



## LIBRARY COMMITTEE

Monday 7 November 2011

### MINUTES

*PRESENT:*

Professor David Price (Chair)  
Dr Paul Ayris  
Dr Caroline Essex  
Professor Mike Ewing  
Ms Caroline Hibbs  
Professor Richard North  
Professor Philip Schofield  
Dr Andrew Wills

*In attendance:*

Mr Gary Hawes (Secretary)

Apologies for absence were received from Dr Mike Cope, Mr Luke Durrigan, Dr Kenth Gustafsson, Mr Rex Knight, Dr Hilary Richards and Professor Michael Worton.

*Key to abbreviations*

BIS Department for Business, Innovation and Skills  
CMWG Cm4412 Tcd; BOD; ITC; D; HRAC Faculty Library Committee

FTE Full-time equivalent  
KPA Key Performance Area  
LC Library Committee  
MAPS Mathematical and Physical Sciences  
RNID Royal National Institute for Deaf People  
SHL Senate House Library  
SSEES School of Slavonic and East European Languages

#### 1 CONSTITUTION AND 2011-12 MEMBERSHIP; TERMS OF REFERENCE

***Received:***

- 1.1 The constitution and 2011-12 membership and terms of reference of the Committee at LC 1 -1 (11-12).

**Reported:**

- 1.2 Following the change in the designation and responsibilities of the UCL Vice-Provosts, it had been agreed that the Vice-Provost (Research) would serve as Chair of LC with effect from 2011-12.
- 1.3 Whereas the intention would be for LC to focus more on overarching strategic issues affecting library provision at UCL, particularly in the context of the student experience and the new Library estate developments, working groups would be established to examine various tactical aspects relating to content management, estates development and the roll-out of open access across UCL (see Minute 12 below).
- 1.4 In order to allow it to receive reports from the working groups, it was proposed that LC should meet at least three times each year towards the end of each term (see Minute 15 below).
- 1.5 It was explained that the slot on LC for 'A member of the academic staff, nominated by the Chair' (which was currently vacant) had traditionally been filled by a representative of SSEES in recognition of the fact that the SSEES Library was large and had particular needs. In light of this, it was agreed that the Secretary would propose an amendment to the LC constitution for approval by the Chair of LC outside of the meeting.

**Action:**  
**Gary**  
**Hawes**

**2 MINUTES OF 31 MAY 2011 MEETING**

**Approved:**

- 2.1 The Minutes of the previous meeting of LC, held on 31 May 2011.

**3 MATTERS ARISING FROM THE MINUTES**

(see also Minutes 4-7 & 9 below)

**Reported:**

- 3.1 *Minute 16.7*– with reference to the need to incorporate a mechanism for ensuring student input into the Implementation Plan for the latest version of the Library Strategy, the Director of UCL Library Services reported that an email had been sent to all undergraduate and postgraduate students, including a link to the Library Strategy and Implementation Plan as well as to a short video, with an invitation for them to submit comments. The Director of UCL Library Services would also be holding termly meetings with the UCL Union Welfare Officer, which would provide a further opportunity for student input.

**4 LONG-TERM RETENTION AND RELEGATION OF PAPER-BASED LIBRARY MATERIALS**

[LC Min. 13, 31.05.11]

**Received:**

- 4.1 A report at LC 1-2 (11-12) introduced by the Director of UCL Library Services.

**Reported:**

- 4.2 Since the previous meeting of LC, an exemplar list of borrowable items held in the Wickfield Store that were of interest to the MAPS Faculty had been produced and made available on the LC sharepoint<sup>1</sup>. The list, which comprised 4,840 entries, gave an indication of items that had not been borrowed at all in the last ten years. For the remainder of 2011, UCL Library Services staff would work with academic colleagues in the MAPS Faculty to analyse the list and identify findings with a view to seeing whether this approach would be scalable across the rest of UCL.
- 4.3 The Director of UCL Library Services had not yet received much in the way of feedback. The Academic Council will discuss whether this

- 4.6.2 One further option might be to consider discussing with Oxford the possibility of implementing a shared-services arrangement in respect of its offsite storage facility in Swindon.
- 4.6.3 The relegation criteria would need to take account of the fact that for some discipline areas, such as the Arts and Humanities, there would continue to be a preference for access to paper-based materials over electronic versions.
- 4.6.4 Some members of LC noted that they were waiting for draft relegation criteria to be produced by UCL Library Services so that these could be discussed within the fora of FLC meetings. It was noted that this would be taken forward by the CMWG (see Minute 12 below).

**Action:**  
**Dr Paul**  
**Ayris/**  
**CMWG**

## 5 MASTERPLAN DEVELOPMENTS

[LC Min. 14, 31.05.11]

### **Received:**

- 5.1 A report at LC 1-3 (11-12) introduced by the Director of UCL Library Services.

### **Reported:**

- 5.2 The UCL Estates Masterplan, which would create a consolidated library service in the Wilkins Building, had been formally signed off by UCL Council in July 2011, and a number of priority projects involving UCL Library Services had already started.
- 5.3 UCL Library Services had established an Estates Working Group to inform the implementation of the Masterplan (see Minute 12 below). The Working Group had already held a number of meetings and would in due course report back to LC and EMC with recommendations on the library presence in the forthcoming Cruciform Hub.
- 5.4 The Working Group had already undertaken an options appraisal for development of the Cruciform Hub, which had favoured the option of co-locating the Ear Institute Library/RNID Library/Eastman Dental Institute Library collections with relevant Cruciform research collections on one site (location not yet identified) and developing the Cruciform into an Information Commons-

- 5.6.1 As well as catering for teaching and learning, the Hub space would also need to cater for the needs of staff and students who would be utilising the Hub space for research purposes.
- 5.6.2 Further guidance would be needed from UCL for the architects on the question of how much of the open access collection in the Cruciform Library would be able to be moved elsewhere to free up space for more Hub-type activities. This activity would, by definition, encompass the activity outlined in Minute 4 above.
- 5.6.3 The importance of project/group study space relative to quiet study space was different for different disciplines, so

reading lists. It was suggested that Library Services colleagues might use Faculty Head of Department meetings as an opportunity for publicising the new service.

- 6.4.2 One of the tasks of the UCL Publications Board (see Minute 12 below) would be to consider whether there were other UCL-produced journals that could be migrated to the new UCL Discovery platform. The Board was also currently looking at ways of using the UCL Discovery platform so that it would serve as a platform for overlaid journals, and a print-on-demand service plug-in was also currently being scoped.
- 6.4.3 A further area that the UCL Publications Board was currently giving consideration to was the infrastructure that would be required to enable UCL to publish its own conference proceedings. To this end, the Director of UCL Library Services was currently working with two publishers to model a UCL-led e-publishing service.

## **7 RESEARCH LIBRARIES UK: AFFORDABLE SUBSCRIPTION PRICE INITIATIVE**

*[LC Min. 17, 31.05.11]*

### **Received:**

- 7.1 An oral report by the Director of UCL Library Services.

### **Reported:**

- 7.2 JISC Collections had agreed a new, favourable five-year e-only deal with Elsevier in September 2011, which would ensure some security for university research libraries against unreasonable inflationary rises in journal subscriptions costs, at least in the medium term. As part of the deal, Elsevier had agreed to commit to a modest series of inflationary year-on-year increases in subscription prices, – with a break clause after year 3. A similarly favourable deal had also been negotiated with Wiley Blackwell. However, negotiations were still continuing with the American Chemical Society.
- 7.3 The Chair of LC noted that there had been some discussion with Elsevier over the prospect of securing a national licence deal for the UK as a whole. To this end, BIS had set up an independent working group – to be chaired by Dame Janet Finch – to examine how UK-funded research findings could be made more readily accessible to other researchers, policy makers and the general public. Such an arrangement would prove particularly favourable to UK research university libraries, which were currently being forced to pay disproportionately more for this access.

### **Discussion:**

- 7.4 The following points were noted during discussion:
  - 7.4.1 Some members of LC noted that the plight of university research libraries over above-the-rate-of-inflation journal subscription price rises enforced by publishers had not been served very well in recent years by the lack of coordinated action between those undertaking the negotiations on behalf of university research libraries and academic staff at grass-roots level, some of



**9 ARRANGEMENTS FOR SPRING TERM 'OPEN TOWN' MEETING 2012**

***Discussion:***

- 9.1 It was agreed that arrangements for the Library 'Open Town' meeting should be repeated during the Spring Term 2012, and that this should supplement the Spring Term meeting of LC instead of substituting for it. It was further agreed that the 'Open Town' meeting should be scheduled for later in the afternoon and followed by a modest reception for those in attendance.

**Action:**  
**Gary Hawes**

**10 RECORDS MANAGEMENT POLICY**

***Approved:***

- 10.1 The Records Management Policy at LC 1-5 (11-12).

**11 LIBRARY COMMITTEE ANNUAL REPORT**

***Approved:***

- 11.1 The Library Committee Annual Report 2010-11 at LC 1-6 (11-12), for forwarding to the next scheduled meetings of Academic Board and Council for formal approval.

**12 WORKING GROUPS REPORTING TO LIBRARY COMMITTEE**

***Noted:***

- 12.1 At LC 1-7 (11-12), details of the following newly established working groups that would be reporting to LC in accordance with clause 4 of its terms of reference: Content Management Working Group; Estates Working Group; UCL Publications Board.

**13 UCL LIBRARY SERVICES PROJECTS**

***Noted:***

- 13.1 At LC 1-8 (11-12), a report on i) bids currently submitted to and awaiting decision on funding from UCL and non-UCL sources and ii) projects currently funded from UCL and non-UCL sources.

**14 MINUTES OF FACULTY LIBRARY COMMITTEES**

***Noted:***

- 14.1



**15 DATES OF NEXT MEETINGS**

***Noted:***

15.1 The next meeting of LC was scheduled as follows:

Tuesday 14 June 2012, 2.30pm  
Ground Floor meeting room, 2 Taviton Street