MINUTES OF THE MEETING HELD ON TUESDAY 8TH FEBRUARY 2011 AT 2 P.M
IN ROOM 1.11, 1ST FLOOR MEETING SUITE, MAIN LIBRARY, GEORGE SQUARE

Present: Professor Jeff Haywood (Convenor)
Professor David Fergusson
Professor David Finnegan
Professor John Moncrieff
Dr Alex Murdock
Mr Stratis Viglas
Mrs Janet Rennie
Ms Philippa Sheail
Ms Stevie Wise
Mr Kolos Kantor
Mr Dan Clinkman

Mrs Sheila Cannell, Director of Library Services

In Attendance: Mr Simon Bains
Ms Irene McGowan
Dr John Scally
Ms Louise Hallows (Secretary)
Mr Richard Battersby
Mr Abdul Majothi

Apologies: Professor Graham Pettigrew
Professor Dai Hounsell
Dr Anna Kenway
Mrs Fiona Brown
Professor Bonnie Webber
Mr George MacKenzie
Mr Alan Hunter
Mr Andrew Burnie
Mrs Susan Graham

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.

35. Welcome
The Convenor welcomed Mr Stratis Viglas as deputy in Professor Bonnie Webber’s absence.

36. Convenor and Director of Library Services Business
The Convenor highlighted actions around the planning round for 2011/12. Consultations with the three Colleges have been held to determine expectations from Information Services, and to confirm priority projects. 2011/12 will be particularly challenging given the budget cuts. This will inevitably impact on the materials budget, which will require constant reviewing from 2011 going forward.
Mrs Cannell informed of the new opening hours in the Main Library as requested by EUSA over the exam period. The new hours can be referenced at the following url - [http://bit.ly/eqMQ2O](http://bit.ly/eqMQ2O).

**For discussion:**

37. **Paper A, Academic Strategy for library materials**

Mrs Cannell presented a draft strategy for library materials, which encompassed discussions held at the December meeting. The Committee were asked to comment on the questions interspersed in the paper.

**Strategic aim/Academic need:**

Discussion topics included:

- The need to confirm priorities in each College/School, and the need to agree a protocol for accountability of these decisions and whether this should be at School or College level
- That the strategic aim should incorporate a more detailed reference to the strategic academic needs of the Schools
- The need to consider interdisciplinary areas, which cut across School and College boundaries
- The need to consider newly emerging areas and new courses and research areas.
- The need to work in support of other university strategies, e.g. internationalisation, increasing numbers of taught postgraduates.
- The need to consider academic selectivity
- The need to consider reputational issues about the quality of the library collection, which is indispensable for recruitment in many subject areas.
- Current cancellation exercises (e.g. that in CS&E) did not consider academic need, but considered primarily cost issues.
- It was agreed that determining academic need is extremely difficult and it would be difficult to develop a formula or metric which represents academic need.

**Resources/Value for money:**

Discussion topics included:

- The need to provide resources to support new initiatives, possibly mid-year after resource allocation has been completed; including new academic need and initiatives such as Distance Education and new postgraduate
- The need to ensure that gaps which appear in the collections because items cannot be purchased can be filled in the future, in response to reputational issues.
- The need to factor in collaboration with the National Library of Scotland to provide help to University in framing its collecting policy.
- The value of bundles, which while providing value for money as important material is teamed with material used by a small number of users, but noting that in some areas this may make it difficult to have flexibility and be responsive to need.
- While cost is integral to determining value for money, usage should be the main factor is deciding what is purchased, retained and disposed.
- Many in the university are just not aware of journal inflation—and perhaps they should not need to be
It is important that staff and library staff who procure or dispose of materials must be aware of research topics in Schools and Colleges.

**Resourcing for library materials**

Discussion topics included:

- A general consensus was emerging from the Colleges to increase expenditure.
- Decreasing expenditure would result in the University slipping lower down in league tables of expenditure; and that the University should not be complacent about this.
- Devolvement of budgets to individual schools could see better managed expenditure since schools would be more cautious over their expenditure.
- The possibility of a mixed economy funding model, which works in other areas of the University and would see funding provided centrally, with Colleges/Schools able to top this funding up could be beneficial, but could lead to a collection that would be unbalanced across the University. The mixed economy model would mean that both sides would need to maintain commitment to expenditure.
- The long-term nature of the impact from present-day decisions.

**Action:** Mrs Cannell to carry out work on identifying a metric to identify/understand academic need.

38. **Paper B, Getting Communications right**

The paper reviewed the ways in which communication are used by Information Services, and how effective these are, noting that while Information Services are effective in most areas of communications, improvements in certain areas are required. The Committee were asked to advise on how communication could be improved. The comments will be fed into an IS Communication Strategy.

Following a discussion, the following points were raised:

- The IS Website is confusing to navigate, and is cluttered, and not fast enough in alerting to specific issues (e.g. downtime).
- Facebook and twitter have the potential to be a more effective alternative to email, as it is heavily followed by many students.
- It is important to close the loop on communication, once a topic is completed/decided.
- ‘Opt in’ communication channels which allow users to opt into to email discussions of particularly topics could work well for consultations and to control the amount of email.
- A library discussion network (using the ‘opt in’ feature), which could be fed to Facebook, Twitter could be developed to inform users of critical issues, remind people of deadlines for consultations, and announce service developments.
- Meetings to discuss issues within are useful, but should not be too regular, or they will become a chore rather than an opportunity for reflective discussions.
- Communication to and from Information Services via liaison librarians are an important channel and could perhaps be used more effectively.

**Action:** Mrs Cannell to investigate possible library discussion network channel.
39. **Paper C, Revealing the hidden collections: offline library collections at Edinburgh – Part I: Special Collections**

This paper will be presented to the Committee in April.

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**Reports:**

40. **Paper D, Resource Discovery update**

Mr Bains presented this paper which detailed the progress following the launch of the new system on the 31st January 2011, and provided a demonstration of the new Searcher service. The system will be adjusted subject to feedback and further information from users.

Testing will be carried out on both systems (EBSCO and Summon) throughout 2011. Initially, only EBSCO has been launched on the live server, but Summon will be launched shortly. These tests will illustrate which of the two systems meet requirement criteria the most.

Issues arisen following the launch are as follows:

- There is some confusion over the catalogue and searcher functions. A resolution is currently being sought.
- There is some confusion about which databases are included in Ebsco, with a need for more explanatory material. This is currently being planned.

Mr Bains summarised by encouraging the Committee to use the service and provide feedback.

41. **Knowledge Strategy Committee: verbal report from KSC Away Day**

The Convenor informed that KSC now reports to Court, enabling Information Services to run parallel with Estates and Finance. The main areas of consultation will be Governance and Strategic Planning. Information Services must assure Court that they can be confident Information Services can deliver in all areas i.e. services, facilities, budgets, benchmarking.

42. **Main Library Redevelopment update**

Mrs Cannell reminded the Committee that Student Services will be moving onto the third floor in early July. The design for the fourth floor is almost ready for sign-off. The Committee were invited to peruse the new books displayed on the first floor.

43. **Paper F, Kings Building Library update**

Mr Battersby presented this paper which provided an update on the project and the associated developments at King’s Buildings. Construction work is due to commence on the 14th February, and will be completed in spring 2012. A timetable summary is available within the paper. The Strategic Project Board is currently looking for two student representatives. Mr Battersby welcomed the Committee to email any questions at Richard.Battersby@ed.ac.uk.

44. **New Veterinary Library: verbal update**

Ms McGowan gave a brief update.

45. **College Library Committee Reports:**

- **College of Science and Engineering (verbal report from Prof Moncrieff)** – Main discussion areas within CS&E are the King’s Buildings Library project and library materials strategy.

- **College of Medicine and Veterinary Medicine (verbal report from Ms McGowan)** – The appointment of a new Convenor of the CMVM Library Committee is taking place following Professor Kenneth Boyd’s retirement.
College of Humanities and Social Sciences (verbal report from Prof Fergusson) – The first meeting of the new HSS Library and Academic Computing Committee will take place on the 16th February. This replaces the old CHSS Library Committee. Items on the agenda reflect the Main Library Committee agenda, plus a consultation paper on Live@edu. Details of the Committee can be found at www.lacc.hss.ed.ac.uk

46. EUSA Report
Ms Wise informed the Committee of the following:
- Positive feedback has been received regarding the dedicated PG area on the 5th floor, although noting that there has been some use by UGs.
- EUSA will commence at ‘Silent Study’ campaign prior to the exam period.
- Access to accessible study rooms has been difficult due to the rooms being locked for use only by students who have registered with the Disability Office.

Action: Mrs Cannell and Ms Wise will arrange to discuss these issues.

47. Paper G, Research Publications Service update
This paper is one of a series of monthly updates about the progress of this service. The main update was the PURE implementation which is due to go live in March 2011. Further information on the service can be found at http://www.ed.ac.uk/schools-departments/information-services/services/research-support/research-publications

Minutes and matters arising:

48. Paper H, Minutes of the meeting held on Wednesday 8th December 2010 were approved.

49. Paper I, Matters arising
The terms of reference were tabled showing the amended ordinance 4.2 ‘To set and monitor strategic direction on library matters’, as agreed at the December meeting. The terms of reference will be presented to the Knowledge Strategy Committee on the 11th March for approval, and then to Court for the final sign off.

They will be mounted on the Library Committee website following approval at Court.

50. Paper M1, Action log from last meeting: Only one action is outstanding relating to the confirmation of an LRA2 Advisory Group.

51. Any other of Business: Nothing to note.

52. Date of next meeting: Wednesday 13th April, 5th floor Seminar room, Main Library, 2.00pm. (Please note that the 5th floor is a secure floor, so you will be required to swipe and enter your pin number for your University card)