

University of Sussex
Library Consultative Group
The 115th meeting held on Thursday, 6 November 2008

Notes

Present: Kitty Inglis (Chair) (Library) (KI), Robert Ray (LifeSci) (RR), Claudia Eberlein (SciTech) (CE), Tim Bale (SocCul) (TB), Piera Morlacchi (SPRU) (PM), Caroline House (ITS) (CH), Jil Fairclough (BSMS) (JF), Adam Farrell (USSU) (AF), Laura Tazzioli (USSU) (LT)

In attendance: Adrian Hale (Library) (AH), Cath Morgan (Library) (CM), Jane Harvell (Library) (JH), Maureen Winder (SPRU) (MW) and Alison Timoney (Library) (AT) (Secretary)

1. **Apologies for absence** were received from Nicholas Till and Mark Davies
2. **Notes of last meeting held on 28 May 2008** were agreed
3. **Matters arising from last meeting (28 May 2008)**
 - CM has chased re Library FAQs. KI queried if they should be abandoned as they were produced three years ago and are probably out of date. CM/AF to discuss outside the meeting. **CM/AF**
 - Bid has been submitted to the Heritage Lottery Fund for a new archival storage facility (i.e. The Keep). A decision on whether or not we have been successful will be announced on 16 December 2008. KI will continue to update LCG on any further developments.
 - A Steering Group has been formed for the Library refurbishment project and an initial meeting was held in June. The University has employed Architects Shephard Epstein Hunter (SEH) to carry out advisory work on the project. SEH to report back soon to the Project Board and this report will be used as a basis for developing a broader brief. It is hoped to be able to report on concrete plans at the next meeting.
4. **Chair's communications (KI)**
See item 5.
5. **Library Update (KI)**
KI gave an oral report on key developments in the Library (please see Library Update report for details). The following were additional points made.
 - **Staffing:** Pleased to advise that Jane Harvell has been appointed as Head of Special Collections and Research Services. Plans are in place to recruit a new Research Liaison Manager.
 - **Budget:** Concerned about possible increases in the cost of journal subscriptions next year. Will be bidding for additional funding in the next Operational Planning round.
 - **EThOS:** Would like to draw attention to the Electronic Theses Online System (EThOS). 167 most frequently requested theses have been submitted for digitisation. Work is ongoing with colleagues in Sussex House to develop mechanisms for electronic submission of theses.

- **Technical Innovation:** Group study rooms have been upgraded with the installation of a symposium (combination of a standard PC and a smart board). CE advised that the smart boards' serial numbers are needed to get the appropriate software so work can be prepared in advance and used on the machines. CM to liaise with relevant Library staff and ITS. **CM**

KI asked if AF could spread the word amongst students about the new equipment in the study rooms. AF advised that the new Student Representatives have been elected and queried if the Library would be interested in giving a talk on what is available.

- **Special Collections and Research Services:** A survey was conducted of research and teaching faculty in June. JH advised that the response rate was fairly low, which was very disappointing.
- **Online tutorial:** Temporary project officer will be looking to engage with academics as well as students over the next few months.
- **UKRR Phase 2:** The Library will be bidding for Phase 2 of the UKRR. Progress to be reported at the next meeting.
- Have received funding to do a further year of 24 hour opening. Will continue to monitor uptake and use of the building. Any help from USSU in raising awareness would be appreciated as it costs a lot of money to do this and the Library will have to be able to justify continuing with it.

6. **Stock Retention and Withdrawal Policy (JH)**

A draft stock retention and withdrawal policy was circulated for consultation at the beginning of September with a deadline of end of October for comments. Feedback has been received from some departments. JH asked the Group if they had any comments/concerns on the policy. TB advised that the main concern for Politics is if items are shelved under a different department (e.g. Sociology), then academics from Politics wouldn't necessarily be consulted when reviewing the stock which could lead to items being withdrawn which are of interest to the Politics Department. JH stressed the need for complete engagement from the Departmental Library Representatives about who should be consulted to help avoid this.

RR queried if it would be possible for academics to keep withdrawn items themselves so they could still have access to them. It was advised that it wouldn't be possible to make withdrawn items available to purchase or keep as this would slow the process down. However, JH advised that the process would be done on a department-by-department basis and ground rules could be set with each department when their area is being looked at.

When it has been decided which area to do next, information will be emailed to all Departmental Library Representatives so they can notify relevant colleagues.

The stock retention and withdrawal policy will be presented to Information Services Committee on Thursday 13 November for ratification.

JH to amend paragraph on disposal arrangements for journals to read "...following their withdrawal, items will be made available (for a limited time) to not-for-profit organisations provided that the process of donation is made at no additional cost to the Library."

JH

7. Demonstration of Aquabrowser (AH)

AH gave a demonstration of Aquabrowser, which is a catalogue search tool. This search tool should be available from January 2009 and will be run alongside Prism (the current catalogue interface). Plan to have a feedback mechanism for users. KI advised that an email will be sent to Departmental Library Representatives to advise when it is available.

8. Membership 2008-09 (KI)

AF advised that Student Representatives have been elected but still waiting to find out which groups/committees they have volunteered for. AF to liaise with Tracey Beck to find out who the Student Representatives are for LCG and to pass their contact details to AT.

AF

9. Any other business

None.

10. Date of next meeting (AT)

Thursday 12 February 2009 at 2.00-4.00pm

AT

13.11.08