Library Committee

Meeting held on Wednesday 22nd October 2014 at 10.30am; Meeting Room 1.07 Main Library

Minutes

Members:

Prof. Jeff Haywood - Convenor (Vice Principal, nominated by the Senatus Academicus)
Mr Stuart Lewis – Acting Convenor (Acting Director of Library & University Collections)
Ms Helen Durndell (Librarian, University of Glasgow, nominated by University Court)
Mrs Janet Rennie (College of Humanities & Social Science Representative)
Dr Steven Morley (Convenor of MVM College Library Committee)
Mrs Elspeth Currie (College of Medicine & Veterinary Medicine Representative)
Prof. Simon Parsons (Convenor of S&E College Library Committee)
Dr Gail Duursma (College of Science & Engineering Representative)
Ms Jane Furness (Academic Support Librarian, Edinburgh School of Art, nominated by Library staff)

In Attendance:

Mr Richard Battersby (Head of Library Academic Support)
Ms Irene McGowan (Deputy Head of Library Academic Support)
Miss Angela Laurins (Library Learning Services Manager)
Mrs Laura M Shanahan (Head of Collections Development and Access)
Mrs Susan Graham (University Records Manager)
Dr Joseph Marshall (Head of Special Collections)
Ms Claire Knowles (Library Digital Development)

Apologies received in advance:

Prof. James Loxley (Convenor of College Library Committee)
Dr Hamish Ross (College of Humanities & Social Science Representative)
Mr Dash Sekhar (Vice President Academic Affairs)
Mr Joe Boyle (Undergraduate Representative)

Apologies noted at the meeting:

Dr Sue Rigby (Vice Principal Learning & Teaching, nominated by University Court)
Mr MadHAV Mittal (Postgraduate Convenor)
Mr Owoyemi Abdulwahab (Postgraduate Representative)

Minutes:

Mrs Louise Tierney (Secretary to the Committee)
1. Welcome and apologies
   The Convenor welcomed the new members of the Committee for 2014/15 and the apologies were noted as above.

2. Convenor and Director of Library and University Collections Business
   The Convenor informed the Committee that he is standing in as Acting Director following the departure of John Scally to his new role as National Librarian at the National Library of Scotland. Thanks were noted for John’s contribution to Information Services since his appointment in 2003.

   Professor Jeff Haywood is due to retire in January 2015, but will assume the role of thematic Vice-Principal, with responsibility for online courses and distance education research.

   Recruitment has commenced for the Director of Library & University Collections and the Chief Information Officer (CIO) posts.

   Irene McGowan will be retiring in December after nearly 40 years of working in Information Services in a variety of roles. The Convenor expressed thanks for Irene’s hard work and service.

3. Library Committee Membership: session 2014/15 – PAPER A
   The Convenor presented the final membership list for the 2014/15 session and noted the following:
   - Due to Court and Committee structure changes, there is currently no third Court representative. It is unlikely that there will be one appointed in the short to medium term.
   - College of Science & Engineering are considering a replacement for Dr Liz Elliot's seat, given her recent departure from the College. A replacement is due to be in place for the meeting in March 2015.
   - College of Medicine and Veterinary Medicine are considering a replacement for Mrs Elspeth Currie as her seat on the Committee finishes at the end of 2014.

4. Library Committee: schedule of meetings 2014/15 – PAPER B
   There was nothing to note.

For Discussion

5. Deputy Convenor of Library Committee
   The Convenor suggested that the Committee should elect a deputy Convenor. It was agreed that this will be raised at a future meeting once the new CIO is in post.

   A paper was presented which shows the expenditure against the materials budget allocations for 2013/14. The following was noted from the paper:
• Additional in-year funding of just over £1 million was received from the three Colleges, with £540k coming from College of Science and Engineering (CS&E). This turned a forecast deficit of £250k to an underspend of just over £6k.

• Analysis of purchasing format shows that 84% of the budget is used for e-resources (inclusive of Special Collections). This rises to 86% if Special Collections are disregarded.

• There was a question regarding the £3 allocation for the School of Chemistry in the budget out-turn table. In response it was stated that most, if not all of Chemistry’s allocation is absorbed into Central Online Resources (CORe). There has to be a figure allocated to allow payment of invoices for non-recurrent/non-committed purchases.

• It was suggested that the £51k spent on student requests should be publicised to show investment in this area and for possible future benefit. In response it was informed that questions relating to resource availability have been included in various user surveys, to assess user’s visibility of resources, and recommended that the figure be included in the core statistics paper that is presented Library Committee annually.

A report was presented on the Library Materials Budget allocation for 2014/15. The paper currently shows forecast CORe allocations, as negotiations with publishers are ongoing.

The additional one-off funds of £450k for 14/15 have been allocated at College level, with no additional funds being included in the Interdisciplinary areas. During discussion, the following was noted:

• There is currently a predicted deficit of £209k for CS&E, if additional funding is not received. There is serious concern over the allocation model and the impact this will have on the College’s reputation for research, if resources cannot be purchased. It was noted that although a resource intensive journal review has been carried out, no substantial savings can be made. Non-recurrent serials will be cancelled. This has been brought to the attention of the Head of College and College Registrar, and discussions are ongoing.

• It was questioned how such a deficit should present itself. In response, it was noted that a large amount of material is used across all three Colleges but charged to CS&E.

• The current consultations being held on RAM (the proposed new Resource Allocation Model) was mentioned. It was noted, however, that it is too early to say what impact this would have on the allocations within the materials budget.

• An enquiry as to why additional funds cannot be secured from the Centre was raised. The Convenor stated that a paper is scheduled to go to the Central Management Group (CMG) in the New Year, which will endorse further investment in the materials budget and propose a substantive increase in funds.

• It was advised that the materials budget should be considered part of the University’s infrastructure. This is the case at Glasgow, where there is a secured annual uplift in line with predicted publisher inflation rates.

• The staffing costs associated with the Collections Review money were highlighted. It was commented that of the £510k from the Collections Review, £450k was provided
for materials budget, along with £60k to provide staffing for managing the work required in undertaking new methods of acquisition.

- The Convenor stressed that unity across the three Colleges is imperative in securing an increased materials budget.

8. Library Course Collections: budget proposal – PAPER F

A paper was presented to follow the paper that was discussed at the Committee in May, which seeks support for funding and mechanisms for the implementation of a pilot Course Collections initiative.

The initiative will be linked to Talis Aspire to ensure that materials recommended in resource lists to students are available through the Library. It is estimated that the Library currently spends c.£300k pa on materials for courses. A proposed pilot of fund of £30k has been suggested to link the purchase of mandatory readings within the Talis Aspire resource lists. The Pilot will work with two Schools to evaluate workflows and streamline the access points to Reading List services for course organisers (i.e. with contact coming through the production of a Talis Aspire list). The following was noted after discussions:

- The Committee were informed that EUCLID already holds reading lists which course organisers review annually and questioned why Talis Aspire is needed. It was noted that data entered in EUCLID is not consistent (as not all course organisers use it – mechanisms for reading lists differ across the Schools) nor does it have the functionality to mark text as essential reading.

- It was added that there is no linkage between EUCLID and Library systems; therefore, there is no way of ensuring that the library holds all the relevant resources. Using Talis Aspire, the library can create, review and update reading lists through collaboration with academics/course organisers. This enables the library to ensure that material is readily available.

- The Convenor highlighted that there is confusion between EUCLID and Talis among users. There is a need to look at a way to automate/merge the systems.

- It was noted that there have been recurrent negative comments in the student surveys on course collection availability – this highlights the importance of the pilot.

- Consultation with the Board of Studies, Deans of Undergraduates (UG) and Post Graduate Taught (PGT) will ensure engagement with the library.

- More information regarding book recommendations was requested in order for the Committee to agree to a continued course collections fund in the 15/16 financial year. It was agreed that the information would be provided at the next meeting.

**ACTION:** Book recommendation data for 2014/15 to be presented at the next meeting.
9. Acquiring books written by UoE staff – PAPER G
A paper was presented which seeks approval from the Committee for an amendment to the Collections Policy which will state that the library will hold two copies of monographs (one in electronic, one in print depending on availability), written by University of Edinburgh staff. Material held will have to be potentially relevant to Research Excellence Framework (REF) and recorded in PURE.

There are no funding implications in the first two years – staff will be encouraged to donate their work. It is estimated that UoE research staff produce c.500 books a year. Based on this figure, it is expected that the future cost of systematically purchasing two copies of each publication will be £50k pa (although donation will be continually encouraged).

The Committee were concerned regarding annual funding but endorsed the initial two year trial.

10. University Collections Online - PRESENTATION
A presentation was provided illustrating the University Collections Online webpage, which can be found at [http://collections.ed.ac.uk](http://collections.ed.ac.uk)

11. Pop-Up Library - PRESENTATION
A presentation was provided on the recent Pop-up Library initiative held at the meeting room suite reception in the Main Library. The Pop-up Library covered several topics of interest to students and provided the opportunity for students to speak directly the staff involved.

The Committee supported the proposal of providing the service in the Schools.

12. Library Management Platform (LMP): update on procurement
The Committee were updated on the procurement process. A supplier recommendation is expected by mid-November, with implementation in January and roll out in summer 2015.

It was noted that implementation could have an impact on resits during roll out in the summer. It is thought that risk will be minimal but that stakeholders are encouraged to gather information and inform the LMP Board.

**ACTION:** College Convenors to ask College Committee members to assess possible risk to resits during LMP roll out in summer 2015 and inform LMP Board.

13. College and EUSA reports
There was nothing to note.

14. Minutes of the meeting held on May 21st 2014 – PAPER C
The minutes were approved by the Committee.
15. Matters arising

Library2: The Committee were informed that a paper will go to Estates Committee when appropriate and once the feasibility review has been completed. Support from all three Colleges is crucial for the success of this initiative.

SUMMARY OF ACTIONS

ACTION: Book recommendation data for 2014/15 to be presented at the next meeting.
ACTION: College Convenors to ask College Committee members to assess possible risk to resits during LMP roll out in summer 2015 and inform LMP Board.

16. Date of next meeting

Wednesday 4th March, 11.15am, Cuillin Room, Charles Stewart House. PLEASE NOTE: CHANGE TO USUAL TIME AND VENUE