

University of Sussex
Library Consultative Group
The 117th meeting held on Thursday, 21 May 2009

Notes

Present: Kitty Inglis (Chair) (Library) (KI), Claudia Eberlein (SciTech) (CE), Mark Davies (SI) (MD), David Boyne (Hums P/G) (DB), Naomi Tadmor (Hums) (NT), Jil Fairclough (BSMS) (JF), Caroline House (ITS) (CH), Amy Cowan (SocCul U/G) (AC), Robert Ray (LifeSci) (RR), Laura Tazzioli (USSU) (LT), Adam Farrell (USSU) (AF)

In attendance: Cath Morgan (Library) (CM), Jane Harvell (Library) (JH), Gráinne MacDermott (Library) (GM), Mint Orr (Woods Bagot) (MO), Claire Gardiner (Woods Bagot) (CG), Maureen Winder (SPRU) (MW), Alison Timoney (Library) (AT) (Secretary)

1. **Apologies for absence** were received from Nicholas Till, Munaiba Salam, Amy Selmon and Tim Bale
2. **Notes of last meeting (12 February 2009)** were agreed.
3. **Matters arising from last meeting (12 February 2009)**
 - CM/GM/AF met to discuss the issue of ensuring that Library staff receive refresher training on support services. A list of suggestions has been forwarded to the Head of Student Support & Experience but no response has been received to date
 - 24 hour opening report has been forwarded to Library representatives for presenting at their departmental meetings
 - KI contacted H&S and EFM to ask for guidance in respect of smoking outside the Library. Unfortunately, as people are outside the building there isn't much that can be done but will follow up on this as part of the refurbishment
4. **Library Refurbishment: Presentation from Woods Bagot Architects**

The University has allocated money to refurbish the Library. Woods Bagot has been appointed as the Architect and has been working closely with colleagues from the Library and EFM to put the project together. The refurbishment should help to provide a more flexible, fit for purpose learning space. We are currently in the process of procuring RFID and it is planned to start the programme of works in December 2009 with works finishing in spring 2011. KI then introduced Mint Orr, Project Architect and Claire Gardiner, Project Professional from Woods Bagot and MO gave a detailed presentation on plans for the refurbishment.

Members of LCG were then asked for any comments/questions. The following points/suggestions were raised:

- Think about where to place different types of study areas in respect of impact on noise levels (e.g. if people are studying individually they need to be placed away from group study areas)
- Have electrical sockets in study booths so users can use their laptops to connect online
- Have a dedicated printing zone or comfy zones with a designated printer
- Introduce lockers
- Introduce more laptop power units and better wireless access
- Have PCs that can be used in silence zones

- Change the PC in core collection so it can be used for typing and not just looking things up

KI advised that once the work begins the Library will ensure that noise and disruption is kept to a minimum, especially around exam time. Currently looking for alternative study space on campus for students to use. Members were urged to look out for the programme of works which will be put on the website once it has been confirmed.

MO and CG left the meeting at this point.

5. **Library Update (KI)**

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

Finance and Budget

Should be able to come in on budget this year but have serious concerns about next year's budget. Money given to the University by HEFCE has been reduced so not getting as much as previously thought. Will report back on any progress through Library representatives

Technical Innovation

A Focus Group was held to look at MyDiscoveries. This is a new feature which can be used to tag, review, create lists and rate the Library's materials. It can found at <http://beta.lib.sussex.ac.uk/ABL/>. Members were encouraged to have a look and to provide feedback on what they think.

Lending Services

The introduction of RFID will help to provide a robust, reliable, self-issue and return service. The tender process has commenced and it is expected to award the contract in mid June 2009, with work starting on tagging and other technical aspects from July 2009 and a "go live" target of January 2010.

24 Hour Opening

Usage figures continuing to rise. Have funding to continue into next academic year.

6. **Draft Strategic Plan 2009-2015 (KI)**

KI introduced the Library's draft Strategic Plan and asked for any comments or suggestions to be sent by email to a.timoney@sussex.ac.uk by 26 June 2009.

7. **Loan Allowances (GM)**

GM introduced paper on proposal to alter loan allowances. All happy with the proposed changes. Changes to be implemented at the start of the next academic session.

8. **Changes to stock recovery processes (GM)**

GM introduced paper on proposal to revise current sanctions for overdue items. MD raised concerns about whether there is a legal issue in respect of blocking a user's account when an item becomes overdue and suggested checking this with the University's Solicitors. AC queried if it will be possible to pay fines online. GM advised that this is currently being looked at and the Library may introduce a machine for paying fines.

9. Library Regulations (CM)

CM advised that the Library Regulations are updated on an annual basis. The paper will be presented at Information Services Committee in June and will then go to Senate as part of end of year business. The following comments were made:

- Amend 2.9 to read "...reserve the right to remove **unaccompanied** items..."
- Suggested getting guidance from the University's solicitors on proportionality of five cardless entries

10. Any other business

DB complimented the Library for providing members with reports and information in advance of the meeting enabling worthwhile discussions to take place.

AC raised the following questions:

Q: Would it be possible to put a water cooler in the Library?

A: To be considered as part of the refurbishment project.

Q: Would it be possible to block access to facebook on some PCs?

A: CH advised that this is something that could be proposed at IT Consultative Group and that PCs are meant to be used for academic purposes so users have the right to ask someone to move if they are using a PC to access facebook for non-academic purposes rather than for course work. ITS will be introducing a PC in the Library that will be available for 5 minute periods for completing short pieces of work.

Q: Would it be possible to have more PCs in silence zone, more wireless activity and more power points?

A: To be looked at as part of the refurbishment project.

Q: Would it be possible to extend weekend opening?

A: KI advised that opening hours are kept under constant review but there would be funding implications for doing this.

CM reminded members to keep a look out for the refurbishment website which will be launched over the summer.

11. Date of next meeting (AT)

To be confirmed following confirmation of the Committee timetable for 2009-10.

AT
26.05.09