LONDON'S GLOBAL UNIVERSITY

LIBRARY COMMITTEE

Thursday 4 June 2015

M I N U T E S

PRESENT**:**

Prof. David Price (Chair)
Dr Paul Ayris
Dr Simon Banks
Ms Mariana Ceccotti
Dr Caroline Essex
Dr Kenth Gustafsson

Ms Pauline Jory
Mr Rex Knight
Dr Sophia Psarra
Prof. Philip Schofield
Prof. Jeremy Tanner (*on behalf of Prof. Richard North*)

24.   CHANGES TO LC MEMBERSHIP

24.1   The following changes to the LC membership were noted: -

Dr Simon Banks was identified as the new Faculty representative for Engineering Sciences, having replaced Mr Marco Federighi who had now retired from UCL;

Dr Richard Freeman had joined the committee as the Faculty representative for the Institute of Education. Although he was unable to attend this meeting and had sent his apologies, it was hoped that Dr Freeman would be available to attend LC in the new academic year.

25.   MATTERS ARISING
[see also minutes 16 and 17 below]

25.1   *NHS access to HE subscribed e-journals [LC minutes 15.2.5 – 15.2.6, 18.03.15]* – UCL had been leading on discussions with publishers to extend their access to HE-subscribed research journal literature to NHS constituencies also. These discussions had now ended and agreements were being reached, with the exception of one publisher, where discussions were still ongoing. Offers would be made to various

used more widely as a venue by colleges and for external conferences and seminars. However, in turn, this would mean a loss of storage space for library items, which would need to be stored offsite. Library users that were able to access special items from UoL within hours of requesting them would, henceforth, face a minimum delay of 24 hours before receiving them. The deadline for moving items offsite was fixed for the end of October 2015.

28.4 It was explained that in its current capacity, the Senate House basement was being used as storage space for some special collections, as well as for items that could be archived offsite, such as copies of old theses. Due to environmental conditions, items measuring 1500 linear metres would need to be maintained at Senate House, whilst a remaining 6500 linear metres of items would be moved to an offsite storage facility in Egham. This facility was in the midst of being redeveloped, with a view to items being moved over from Senate House to Egham in the future once complete. Library Services at the UoL were seeking 15,000 linear metres of space at the Egham facility, with the potential to accommodate annual growth for another thirty years at the very minimum. For the interim period, however, the possibility of storing items at other external storage facilities was also being explored. However, the viability of these options was dependent on cost and the accessibility of items upon recall.

28.5 At the request of LC members, further clarity was provided to indicate that collections classified as heavy usage items (i.e. requested 16 times or more in a year) would remain at Senate House in the short term, whilst low usage items (requested once or less in a year) would be moved offsite. Periodicals would be an exception to this classification of usage because of the impracticalities of separating parts across different locations. Staff and students seeking to recall items would need to place an order. In some instances online ordering would be available. However, in other instances users would be expected to recall an item in person. It was made clear that current open access library space, including student study space, would remain unaffected. Instead, developments by Senate House aimed at making better use of existing space meant there was scope for creating additional study spaces based on current footfall figures, which the UoL was also looking into as an option.

28.6 On a separate note, plans were also in motion to relocate ground floor office staff in Senate House into the basement area, which was to be reconfigured into an agile Lower Ground Floor working space once the existing library collections were removed. It was indicated that UCL was also moving in this direction in terms of new work practices for some of its Professional Services staff. Therefore, the possibility of sharing best practices in this respect was recognised as a worthwhile opportunity for both institutions to take advantage of.

advising them on UCL's *Research Data Policy*, as well as the requirements and policies of funding bodies pertinent to research data management. These visits would be carried out under the auspices of UCL's Research Data Executive, which was led by the Director of UCL Library Services.

29.3   The need for an effective communications programme with full engagement from across UCL was regarded as essential for ensuring compliance to its research data policy, as well as adherence to requirements stipulated by funders. When queries were raised as to what constituted data, it was explained that the RDSO would be able to address such queries during her visits to Faculties and Departments. Where it was necessary for data to be made available for a lengthy period of time, it was further clarified that in addition to having internal storage space at UCL, there was also the option of permanently archiving items in storage facilities external to UCL. It was also highlighted that in some instances, UCL still made use of lab books which were not digital. In this respect, it was suggested that the consultation could help to encourage staff to digitise their lab records to enable sharing and re-use.

RESOLVED:

29.4   LC members to email the details of relevant Faculty/Departmental contacts to the RDSO so that she can consult with them individually and develop an agenda for managing research data at UCL. The RDSO is Myriam Fellous-Sigrist: m.fellous-sigrist@ucl.ac.uk.

30.   UCL LIBRARY SERVICES PROJECTS REPORT

Noted:

30.1.   The report at LC 3-05 (14-15).

31.   REPORTS FROM WORKING GROUPS

Noted:

31.1.   Since the previous meeting of LC, the LC officers have received the Minutes of the following working groups that report to LC[*1]:

>   Library Committee Estates Development Working Group (8 October 2014; 14 January 2015; 15 April 2015)

32.   MINUTES OF FACULTY LIBRARY COMMITTEES AND ISSUES ARISING THEREFROM

Noted:

32.1.   Since the previous meeting of LC, the LC officers had received the Minutes of the following FLCs[*1]:

>   Arts and Humanities and Social and Historical Sciences (26 February 2015);

[*1]   Copies of the Minutes are not being circulated with the Agenda but are available electronically *via* the LC SharePoint site at https://sharepoint.adm.ucl.ac.uk/sites/lcs/Shared%20Documents/Forms/AllItems.aspx as well as in hard copy on request to the LC Secretary (see contact details on the last page of the Agenda).

Built Environment (5 February 2015);
Laws (3 December 2014 - not 3 December 2015 as indicated on the Agenda);
Mathematical and Physical Sciences (15 January 2015; 30 April 2015) ;
Medical Sciences (26 February 2015).

Noted:

32.2   The template terms of reference for FLCs at <u>LC 3-06 (14-15)</u>.

RESOLVED:

32.3   That Faculty members be included in the suggested membership of FLCs.

ACTION: Ms Nafisa Wagley

32.4   That following the updates suggested in item 32.3, the template terms of reference be circulated to Faculty

ACTION: Ms Nafisa Wagley

33.   ANY OTHER BUSINESS

33A   Budget 2015-16

Reported:

33A.1   The Library budget for 2015-16 had been announced and it was indicated that restricted funds were available to support UCL Library Services, particularly in their aspirations to support UCL's OA compliance with REF 2020. As the Library budget was set according to contributions made by Faculties, members were encouraged to discuss any arising concerns with their relevant Faculty Dean.

RESOLVED:

33A.2   That a working group be set up to take into consideration funding issues that could affect the extension of e-content procurement.

ACTION: Dr Paul Ayris

34.   DATES OF MEETINGS 2015-16

Noted:

34.1.   Dates of meetings of LC in the 2015-16 session were agreed as follows: -

Monday 7 December 2015, 13:45 – 15:15
Thursday 10 March 2016, 10:30 – 12:00
Thursday 2 June 2016, 10:30 – 12:00

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