

University of Sussex
Library Consultative Group
The 116th meeting held on Thursday, 12 February 2009

Notes

Present: Kitty Inglis (Chair) (Library) (KI), Claudia Eberlein (SciTech) (CE), Caroline House (ITS) (CH), Munaiba Salam (SI U/G) (MS), Adam Farrell (USSU) (AF), Amy Selmon (LifeSci U/G) (AS)

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, Anita Shaw, Jil Fairclough, Tim Bale, Piera Morlacchi, Laura Tazzioli and Mark Davies.
2. **Notes of last meeting (6 November 2008)** were agreed.
3. **Matters arising from last meeting (6 November 2008)**
 - Library FAQs as they currently exist to be abandoned
 - CM/CH to liaise in respect of smart boards and getting the appropriate software **CM/CH**
 - Looking to implement the Stock Retention and Withdrawal Policy which was approved at Information Services Committee on 13 November 2008
 - KI thanked AF for succeeding in getting more Student Representatives for LCG. AF advised that appreciation should go to Tracey Beck in the Academic Office

4. **Library Update (KI)**

KI presented the Library Update. The following further comments were made:

Finance & Budget

Have had to cease acquiring any new subscriptions for 2009 due to the current fluctuation in exchange rates. Will be working with the Finance Department to ensure we bid for extra money to cover unexpected inflation costs for 2010.

Technical Innovation

Have had some positive feedback on the new version of the Library catalogue, which went live in January. CE advised that she finds it confusing and has gone back to using the old system on a few occasions. Also advised that she hasn't had any feedback from her colleagues but will raise it at the next departmental meeting. JH stated that it would be interesting and useful to have feedback from users.

ETHOS

CE suggested asking students now to submit a PDF version of their thesis together with a bound copy as this may save the Library a lot of work in the future when the University moves to electronic submission in October 2009. KI advised that the Library would be happy to receive theses in PDF format earlier than October but stressed that the current regulations of the University states that students have to submit a bound copy for submission to the Library so it would have to be a suggestion rather than a requirement.

Roving

Very pleased with the success of the recent roving pilot so will continue to do this. AF suggested making sure that Library staff receive refresher training on support services. CM to discuss with Lending Services Manager. **CM**

24 hour opening

Uptake has grown significantly. Situation to be kept under review and the Library to continue to bid for funding so it can continue in the future. AF queried what the Library was planning to do with the findings as it would be good to let students know how well it is going. KI advised that a report will be presented at Information Services Committee next week. CM agreed to produce a report and CM/AF to discuss the best way of circulating it to students. **CM/AF**

5. Strategic Plan (KI)

The Library is currently doing work to revise its Strategic Plan and to align it with the University's new Corporate Plan. A version should be ready for consultation at LCG in May.

6. Recurrent expenditure (JH)

JH reiterated that due to the fluctuation in exchange rates it has been necessary to cease the acquisition of new subscriptions for 2009. Library Representatives have been advised of this via email. May have to think about prioritising requests if no further funding is given by the University next year.

7. Project updates (KI)

Library Refurbishment

Refurbishment is moving forward slowly. Maureen Cherry has been appointed as the new Deputy Head of Projects in EFM. KI has been working closely with MC to finalise Business Case for presenting to the University. A report from the Architects on what might be feasible has been fed into the Business Case. Business Case has been presented to the Capital Planning Group and it is hoped to have some concrete information for reporting to LCG in May.

UK Research Reserve (UKRR)

UKRR is being launched next week and the Library will be applying to join. This will enable us to be part of a nationally managed project which will encourage universities to work together to review hard copy journals with a view to streamlining them nationally. Two copies of all journals will be held at agreed universities around the country and one copy will be held at the British Library. Hope to be in a position to report back to LCG in May on how the Library will engage with the project.

8. Demonstration on Aspire (formerly Zephyr) (AH/CM)

Aspire is a Talis project to develop a new reading list management system to replace Talis List. The Library has been accepted for a pilot to develop the editing functionality of online reading lists in Aspire and CM has been liaising with academics who have volunteered to work on the pilot. CM then gave a demonstration of Aspire and advised that it is hoped that it will be ready for the autumn term.

CM gave a demonstration on the new webcasts which are available within the electronic library section of the website (www.sussex.ac.uk/library/electronic/).

9. Any other business

- Issues from Sussex Institute (MS)
 1. **Q: *Social work books:*** *Books in longer loan section tend to be older editions of books which are out of date, and in social work with law changing etc these are relatively unusable. Students often call for more copies of current editions of core books in short & long loan sections.*

A: If users experience problems with a particular section or book they should contact Jane Harvell in the first instance to discuss the issue. CM also advised that it would be helpful when students find certain books aren't available if they could notify the Library by email.
 2. **Q: *Smoking:*** *You cannot get in and out the library without inhaling other people's smoke. The area outside the library should be non smoking.*

A: KI to follow up possibility with the Head of Library Administration to see if there is a line from Health & Safety and EFM on this issue. **KI**
 3. **Q: *Talking in library/PC areas:*** *Many students have said that it is difficult to concentrate on assignments due to groups of students who seem to meet up in 2nd and 3rd floor PC suites in library and chat. Better guidance from library needed.*

A: Advised that silent zones are available in these areas. Will be looking at the overall issue of study space as part of the refurbishment project. CM stressed that containing silence needs to come from people using these areas. AF suggested having signage which people could point at if they are having problems with noise (e.g. sign saying "You are disturbing my work").
 4. **Q: *Facilities:*** *There is a toilet on 3rd floor library but only disabled and locked so if working in library, need to pack up and often loose computer space to go to loo. Would be good if there were more suitable facilities in the library in the working areas.*

A: Will be looking at the possibility of opening up existing toilets for wider use as part of the refurbishment.
 5. **Q: *MA in Education:*** *When books are requested back they only have seven days to return them. They are only on campus every few weeks so it is inconvenient. For some it is a two hour journey to return a book, for others, up to five hours round trip. Longer return time requested.*
 6. **Q:** *20 books is quite a small book allowance for MA students.*

A: Currently looking at the Library's loan allowance, allocation and loan period for all users but this won't happen in time for MA students this year. CM advised that it is possible for MA students to renew their loans.
- Issues from ITS (CH)

CH advised of online survey carried out by ITS. One comment made was that students want more computers in the Library. The survey summary report has been published and is available on the ITS web page at www.sussex.ac.uk/its/policy/.

AS queried if it would be possible to have double sided printing on printers in the Library. CH advised that this is currently being investigated.

- AF advised that some students have raised concerns about the ground floor IT room being used for teaching which means they are unable to get access to it. CM advised that there are notices on the ground floor advising when rooms will be in use for teaching.
- JH queried if there was a procedure in place whereby colleagues can attend LCG on members' behalf if they are not able to attend. KI confirmed that she would be happy to introduce this.

10. Date of next meeting (AT)

Thursday, 21 May 2009 at 2.00-4.00pm in the Library meeting room.

AT
23.02.09