

University of Sussex

Library Consultative Group

Notes of the 77th meeting held on Wednesday, 16 November, 1994.

Present: Ms. N. Aldred (CCE), Mrs. C. Barnes (Library faculty), K. Berggreen (Bookshop), R. Discombe (Computing Service), Ms. C. Donovan (GRCSS), Dr. S. Dubow (AFRAS), Dr. S. Easterbrook (COGS), A. Halsey (MAPS SJC), Ms. S. Hinchliffe (CCE), N. Jacobs, (Library faculty), Dr. E. John, (BIOLS), Mrs. P. Kidd (Library Clerical Staff), Ms. B. Merchant (SPRU), Ms. E. Nuttall (Students' Union), A.N. Peasgood (Librarian), Dr. J.A. Scholte (EURO), P. Siedlecki (Library faculty), D. Smith (SOCS), Dr. L. Thomson (MAPS), M. Williams (ENGAM SJC)

Apologies received from: Dr. V. Griffiths (ICAPE), Dr. M. Howard, (CCS), L. Martell (SOCS), Dr. F. Watts (BIOLS),

599. Notes of the previous meeting were confirmed.

600. Matters arising:

CVCP agreement with Copyright Licensing Agency. The Librarian reported that a new round of negotiations between CVCP and CLA would start in the New Year, in the hope of a new agreement being reached before the existing licence expires in July. CVCP negotiators would be led by Graham Zellick, a newcomer to these issues. SCONUL (Standing Conference of National & University Libraries) would be briefing him as to the importance of getting a better deal for universities than was achieved when the licence was last negotiated.

601. Library Annual Report 1993/94

The Group received the Library Annual Report and noted:

- UNCOVER was a networked information service providing periodical articles. It was marketed in this country by Blackwells, having been developed in the USA.
- USIS was not included in this Report because it is not a Library service but the joint responsibility of the Administration, the Computing Service, and the Library .
- The recharging of Library photocopying was controlled by statute: the service (available 72 hours a week) had to be totally self-sufficient; (i.e. all the equipment, including depreciation, had to be paid for; also staff providing the service and support, and the additional shelving load created by photocopying) as well as making a contribution to the cost of Library space, heating, ventilation, etc. It should be noted that the previous charge for photocopying in the Library had been constant for more than 10 years.

It was suggested that there should be more photocopy machines on the second and third floors but it was pointed out: 1) there was an increasing lack of space for such facilities, create noise and disturbance for other Library users; 2) the photocopy machines were really busy for only 30 weeks of the year while for the remaining weeks they were little used - adding more machines would increase the problem of maintaining viable income levels then.

- Fines income. The use of monies from fines on overdue books had been raised in the Library Suggestion Book several times. The Senate approved Regulations require them

“to be used for Library purposes” and they are used for the purchase of books and paying staff involved in processes involved with overdue books.

- Graduate carrels. The Group discussed the removal of graduate carrels in the Library during the summer vacation which had been forecast. It was pointed out that the high level of demand had not turned into substantial use. On average the carrels had been occupied for only one third of the time of other Library reader places and, faced with overcrowding in the rest of the Library, there was no other sensible course than to remove them. The traditional carrel was apparently no longer cost effective; the Librarian would be happy to discuss with graduate student representatives alternative arrangements in the planned new extension.
- User education was much extended but there was still scope for extended Library induction for staff and tutors. The Library was continuing its programme, targeting particular groups of staff (two or three a term) introducing them to the more important new facilities. It was noted that CCE requirements might need to be addressed separately.

602. [Librarian's report](#) for the period June- November 1994.

The Group received the Librarian's Report and noted that in para.4, reporting the availability of the bookable PC which provided access to the Internet, the term ‘public’ did not mean ‘for the general public’ or ‘unsupervised’, but ‘available to users who were not members of Library staff’.

The Group was reminded that in summer 1995 there would be substantial disturbance as much of the south courtyard would be rebuilt. More information about the effects on services would be published next term, but there would certainly be no Mass-Observation and Manuscripts Services during the summer vacation.

603. Periodicals Review

The group received the report of the latest triennial review of journal subscriptions ([LCG/77/6](#)) which had featured the lowest participation rate ever registered (under 50%) and the greatest number of cancellations and new subscriptions. Most changes would take place at the beginning of January 1995, though £10,000 worth of new titles were ordered retrospectively to start January 1994 as a result of the Library's budget allocation for 1993/4. Not all appeals against final decisions could be satisfied, but there had been a substantial change in the pattern of provision, and most of that would be fully apparent early next calendar year. It was felt that the review had been more cumbersome than in previous years, but it seemed a few hours every 3 years to review subscriptions costing more than £½million p.a. was not excessive.

One member described how his School had involved its members in consideration of shorter wants lists; such efforts were usually repaid by the eventual outcome, and participants should get themselves organised within the framework provided. The Librarian emphasised that it seemed only something like the present system would deal fairly with rebalancing *between* (as distinct from *within*) subjects.

604 Library extension (Stage 4)

The group received the paper *Library extension ('Stage 4')* ([LCG/77/7](#)) which gave the present position on the University's bid for extra funding to create a Library extension, together with news that the long-awaited refit of Library heating and ventilation would be scheduled to take place at the same time.

In response to members' questions it was reported:

The disposition of the material at present in store in the Lewes warehouse depended on the success of the bid for funds, which would dictate the eventual size of the Library extension.

The size of the snack bar would be considered when planning the Library extension and refurbishment of the present building. A 'smokers' lounge' - at least an area where smoking would be legitimate - was planned, next to a snack bar in which smoking would not be allowed.

Provision for disabled students had been noted as an item for attention.

The outcome of the Library bid would be reported at the Summer term meeting of the Library Consultative Group.

605 Reading List Project

Following a presentation, the Group discussed the new reading list system at length; arrears of inputting had arisen because the Library staff had been surprised by the unprecedented (and unpredicted) volume of information to be input.

Representatives of COGS and AFRAS congratulated the Library on the system but raised questions about reading lists for courses this year which were not submitted next. Would the Library assume that the course would not run next year? There should be a central list of courses taught. Will people be able to find out if courses have been updated? Courses should change and be updated to take account of innovation and to keep up with literature; there was worry that efficiency of the system would encourage some members of faculty to be complacent. Could the library monitor change for a particular course? The Librarian said he would have to seek advice. The reading lists were in the catalogue and the lists were available worldwide; this may be a stimulus to faculty to keep up to date. Would the Library provide checklist of courses which are on the system? A printout could be made at the request of the tutor which could be annotated if there are only small changes to the course.

There could be scope for a bid for a third stage of the project with a number of tutors who were prepared to join in the development work.

606. Start of session experiences

The Group received the Librarian's papers (([LCG/77/9a](#) and [LCG/77/9b](#)) reporting on the changed pattern of induction and the changes in Library usage statistics to date.

Induction. For the first time a video recorded introduction to the Library had been used to support talks given in Schools. (Increased numbers had meant that the traditional tours of the Library during the first two weeks of term could no longer be made.

Usage. Most Library activity had increased by about 5% on last year. However, in the Reserve Collection (the office also dealing with reading lists) business had increased by 40-60%; the group discussed problems associated with this remarkable increase and speculated on the reasons for it. Attempts were being made to adjust Library resources accordingly.

607. Book Availability

The Group received a copy memo circulated widely in September 1994 reporting on the project. An application for funds to support a successor project “to investigate students' and tutors' attitudes to, and use of, the Reserve Collection with a view to improving the availability of books which are in particularly heavy demand” had been made. The new project would be in a slightly changed format in view of the results of the first project and the increased use of the Reserve Collection in the autumn term. A follow-up survey which was intended both to test the impact of changes made in the summer as a result of the first survey and to collect data for the intended second project, had been advertised.

608. Questionnaires on Library performance

The Group discussed an ENGAM SJC suggestion that monitoring of Library performance be included in the annual monitoring process in Schools. It was agreed that advice be taken as to how best to achieve this.

609. Recycling of waste paper

The Vice-President (Education) of the Student Union had been approached by a member of the Environment Group who had proposed that waste paper in the Library be recycled. Previous short-lived waste paper recycling projects were recalled by the Librarian as well as efforts to save for re-use envelopes containing overdue notices, also of limited success. It was noted that the University had announced a post of University Environmental Adviser and it was felt that it would be better to wait until this post had been filled before taking any new initiative.

610 Any other business.

Access to networked CD Roms. A COGS enquiry about extending this to their machines was referred to the Library's Network Manager.

Library staff involvement in teaching, and sometimes assessment, was noted as a possible distraction from their primary responsibilities. The Librarian said that such involvement should be one way of achieving more effective use of the Library, which was certainly a basic aim. He agreed that it was hard to define just where such involvement should stop, and recalled that the recent Follett and Fielden reports forecast increased activity of this kind by Library staff.