Edinburgh University Library Committee

Meeting held on Wednesday 9th October 2013 at 2pm

Senate Room – School of Divinity, Mound Place

Minutes

Attendees:

Dr Anna Kenway (College of Science & Engineering)
Dr John Scally (Director of Library & University Collections) (Ex Officio)
Prof. Simon Parsons (Convenor of S&E College Library Committee)
Dr Hamish Ross (College of Humanities & Social Science)
Ms Helen Durndell (nominated by University Court)

In Attendance:

Mr Richard Battersby (CSE Consultancy Head and Acting Head of HSS Library Consultancy)
Mr Jann-Michael Greenburg (EUSA Representative on behalf of Mr Alex Munyard)
Mrs Susan Graham (University Records Manager)
Mr Abdul Majothi (CHSS Consultancy Head)
Ms Irene McGowan (MVM Consultancy Team Representatives)
Mr Stuart Lewis (Head of Research & Learning Services and Deputy Director of Library & University Collections)
Ms Elize Rowan (Acquisitions & Metadata Manager)
Miss Laura Macpherson (Acting Collections and Development Manager)
Dr Steven Morley (Convenor of MVM College Library Committee)

Apologies received in advance:

Prof. David Finnegan (nominated by University Court)
Prof. Jeff Haywood (Convenor – nominated by the Senatus Academicus)
Prof. James Loxley (Convenor of College Library Committee)
Mr Richard Mayr (College of Science & Engineering)
Mrs Janet Rennie (College of Humanities & Social Science)

Apologies noted at the meeting:

Mrs Elspeth Currie (College of Medicine & Veterinary Medicine)
Dr Sue Rigby (nominated by University Court)

Minutes:

Ms Michelle Gunn (Acting Secretary to the Committee)
1. **WELCOME AND APOLOGIES – JS**

   Apologies are noted above. John Scally (JS) convened the meeting in Jeff Haywood’s absence, welcoming all new members. A special thanks was given to Helen Durndell (Librarian at University of Glasgow).

2. **CONVENOR AND DIRECTOR OF LIBRARY AND UNIVERSITY COLLECTIONS BUSINESS – JS**

   Footfall in the Main Library remained stable over the last two years at 2 million and 3 million overall including all the site libraries. We are in the process of producing more detailed Library Statistics Reports, which will become available later in the academic year.

3. **LIBRARY COMMITTEE MEMBERSHIP: SESSION 2013-14 – PAPER A**

   New members to the Committee include Mr Alex Munyard (EUSA - VPAA), Professor James Loxley (Convenor of HSS College Library Committee) and Ms Helen Durndell (Librarian, University of Glasgow).

   The paper details appointments which are still to be confirmed, which include Student Representatives, postgraduate and undergraduate and an elected Library Representative. Final membership will be circulated to the committee by the next meeting.

   **ACTION:** Michelle Gunn to confirm membership and circulate to the Committee before the next meeting.

4. **MATERIALS BUDGET 2012/13 – PAPER B**

   Elize Rowan (ER) presented the paper for the Materials Budget for 2012-13 giving background and context to the financial figures provided. It was agreed that there would be a degree of tolerance shown towards the end of the year and possible overspend to keep us continuing to place orders, so we were not then dealing with a backlog at the beginning of the new financial year. The final overspend was £10k which was considered fairly small when compared with the overall budget.

   The following points were raised:

   - **Hamish Ross (HR)** - Raised the question of how monies moved from individual schools to a central CORe fund. Elize Rowan (ER) notified HR that detailed spreadsheets are produced providing full break down figures that can be obtained from college librarians.
   - **John Scally (JS)** – Acknowledged the importance of providing contextual background information for financial reports for new library committee members.

5. **MATERIALS BUDGET 2013/14 – PAPER C**

   John Scally (JS) provided members with some background information. JS explained how the business case for enhancing the Materials Budget was unsuccessful, although another opportunity had been given to resubmit the case. The revised case has been based around an institutional uplift of 2% and 6% predicted materials inflation based on current market predictions. ER presented the papers, highlighting the figures provided were based on 12/13 allocation with a 2% institutional uplift, which was further supplemented by additional monies from CHSS, Collections Review and NHS income from CMVM.

   ER highlighted the S & E allocation had a predicted overspend, and CMVM had a committed spend of 98% of their allocation at the outset of the financial year.
The following points were raised:

- Simon Parsons (SP) commented that £150,000 has been cut from their allocation three years ago, so there is was no more flexibility within their budget. Anne Kenway (AK) expressed concern about how the schools will support the new Chancellor’s Fellows if they are unable to extend the range of content available. Richard Battersby (RB) added his concerns re students not being able to access resources as well as the need for new areas of growth within the current material offered. JS responded that the Business Case was still being considered, and hoped if further monies were allocated this would cover any current deficits and help with purchasing new material.

- Irene McGowan (IMcG) enquired as to how the University of Glasgow assigned its budget allocation yearly to their Library Materials Budget. Helen Durndell (HD) gave some background information and suggested the VAT now being applied to the majority of purchases is having an impact on costs and the overall budget. HD added that an agreed top line sum of +5% has been allocated for the last 5/6 years at Glasgow which took into account new staff and student numbers.

6. MOVING THE SPECIAL COLLECTIONS PUBLICATIONS DATE TO PRE-1900 FROM PRE-1850 – PAPER D

Laura Macpherson (LM) presented the paper and set out the Collections Group proposal to transfer books from general collections to special collections dated before 1900, where the current date is set at pre-1850. The transfer would enable the Library to provide the specialist staff, security and reading environment for these items to be used safely, and bring Edinburgh into line with other research libraries. The paper outlines a recommended ‘phased’ approach for the transfer, with consideration taken to the needs of the academic disciplines.

**ACTION:** LM to consult with relevant committees and groups before the next Library Committee, and a further updated paper to be presented for approval.

The following points were raised:

- Hamish Ross commented that browsing statistics must be reviewed on items being considered for transfer as well as borrowing.
- Simon Parsons re-emphasised the importance of decisions being based on disciplines as there are some schools that will be more affected than others.

7. LIBRARY RELATED QUESTIONS FOR SURVEYS CONDUCTED DURING 2012/13

Richard Battersby (RB) presented the paper and highlighted that the overall score in both NSS and ESES was 89% which was an increase on last year’s figure for NSS. However, a significant number of schools scored below 70% for their print collections, although RB did comment this may be due to students not being able to locate material as well as it not being part of the collection. He suggested considering more access, discovery points and signage to ease these issues. RB also stated that schools need to be specific with the number of books and resources they need for their courses, to ensure there are sufficient stocks. RB is working with the liaison librarians to assess the results drawn from the surveys in more depth. He further added a Lib- Qual survey would be conducted during November 2013 and results of this survey will be analysed early in the New Year.
8. **UPDATE ON LIBRARY ACCESS**

John Scally (JS) presented the paper which provides an update on previous papers presented at Library Committee during 2013 re opening hours at both the Moray House and Main Libraries, as well as reviewing access arrangements. JS and Alex Munyard (AM) from EUSA are continuing to work together to provide a timetable that allows longer opening hours throughout the academic year that takes account of utility and overhead costs.

9. **OPEN ACCESS UPDATE**

Stuart Lewis (SL) presented the Open Access paper in which the university was awarded £609k grant for implementing and enhancing Open Access (OA) systems within the university. The project has been very successful and there has been approx. 8,000 OA documents added to the PURE repository. Just recently SL, JS and Dominic Tate (DT) were invited to present at a Senate meeting in respect of the University’s approach to Open Access. The presentation was to an audience of approx. 100 academics and senior staff.

The following points were raised:

- Simon Parsons (SP) requested if presentations were going to be given to all schools within the university. SL confirmed that presentations had already been given, and if there were schools interested this could be arranged. SP responded by giving an individual example of papers not being uploaded and emphasised the need for consistency. SL responded and said he would investigate further with the Scholarly Communications team.

10. **SIGNIFICANT LIBRARY RELATED STATISTICS FOR 2011/12**

The report was presented by John Scally, and the data was collated by Liz Stevenson and Richard Battersby. JS explained to the committee that the report is currently in its early stages of development and that the Library currently collates data for external bodies i.e. SCONUL. JS is now planning to compile a digest highlighting key statistics for the Library and was looking for feedback and comments from the committee.

**ACTION:** The committee to feedback on the Library Statistics Report by the end of 2013. A further report and update will be presented in 2014.

11. **L & UC EXHIBITIONS, EVENTS AND PUBLICITY REPORT 2012-2013**

JS presented the key highlights of this paper and there were no further comments from committee members.

12. **BUILDING ISSUES:**

Richard Battersby (RB) provided a verbal report on the Darwin Redevelopment Project. The project was completed during the summer of 2013. The study spaces are very popular and the catering outlets have encouraged all users to enjoy and socialise in this new space.

13. **MINUTES FROM MEETING HELD ON 5TH JUNE**

No outstanding actions

14. **MATTERS ARISING**
There were no matters arising

15. ANY OTHER BUSINESS

There were no other business matters to report/discuss

16. SUMMARY OF ACTIONS

Item 3, Paper A -      Michelle Gunn to confirm membership and circulate to the Committee before the next meeting.

Item 6, Paper D -      Laura Macpherson to consult with relevant committees and groups before the next Library Committee, and a further updated paper to be presented for approval.

Item 10, Report -      The committee to feedback on the Library Statistics Report by the end of 2013. A further report and update will be presented in 2014.

17. DATE OF NEXT MEETING

   Wednesday December 11th 2013, Main Library Room 1:07 at 3pm,