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 (Convenor 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.

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**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 PULICATION 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 BUSINESS**

   There were no other business matters 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