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.

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 of 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 un-funded 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.
    
    **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 22\textsuperscript{nd} October, 10.30am, Room 1.07, Main Library. PLEASE NOTE: CHANGE TO USUAL TIME