

University of Sussex

Library Consultative Group

The 113th meeting held on Wednesday, 14 November 2007

Notes

Present: Dorothy Sheridan (Chair) (Library) (DS), Robert Ray (LifeSci) (RR), Roger Discombe (ITS) (RD), Claudia Eberlein (SciTech) (CE), Mark Davies (SI) (MD), Polly Jackson (USSU) (PJ), Maureen Winder (SPRU) (MW)

In attendance: Adrian Hale (Library) (AH), Jane Harvell (Library) (JH) and Alison Timoney (Library) (AT) (Secretary)

1. **Apologies for absence** were received from Cath Morgan, Dan Vockins, Saul Reid, Jil Fairclough, Nick Till, Tim Bale and Piera Morlacchi
2. **Notes of the last meeting held on 30 May 2007** were agreed with an amendment to item 8 i.e. second sentence should read *“EW advised that short-loan comprises books which...”*.
3. **Matters arising from last meeting (30 May 2007)**
 - Library FAQs still not available on the USSU website. PJ to chase. **PJ**
4. **Chair's communications (DS)**
 - Since the Librarian left the University of Sussex at the end of September the Library Management Team has been “acting up” with Cath Morgan taking on the role of Acting Librarian. The Librarian's post has now been advertised and interviews will take place on 10 January 2008. The interview panel will consist of the Deputy Vice-Chancellor, Dean (SI), President of USSU, Director of HR, Mark Brown (Chief Librarian at University of Southampton) and Head of Special Collections & Research Services. Candidates to visit the Library on 14 December.
 - Advised that the Library has decided to stop producing an Annual Report and to replace it with the “Library Review”, which can be found at www.sussex.ac.uk/library/review/. The Review will be updated periodically with current items of news and will be a much more flexible and cheaper way of providing this information. DS asked members of the Group to let their colleagues know of its existence. **ALL**
5. **Supporting research students followed by discussion (DS/JH)**

DS advised that a new post has been created in Research Liaison and the new member of staff will begin in December. Advised that if anyone has any queries in respect of research they should contact Jane Harvell (Tel: 2746, J.Harvell@sussex.ac.uk) in the first instance.

JH advised that as from September 2007 support for postgraduate students has been changed in that 1to1 training sessions are now provided rather than the previous set up of large group training sessions for each School. It is proposed to set up an online booking form to make booking appointments easier. Research Liaison will be actively advertising this new service around the Schools. CE stated that new members of faculty should be made aware of this and suggested it would be a good idea if it was included as part of the University's compulsory induction programme. DS/JH to investigate this possibility. **DS/JH**

6. Radio Frequency Identification (RFID) (AH)

AH gave a presentation on **Radio Frequency IDentification (RFID)** which is becoming increasingly used in libraries to support self-service and stock management. The technology consists of tags placed in items, such as books, and scanners which transmit a signal to the tag and then receive a signal back with the item identification. The main advantages of RFID are:

- Does not need line-of-sight access to the medium
- Several objects can be scanned at the same time
- Tags can hold more information than barcodes
- Easier to use than a system involving barcodes
- Three times faster than a barcode based system

This would mean:

- Shorter queues at counters
- Staff could be re-deployed to roving help (i.e. floor walkers) because of reduced counter service
- Possible to have extended opening hours with non-staffed services
- Books can be sorted automatically
- Reduction in shelving time
- More effective and efficient stock management, e.g. locating mis-shelved or missing books

A paper on RFID was presented to and noted by the Information Services Committee on 12 November.

7. Any other business

Nothing.

8. Date of next meeting

Wednesday, 20 February 2008 at 2.00-4.00pm in the Library Meeting Room. DS encouraged members to send a representative to meetings if they are unable to attend themselves.

AT
16.11.07