LIBRARY COMMITTEE

28 November 2012   1400   Seminar Room 2, The University Library

MINUTES

Members present

Ms R Gwyer (Chair)

Mr A Barrow	Prof D Ait Boudaoud
Dr D Loydell	Mr M Pearce
Dr K Peggs	Mr E Rossi
Mr A Simpson	Mr D Starkey
Dr J Thomas	Ms L Wildgoose
Ms A Worden	

Mrs S Kennedy (Secretariat)

1. APOLOGIES

    1.1. Apologies were received from Mr G Atuahene Jnr, Dr S Claridge, Dr J Crellin, Mr A Minter and Dr P Starie.

2. WELCOME

    2.1. The Chair welcomed Mr Starkey and Mr Rossi to their first meeting.

3. MINUTES

    3.1. The Minutes of the meeting held on 13 June 2012 were confirmed as a correct record.

4. MATTERS ARISING

    4.1. 24/7 Opening (Min 5.1)
    The Chair reported that, following 24/7 Library opening for four weeks in the pilot project two years ago, and two four week periods last year, the Library had been allocated funding for 24/7 opening for a 20 week period, to run from the end of the Christmas break to the end of the exam period.

    4.2. Implementation of RFID (Min 5.3)
    The Chair reported that RFID has been implemented, with an external team tagging 360,000 items in just over three weeks. The aim in the Library strategic plan is for RFID to deal with 80% of issues and discharges by the end of the academic year.

Members were invited to a short demonstration of the new self-service terminals after the meeting.

4.3. New Discovery Tool (Min 5.4)

Mr Simpson demonstrated the discovery tool, which provides a single search box to search the Library catalogue, a large number of databases and the research repository. This should be available on the website in January.

5. TERMS OF REFERENCE AND MEMBERSHIP

5.1. Following discussion as the last meeting, when members recommended that the terms of reference of the Committee be revised to place focus on strategic rather than operational issues, the Chair distributed a draft update to the constitution and terms of reference for review by the Committee.

5.2. Members approved the amended terms of reference subject to a minor change to the wording.

5.3. The revised membership was approved, with the inclusion of a Faculty Librarian as an ex-officio member, for a three year term of office.

5.4. In order to represent the post-graduate student body, it was agreed that the Post Graduate student representative should become an ex-officio member of the Committee.

5.5. The Committee proposed that a recommendation be made to Academic Policy Committee to approve the amendments to the Constitution and Terms of Reference.

5.6. In light of the above discussion, Mr Pearce recommended a review of the terms of reference of Faculty Library Committees (FLCs) or their equivalent. It was agreed that in the first instance the Chairs will send their current terms of reference to the Chair. Where FLCs had ceased to exist, it was requested that the terms of reference of the replacement body be sent.
Action: Chairs of FLCs and members of equivalent bodies

6. INFORMATION PROVISION BUDGET

6.1. The Committee were asked to make decisions on renewal of two journal deals; Sage and Cambridge University Press. They agreed to the renewal of both deals.
Action: Mr Simpson

6.2. Mr Simpson reported that Oxford University Press had required renewal in October, and this had been renewed as it provided increased content for a reduced cost.

6.3. Cost per download data for other multi-year deals was made available.

7. INTER-LIBRARY LOANS REVIEW

7.1. Mr Simpson reported that this review had been undertaken following the staffing and processes review undertaken by the Library. The review provided four main recommendations for approval by the Committee.

7.2. Recommendation 1 – That email delivery for ILL articles be standard. The British Library will send an email link to the document which can be printed, rather than sending a print copy by post. The Committee agreed this recommendation.

7.3. Recommendation 2 – Development of an online request form including a copyright declaration. The Committee approved this recommendation.

7.4. Recommendation 3 – Move to an allocation of ILLs to replace tutor signature. Members agreed the recommendation, based on a standard allocation across the University. The allocation will be the subject of further discussion and will be brought back to this Committee. Planned implementation date is for the academic year 2013/14.

7.5. Recommendation 4 – Introduction of fines on late return of ILLs. This would be in line with fines on late return of Library items. The Committee agreed the recommendation.

7.6. The Chair expressed thanks to Mr Nzegwu and Ms Unwin-Reed from Information Services for their assistance with the review.
Action: Mr Simpson

8. CHAIR'S COMMUNICATIONS

8.1. Members had received copies of the draft Library Strategic Service Plan for the period December 2012 to December 2014. The Chair reported that the plan had been discussed with the Deans, and presented to the Professional Services Forum. She asked members to contact her with any comments before finalisation on 16 December.
Action: All

8.2. The Chair updated members on the plans for the remodelling of the ground floor of the Library. The proposals are not yet approved, but the aim is to increase student computer access and increase the flexibility of the space by merging the Open Access Suite and moving some book stock to other floors. This will provide an opportunity to reconfigure the book stock into a continuous numerical sequence throughout the building, and to create one sequence for print journals.

9. THE STUDENT EXPERIENCE

9.1. Mr Rossi reported that students are generally happy with the proposals for the ground floor remodelling.

9.2. One issue raised by students is the lack of specialist software available on PCs in the Library. The Chair reported that the plan for the remodelling includes proposals for more PCs with specialist software. Mr Rossi will also take this issue to the IT Committee.

9.3. Mr Rossi noted that students were in favour of the 'You Said/We Did' campaign. The Chair reported that a further one is planned for the near future. They were also pleased with the Library's use of social networking.

10. DATE OF NEXT MEETING

10.1. The next meeting will be held on 6 March 2013.

10.2. Future meetings dates

12 June 2013
27 November 2013
5 March 2014
11 June 2014