



University of Edinburgh Library Committee

Meeting held on Wednesday 4th March 2015 at 11.15am; Cuillin Room, Charles Stewart House

Minutes

Members:

Mr Gavin McLachlan (*Convenor – nominated by the Senatus Academicus*)
Mr Stuart Lewis (*Acting Director of Library & University Collections*)
Ms Helen Durndell (*Librarian, University of Glasgow, nominated by University Court*)
Mrs Janet Rennie (*College of Humanities & Social Science Representative*)
Dr Gail Duursma (*College of Science & Engineering Representative*)
Ms Jane Furness (*Academic Support Librarian, Edinburgh School of Art, Library Staff Representative*)
Mr Dash Sekhar (*Vice President Academic Affairs*)
Mr Joe Boyle (*Undergraduate Representative*)
Ms Michelle Evans (*College of Medicine & Veterinary Medicine Representative*)

In Attendance:

Mr Richard Battersby (*Head of Library Academic Support*)
Miss Angela Laurins (*Library Learning Services Manager*)
Mrs Laura M Shanahan (*Head of Collections Development and Access*)
Mr Dominic Tate (*Scholarly Communications Manager*)
Ms Allyson Hayes (*IS Helpdesk Manager*)
Ms Jo Craiglee (*Head of Knowledge Management and Planning*)

Apologies received in advance:

Prof. James Loxley (*Convenor of HSS College Library Committee*)
Prof. Simon Parsons (*Convenor of S&E College Library Committee*)
Dr Ulf-Dietrich (*College of Humanities & Social Science Representative*)
Mr Owoyemi Abdulwahab (*Postgraduate Representative*)

Apologies noted at the meeting:

Dr Sue Rigby (*Vice Principal Learning & Teaching, nominated by University Court*)
Mr Madhav Mittal (*Postgraduate Convenor*)

Minutes:

Mrs Louise Tierney (*Committee Clerk*)

1. Minute

The minute from the meeting held on the 22nd October 2014 was approved by the Committee.

2. Matters arising

The Convenor updated members on the restructure of the University's committee hierarchy, which was introduced on the 1st August 2014. The following points were noted:

- The Library Committee, University Collections Advisory Committee (UCAC) and the Information Technology Committee (ITC) now report directly to the Knowledge Strategy Committee (KSC), who are now the only joint committee to report to Senate and Court.
- These changes mean that from 2015/16 academic year, there will be no Court members sitting on the thematic committees. However, there will still be a seat available for an external representative.
- The terms of reference for each thematic committee are currently being reviewed and will be updated by August 2015.
- Committee papers now mimic the format of Court papers.

Convenor's business

- i. The Convenor introduced himself to the Committee in his new role of Chief Information Officer and Librarian to the University.
- ii. The new Director of Library and University Collections was announced to the Committee: Jeremy Upton will be in post from Monday 13th April. Jeremy is currently the Deputy Director of Library Services at St Andrew's University.

Action 1: An external announcement will be circulated regarding the new Director appointment.

- iii. Materials budget: The Convenor reported that PSG supported the increase in the materials budget to £7 million from FY2015/16. The proposal will be presented to CMG for approval. If endorsed, Court will make the final decision in June 2015.

The revised budget will be fully provided centrally, meaning there will be no College contributions. The budget is expected to increase relative to the growth of student numbers and research (predicted £7.4 million in FY2016/17). It was raised that the formula for calculating the increase in the budget should include the ratio of student type, not just numbers. It was agreed that this will be discussed further at the next meeting.

Discussions regarding the allocation model will commence prior to the Court meeting in June. Should the budget receive approval, the allocation model will be confirmed and ready for implementation in the next financial year. It was agreed by the Committee that full engagement and support from the Colleges is essential during these discussions.

Action 2: The proposed formula for calculating the annual materials budget uplift will be presented at the next meeting in June for consideration by the Committee.

Action 3: Discussions on the new allocation model for FY2015/16 will begin after the spring vacation.

Action 4: The committee will be kept up to date on the progress of the materials budget proposal as it moves through the approval process.

SUBSTANTIVE ITEMS

3. Library Management Platform (LMP) replacement programme update – PAPER B

The Committee were updated on the current progress of the project. The following was noted:

- Ex Libris were awarded the contract in December following a high quality score of 75.9%.
- The back-office system (Alma) and discovery system (Primo) are planned to go live on the 29th June 2015.
- Library operational policies may require revision as a result of the system implementation. The Committee will be notified of any changes at the autumn 2015/16 meeting, along with an overall summary of the project following completion.
- Although considerable consultation is taking place with stakeholders, the College representatives were encouraged to ensure that updates are circulated around the Schools.

4. Open Access: Research Excellence Framework (REF) compliance requirements and the role of the Library as a publisher – PAPER C/PRESENTATION

REF compliance requirements: The committee were asked to support plans to ensure compliance against the new Open Access policy for the next REF, as the Library works with Colleges and Schools in regards to policy implementation.

All journals articles and conference proceedings accepted for publication after 1st April 2016 must be deposited in an institutional or subject repository within three months of acceptance.

It was noted that there are some individual exceptions to this policy which can be applied. However, these are predicted to be rare, therefore, high levels of compliance are expected.

The Scholarly Communications Team are working with the Colleges and School to ensure full understanding and procedure protocol. The implications of this policy and the risks associated with non-compliance are being communicated to demonstrate the importance of this policy.

Although information sessions have been arranged within various areas, it was agreed that there is a need for a formal communications plan, as there are some areas within the

University where there is very little awareness of the policy. The communications plan will be presented at the committee in June.

Action 5: Communication plan relating to the REF policy on Open Access will be presented at the next meeting in June.

Role of the Library as a publisher: The library has hosted open access journals published through the Open Journal Systems (OJS) for the past six years. This includes full publishing workflow capabilities, along with ISSN and DOI registration for journals and papers. Although the library assists with journal design and provides guidance on copyright and licensing, the hosting service does not provides services such as peer review, proof reading or copyediting, checking copyright, or intervene if our advice is not taken, or do rigorous quality control of new journals or journal content.

Given that some of our comparator institutions (UCL, Manchester) have made strategic decisions to promote and support open access publishing activities, it is believed that there is a serious risk of missed opportunities if there is no Library supported open access publishing service.

The Committee were asked to consider several points regarding the future of the Journal Hosting Service. After discussions, the following was noted:

- Discussions regarding the relationship with Edinburgh University Press (EUP) should continue. This publishing partnership would mean there would be less dependency on external publishers, thus, reducing costs.
- Constraints using current external publishers are heavy. The library could steer its own vision for the future of publishing.
- Online distance education is increasing. By being our own publisher, resources can be made available faster and easier. In turn, this will make for a more satisfying student experience.
- The committee agreed that developing the role of the library as a publisher should be explored further.

Action 6: Further exploratory discussions will take place on the role of the library as a publisher and outcomes reported to the committee as and when available.

ROUTINE ITEMS

5. Library related questions in the 2014 University surveys – PAPER D

A paper was presented detailing the results from student surveys carried out in 2014. The committee were asked to note the high satisfaction rate across the ESES, NSS and PTES.

A new benchmarking question (“I know that when the library does not have a resource that I want, they can help me access it in a different way”) was added to the PTES in 2014. A

new “Library resources plus” initiative was introduced, which promotes the library’s ability to quickly acquire resources in direct response to individual needs.

The Academic Support Librarians (ASLs) review the results for their respective Schools and compare results year on year and try to identify reasons for changes in satisfaction levels. Reviewing the results and creating effective actions can be difficult as there are few specific free text comments. However, the ASLs have confirmed a number of actions to increase or maintain satisfaction levels.

It was agreed that the results should be publicised on social media and circulated to the College library committees. It is important that these results reach our target audiences in a variety of methods i.e. social media, posters. New initiatives which are introduced following survey results should also be communicated effectively to staff and students to ensure that they are aware of the actions being taken for improvements.

The surveys will be launched again shortly, with results expected in summer 2015.

6. College and EUSA reports

Humanities and Social Science: Student interns are to be appointed with funding from the College to help load reading lists onto Talis Aspire; and a workshop is being held in mid-April to discuss the proposed changes to the HSS library materials allocations from August 2016.

Science and Engineering: Engagement with Schools in relation to Open Access; discussions on managing the current overspend; Darwin Learning & Teaching Cluster will close this Summer; KB Library Store will close and the collections will move to the Library Annexe. Replacement study space will be made available at the new Mary Bruck building from September.

Medicine and Veterinary Medicine: Currently having issues with simultaneous access to e-books for online courses. This is a known problem but is very hard to resolve.

EUSA: LMP engagement through the user group; access for study spaces during exam periods is a recurrent issue. This will be discussed as part of the IS space strategy.

Action 7: Study space current thinking/strategy will be presented at the next meeting. EUSA have requested that they are present at discussions on the strategy working group.

7. Any other business

There was nothing to note.

ITEMS FOR FORMAL APPROVAL/NOTING

8. Report on library statistics – PAPER E

The annual report which compares data on key areas of the library for the academic years 2012/13 and 2013/14, highlighting the impact of the services for teaching and research.

Some additional metrics have been added:

- Items conserved.
- Collection-based seminars – sessions delivered.
- New resources acquired from student requests.
- Expenditure on student requests for new resources.
- Centre for Research Collections – number of consultations.
- Art collection (in-house) – number of consultations.
- Musical Instruments Museums Edinburgh.
- Hours of public engagement.

The following variations were noted:

- Increase in student requests and the expenditure on resources more than doubled in 2013/14, through the use of patron driven acquisitions.
- Decrease in print book stock is due to the successful de-duplication project.
- Decrease in journals (print/electronic) is due to a revision in the counting: older collections of backfiles have been removed, therefore the counts include only current subscriptions.
- 67% increase in e-book section downloads and a 21% increase in article downloads.
- Considerable increases in the use of Special Collections: 31% for the Centre of Research Collections; 55% for Musical Instruments Museums Edinburgh; 118% for the Art Collection.

The committee were asked to note the paper and suggest any other areas which should be included. The following was noted to be added:

- The compliance level for Open Access.
- Number of unique titles in book stock.
- Use of study spaces.
- Business of the library.

Action 8: The agreed metrics to the statistical report will be added from 2014/15 onwards.

Action 9: The current compliance level relating to Open Access will be provided at the next meeting.

9. New acquisition highlights – PAPER F

The Committee noted the new acquisitions as selected by staff in Special Collections and by the Academic Support Librarians.

10. Customer Service Excellence Award (CSE) for Help Services – PRESENTATION

Following a two year project Help Services in the User Services Division were successfully awarded the government standard for CSE in November 2014. The presentation gave a brief insight into how the project was managed and what was achieved.

The Centre for Research Collections and the Helpline are currently looking into applying for the same recognition.

11. Charges to library external borrowers and University of Edinburgh Alumni – PAPER G

The paper proposed a variety of options for charging external borrowers and Alumni to use the library, in order to make the library charges comparable with other Russell Group libraries. The changes will be introduced from the 1st April 2015.

The Committee agreed that the charges for external borrowers should be reduced as detailed in the paper, and that Alumni charges should be removed. It is hoped that this will benefit the University's strategic goal in public engagement and outreach.

The new charging system will be reviewed in 12 months to see what impact it has had on library demand, with initial impact to be reported at the next meeting.

Action 10: A report on the visitor numbers and resources used will be presented at the next meeting to show initial impact of the new library charges.

12. Dates of future meetings

Wednesday 17th June 2015, 2.00-4.30pm, 5th Floor Seminar Room, Main Library.

SUMMARY OF ACTIONS

1. ***An external announcement will be circulated regarding the new Director appointment.***
2. ***The proposed formula for calculating the annual materials budget uplift will be presented at the next meeting in June for consideration by the Committee.***
3. ***Discussions on the new allocation model for FY2015/16 will begin after the spring vacation.***
4. ***The committee will be kept up to date on the progress of the materials budget proposal as it moves through the approval process.***
5. ***Communication plan relating to the REF policy on Open Access will be presented at the next meeting in June.***
6. ***Further exploratory discussions will take place on the role of the library as a publisher and outcomes reported to the committee as and when available.***
7. ***Study space current thinking/strategy will be presented at the next meeting. EUSA have requested that they are present at discussions on the strategy working group.***
8. ***The agreed metrics to the statistical report will be added from 2014/15 onwards.***

9. *The current compliance level relating to Open Access will be provided at the next meeting.*
10. *A report on the visitor numbers and resources used will be presented at the next meeting to show initial impact of the new library charges.*