Edinburgh University Library Committee

MINUTES OF THE MEETING HELD ON THURSDAY 23rd JUNE 2011 AT 2 P.M
IN THE 5th FLOOR SEMINAR ROOM, MAIN LIBRARY, GEORGE SQUARE

Present: Professor Dai Hounsell
Dr Alex Murdoch
Mr Stratis Viglas
Mrs Janet Rennie
Ms Philippa Sheail
Mr Mike Williams
Mr John Gales

Mrs Sheila Cannell, Director of Library Services (Convenor in Professor Haywood’s absence)

In Attendance: Ms Irene McGowan
Ms Louise Hallows (Secretary)
Mr Richard Battersby

Apologies: Professor Jeff Haywood (Convenor)
Professor Graham Pettigrew
Professor David Fergusson
Professor David Finnegan
Professor John Moncrieff
Mr George MacKenzie
Dr Anna Kenway
Mrs Fiona Brown
Mr Alan Hunter
Mr Hugh Murdoch
Dr John Scally
Ms Susan Graham
Mr Abdul Majothi

Freedom of Information: this minute is "open" for FOI purposes unless specifically indicated for an individual section/paragraph. Similarly the papers for this meeting are "open", unless specifically indicated.

54. Welcome
Mrs Cannell welcomed the new EUSA representatives for 2011/12: Mike Williams (VPAA), Hugh Murdoch (Academic Services Convenor) and John Gales (PG representative). It was noted that there had been two notes of interest from CSE PG students to sit on the Committee; however, Mrs Cannell informed that it could be in the interests of the Committee to seek to appoint PG students from differing subject areas. Mrs Cannell will follow this up with EUSA.

55. Convenor and Director of Library Services Business
There was no business under this agendum.
For discussion:

56. Paper A, Library materials budget

Mrs Cannell presented this paper which details the provisional allocation of the materials budget between the Colleges. There is a requirement to source £465.3k in order to maintain the same spending power as in 2010-11. IS has already committed to this extra funding, and has allocated £400k of NPRAS funding. The further £65.3k will be offset against the IS central budget. However, since the impact of publisher inflation and VAT is as yet uncertain, only £200k of this funding will be included in the materials budget at the moment, and the remaining £263k will be held centrally in IS until it is certain that it is required.

There was some confusion over the IEAM figures which should be used in the College allocation model. The confirmed version of the IEAM model will be circulated once available.

Following discussion, the following points were noted:

- Mrs Rennie suggested that all monies should be allocated to the Colleges rather than retaining it centrally in IS, and that the Colleges should be responsible for managing their own budgets.
- Prof. Hounsell questioned the effect inflation will have on cancellations: If the inflation is above a certain level, would subscriptions have to be cut? Mrs Cannell responded by saying that this will need to be considered when the inflation is more certain, and will be discussed at the first, and if necessary future, Committee meeting of the new academic year.
- Mr Gales raised the issue of archival rights, informing that PG students are publishing in journals which UoE does not have access to. Mr Battersby responded by stating that this is a known problem, but that budgets do not allow purchase of all requested subscriptions.
- Mrs Rennie questioned the remit of the material budget review. This review was agreed by CMG, as the materials have not been reviewed since 2008-09. The remit has not been confirmed. However, details will be circulated at a future meeting.

Action: Mrs Cannell to circulate the correct version of the IEAM once confirmed.

57. Paper B, Library services for taught Postgraduates (PGT)

Mrs Cannell presented this paper which looks at the services currently available for PGTs (masters students), and seeks suggestions about how these could be improved. The services have been categorised: collections, help and support and study space.

Various points were raised in discussion:

Collections

- Focus groups (which should consist of a mixture of students and class reps) are crucial. This would enable better understanding of how PGTs are using resources, and identify other requirements.
- Literature review sessions should be available to students – these are available, but clearly communication is poor as there is little knowledge of their existence.
- Costs need to be considered if the library decides to make print and digital materials available to students before matriculation. This would be an extra cost for the materials budget and would impact the Colleges, significantly affecting buying power.
- The need to encourage Schools to liaise with programme managers regarding resources required for new courses and where resources for existing courses are weak.
• The benefits of continuing access post-graduation—but like pre-matriculation, this would incur costs.

Help and Support
• Ensuring that the services provided are streamlined and easy for students to follow, given diverse ethnic origins. It is important that library staff understand, and if necessary are provided training in, the diversity of students.
• Information on using the library effectively is available on the website which provides resource information, preparing students for the start of their course.
• The option of charging for a premium based service for masters students was not supported: it would be difficult to differentiate services, and there should be no segregation between students of differing financial abilities.
• It was suggested that Schools should ask PGTs for feedback on library services, only asking 4 or 5 detailed questions.
• It was agreed that there is a need to implement a mechanism for contacting PGTs. It was noted that there should be several options for communication so students don’t feel pressured to use a particular channel i.e. Facebook or Twitter, and to also meet the needs of the varying types of PGTs.
• The Committee were not convinced by providing staff specifically devoted to supporting PGTs, questioning how cost effective this would be. This is currently being piloted at Manchester University, so it would be worthwhile looking into this once in place for some time.

Study space
• There is a need to manage expectations, both by postgraduates and non-postgraduates about the use of dedicated postgraduate space in libraries.

Action: Richard Battersby/Irene McGowan to research aspects of PGT services further and report back to the Committee in 2012.

58. Paper C, Library Collaboration
This paper shows the high level of collaboration between Edinburgh and other institutions. Collaboration benefits the University in several ways: sharing print resources; money saving through joint working and negotiations, and joint procurement for digital resource and software; sharing knowledge; learning about what is innovative at the moment; providing leadership to other libraries; and higher visibility.

The following points were noted in discussion:
• A project will commence in 2012 which will look into how e-books are being used, focusing on HUB and short term loans, which will potentially result in collaborative procurement. Reports on this will be presented to the Committee next year.
• There are a small number of private universities, mainly in London, putting pressure on SCONUL protocols of reciprocal access. This “privatisation” of the library is opposed by Edinburgh, although at the moment this is not an issue in Edinburgh.

Reports:

Mrs Cannell asked the Committee to note this paper which provides preliminary information on e-journal cost and usage in 2010, and contributes to the annual monitoring process for the cost
and use of e-journals. It was noted that the cost per download in 2010 was £0.65 against a UK average of £1.00.

60. Paper E, Main Library Redevelopment update
Mrs Cannell presented the paper, and noted the occupancy increase within the Main Library of 24%. This puts the University of Edinburgh Library at the top of the Russell Group as the most heavily used library.

Mr Williams asked if there were any statistics to show what activities students are doing when they visit. Mrs Cannell responded that while there is no official monitoring of this, it is clear when walking around the library that students are primarily studying using a variety of media.

61. Paper F, King's Building Library update
Mr Battersby briefed the Committee on the content within the paper. The major print collection moves are due to begin in July 2011, and there is current discussion between IS and Estates regarding the redevelopment of the KB centre and the Darwin Library upper floors.

62. New Veterinary Library (Lady Smith of Kelvin Veterinary Library)
Ms McGowan presented a paper which detailed the facilities at the new Library, due to open on 1st August 2011. Also presented was a copy of the recent Dick Vet News which showed pictures of the Veterinary Teaching Building. The Committee were extremely impressed, and it was agreed that a meeting of the Library Committee should be held at the new Library. Mr Gales suggested that it would be an ideal building to show UG Architecture students.

Action: LH to arrange a meeting in the new year at the Veterinary Library.

63. College Library Committee Reports:
College of Science and Engineering (verbal report from Mr Battersby) – The next meeting will be on the 5th July, where a new Convenor will be selected. It was noted that CSE have been granted £170k from the sustainability fund for the materials budget.

College of Medicine and Veterinary Medicine (verbal report from Ms McGowan) – Dr Steve Morley has been appointed as Convenor.

College of Humanities and Social Sciences (verbal report from Mrs Rennie) – Main focus is the ‘Email in the Cloud’ discussions. Prof. David Fergusson will be on sabbatical at the start of the next semester. Prof. Lindsay Patterson will be acting Convenor in his absence. Also noted was that HSS have received fEC for 2011/12. The exact value is to be confirmed.

Action: Mrs Rennie to send figure to Mrs Cannell once confirmed.

64. EUSA Report – Mr Williams informed that EUSA were currently focussing on the work around e-books and opening the Main Library on a Sunday morning.

65. Paper G, Research Services update
There was nothing noted under this agendum.

66. Paper H, Policy for child access to the Main Library
Mrs Cannell presented this paper seeking approval from the Committee, for immediate effect in the Main Library. The policy is still subject to a risk assessment for children under five years old. Prof. Hounsell questioned the reasoning behind only allowing one child, and advised that this could have discriminatory implications to those users with more than one child.

It was agreed that the policy should be amended in the first paragraph where it states ‘accompanied by one child under the age of 16’ to ‘accompanied by their children under the age
of 16’. It was suggested that the policy should include the point that children must be kept quiet, and that a return visit would only be allowed subject to satisfactory behaviour.

**Action:** Mrs Cannell to amend the policy and circulate by email for approval.

*Minutes and matters arising:*

67. **Paper I, Minutes of the meeting held on Wednesday 13th April were approved.**

68. **Matters arising, verbal update**
   55. The options regarding the translation services for the Chinese journals still need to be investigated.
   56. The Library review will be subsumed in the KSC Away Day: Library Strategy meeting on the 30th September 2011.

69. **Paper M1, Action log from last meeting:** Details can be seen at [http://www.libettee.isg.ed.ac.uk/docs/open/PaperM1,ActionLog,130411.pdf](http://www.libettee.isg.ed.ac.uk/docs/open/PaperM1,ActionLog,130411.pdf)

70. **Any other of Business:** Mrs Cannell thanked those members who are coming to the end of their seat on the Committee. Mrs Cannell will contact Colleges shortly to seek confirmation of representative for 2011/12.

71. **Date of next meeting:** Wednesday 12th October, Room 1.07, 1st floor, Main Library, 2.00pm.