MINUTES OF THE MEETING HELD ON WEDNESDAY 2ND JUNE AT 2 P.M.
IN THE 5TH FLOOR SEMINAR ROOM, CENTRE FOR RESEARCH COLLECTIONS,
MAIN LIBRARY, GEORGE SQUARE

Present: Vice-Principal Professor J. Haywood (Convenor)
Professor David Fergusson
Professor David Finnegan
Mrs Fiona Brown
Mrs Janet Rennie
Dr Wilson McLeod
Professor John Moncrieff
Professor Kenneth Boyd
Dr John Martin
Ms Elize Rowan

Mrs S.E. Cannell, Director of Library Services

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

Apologies: Mrs Marjorie McGregor
Mr Evan Beswick
Mr Andrew Burnie
Mr Abdul Majothi
Ms Iulia Drugas
Ms Liz Rawlings
Professor Graham Pettigrew
Mr George MacKenzie
Mr Wilson McLeod
Mr Alan Hunter

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.

88. Welcomes
The Convenor welcomed James Zhang from the National Library of Beijing, who is on a study visit to The University of Edinburgh to view Library processes and management.

89. Membership of the Committee, 2010/11
The Director invited College Library Committee Convenors to address nominations for representatives for the membership in 2010/11.
Action: CLC Convenors to provide the Director with nominations before the end of the academic year.

90. Convenor and Director of Library Services Business

The Director provided an update following the recent trial of 24*7 opening hours in the Main Library. Although successful and fully supported by EUSA, issues such as cleanliness and the monopolizing of lockers and computers by students, in addition to financial issues, prompted the suggestion that there should be a period of closure each night.

Talks with EUSA are currently ongoing on this situation. Updates to be provided when available.

For discussion:

91. Paper A, Library Materials Budget

The Director presented this paper detailing the provisional budget allocation to Colleges based on the agreed Library Materials Resource Allocation Model. The paper also detailed the uncertainties in regards to incurred costs (publisher inflation, currency fluctuation and VAT), and where other funding could be sourced to deal with this: through College sustainability funds, School funds, external funding and Endowment funds.

The Committee were asked to suggest ways in which purchasing in the future would show the best value for money.

- Professor Moncrieff highlighted that an important stream of work would be to carry out surveys on all resources (as is being done with journals). This shows a clear indication of value for money as it addresses usage, cost and cost per usage.
- Professor Fergusson commented that it was imperative that funds are fully spent to ensure that the baseline is not lowered at a future date. He said that it is important that Endowment funds are spent in the manner specified in the endowment and not used to support struggling costs in core business.
- The Director suggested that there should be a review of the procurement of library materials. This would ensure that money was being spent in the most cost effective ways, and would enable consistency between the procurement processes around the Colleges.

The Committee also discussed the outlook for the materials budget in these tough economic times. The Convenor highlighted the current scenario planning work being carried out which is forecasting a possible 5% year on year decrease in budgets. He also suggested that IS would need have strategic discussions with the Colleges because there is a real problem when Colleges feel that they can cope with the economic issues by raising further income, whereas IS feels squeezed.

Action: Renewals to be confirmed by September 2010 following consultation within the Colleges. Review of methods of procurement of library materials to be carried out during 2010-2011.

92. Paper B, Use of Library Materials Budget – Value for money

This paper was presented by the Director providing data which shows positive Value For Money that the University receives through the expenditure in library materials, addressing in particular the value that bundles, purchased books and downloads contribute to Edinburgh.
The Convenor reminded the Committee that the Collections Review had noted that the Materials Budget was underfunded, potentially by as much as £1m, in comparison with comparator Universities.

The recent introduction of Cambridge University Press bundle, through the Scottish Higher Education Digital Library, has shown the value provided in bundles by titles that had not previously been taken. While previously unsubscribed content is not used as much as previously subscribed content, it is used to a very great extent, thus showing value for money. It was noted that download costs for titles within the SHEDL deals at Edinburgh currently sit at 35p each - 10p cheaper than the four older Scottish Universities.

The report also provided data on books, showing that 82.5% of books purchased have circulated within 2 years of purchase. This is considerably higher than the University of Virginia who have committed to a 50% usage of purchased books over a 3 year period.

Comparative costs with other Institutions will be available shortly, and a fuller report will be bought to October’s Library Committee.

**Action:** Director to provide report on comparative costs at October’s meeting and to continue to monitor Value for Money on a regular basis.


The Director presented this paper which provided data on the review of ejournal costs and usage in calendar year 2009. It was proposed that all titles where the cost per use is more that £6 should be considered as potential candidates for cancellation by Colleges, with the assumption that titles costing over £12 would be cancelled unless a case was put forward to retain them. This would affect around 167 titles.

The Committee were asked to agree on actions to take this forward. Committee members raised the following points.

- Professor Boyd enquired as to whether the more expensive journals would still be available? The Director responded by stating that they would still be available through inter-library loan, and that Colleges would need to support inter-library loans for those journals which had been cancelled.
- Mrs Rennie indicated that this issue was currently being addressed, but that the information held in the paper was conducive in providing guidance within the Colleges.
- The Convenor stressed that it is essential that applicable titles are investigated and stern decisions made within Colleges as to what can be cancelled, as there is significant money spent on journals all the time with a view to what the impact will be on teaching and research.

**Action:** CLC Convenors to consider cancellations from titles on the lists of journals and to consider the impact of removal of journals on teaching and research.

94. Paper D, Research Publications Service

Mr Bains provided an update on this service, highlighting strategic issues for future development. Although completion of the initial development stage has occurred, further development would only be possible as a result of external funding. The service was launched successfully, but some outstanding issues are being resolved. The Service has generated interest in the repository architecture and content, both internally and externally, leading to more JISC funding and work with Informatics on analysis of repository content.
The Committee were asked to note and consider the strategic issues, and also consider the priority of this Service in contributing to the future success of the University. The following points were raised.

- In CHSS issues about Open Access and copyright had been raised. Mr Bains responded by saying that this issue is still being investigated.
- CSE queried how impact will be measured and recorded for REF and funding councils. Mr Bains explained that this would involve a significant amount of work and that due to resource constraints, this strand of work would prove difficult to fulfil.
- It was asked whether there was a need to put resources into a new system when there are efficient external ones available (i.e. PURE). Mrs Rennie stressed the need to look at the implications of adopting an external Research Management System, versus creating an in-house option. The Convenor agreed, but stated that not one system would address all the requirements – it could be that ERMIS’ focus would be on the REF, whereas the RPS had to address both the REF and OA issues.

**Action:** Mr Bains to provide an update at a future meeting, detailing operating system options.

**95. Paper G, Library Research Annexe Update**

The Director provided an update on the development of the LRA2, which included details on the proposed materials to be moved to the LRA, and the service plans. The Director reiterated the decision that Student Services are moving into the Library, and that the need for a LRA2 is inevitable – particularly with the continuing growth of physical collections. The Committee were invited to comment on proposals within the paper.

- Professor Fergusson supported the idea that the focus must be to create a close working relationship between Colleges and Senior Librarians to ensure an efficient service is provided. The Director would like to seek members for an Advisory Group which will involve academics from the Colleges to take this forward.
- Mrs Rennie questioned delivery times, emphasising that these should be defined as soon as possible. It is crucial that a fast delivery service is available, with the possibility of an emergency delivery option. The Director responded by saying that an emergency option would need to be funded by College budgets.
- The Director acknowledged that there are issues within the Schools of HCA and LLC – where there were particular concerns about browsing materials - meetings are in place to discuss and resolve these issues.

**Actions:** 1. The Director will seek members for an Advisory Group. 2. The Director to prepare definition of delivery times for HSS CLC (3rd June 2010).

**Reports:**

**96. EUSA Report** - There were no representatives present from EUSA to provide a report.

**97. College Library Committee Reports:**

**Humanities & Social Science** – Professor Fergusson updated on the current discussions regarding materials that will be moved to the LRA, and the ongoing concern at the movement of Student Services to the Main Library.

**Medicine & Veterinary Medicine** – It was noted that the new Registrar had been announced, Hugh Edmiston.
Science & Engineering – Dr Martin updated on the ongoing discussions regarding the future of the materials budget, and planning for the future.

For information:

98. Paper E, Library Projects Update
The Director asked the Committee to note the extent of funded projects within Library and Collections. The number of projects is indicative of the reputation of Library and Collections within and external to the University.

99. Paper F, Main Library Redevelopment Update
The Director noted the success of the Main Library with the increased usage, pointing out that it currently sits at the highest level ever recorded.

Only one issue was raised following complaints from PG students about the lack of space for them to work. It has been proposed that there will be a dedicated postgraduate space (located on the 5th floor) to help ensure there is always space for postgraduates.

100. KBLTC and KBLLRC – Verbal update
Dr Martin informed that the LLRC is on course and ready to go for tender. The Robertson Library is ready to be decanted to its temporary location at the east end of the JCMB. This work will commence the week beginning 7th June 2010, with full support from the Estates Committee.

101. Easter Bush – Verbal update
Ms McGowan provided an update on the Easter Bush development. The campus will be handed over to the architects in October 2010. It is anticipated that the library will begin the move to the new site in March 2011; this will be a partial move. The full move is still to be confirmed.

102. Paper H, Library Committee Agenda 2009/10
The Director asked the Committee to note the updates on the agenda from last year, and to observe actions which are the responsibility of each College.

Action: Director to provide an update on the agenda, indicating those agendum which will be carried over to 2010/11.

103. Paper I, Ereserve: Statement on e-reserve for 2010/11
The paper describes the policy on e-reserve which is being used to prioritise requests for the service in 2010/11. The paper will be sent around Schools as a statement.

Minutes and matters arising:

104. Paper J, Minutes of the meeting held on Tuesday 20th April were approved.

105. Paper K, Matters arising – There was nothing to note.

106. Paper M1, Action log from last meeting – Outstanding actions relating to the LRA and Library Materials Budget are in progress.

107. Any other of Business: There was no other business.

108. Date of next meeting: Wednesday 20th October, Room 1.11, 1st Floor Meeting Suite, Main Library, 2.00pm