

University of Sussex

Library Consultative Group

Notes of the 86th meeting held on Wednesday, 19 November 1997

Present: Ms. J. Armit (SOCS SJC), G. Bennett (SMS SJC), I. Clarke (ENGG SJC),
Ms. K. de Jong (VP Education, Student Union), R. Discombe (Computing Service),
Dr. J. Fairburn (EURO), Ms. L. Gladwin (Library), Ms. S. Hinchliffe (CCE),
Dr. M. Howard (CCS), Dr. L. John (BIOLS), L. Martell, (SOCS),
Ms. B. Merchant (SPRU), A.N. Peasgood (Librarian & Director of Information
Services (Chair)), L. Sanders (COGS), Mrs. H. Swyer (Library), Dr. F. Watts (BIOLS),
Ms. B. Woodman (SPRU), Dr. G. Wraith (SMS),

Apologies: Dr. J. Bacon (BIOLS), (K. Berggreen (Bookshop), Prof. C. Watts (ENGAM),
Dr. J. Rusted (BIOLS)

665. The notes of the 85th meeting were confirmed.

666. Matters arising.

646. Exam papers on USIS. The Teaching & Learning Development Fund project to put past exam papers in electronic form on USIS had commenced with the appointment of Joanne Whiting as Project Officer; she had made substantial progress in developing a pilot scheme.

651. Periodicals Review. The strength of the £ sterling had given rise to a windfall of money in the Periodicals account in the months preceding the review; as a result 168 titles due to be cut were given a year's reprieve. 146 titles were lost, to be replaced by 71 new ones of equal total value.

667. Library Annual Report 1996/97.

The final draft was noted.

668. [The Librarian's Report, June-November, 1997](#) was noted - in particular:

Budget.

It was clear that the 3% reduction in Library funding had led to the Library being less adequately staffed than last year; although there was concern that the service was less than users expect and need, a reduction of such a scale could not be concealed. Further cuts were expected in subsequent years but the impact of expected increased use and genuine efficiency gains resulting from the building alterations made it difficult to judge in detail how the cuts would affect library operations.

The move of the staff of the Education Branch Library to the main Library, when the stock was relocated next year, would be a palliative to the cuts in the short term, though extra workloads would of course follow as well.

Building works.

The Librarian apologised for the reduction in user places this year from 530 to 500; the lost places would be reinstated next session and others added.

Access to stock in the coming summer would be limited only for the actual relocation of particular sections; no fetching service was expected to be necessary.

Disabled access.

The University is negotiating with IDS to reach a solution to the blocking, by parked vehicles outside IDS, of the door used by disabled readers.

669. Geac replacement.

The Librarian said that he was making the first public announcement of the need to replace the Library housekeeping system. Capital funding was being discussed with the Administration; the Library would contribute over a few years 25%.

670. Regulations

Modifications to Library Regulations concerning children in the Library were noted. The revised version would be put to Senate for ratification in June; it was already, in practice, effective. Other changes in regulations to be required when the extended building was in full use would be formalised at the same time. It was felt, however that the revised version should be strengthened for reasons of safety to state that children must be accompanied by an adult anywhere in the Library other than on the ground floor.

671. Use of PA system for personal messages.

Noted that a formal complaint had been received from a Library user, who had requested that the complaint be formally reviewed, not only by Library staff. The agenda paper [LCG/86/7](#) set out the Library policy with regard to the use of the PA system for personal messages, and after discussion the Group decided that the present policy was correct and that the guidelines for implementing it were satisfactory; public address announcements were disturbing to readers and any increase would be unwelcome.

672. Changes to evening book pickup routines.

Noted Agenda paper [LCG/86/8](#) and discussed possible problems for readers whose books were removed from desks during temporary absence; decided that providing users were given clear information about Library practice, the Library should go ahead with the proposed change, reviewing the procedure should there be any serious problems. It was also suggested that users be given stronger instructions to place books no longer required on the coloured shelves provided.

673. Any other business

- Services to students. Problems of access to the Library for CCE part-time students were discussed. The Librarian reported that he was to be a member of a working group on life long learning set up by the University, which would deal with University policies in relation to the Dearing Report and the expected government White Paper. Sarah Hinchliffe asked that anyone interested working on an assessment of the needs of part-time students should contact her.
It was thought that similar problems applied to visitors who were at the University for 6 months or less for research, most of whom were not issued with Library cards. The Librarian pointed out that there were recommended routes for inviting visitors to the University via Sussex House; in some cases, where schools had invited visitors independently of the centre, no money was available to the Library to provide services to these visitors.
- The Authors and Writers Collecting Society is mailing academics concerning payments due to copyright holders in respect of copying undertaken under the umbrella of general licences to make copies. Changes to arrangements made by the Copyright Licensing Agency may affect University authors.

674 Matters for discussion at Spring meeting

IDS Library:

- 1) What happens to existing collections?
- 2) How to fund the intake of current materials when BLDS is not doing so.