**LIBRARY COMMITTEE**

**9 March 2016 1400  Seminar Room 2, The University Library**

**MINUTES**

Members present

Ms R Gwyer (Chair)

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| Prof D Andress | Mr K Bochen |
| Ms H Coleman | Mr K Dick |
| Ms G Friggens | Dr J Mills |
| Mr A Minter | Mr M Pearce |
| Mr A Simpson | Ms S Thwaites |

In attendance
Mrs F Message                                      Mr D Sherren

Mrs S Kennedy (Secretariat)

1    WELCOME AND APOLOGIES

Apologies were received from Dr D Lloydell, Dr C Jacobs Mr J Mitchell, Dr J Walden and Dr J Thomas.

Dr J Crellin, Mr D Starkey and Mrs H Thompson-Whiteside did not attend.

The Chair welcomed Mrs Message, who represented Dr Walden in her absence, and Mr Sherren, who attended as an observer as he will replace Ms Friggens as Faculty Librarians' representative from the next meeting.

2    MINUTES

The Minutes of the meeting held on 25 November 2015 (Annex A) were confirmed as a correct record.

3    MATTERS ARISING

3.1    The Chair confirmed that Mr Mitchell had provided her with students' comments on the 24/7 increase pilot (Min 4.1).  She has submitted these as part of a report to UEB.

3.2 Who Used the Library (Min 5.4) (Annex B)

Following a request at the last meeting for information on turnstile entry broken down by department, Mr Dick provided a document giving information on student occupancy during 2014/15 by department. He noted that March had been the busiest month, but this could vary depending upon the timing of Easter. The report has been distributed to Associate Deans (Students).

3.3 Following Dr Loydell's request (Min 6.1) and other feedback, an e-journals tab has been reinstated on the Library home page.

3.4 As recommended (Min 6.2), Faculty Librarians are continuing to monitor items purchased via patron driven acquisition.

3.5 BDO Audit (Min 6.3)

The Chair reported that the audit, looking at various aspects of Library expenditure, had been completed. The auditors' report had been received, and had not highlighted any causes for concern

3.6 Mr Dick noted that, as agreed at the last meeting, we aim to promote awareness of the Library Regulations at the start of next session (Min 7.1). He said that he would welcome any advice from student members on how to engage students with this.

3.7 Science Faculty Budget Allocation (Min 9.1)

Dr Mills reported that the Science Faculty had held meetings to examine their budget allocation, and had become aware that, following agreement by the Library Committee at their meeting on 6 March 2013, the top-sliced research element of the budget had been subsumed into the overall Faculty allocations. As no Science Faculty representative had been present at the meeting, this had gone unchallenged. He reported that the Science Faculty wished to express their concern that this initiative had had a negative impact on their budget. The Chair noted the concerns of the Science Faculty, but added that advice from Finance was that there was no identifiable amount within the overall Library budget allocated for research support, and it was therefore considered appropriate to distribute it in line with other faculty allocations.

4   CHAIR'S COMMUNICATIONS

4.1 Research Data Management (RDM) Project Board

Mr Simpson reported on the Research Data Management project. This commenced a year ago to develop a method for depositing research data in line with the requirements of research funding bodies regarding open access to such data. The Project Board agreed to use Pure, our Research Information Management System, and this has now been developed to allow the inclusion of research data.

4.2 Library Management System (LMS) Review

Mr Simpson reported that, over the last year, the Library had undertaken a full review of our LMS, looking at other systems and visiting other institutions. Following this, it was

agreed to remain with our current supplier, and consequently a package has been agreed at a considerable reduction in cost, and with added functionality. Mr Simpson expressed his thanks to Mr Datchens from IS, who had provided valuable assistance.

### 4.3 Building Projects Update

Mr Dick reported on three upcoming projects.
Three new sets of toilets are due to be installed on the upper floors. The work will start in the week commencing 14 March.
The roof project is out to tender, and work should commence in April/May, to include replacement of the roof and the condenser.
Mobile shelving will be introduced over the next two summers, and will ultimately allow for the addition of approximately 200 study spaces.

### 4.4 24/7 Pilot Update

The Chair reported that the pilot project, extending 24/7 opening to the first teaching block, had proved successful and she has now put in an investment proposal to make this permanent.
She noted that she had been asked to look at the potential of 24/7/365 opening but statistics suggested that this would not be a viable proposal. Mr Dick added that Library occupancy for June to August accounted for just 4% of total annual occupancy.

## 5 INFORMATION PROVISION BUDGET

### 5.1 Library Renewals

Mr Simpson presented a paper on Library renewals (Annex C).
He reported that two packages, British Standards Online, and Credo Reference, are on three year deals but offer an annual opt-out. He said that both are well-used and fundamental reference tools. Members approved continuation.

**Action Mr Simpson**

The Ebsco databases have renewal dates spread throughout the year. He noted that costs for usage vary, but overall present value for money. Members agreed to renew based on an assumption of less than 7% inflation.

**Action Mr Simpson**

## 6 THE STUDENT EXPERIENCE

### 6.1 Silent Study Spaces

Mr Bochen reported that, although students were generally very happy with the social study aspect of the Library, there were concerns about the level of noise, particularly on the upper floors. IS are planning a pilot project to make the open access rooms on the ground floor into silent study areas with computer access. Mr Dick noted that, once the mobile shelving has been introduced, there is a proposal to make the closed area of the first floor into a silent study area.

### 6.2 Mr Bochen also noted that there are issues with laptops in the Library not connecting to wifi when they are all in use. Mr Minter said that IS are aware of the problem, but that it is a complex issue, and they are looking at various methods for dealing with this.

7    REVIEW OF MEMBERSHIP AND TERMS OF REFERENCE

7.1  The membership and terms of reference were last approved by Academic Policy Committee on 5 March 2013, and are therefore due for the statutory three-yearly review. Members were happy that the current membership and terms of reference were appropriate for the continued work of the Committee and recommended that APC be asked to approve them.

8    CREDO INFORMATION LITERACY

8.1  Ms Friggens  provided members with an introduction to Credo Information Literacy.  She said that the Library had received IP funding for this, to replace the Library's in-house package.  Credo Information Literacy is designed to develop students' information handling skills, and will allow us to provide support materials to all students, including distance learners.  The aim is to embed this within the curriculum, and within Moodle. The package can be customised to faculty requirements, and Faculty Librarians are seeking to work with academics to involve them in the customising process.  Members commented that the package looked very useful and would benefit students and agreed to inform their colleagues about this project.

9    APPRECIATION

The Chair noted appreciation for Ms Friggens, as this will be her last meeting as representative for the Faculty Librarians, and thanked her for her valuable contribution over her three year term of office.

10   DATE OF NEXT MEETING

The next meeting will be held on 8 June 2016.

Further meeting dates are as follows:
23 November 2016
8 March 2017
7 June 2017