library Committee during the academic year 2013/14.

4. MOVING THE SPECIAL COLLECTIONS PUBLICATION DATE TO PRE-1900 FROM PRE 1850 - PAPER B
Laura Macpherson presented an updated version of the paper first seen by Library Committee on 9th October 2013. The update sensitively reflects comments taken from the College Library Committees, in order to ensure the phased approach can be implemented. These updates were primarily that all high demand pre-1900 materials would be made available in another format (either digitised or in reprint) prior to transfer to Special Collections. The revised paper was being presented seeking final sign off at the meeting to enable the Library to proceed with the implementation of the project early in 2014.

Following presentation of the paper the following points were raised:

- Professor Finnegan asked why the transfer was only applicable to the Main Library and not site/college libraries. Laura Macpherson and Richard Battersby confirmed that it was their intention to start with the Main Library where the process would be monitored closely and carefully applied. In time the policy would be extended to site libraries.
- The Committee gave their support for the implementation of the new policy in a phased approach.

**ACTION:** Introduce and publicise new policy, and develop new workflows to support the phased approach to the policy implementation.

5. **EXTENDING THE MAIN LIBRARY OPENING HOURS**

Dr Scally presented the paper highlighting the need for a more streamlined, simple approach to the opening hours of the Main Library that meets the requirements of students and other users. The Main Library opening times will be as follows:

- September to June: Monday to Sunday open at 07.30am and close at 00.00 (midnight)
- July to August: Monday to Sunday open at 07.30 and close at 02.30am

The above changes will be implemented from Sunday 12th January 2014. Dr Scally explained there were cost implications to the extension of hours. However, due to staff contracts being renewed over the next year these costs would in time be absorbed. Alex Munyard emphasised the importance of the extended hours and encouraged the committee to support the proposal.

6. **TALIS UPDATE**

Angela Laurins presented the paper and gave a live demonstration of Talis Aspire; the online resource list system: ([http://resourcelists.ed.ac.uk/](http://resourcelists.ed.ac.uk/)). Angela Laurins explained that Talis Aspire was currently being used by approx. 60 universities across the UK and is a three year pilot project within the university. It allows course organisers to publish reading lists, book chapters and books quickly and efficiently, as well as helping to ensure materials are available through the library. Students benefit as they can directly access resources, saving time searching for materials and allowing more time for wider research and reading. Talis Aspire also provides statistics on usage, as well as other useful information the library can use to inform acquisitions and collection management. The university currently has approximately 31 reading lists with interest from course organisers continuing to grow. Initial feedback has been positive and the intention is to build on this experience, with a concentrated effort to increase uptake in early 2014 and significantly increase the number of published lists in preparation for the 2014/15 academic year.
Following presentation of the paper the following points were raised:

- Janet Rennie commented that students using e-books rather than hard copies would have their browsing options limited to the comprehensive range of books available in that subject area. Angela Laurins agreed with this comment, although added that Talis Aspire does ensure every student within the group will have direct access to the necessary material required, which is not always currently the situation.

- Helen Durndell added that Glasgow are currently using Talis Aspire and they have had very positive feedback from students and there statistics have shown a great improvement on accessibility and engagement.

- James Loxley supported the online resource system as it encouraged the integration between the reading lists and the library, and felt it would solve many of the issues that arise due to the availability of course material.

- Janet Rennie commented that the project has lots of positive aspects and could see many benefits. Janet Rennie enquired as to the time taken for the initial set up and creation of lists. Angela Laurins responded stating an assistant will be recruited in early 2014 who would assist academics in initially setting up their lists if required. Angela Laurins also confirmed online tutorials and user guides are available online (http://www.ed.ac.uk/schools-departments/information-services/research-teaching-staff/resource-lists) and other online help can be accessed from Talis Aspire at (http://support.talisaspire.com/categories/20001087-Videos-Tutorials). Angela Laurins also offered to visits schools and offer training to academics to assist with the launch of Talis Aspire early in the New Year.

- Nahad Gilbert commented on the URL accessibility. Angela Laurins responded that each course has its own URL that can be used for links from other web sites.

- Dr Morley enquired how Talis Aspire was being advertised and what were the procedures/mechanisms for updating new editions of books. Stuart Lewis noted a future development by Talis will be a ‘list health check’ facility that will highlight metadata quality, items not in the library, and items for which a new edition exists.

7. **RESEARCH DATA MANAGEMENT (RDM) UPDATE**

Stuart Lewis (SL) presented the paper which provides an update on recruitment and the website, Data Management Planning (DMP), Active Data Infrastructure (ADI) and Data Stewardship (DW).

**Recruitment and Website**

Kerry Miller has now been appointed as Research Data Management Coordinator and will assist in adapting the project into a service that is easy to use and flexible for all disciplines across the university. Kerry has come from the Digital Curation Centre and has extensive experience and knowledge in RDM which will assist in ensuring a successful outcome to this project. SL notified members of the new revised version of the RDM website which can be found at http://www.ed.ac.uk/is/data-management.

**Data Management Planning (DMP)**

The Research and Learning department has been working with the Digital Curation Centre in developing a new version of the DMPOnline tool for creating data management plans that will be simpler to use and allows customisations to match local facilities: https://dmponline.dcc.ac.uk/.

**Active Data Infrastructure (ADI)**
Every researcher in the university will be allocated 0.5 terrabyte of storage. The programme is working with three pilot schools to trial the service in December 2013, with an intention to roll out to a wider audience in early 2014. The facility also enables the university to cost additional storage used following a simple formula.

Data Stewardship (DW)
This includes a repository that will allow the sharing of research data (http://datashare.is.ed.ac.uk/) and a private data vault aimed at staff who have finished with their research data and need a safe environment to store it in. Stuart Lewis advised that the data vault and data asset register projects are in the very early stages of development and a further update will become available during 2014 when further trails and tests have been carried out.

Following presentation of the paper the following points were raised:

- Professor Haywood commented that we should hold the minimum of data in the longer term, if external data repositories are better suited.
- Stuart Lewis confirmed that there will be training on the RDM procedures and systems and will provide regular updates at each stage of the RDM implementation programme.
- Professor Finnegan commented on the importance of data not only to be accessible but usable after long periods of time. Dr Kenway shared these views and felt that the university should also be focussing on the ability to be able to read the data. Dr Kenway further commented that groups such as Jisc should be tackling these issues.

8. NEW & FEATURED ACQUISITIONS

Dr Scally presented the paper which provides an overview of the new resources that are now available in the main subject areas covered across the three schools.

Following presentation of the paper the following points were raised:

- Professor Finnegan requested this information to be more available to all academics and students, and suggested that this is put onto the university’s homepage. Professor Haywood encouraged this idea and said that he would contact the necessary department to enquire whether we could maybe advertise a couple of days a month. It was also suggested advertising permanently onto the wiki page.

9. TOWARDS A NEW LMS AND DISCOVERY SYSTEM

Stuart Lewis gave a presentation to members on the research currently being undertaken to source a new Library Management System that will supply our current and future business needs. Stuart Lewis provided background history to the university’s current system, Voyager, and went on to explain that Colin Watt Information Systems Manager, has been seconded to look at the various procurement options available in the market place. Ideally a new system would be implemented by summer 2015.

Following presentation of the paper the following points were raised:
• Janet Rennie enquired on the cost of the new system, and where the monies were going to be allocated from ie. acquisitions budget. Dr Scally confirmed that the monies were not going to be allocated from the acquisitions budget.

• Dr Morley commented that the information that was shared within this library committee meeting needs to be shared with a wider audience and suggested library staff should be holding road-shows which would advertise the new and future services the division currently has and is working towards. Richard Battersby suggested targeting the audience instead of it being a general open invitation. Professor Finnegan suggested the university homepage having a regular window for advertising library services. Professor Haywood concluded the discussion by adding the importance of having concise messages that capture the essence of key university statistical information.

10. MINUTES FROM MEETING HELD ON 9th OCTOBER

No outstanding actions

11. MATTERS ARISING

There were no matters arising

12. ANY OTHER BUSINES

There were no other business maters to report/discuss

SUMMARY OF ACTIONS

Item 3. Laura Macpherson to work through the issues mentioned and present an updated paper to Library Committee during the academic year 2013/14.

Item 4. Laura Macpherson to Introduce and publicise new policy, and introduce new workflows to support the phased approach to the policy implementation.

13. DATE OF NEXT MEETING

Thursday 13th February 2013, Main Library Room 1:11 at 10.00am