

## **LIBRARY COMMITTEE**

3 March 2010 1400 Meetings Room, The University Library

## **MINUTES**

Members present

Ms R Gwyer (Chair)  
Dr S Claridge  
Dr V Hughes  
Dr D Loydell  
Mr A Minter  
Dr P Scott  
Dr D Van Laar  
Ms A Worden  
Ms E Wildgoose

Dr T Sinha was represented by Dr Maebh Harding, and Dr P Starie was represented by Mrs D Haslehurst,

In attendance:

Ms A Hindson (for Agenda Item 4)  
Mrs S Kennedy (Secretary)

### **1 APOLOGIES**

Apologies were received from Dr F Myers, Mr M Pearce, Mr O Styles, Dr J Thomas and Mr S Topazio. Dr B Gremont did not attend.

### **2 MINUTES**

The Minutes of the meeting held on 2 December June 2009 were confirmed as a correct record.

### **3 MATTERS ARISING**

The Student Experience (Min 6)

Ms Gwyer reported that Mr Styles has asked her to update members on the Student Union's work with IS on the trial of extended opening hours in the Computer Suite. Mr Minter reported that the trial would take place in the two weeks preceding the exam period, and the Computer Suite would remain open until 2am during that time. Usage would be monitored and, if deemed a success, consideration would be given to extending this to other busy times during the year.

#### Student Behaviour (Min 7)

Following discussion at the last meeting, this issue had been taken to the Student Support and Advice Committee, where other members reported increasing problems with student behaviour. Sarah Avison has now been tasked to set up a group to look at the issue. The concept of a respect campaign has been suggested, and the Library will work with other areas of the University on this. There is also the potential to extend the concept of zoning, already in place in the Library, to other areas of the campus.

#### Institutional Repository (Min 8)

Ms Gwyer reported that IS and Library staff had visited Southampton to see the E-prints software in use. The software itself is free, and the charge to install and host the product is reasonable. The decision has therefore been made to recommend for purchase to David Arrell.

### 4 INFORMATION PROVISION – FUTURE ALLOCATION MODELS

Ms Gwyer reported that, since the last meeting, she had met with Directorate concerning the shortfall in Library funding. They had been very supportive and provided interim funding for the current year. SPG+ had agreed an additional £700,000 in the Library topslice for next year. However, further funding of £200,000 from last year had been discontinued resulting in an extra £500,000 in the baseline allocation. Ms Gwyer had agreed a recovery plan with Finance, which the Library was implementing. However, although the situation had been contained for this year, increasing costs for information provision meant that further cuts were required if the Library was to manage its budget. To this end, she had set up a group in the Library to look at the issue, chaired by Ms Hindson, who manages the information provision budget. She and Ms Gwyer had produced the paper received by members, setting out various future allocation models for the Committee to consider, and Ms Hindson was present at this meeting to assist in their decision making.

The paper set out four options and also asked for decisions on a number of questions. It was agreed ;

It was not desirable to apportion a percentage of the overall Information Provision budget between books and journals as each Faculty will have different needs

Option 1 was to be adopted – this top-slices the cross-Faculty purchases and 'bundle deals' and allocates the remainder between Faculties

The current 'formula' for allocating between Faculties is to be maintained – this is based on five drivers (book loans, reservations, student numbers, average book prices and average journal prices).

The initial allocation would be made in September as usual, but there would be a hold-back of 20% which would be allocated in December using the December student numbers from Planning. The 20% would be used to adjust allocations where extra or reduced student numbers are evident, thus making the allocations more reflective of the current situation

RAE allocations (which are determined by Finance) will be added into the Faculty allocations

Faculty Library Committees will consider their allocations and make journal cancellations as needed in order to maintain book budgets. Although allocations will not be made until September, cancellations have to be notified to suppliers by July/August. We will be using projected figures from next year's budget to decide on cancellations. These figures include 7% for inflation as our best guess in a very volatile market. The list of cancellations needs to be with Ann Hindson by **21<sup>st</sup> May** so that she can report back to the Library Committee at its next meeting on 2<sup>nd</sup> June.

The Library will provide data on journal usage where available to aid these decisions. In addition the Library is carrying out a benchmarking exercise to help with future journal cancellations and would like each department or subject area to provide a list of Top 20 journals so that we can use these to derive meaningful benchmarks. These lists to be with Ann Hindson by **21<sup>st</sup> May**.

The bundle deals will need to be considered as they come up for renewal and we are working on a model to help this process. This will be brought back to future Library Committee meetings for consideration.

Ms Gwyer thanked the members for their serious engagement with this item.

## 5 THE STUDENT EXPERIENCE

Ms Gwyer reported that 3<sup>rd</sup> Space in the Student Centre was now open and is already proving to be quite popular with students. A launch is planned for later in the year.

## 6 ANY OTHER BUSINESS

Ms Gwyer said that, alongside the group looking the Library's financial situation, she had also set up a group to look at the way we handle enquiries, and a group to look at the Library staffing structure. She will report on the findings of these groups at a future meeting.

## 7 DATE OF NEXT MEETING

The next meeting will be held on 2 June 2010.