UNIVERSITY OF EDINBURGH LIBRARY COMMITTEE

There will be a meeting of the Committee on Wednesday 22nd October 2014, at 10.30am, in Room 1.07, Main Library, George Square.

Papers will be lodged on the Library Committee webpage at [http://www.libcttee.isg.ed.ac.uk](http://www.libcttee.isg.ed.ac.uk) on Tuesday 14th October.

Richard Battersby, Deputy Director, User Services Division
Stuart Lewis, Acting Director, Library & University Collections

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<th>Paper</th>
</tr>
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**For Discussion**

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</table>

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<td></td>
</tr>
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<td>11 Pop-up Library, Angela Laurins, Library Learning Services</td>
<td></td>
</tr>
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**Reports**

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**Minutes and Matters Arising**

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<tr>
<th>Agenda</th>
<th>Paper</th>
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<td>C</td>
</tr>
<tr>
<td>15 Matters Arising</td>
<td></td>
</tr>
</tbody>
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16 Date of next meeting: **Wednesday 4th March, 11.15am, Cuillin Room, Charles Stewart House**
Update: Library Committee Membership Session 2014/2015

Brief description of the paper
This paper details all committee members appointed for the session 2014/2015. Undergraduate and Postgraduate EUSA representatives are expected to be confirmed at the meeting.

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
Louise Tierney
Secretary to the Committee
October 2014
University of Edinburgh Library Committee

Membership List as at October 2014

Nominated by the University Court:

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

Student Representatives:

Mr Dash Sekhar (Vice President Academic Affairs) 2015
Mr Joe Boyle (Undergraduate Representative) 2015
Mr Madhav Mittal (Postgraduate Convenor) 2015
Mr Owoyemi Abdulwahab (Postgraduate Representative) 2015

Nominated by the Senatus Academicus:

Vice-Principal Jeff Haywood (Convener/Chair) (to end of calendar year)

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 (Convener of College Library Committee) 2015
Mrs Elspeth Currie (to end of calendar year – awaiting new representative) 2014

College of Science & Engineering:

Professor Simon Parsons (Convener of S&E College Library Committee) 2015
Dr Gail Duursma 2015

(Awaiting confirmation of S&E representative) 2015

Library Staff Representatives:

Ms Jane Furness (Academic Support Librarian for ECA) 2015

Ex Officio:

Vacant

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)
Ms Michelle Gunn (michelle.gunn@ed.ac.uk)
Miss Charlotte Tunnicliffe (charlotte.tunnicliffe@ed.ac.uk)
University of Edinburgh Library Committee

Wednesday 22nd October 2014

Schedule of Meetings 2014/15

Brief description of the paper
The paper reconfirms the 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 member 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
Louise Tierney
Secretary to the Committee
October 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:

Wednesday 22\textsuperscript{nd} October  \hspace{1cm} 10.30pm  \hspace{1cm} Room 1.07, Main Library
Wednesday 4\textsuperscript{th} March  \hspace{1cm} 11.15am  \hspace{1cm} Cullin Room, Charles Stewart House
Wednesday 17\textsuperscript{th} June  \hspace{1cm} 2pm  \hspace{1cm} 5\textsuperscript{th} Floor Seminar Room, Main Library

*Meeting held on 17\textsuperscript{th} June will focus on the materials budget expenditure 2014/15 and allocation for 2015/16.

Louise Tierney, Secretary to the Committee
October 2014
University of Edinburgh Library Committee

Information Services

University of Edinburgh Library Committee

Wednesday 22nd October 2014

Library Materials Budget 2013-14
Expenditure Report

Brief description of the paper
This paper provides a report on expenditure against the Library Materials Budget allocations for 2013/14. It provides a detailed view of budget sources, and expenditure at both summary level and individual fund level.

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. These figures will be used, in part, to consider expenditure next year, where any impact on equality and diversity will be considered

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

Originator of the paper
Elize Rowan – Acquisitions & Metadata Services Manager
October 2014
1. Materials budget allocation 2013-14

The Library Materials Budget allocation for 2013-2014 was £6,389,170. This comprised IS budget allocation of £5,157,130, plus £1,232,040 additional contribution from sources detailed in Table 1 below.

Table 1 Budget allocation 2013/14

<table>
<thead>
<tr>
<th>Fund</th>
<th>IS Allocation</th>
<th>College contribution</th>
<th>Other contribution</th>
<th>Total budget</th>
<th>Adjusted allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSS</td>
<td>£1,857,464</td>
<td>£437,000</td>
<td>£107,400°</td>
<td>£2,401,864</td>
<td>£1,586,888</td>
</tr>
<tr>
<td>CS&amp;E</td>
<td>£1,243,286</td>
<td>£541,000°</td>
<td></td>
<td>£1,784,286</td>
<td>£489,620</td>
</tr>
<tr>
<td>CMVM</td>
<td>£1,046,301</td>
<td></td>
<td>£46,640°</td>
<td>£1,092,941</td>
<td>£271,316</td>
</tr>
<tr>
<td>Interdisciplinary/Cross-College</td>
<td>£1,010,079</td>
<td></td>
<td></td>
<td>£1,010,079</td>
<td>£842,148</td>
</tr>
<tr>
<td>Special Collections (HSS contribution)</td>
<td></td>
<td>£100,000</td>
<td></td>
<td>£100,000</td>
<td>£100,000</td>
</tr>
<tr>
<td>Central Online Resources (CORe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£3,099,199</td>
</tr>
<tr>
<td>Total</td>
<td>£5,157,130</td>
<td>£1,078,000</td>
<td>£154,040</td>
<td>£6,389,170</td>
<td>£6,389,170</td>
</tr>
</tbody>
</table>

Notes:

i. In accordance with the Collections Review recommendation, subscriptions of interest in two or more Colleges or in three or more Schools are moved to the Central Online Resources (CORe) budget code to enable streamlined administration and more accurate recording of financial commitment, with £3,099,199 transferred across from College budget allocations for 2013/14.

ii. Additional funding comprised £80,400 Law Disbursement and £27,000 from the School of History, Classics and Archaeology. Further external income was handled as credit, including £10,000 for the School of Divinity via the Church of Scotland.

iii. The College of Science & Engineering contributed £541,000 funding to the Library Materials Budget in February 2014. This addressed the significant CS&E Materials Budget shortfall (estimated at £257,201 at the start of the 2013/14 financial year). It additionally allowed purchase of course collection material, and selection of new resources for all Schools, including journal pilots.

iv. MVM received £46,640 external income from NHS handled as budget credit, but shown above as budget allocation.
2. Materials Budget out-turn 2013-14

Table 2. Budget out-turn summary 2013-14

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget allocation</th>
<th>Expenditure</th>
<th>Balance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS</td>
<td>£1,586,888</td>
<td>£1,605,763</td>
<td>-£18,875</td>
<td>101%</td>
</tr>
<tr>
<td>CS&amp;E</td>
<td>£489,620</td>
<td>£496,488</td>
<td>-£6,869</td>
<td>101%</td>
</tr>
<tr>
<td>CMVM</td>
<td>£271,316</td>
<td>£263,333</td>
<td>£7,984</td>
<td>97%</td>
</tr>
<tr>
<td>Interdisciplinary/Cross-College</td>
<td>£842,148</td>
<td>£798,370</td>
<td>£43,778</td>
<td>95%</td>
</tr>
<tr>
<td>Special Collections (HSS Contribution)</td>
<td>£100,000</td>
<td>£99,882</td>
<td>£118</td>
<td>100%</td>
</tr>
<tr>
<td>CORe</td>
<td>£3,099,199</td>
<td>£3,131,695</td>
<td>-£32,496</td>
<td>101%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£6,389,170</strong></td>
<td><strong>£6,395,531</strong></td>
<td><strong>-£6,360</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

A detailed breakdown of this expenditure by fund/school is shown at Appendix 1. In addition to this expenditure against Library Materials Budget allocations, a further £54,451 was expended via Endowment funds (CHSS: £22,228; CMVM: £29,067; CS&E: £3,156).

Analysis by format type shows that 84% of the Materials Budget was expended on digital resources, and 16% on print. If this analysis is limited to expenditure on General Collections (i.e. excluding the £100,000 Special Collections purchases), the percentage spend on digital resources increases to 86%.

Within the Interdisciplinary budget, the newer patron-driven strands of acquisition accounted for c.£208,000 expenditure on e-books via evidence-based plans, c.£183,000 on e-journal back file purchasing, and c.£51,000 in response to student requests. Whilst student requests were primarily for print and e-book monographs in humanities subjects, the evidence-based e-book collections and journal back files provided equitable access to content across all subject areas.

Elize Rowan
Acquisitions & Metadata Services Manager
13 October 2014
### University of Edinburgh Library Committee

**Budget out-turn by fund 2013/14**  
**Appendix 1**

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Fund name</th>
<th>Adjusted allocation</th>
<th>Net Expenditure</th>
<th>Balance</th>
<th>% expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>872001</td>
<td>Interdisciplinary - Processing</td>
<td>£5,100</td>
<td>£3,882</td>
<td>£1,218</td>
<td>76%</td>
</tr>
<tr>
<td>872003</td>
<td>Interdisciplinary - Memberships</td>
<td>£30,600</td>
<td>£29,970</td>
<td>£630</td>
<td>98%</td>
</tr>
<tr>
<td>872020</td>
<td>Interdisciplinary - Ereserve</td>
<td>£28,050</td>
<td>£11,609</td>
<td>£16,441</td>
<td>41%</td>
</tr>
<tr>
<td>872030</td>
<td>Interdisciplinary - General</td>
<td>£128,198</td>
<td>£119,085</td>
<td>£9,113</td>
<td>93%</td>
</tr>
<tr>
<td>872040</td>
<td>Librarian's Strategic Fund</td>
<td>£200,000</td>
<td>£188,440</td>
<td>£11,560</td>
<td>94%</td>
</tr>
<tr>
<td>872035</td>
<td>Interdisciplinary - PDA E-books</td>
<td>£180,000</td>
<td>£207,737</td>
<td>-£27,737</td>
<td>115%</td>
</tr>
<tr>
<td>872036</td>
<td>Interdisciplinary - Student Requests</td>
<td></td>
<td>£50,995</td>
<td>£29,005</td>
<td>64%</td>
</tr>
<tr>
<td>872037</td>
<td>Interdisciplinary - Journal Pilots</td>
<td>£160,000</td>
<td>£183,128</td>
<td>-£23,128</td>
<td>114%</td>
</tr>
<tr>
<td>872038</td>
<td>Interdisciplinary - ILL Top-Up</td>
<td>£30,000</td>
<td>£3,522</td>
<td>£26,478</td>
<td>12%</td>
</tr>
<tr>
<td>872039</td>
<td>Special Collections (HSS funding)</td>
<td>£100,000</td>
<td>£99,882</td>
<td>£118</td>
<td>99.9%</td>
</tr>
</tbody>
</table>

**Fund totals**: £942,148 | £898,252 | £43,698 | 95%

<table>
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<tr>
<th>Cost Centre</th>
<th>Fund name</th>
<th>Adjusted allocation</th>
<th>Net Expenditure</th>
<th>Balance</th>
<th>% expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>872050</td>
<td>Medicine- central fund</td>
<td>£215,510</td>
<td>£207,458</td>
<td>£8,052</td>
<td>96%</td>
</tr>
<tr>
<td>872051</td>
<td>MBChB</td>
<td>£4,000</td>
<td>£3,800</td>
<td>£200</td>
<td>95%</td>
</tr>
<tr>
<td>872052</td>
<td>Biomedical Sciences</td>
<td>£3,000</td>
<td>£1,356</td>
<td>£1,644</td>
<td>45%</td>
</tr>
<tr>
<td>872070</td>
<td>Veterinary Medicine</td>
<td>£48,807</td>
<td>£50,719</td>
<td>-£1,913</td>
<td>104%</td>
</tr>
</tbody>
</table>

**Fund totals**: £271,316 | £263,333 | £7,984 | 97%

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Fund name</th>
<th>Adjusted allocation</th>
<th>Net Expenditure</th>
<th>Balance</th>
<th>% expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>872100</td>
<td>CHSS General</td>
<td>£330,840</td>
<td>£428,178</td>
<td>-£97,338</td>
<td>129%</td>
</tr>
<tr>
<td>872101</td>
<td>CHSS Librarian's Fund</td>
<td>£78,983</td>
<td>£22,457</td>
<td>£56,526</td>
<td>28%</td>
</tr>
<tr>
<td>872110</td>
<td>Edinburgh College of Art</td>
<td>£208,888</td>
<td>£223,099</td>
<td>-£14,21</td>
<td>107%</td>
</tr>
<tr>
<td>872130</td>
<td>School Of Divinity</td>
<td>£38,393</td>
<td>£42,267</td>
<td>-£3,874</td>
<td>110%</td>
</tr>
<tr>
<td>872150</td>
<td>Education</td>
<td>£68,977</td>
<td>£76,408</td>
<td>-£7,431</td>
<td>111%</td>
</tr>
<tr>
<td>872170</td>
<td>Health In Social Science</td>
<td>£32,757</td>
<td>£30,540</td>
<td>£2,217</td>
<td>93%</td>
</tr>
<tr>
<td>872190</td>
<td>Law</td>
<td>£146,608</td>
<td>£149,664</td>
<td>-£3,056</td>
<td>102%</td>
</tr>
<tr>
<td>872191</td>
<td>Law Disbursement</td>
<td>£80,400</td>
<td>£61,363</td>
<td>£19,037</td>
<td>76%</td>
</tr>
<tr>
<td>872200</td>
<td>History, Classics &amp; Archaeology</td>
<td>£141,814</td>
<td>£128,977</td>
<td>£12,837</td>
<td>91%</td>
</tr>
<tr>
<td>872220</td>
<td>Literatures, Languages &amp; Cultures</td>
<td>£199,310</td>
<td>£193,076</td>
<td>£6,234</td>
<td>97%</td>
</tr>
<tr>
<td>872240</td>
<td>Business School</td>
<td>£55,626</td>
<td>£59,365</td>
<td>-£3,739</td>
<td>107%</td>
</tr>
<tr>
<td>872245</td>
<td>Economics</td>
<td>£22,527</td>
<td>£8,744</td>
<td>£13,783</td>
<td>39%</td>
</tr>
<tr>
<td>872260</td>
<td>Philosophy, Psychology &amp; Language</td>
<td>£57,731</td>
<td>£51,789</td>
<td>£5,942</td>
<td>90%</td>
</tr>
<tr>
<td>872280</td>
<td>Social &amp; Political Science</td>
<td>£124,034</td>
<td>£129,836</td>
<td>-£5,802</td>
<td>105%</td>
</tr>
</tbody>
</table>

**Fund totals**: £1,586,887 | £1,605,763 | -£18,876 | 101%

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Fund name</th>
<th>Adjusted allocation</th>
<th>Net Expenditure</th>
<th>Balance</th>
<th>% expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>872400</td>
<td>Sci &amp; Engineering General</td>
<td>£290,368</td>
<td>£306,567</td>
<td>-£16,199</td>
<td>106%</td>
</tr>
<tr>
<td>872401</td>
<td>Sci &amp; Engineering Reserve</td>
<td>£11,000</td>
<td>£25,675</td>
<td>-£14,675</td>
<td>233%</td>
</tr>
<tr>
<td>872410</td>
<td>Biological Sciences</td>
<td>£27,491</td>
<td>£24,436</td>
<td>£3,055</td>
<td>89%</td>
</tr>
<tr>
<td>872420</td>
<td>Chemistry</td>
<td>£3</td>
<td>£3,726</td>
<td>-£3,723</td>
<td>12405%</td>
</tr>
<tr>
<td>872430</td>
<td>Engineering &amp; Electronics</td>
<td>£39,607</td>
<td>£63,865</td>
<td>-£24,258</td>
<td>161%</td>
</tr>
<tr>
<td>872440</td>
<td>Geosciences</td>
<td>£5,953</td>
<td>£27,584</td>
<td>-£21,631</td>
<td>463%</td>
</tr>
<tr>
<td>872450</td>
<td>Informatics</td>
<td>£29,847</td>
<td>£11,055</td>
<td>£18,792</td>
<td>37%</td>
</tr>
<tr>
<td>872460</td>
<td>Mathematics</td>
<td>£58,543</td>
<td>£23,493</td>
<td>£35,050</td>
<td>40%</td>
</tr>
<tr>
<td>872470</td>
<td>Physics</td>
<td>£26,809</td>
<td>£10,086</td>
<td>£16,723</td>
<td>38%</td>
</tr>
</tbody>
</table>

**Fund totals**: £489,620 | £496,488 | -£6,869 | 101%

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Fund name</th>
<th>Adjusted allocation</th>
<th>Net Expenditure</th>
<th>Balance</th>
<th>% expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>872045</td>
<td>Central Online Resources (CORE)</td>
<td>£3,099,199</td>
<td>£3,131,695</td>
<td>-£32,496</td>
<td>101%</td>
</tr>
</tbody>
</table>

**Totals**: £6,389,170 | £6,395,532 | -£6,362 | 100.1%
Brief description of the paper
This paper provides a report on Library Materials Budget allocations for 2014/15. It also offers a summary view of the budget position at 10th October, showing commitments, available funds, and an area of budget shortfall.

Action requested
For information

Resource implications
Does the paper have resource implications? Yes

If ‘Yes’, in which section(s) of the paper are they described?
In Section 6 the projected shortfall for the College of Science and Engineering is highlighted. From the outset of the financial year, based on existing commitments, the College has an estimated deficit of £209,000.

Risk Assessment
Does the paper include a risk analysis? Yes

In Section 6, it is noted that the estimated budget shortfall for the College of Science and Engineering will lead to a risk of non-payment of existing journal and database subscriptions and book orders, with insufficient funding to cover new Inter-Library Loan and book purchase requests.

Equality and Diversity
Has due consideration been given to the equality impact of this paper? Yes. The Colleges will allocate the funds to individual Schools at which stage the school will need to consider the impact of the allocation of funding. Different formats will need to be considered for potential positive or negative impacts against any of the nine protected characteristics.

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

Originator of the paper
Elize Rowan – Acquisitions & Metadata Services Manager
October 2014
Library Materials Budget 2014/15

1. Budget Allocation

The baseline for the allocation of the 2014/15 Library Materials Budget is the IS allocation for 2013/14, as shown in Table 1.

<table>
<thead>
<tr>
<th></th>
<th>Allocation for 13/14</th>
<th>IEAM*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities &amp; Social Sciences</td>
<td>£1,857,464</td>
<td>44.8%</td>
</tr>
<tr>
<td>Medicine &amp; Veterinary Medicine</td>
<td>£1,046,301</td>
<td>25.2%</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>£1,243,286</td>
<td>30.0%</td>
</tr>
<tr>
<td><strong>Total College</strong></td>
<td><strong>£4,147,051</strong></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary/Cross College**</td>
<td><strong>£1,070,079</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Materials Budget</strong></td>
<td><strong>£5,217,130</strong></td>
<td></td>
</tr>
</tbody>
</table>

**IEAM applied to College total allocation**

**Before agreed transfer of £60,000 to cover materials-related salaries**

2. Materials budget increase 2014/15

The confirmed increase to the Materials Budget is £450,000, giving a total allocation of £5,667,130, and representing a percentage increase of approximately 8.63%.

<table>
<thead>
<tr>
<th>2013/14 Baseline</th>
<th>2014/15 increase</th>
<th>2014/15 Budget</th>
<th>% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>£5,217,130</td>
<td>£450,000</td>
<td>£5,667,130</td>
<td>8.6254%</td>
</tr>
</tbody>
</table>

3. Distribution of £450,000 increase in 2014/15

The full value of the £450,000 increase has been applied to the College baseline allocation, and the IEAM has been applied to that total.

<table>
<thead>
<tr>
<th></th>
<th>2014/15 baseline with 2014/15 IEAM applied</th>
<th>IEAM applied to 2014/15 £450K increase</th>
<th>IEAM 2014/15 allocation</th>
<th>2013/14 allocation</th>
<th>IEAM 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSS</td>
<td>£1,911,791</td>
<td>£207,450</td>
<td>£2,119,241</td>
<td>£1,857,464</td>
<td>44.80%</td>
</tr>
<tr>
<td>CMVM</td>
<td>£1,032,616</td>
<td>£112,050</td>
<td>£1,144,666</td>
<td>£1,046,301</td>
<td>25.20%</td>
</tr>
<tr>
<td>CS&amp;E</td>
<td>£1,202,645</td>
<td>£130,500</td>
<td>£1,333,145</td>
<td>£1,243,286</td>
<td>30.00%</td>
</tr>
<tr>
<td>College total</td>
<td>£4,147,051</td>
<td>£450,000</td>
<td>£4,597,051</td>
<td>£4,147,051</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary total*</td>
<td>£1,010,079</td>
<td>£0</td>
<td>£1,010,079</td>
<td>£1,070,079</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>£5,157,130</td>
<td>£450,000</td>
<td>£5,607,130</td>
<td>£5,217,130</td>
<td></td>
</tr>
</tbody>
</table>
4. Budget allocation

The IS allocation has been supplemented by an additional £300,000 from CHSS, and a further £40,000 via Law Disbursement. Anticipated additional in-year funding within CHSS will include £10,000 credit income for Divinity via the Church of Scotland. CMVM will benefit from £46,640 income from NHS, but this is also handled as credit rather than budget allocation, and as such is not shown in the figures below.

<table>
<thead>
<tr>
<th>Table 4 Budget allocation 2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS Allocation</td>
</tr>
<tr>
<td>CHSS</td>
</tr>
<tr>
<td>CMVM</td>
</tr>
<tr>
<td>CS&amp;E</td>
</tr>
<tr>
<td><strong>Total College</strong></td>
</tr>
<tr>
<td>Interdisciplinary/Cross-College</td>
</tr>
<tr>
<td><strong>Total Materials allocation</strong></td>
</tr>
</tbody>
</table>

5. Budget Allocation adjustment for Central Online Resources (CORe)

In accordance with the 2012 Collections Review recommendation, subscriptions of interest in two or more Colleges, or in three or more Schools, are handled through the Central Online Resources (CORe) library account code. This facilitates streamlined administration, and more accurate recording of financial commitment. Relevant funds are transferred to CORe from College allocations, and the summary figures for 2014/15 are as follows:

<table>
<thead>
<tr>
<th>Table 5. Budget allocations showing CORe adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>CHSS</td>
</tr>
<tr>
<td>CMVM</td>
</tr>
<tr>
<td>CS&amp;E</td>
</tr>
<tr>
<td><strong>Total College</strong></td>
</tr>
<tr>
<td>Interdisciplinary/Cross-College</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Table 6 below shows the funds already committed, and this comprises journal and database subscriptions, open book orders carried over from 2013/14, or new orders placed in 2014/15. A percentage of this commitment has already translated to firm expenditure.

Where journal subscriptions are covered by publisher deals, the known increase figure has been applied. For individual/non-deal subscriptions, an estimated 6% uplift has been applied, and this figure is based on early estimates from major subscription agents including EBSCO.

Table 6  Budget position at 10 October 2014

<table>
<thead>
<tr>
<th>Fund</th>
<th>Adjusted Allocation</th>
<th>Commitment at 10/10/14</th>
<th>Balance at 10/10/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSS</td>
<td>£1,604,673</td>
<td>£897,410</td>
<td>£707,263</td>
</tr>
<tr>
<td>CMVM</td>
<td>£305,767</td>
<td>£276,909</td>
<td>£28,858</td>
</tr>
<tr>
<td>CS&amp;E</td>
<td>£4,936</td>
<td>£213,829</td>
<td>-£208,893</td>
</tr>
<tr>
<td><strong>Total College</strong></td>
<td><strong>£1,915,376</strong></td>
<td><strong>£1,388,148</strong></td>
<td><strong>£527,228</strong></td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>£800,866</td>
<td>£556,055</td>
<td>£244,811</td>
</tr>
<tr>
<td>CORe</td>
<td>£3,230,888</td>
<td>£3,219,568</td>
<td>£11,321</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£5,947,130</strong></td>
<td><strong>£5,163,771</strong></td>
<td><strong>£783,360</strong></td>
</tr>
</tbody>
</table>

The main projected area of shortfall is the College of Science and Engineering. From the outset, based on existing commitments, the College has an estimated deficit of £209,000. This means that in addition to being unable to fund a number of existing journal and database subscriptions, and book orders, there is insufficient budget to fund new Inter-Library Loan and book purchase requests. This has been brought to the attention of the Head of College and College Registrar.

Elize Rowan
Acquisitions & Metadata Services Manager
14 October 2014
Library Course Collections: Budget Proposal

Brief description of the paper

The paper outlines concerns that the Library has around the provision of course collections and seeks support from Library Committee for establishing a pilot course collections allocation, using a nominal allocation which is linked to the Talis Aspire Resource Lists tool, irrespective of College or School.

Action requested

The Committee are asked to consider the paper, and support a pilot initiative linking a centralised course collections allocation to the Talis Aspire Resource Lists tool.

Resource implications

Does the paper have resource implications? Yes, use of a nominal allocation from the library collections purchasing budget in 2014/15 to pilot the creation of a centralised course collections fund for 2015/16.

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. EqIA screening exercise will be conducted and if required, a full EqIA will be done.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Laura M. Shanahan, Head of Collections Development and Access, L&UC, IS

October 2014
Library Course Collections

Background

The Library plays a central role in supporting students on undergraduate and postgraduate taught programmes through the provision of course collections identified on reading/resource lists. In recent years, the service demands in relation to course collections have increased due to a growth in student numbers, as a result of better engagement with course organisers and from greater expectations from the student community.

The University is currently paying attention to student experience in relation to reading/resource lists through the Programme and Course Information Management (PCIM) Project.

Current provision

The Library has been actively seeking to improve the provision of course collections and has already introduced new services:

1. The E-Reserve service to digitise parts of books/journals only available in print for the VLE;
2. The High Use Books (HUB) Collection in the Main Library (along with Reserve collections in each of the Site Libraries) providing a high-turnover, up to date collection of resources where reading lists are known;
3. Patron Driven Purchasing of e-books, and the introduction of large e-book collections providing ready online availability of course materials;
4. The Talis Aspire Resource Lists tool, to make it easier for course organisers to provide information on compulsory and secondary resources to students on taught programmes.

However, there remain concerns amongst Library staff about how taught courses are being supported by the Library. The Library knows that there are unmet demands from students for the full provision of course materials for taught courses, as evidenced in, for example, the free-text responses to recent surveys.

Issues needing to be addressed

Library staff held a workshop early in 2014 to consider the current issues around the provision of course collections. In summary, staff identified one issue (inadequacy of coverage) and two causes (budget allocations and the process of accessing services).

From the surveys and other feedback, it is clear that the major concern is inadequacy of coverage - i.e. whether the required resource is actually available within the library, whether there are enough copies available, and whether there is a digital copy suitable for supporting the number of students on a course. The library is aware that the number of
Print Reserve and E-Reserve lists fall well short of the number of programmes being taught across the University. It is clear that not all resource lists are being provided to the Library, as necessary to support the taught programmes.

The causes of this issue appear to centre around two areas:

1. **Limitations within the Library collections purchasing budget at the College and/or the School level allocations**: In recent years, all Schools in Science & Engineering, and some Schools in Humanities & Social Science have been unable to acquire all necessary course materials, as they have spent their full books budgets early in the financial year. This budget limitation may be setting an expectation with course organisers that recommendations will not be fulfilled, and therefore are not worth making. Evidence from other Universities has shown that creating a dedicated course collections budget can improve the availability of resources and the fulfilment against actual demand. Example institutions include Glasgow, Manchester, and King’s College London who have all stated the derived benefits, which include an increase in recommendations for course material purchases to the library. Current estimates suggest that at Edinburgh, the Library currently spends around £300,000pa on the provision of course materials from the College library allocations (in 2012/13 around £170,000 was spent on print books and around £130,000 on e-books). Work is still to be undertaken to clarify the full expenditure during 2013/14.

2. **The overly complex process of recommending and making available course material through the Library**: Currently, course organisers are required to provide information on resources required for taught programmes via the book recommendation forms on the Library’s website. In addition, they are required also to contact the E-Reserve and/or HUB Reserve teams to ensure that print resources be made available in the right way. For each service, specific information is required on, e.g. how many items should be ordered, the number of students on a course, etc. Each of these services are currently based in separate teams, who use different tools to manage the services and these complexities may be seen to be off-putting for course organisers. The Library intends to bring these areas together to improve efficiency. The new Talis Aspire resource lists service may offer this opportunity, where content type and criteria (e.g. ‘essential’, ‘recommended’ or ‘further reading’) and student numbers could direct purchasing from the course collections budget. By unifying the access points, it is hoped that course organisers will be encouraged to provide appropriate information to the Library in a timely manner to improve the end-to-end workflow and thereby student satisfaction.

**Recommendations to Library Committee**

At its meeting in May, Library Committee indicated its support for further exploration of opportunities around creating a centralised course collections allocation within the Library collections purchasing budget.
In order to support the improvement in the provision of course collections material, the Library now recommends the following actions:

1. Establishing an allocation for 2014/15: setting aside a nominal allocation of £30k to pilot the feasibility of a centralised course collections allocation. This allocation should be joined up with the Talis Aspire Resource Lists tool and items sent for review to the Library marked ‘essential’ would be purchased and made available in the HUB/Print Reserve and/or E-Reserve collection. Should this approach prove effective, it is proposed that a fully defined centralised course collections allocation is then made available for use by all three Colleges from the start of 2015/16.

2. Recording and monitoring during 2014/15: continuing to record and monitor the book recommendation forms for course collections requests in order to report on through the financial year, which will assist the Library in moving to a centralised course collections allocation from the start of 2015/16.

3. Making organisational changes in Library & University Collections during 2014/15: this will include using Talis Aspire as the main communication tool between the service areas in the Library for course collections, and combining separate teams to undertake the tasks across E-Reserve and Print Reserve.

4. Seeking student feedback during 2014/15: proactively seeking more feedback in relation to course collection services from both undergraduate and taught postgraduate students.

5. Addressing new course approval processes: continuing to work with each College to ensure that all library related issues, especially those around collections, are being fully addressed at the appropriate time.

Laura M. Shanahan, Head of Collections Development & Access, Library & University Collections
10 October 2014

e/course collections paper for Library Committee
University of Edinburgh Library Committee

Information Services

University of Edinburgh Library Committee

Wednesday 22nd October

Acquiring books written by University of Edinburgh staff

Brief description of the paper
Proposed new policy to improve the library’s coverage of monographs written by UoE staff.

Action requested
To consider and approve recommendations in principle.

Resource implications
Does the paper have resource implications? Yes

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 preferred format for the lending copy is e-format, so this should ensure that the majority of texts are made accessible to disabled users. As English is the main teaching language of the University, the material will be available in English only, unless by nature the material is a different language.

Any other relevant information
To be presented by Joseph Marshall, Head of Special Collections

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

Originator of the paper
Joseph Marshall, Head of Special Collections
11 August 2014
Collecting books written by University of Edinburgh staff

University of Edinburgh staff write, edit or contribute to about 500 printed books annually. These include monographs, editions of other works and collections of essays or conference papers. All relevant titles are recorded in the PURE system. These are a major part of the University's research output, but at present these are not acquired systematically, leading to queries from Science & Engineering in particular. The latest REF exercise has provided evidence that there is currently a gap in our collections because such publications are not acquired systematically.

The proposed policy is that the University of Edinburgh Library should acquire two copies of all these new publications. One copy will be held by the Main Library or the appropriate site library for current general lending, and one copy will be held by Special Collections to preserve the long-term record of the research and publication by University staff. If an e-book is available for outright purchase the Library will prefer that format for the lending copy.

Staff are encouraged to provide information about their publications at an early stage so that copies can be added to the library collections promptly. Staff are strongly encouraged to donate copies of their books at an early stage, otherwise the Library will purchase these books as soon as details are lodged with PURE.

This policy will help to streamline future REF exercises and will provide a strong incentive to researchers to add information to PURE, as well as providing ready access to important relevant collections resources. We will only acquire books once the information is in PURE.

The estimated cost for two copies of each publication is £50,000 pa.

At present there is no budget allocation for this activity, so in the first instance we propose to create a mechanism for staff to easily donate copies of their books to the University Library, with the intention of implementing this new policy in full if resource could be identified in the future.

It is proposed that Library Committee endorse this policy on a 2-year trial basis.

Note on retrospective collections, for information:

Non-current printed books by UoE staff not already in stock will be purchased on a demand-driven basis where possible, either for General Collections if they are relevant to current
teaching and research needs, or for Special Collections if they meet appropriate selection criteria in terms of date and content.

Non-current printed journals containing articles by UoE staff will be managed through normal collections policy. Given the volume of output and the difficulty in identifying, storing and providing access to individual articles, we will not normally acquire or retain print journals solely on the grounds that they contain articles by UoE staff.

We will seek to capture metadata for PURE for any articles or books written by living UoE authors.

Joseph Marshall
Head of Special Collections and the Centre for Research Collections, 8 October 2014
University of Edinburgh Library Committee

Meeting held on Wednesday 21st May 2014 at 2pm

Main Library, Room 1.07

Minutes

Members:

Ms Helen Durndell (Librarian, University of Glasgow, nominated by University Court)
Mr Richard Mayr (College of Science & Engineering Representative)
Prof. Simon Parsons (Convenor of S&E College Library Committee)
Dr Hamish Ross (College of Humanities & Social Science Representative)
Mr Thibaut Clamart (EUSA Postgraduate Representative)
Miss Elinore Wan (EUSA Undergraduate Representative)
Prof. James Loxley (Convenor of College Library Committee)
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 Representative)
Mrs Elspeth Currie (College of Medicine & Veterinary Medicine Representative)
Ms Nahad Gilbert (Academic Support Librarian, School of Law and School of Education, nominated by Library staff)

In Attendance:

Mr Richard Battersby (Head of Library Academic Support)
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)

Apologies received in advance:

Prof. Jeff Haywood (Vice Principal, nominated by the Senatus Academicus)
Prof. David Finnegan (Head of Cell Biology Institute, nominated by University Court)
Mrs Susan Graham (University Records Manager)

Apologies noted at the meeting:

Mr Alex Munyard (EUSA Vice President, Academic Affairs)
Dr Sue Rigby (Vice Principal Learning & Teaching, nominated by University Court)

Minutes:

Mrs Louise Tierney (Secretary to the Committee)
1. **WELCOME AND APOLOGIES – (JS)**  
The apologies above were noted.

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

3. **LIBRARY COMMITTEE MEMBERSHIP: SESSION 2014/15 – PAPER A**  
John Scally thanked the current members of the Committee for their input and support during the 2013/14 session. The Committee membership for the next session was not finalised at the time of the meeting: the final membership list will be circulated to the Committee in due course.

   **Action:** Louise Tierney to e-circulate the final Committee membership list when available.

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**For Discussion**

4. **LIBQUAL+ SURVEY 2013 AND RESPONSE TO YOUR FEEDBACK – PAPER B**  
Richard Battersby presented the paper which details responses to issues raised by the survey which was carried out in 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](http://www.ed.ac.uk/schools-departments/information-services/about/organisation/library-and-collections/reports-surveys/libqual-survey).

   There was nothing to note on this paper.

5. **‘LIBRARY 2’ FEASIBILITY STUDY INTO A NEW BUILD, ON-CAMPUS COLLECTIONS FACILITY INFORMATION PAPER – PAPER C**  
Laura Macpherson presented the paper which details a feasibility study (supported by Estates and Buildings) to seek out the most beneficial long-term solution for the Library Annexe Services.

   The requirement is to seek a 20-25 year facility which will house a variety of collections/items, not just books and journals. The intent is that the new facility will have a larger capacity than the current one, providing office space and allowing staff to move from the Main Library, freeing up space for study areas.

   Following discussion, the following point was raised:
   - Laura Macpherson informed the Committee that both student and academic consultation will occur throughout the entire process should the facility be approved.

6. **LIBRARY COLLECTIONS PURCHASING BUDGET (INCLUDING EXPENDITURE UPDATE) – PAPERS D & D1**  
John Scally and Laura Macpherson presented Paper D to the Committee, proposing an alternative allocation model for the Library Collections Purchasing Budget. Currently the funds are allocated using centralised allocations, the CORe budget, and the IEAM for College and School level allocations.

   A proposed option is to allocate funds based on resource type and need, and offering superfluity in the spending year, i.e. allowing the ability to respond to increased student numbers, new courses, price rises. The funds would be allocated at a College level, with Schools spending against format in response to need.

   The Committee discussed the paper:
• Helen Durndell suggested that the £300k pa spent across the Colleges on the provision of course material should be centralised, as per the model at Glasgow and other institutions, to allow Schools to develop research collections, and to acquire electronic and print resources out with their recurrent commitments. John Scally welcomed this comment and informed the Committee that this is being considered as part of the Course Collections Review. The Committee supported the further development of the Course Collections budget proposal.

• Janet Rennie suggested that the need of the Schools versus the type of purchasing may prove challenging, particularly where some Schools rely heavily on e-resources. More information is sought on how other UK research libraries manage their library materials budgets.

• John Scally suggested that different ways of ensuring steady spend over the financial year will be discussed further. Examples could include staggered dates for fund bids for substantive purchasing.

• Steven Morley touched upon the different ways in which MVM/S&E and HSS require to use and acquire library resources, and suggested opportunities to support this difference.

• James Loxley sought further discussion on the ownership of the spend process, where the School Committees may need to work through the College Committees on substantive spending.

• John Scally assured the Committee that no changes would be made to the College level allocations prior to consensus from each of the Colleges, and that further discussion and consultation will be carried out to support a transition to a new model.

Discussions on alternative allocation model will continue through the Library and College Library Committees in the 14/15 academic year.

Expenditure Update – Paper D1
John Scally presented a paper providing an update on the expenditure against the 13/14 allocation. The paper also includes a projected budget for the 14/15 financial year, using the 13/14 baseline allocations plus an institutional uplift of 2% (NB: this is indicative only, and is given ahead of the planning outcomes of Court, due in July).

Helen Durndell shared information that in Glasgow there is an annual institutional uplift for materials purchasing sufficient to support the publishers’ inflationary uplift costs.

7. OPEN ACCESS RESEARCH PUBLICATIONS: PAST, PRESENT AND FUTURE – PAPER E
Dominic Tate presented a paper detailing the University’s Open Access activities over the last ten years, the current situation and identifying some new developments for the future which will affect the way the University engages with Open Access.

The main points highlighted in the paper were:

• Colleges are encouraged to review at their administration to ensure that records of research publications (OA or not) are up to date in PURE. MVM have done a good job with this by ensuring close contact with academics to maintain accurate records in PURE.

• The University has already received one FOI request relating to compliance with RCUK OA requirements and we can reasonably expect similar requests in the future. Therefore the University must keep this information up to date.

• Dominic stressed the need for academics and proxies to link all records of publications arising from funded research to those in PURE, as this is the only way the University can report on Open Access accurately.

• The HEFCE/SFC policy for open access requires all journal articles and conference proceedings accepted for publication on or after 1st April 2016 to be deposited in a suitable repository within
three months of acceptance in order to be submitted for the next REF. It was reinforced that this is extremely important as it is not possible to ensure compliance retroactively. From April 2016, all academics must comply with the new REF policy or run the risk if having papers ineligible for submission to the next REF.

- The possibility of making provisions to cover costs for researchers who wish to publish in exclusively ‘Gold’ journals, i.e. UCL has ring-fenced a fund to pay ‘gold’ Open Access fees for publishers for unfunded researchers, and those not funded by RCUK or the Wellcome Trust.

8. **SCHEDULE OF MEETINGS FOR 2014/15 – PAPER F**

   It was noted that the meetings should occur on a Wednesday due to teaching timetables.

   **Action:** Louise Tierney to e-circulate the new meeting schedule when confirmed.

9. **PROMOTION OF LIBRARY COLLECTIONS – PAPER G**

   Irene McGowan presented the paper which reports on the promotional and planned future activities for Library Collections. It was noted that there has been increased activity at School level and Special Collections. Ideas of promotion within Colleges and Schools would be welcomed and should be directed to Irene McGowan.

10. **REPORT ON LIBRARY STATISTICS – PAPER H**

    Richard Battersby presented the paper which includes data on key areas within the Library service. It was noted that these statistics will be publicised via various formats i.e. business cards/plasma screens.

    The Committee agreed that academic and student numbers should be included.

    **Action:** Richard Battersby to add Academic and Student numbers to the report.

11. **LIBRARY MANAGEMENT PLATFORM - VERBAL**

    Stuart Lewis provided an update on the progress of the Library Management Platform procurement. A more suitable software system is required to cope with the ever growing usage of e-resources: the current system (Voyager) is outdated. The Invitation to Tender (ITT) is being progressed, with funds for the project pulled drawn from Reserves.

    The Library Committee will be updated as necessary.

12. **COLLEGE AND EUSA REPORTS**

    There was nothing to note under this agendum.

13. **MINUTES OF THE MEETING HELD ON DECEMBER 11TH 2013**

    The minutes were approved by the Committee.

14. **MATTERS ARISING**

    Minute 3: Laura Macpherson to work through the issues mentioned regarding the official publications collaboration between the UoE and NLS and present an updated paper to the Library Committee during the 2013/14 academic year.
University of Edinburgh Library Committee

Work on this is ongoing. A draft job description has been produced for an internship to support the collaboration. A Memorandum of Understanding has also been produced. Costs for scanning and photocopying have been confirmed and these are available for those interested.

Minute 4 (Moving Special Collections Publication Date to pre-1900 from pre-1850): Laura Macpherson to introduce and publicise new policy, and develop new workflows to support the phased approach to the policy implementation.

Currently looking at the workflow. Those pre-1900 high demand items should be made available in duplicate which are out of copyright legislation. Those pre-1900 items which are unique to the University will be moved to Special Collections.

SUMMARY OF ACTIONS

Action: Louise Tierney to e-circulate the final Committee membership list when available.
Action: Louise Tierney to e-circulate the new meeting schedule when confirmed.
Action: Richard Battersby to add academic and student numbers to the report.

15. DATE OF NEXT MEETING

Wednesday 22nd October, 10.30am, Room 1.07, Main Library. PLEASE NOTE: CHANGE TO USUAL TIME