University of Edinburgh Library Committee

Meeting held on Wednesday 12th October 2016; Cuillin Room, Charles Stewart House

Minutes

Members:

Mr Gavin McLachlan (Convenor – CIO and Librarian to the University, ex-Officio)
Mr Jeremy Upton (Director of Library and University Collections – Deputy Convenor, ex Officio)
Prof. James Loxley (Convenor of AHSS College Library and Information Strategy Committee)
Dr Ulf-Dietrich Schoop (College of Arts, Humanities and Social Sciences Representative)
Prof. Simon Parsons (Convenor of S&E College Library Committee)
Ms Michelle Evans (College of Medicine & Veterinary Medicine Representative)
Mr Scott Jung (College of AHSS Representative)
Mrs Christine Love-Rodgers (Library Staff Representative, User Services)
Mr Derick Liew (Undergraduate Representative)
Dr Gail Duursma (College of Science & Engineering Representative)
Mr Gavin Willshaw (Library staff representative, Library and University Collections)
Dr Steve Morley (Convenor of MVM College Library Committee)
Mr Steve Scott (College of Science & Engineering Representative)
Ms Joy Varnakari (Postgraduate Representative)

In Attendance:

Mr Richard Battersby (Head of Library Academic Support)

1. Apologies received in advance:

Ms Susan Graham (University Records Manager)
Ms Sharon Boyd (College of Medicine & Veterinary Medicine Representative)

Apologies noted at the meeting:

Mr Patrick Garrett (Vice President of Academic Affairs)
Mr Wayne Change (Undergraduate Representative)
Ms Katherine Baque Manzaba (Postgraduate Representative)

Minutes:

Mrs Louise Tierney (Committee Clerk)

2. Minute – PAPER A

The minute from the meeting held on the 11th May 2016 was approved by the Committee.

3. Matters arising

It was noted that the 2015/16 annual report of activities will be circulated after this meeting.
4. Convenor and Director’s business

- **Director:**
  
  **Library Strategy** – The Director informed the Committee that the three and ten year plans are now in place. Full details of the three year plan will be presented at the December Strategy and Planning Library Committee meeting.

  It was noted that the Library has been allocated £800k for new strategic activity. This will fund amongst other things investment in digitisation, course collections service and resource for operations at the new St Cecilia’s Hall.

  **Action: Library Strategy will be presented at the December ‘Strategy and Planning’ meeting.**

**Elsevier negotiations update - (Closed)**

**SUBSTANTIVE ITEMS**

5. Library purchasing budget

- **Expenditure 2015/16 – Paper C**
  
  The paper gave details of the expenditure in the last financial year. It was noted that the budget was 99.9% expended. The Committee congratulated the Library for the turn-out.

  The analysis of spend identified a drop in the overall digital spend from 88% in 2014/15 to 85%. The drop was due to an increase of purchases on monographs following the introduction of ring-fenced funds for course reading material.

  There were no other comments noted on the paper.

- **Allocation for 2016/17 – Paper D**
  
  The paper gave details of the overall budget for 2016/17 and the recommended sub-allocation at College/Interdisciplinary/cross-College level.

  The Committee were also asked to note the predicted impact on spending power following the reduction in the value of sterling. It is forecast that the poor exchange rate will see an 18-19% increase in costs for US Dollar purchases, and a 22-23% increase for Euro purchases – an overall increase in expenditure of around £500-600k. It was highlighted that the currency fluctuations are affecting all institutions across the UK, and that there is no University strategy or contingency plan in place to counteract the effects. It was recommended that further discussions should take place with the UoE’s Director of Finance regarding contingency plans.
As of 30th September 2016, 88% of the budget was committed.

During discussion, the following was noted:

I. The figures for 2016/17 should be recalculated to recognise the 2% increase as agreed with the publisher, Elsevier, and to illustrate the lowest expected exchange rate to show the maximum potential impact.

II. Forecast models over the next two financial years should prepare for parity for Sterling against the Dollar and the Euro.

III. There is a concern that the budget could be spent up by mid financial year. The Committee agreed that no new non-recurrent/recurrent purchases should be ordered for the moment and that all new purchasing should proceed with caution.

IV. Colleges should discuss potential in-house contingency plans.

It is expected that a more accurate picture will be available in January 2017, following completion of many of the large publisher agreements.

*Action: GMcL to discuss impact of currency issues and contingency with the Director of Finance.*

*Action: A further paper will be presented to the Committee at the Strategy and Planning Committee in December 2016 with revised costs.*

6. Membership and Governance – Paper E

The Committee were asked to support a proposal to review and amend the Committee’s Ordinances following the enactment of the Higher Education Governance Bill (Scotland) which requires the University to review all aspects of its Governance.

Although the University is awaiting further guidance from the Scottish Government regarding the impact of the Bill, it was proposed that the Committee should start to think about how the Library Committee is governed and operates. It is expected that changes at the University level could take up to two years for approval and implementation.

The Committee supported the proposal to amend the Ordinances. *The paper will be presented to KSC in January 2017 for formal approval and a further paper will be presented to Library Committee in May 2017.*

*Action: A further discussion paper will be brought to the May 2017 Library Committee.*

*Since this meeting, it has been confirmed that KSC do not need to give final approval for moving to amend the Ordinances, but that the proposed changes will seek KSC approval once they are agreed at Library Committee.

7. Digital Preservation Policy – Paper F

The Committee were asked to give their support to the Policy which provides a framework for the University to develop a service to ensure long term access to unique digital
materials. Implementation of the policy will also reduce the risk of non-compliance relating to Freedom of Information, Data Protection and retention of research data from funding bodies.

The project is in the early stages but work is currently in progress to link sustainable, open source technical solutions for preservation for, storage of, and access to digital assets.

The following was noted after discussion:

I. The Policy should be amended to include an out of scope section highlighting material which is not part of the policy, i.e. non-archival research data.
II. The Policy should detail the connection with records management.
III. Lecture capture material will be investigated for inclusion but this would stretch resources capacity to deliver on this now.
IV. The ECA legacy digital archive trial progress report will be presented to the Committee in 2017.

**Action:** The proposed amendments to the Policy to be made.
**Action:** The Policy will be presented to KSC.
**Action:** The ECA legacy digital archive trial progress report will be reported on at a future meeting.

8. Library Key Performance Indicators – Paper G

The paper provided an update on progress to identify a set of Library related Key Performance Indicators. A small set of proposed metrics were presented.

The Committee members were asked to comment on the approach to presentation of KPI’s and to confirm that they will be happy to receive performance monitoring data at future meetings. The following was noted:

I. Performance measures should be included as well as KPI’s
II. A link between statistics and performance should be included.
III. Performance, trends and benchmarking will be carried out and presented back.
IV. Usage of the Library facilities versus the running costs of the building/services to be included.
V. Use of digital material to be included.

Further work will be carried out to define the metrics and measures. A detailed proposal will be brought to the Library Committee in February 2017.

**Action:** Further Key Performance Indicators proposal to be presented at the February 2017.


This paper is closed at the request of the Student Survey Team because the results for the Schools are internal only to the university.
ROUTINE ITEMS

10. Estate development updates

- **Main Library redevelopment – Paper I**: The paper provided details of the Main Library changes over the summer 2016, planned changes in 2017 and the Space Review to be carried out by external architects (first visits are planned in November 2016).

An additional 358 study spaces will be available from the 17th October 2016. Spaces will be predominantly situated on the lower ground floor, with others on the upper floors.

The re-purposing of the Research Collections area on the 6th floor was highlighted as a concern by the Committee. It was advised that careful consultation will be carried out before items are removed, and that information on the location of all items in the existing collection will be available after the re-purposing work is finalised.

A further paper will be presented at the February 2017 Committee.

- **Law library**: A brief verbal update was provided – the library was successfully relocated to the David Hume Tower in June and there were no complaints made by users.

- **University Collections Facility (Library Annexe)**: A brief verbal update was provided. The £2.8 million funding business case will be presented to the Estates Committee on the 7th December 2016.

11. Open Access requirements for RCUK and REF

- **UK Research Data Concordat – Paper J1**: The paper introduced the Concordat on Open Research Data which seeks to ensure that research gathered and generated by members of the UK research community is made openly available for use by others wherever possible. The paper highlighted how support facilities at the University of Edinburgh adheres to the ten principles of the Concordat.

It is not currently known when this will come into effect but it will be good to embed the framework and encourage good working practice with immediate effect.

The Committee suggested the following:

I. Ensuring the University of Edinburgh Research Community understand the reasons for adherence to the principles.

II. A simple workflow will be required for Research Administrators and Researchers to follow to ensure research data can be made open.

III. Awareness sessions are required in areas where there is a lack of understanding. Academic Champions within each School will support awareness and compliance.
• **RCUK and REF Open Access briefing paper – Paper J2**
  The paper reports on the compliance for 2015/16 to the RCUK Open Access Policy and the Open Access requirements for the next REF.

  The compliance level for 2015/16 was noted as 85% against a target of 75%. Reports are being created which inform the Scholarly Communications Team of the number of outputs and the rate at which they are being added to Pure after the date of acceptance. This will enable the team to monitor time lags and compare against the 3 months deposit time scale when it begins in 2017.

  A new reporting method has been introduced as the existing three-month window method can penalise papers which have not been processed yet which can bring the School compliance level incorrectly down.

  The reporting format has been discussed with GaSP, College Research Managers and Research Administrators and a detailed list of the changes can be seen in paper J2.

  It is predicted that RCUK will provide Open Access funding in 2016/17 and the grant letter is expected to be received shortly. However, there is uncertainty as to whether funding will continue in 2017/18. The Library will need to think about whether it should adopt a ‘green’ approach to Open Access to reduce expenditure and enable roll over of funds into future financial years. A discussion will take place at Research Policy Group.

  The team are working to achieve 100% compliance in 2016/17 and REF readiness exercises will begin in early 2017.

12. **College and EUSA reports**

   **College of Science and Engineering:** The CS&E Library Committee will take place on the 13th October and will discuss relevant papers presented at this Library Committee.

   **College of Medicine and Veterinary Medicine:** There has been a review of the Governance of the College Library Committee.

   It was noted that there was a lack of awareness and communication regarding the Student Digital Experience project. The Committee were informed that an external consultant (Headscape) had carried out some research into student digital experience and that as a result, Information Services will work to implement any missing/under-par components as advised. Based on the feedback from the external report, funding will be sought to develop those areas which are not fit for purpose or missing entirely. This will feed into the University’s strategy to be a world leader in digital education.
There were comments from the Committee that many issues or development needs are already known internally and that internal consultation should have been carried out ahead of the external consultation.

A presentation on the Student Digital Experience will be made at a future meeting to discuss the external report, the proposed measures taken to improve the digital experience and consultation workflow for relevant stakeholders.

**Action:** Student Digital Experience presentation to be given at a future meeting.

**College of Arts, Humanities and Social Sciences:** There was nothing to note.

13. Any other business
The Committee were informed of the new structure of the Research and Learning Services area within Library and University Collections, in particular the transfer of Research Information staff from GaSP to Library Research Support.

The Committee expressed thanks to Dominic Tate and the Scholarly Communication Team for their support with Pure and Open Access issues.

**ITEMS FOR FORMAL APPROVAL/NOTING**

The paper provided an update to the proposal presented to the Committee at the October 2015 meeting. The digitisation project will include thesis from the 17th century to the present day.
Total funding for the project was £600k and in the first year closed with an underspend of £80k. This was due to the understanding that the money could be carried over into 2016/17 and only realising near the end of 2015/16 that the money will be lost if not expended. As a result, at the end of the project, additional funding will be required for the outsourced scanning all remaining unique, theses – this is forecast at around £140k. Discussions to identify this funding will take place.

10,000 of the approximate 25,000 thesis were digitised before the start of the project, with records created in ERA which are date stamped to prove golden copy status.

The following questions were noted for investigation by the Project Manager:

I. Is there a cross reference facility in ERA which can monitor where material is abstracted and used elsewhere?

II. Could the historical Alumni database link to ERA?

**Action:** Discussions regarding the £140k shortfall for outsourced digitisation to take place as soon as possible.
**Action:** Questions relating to ERA functionality will be investigated and reported on when available.
15. Business Schedule 2016/17

The paper details the business for the Committee in the 2016/17 session.

In addition a procurement exercise for a new Reading List system will begin soon. Library Committee will be kept informed of the progress of this project.

Date of meeting: Wednesday 14th December, 10.00am, Room EW.07, Argyle House (Strategy and Planning).