

University of Sussex

Library Consultative Group

Notes of the 87th meeting held on Wednesday, 18 February 1998

Present: G. Bennett (SMS SJC), Ms. K. de Jong (VP Education, Student Union), R. Discombe (Computing Service), Dr. J. Fairburn (EURO), Ms. S. Hinchliffe (CCE), Dr. M. Howard (CCS), Dr. R. Howes (Library), Dr. L. Martell, (SOC), Ms. B. Merchant (SPRU), A.N. Peasgood (Librarian & Director of Information Services (Chair)), Mrs. R. VanKruyssen (Library) Ms. B. Woodman (SPRU), Dr. G. Wraith (SMS),

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

675. The notes of the 86th meeting were confirmed.

676. There were no matters arising.

678. [The Librarian's Report, November, 1997-February 1998](#) was noted. The Librarian confirmed that he still had no information about the Copyright Licensing Agency licence. He reported that an experimental 'Returns Only' position would operate very shortly to the end of the term.

679. Building works

The paper 'Building works (February to September)' ([LCG/87/5](#)) gave the basic situation but the Librarian also demonstrated plans on the Library Website which exhibited the progress of works scheduled from February to September, floor by floor. It was noted that much seating on the first floor had become unavailable but the Librarian pointed out that furniture would be returned around the perimeter of the contractors' area as soon as the boundaries of their operation were established..

With regard to possible disruption it was noted that most of the contractors' work in round one would finish by the start of the summer term; there would be limited work continuing in the first two weeks of the summer term. There would be only one small piece of physical demolition on the first floor, and this was scheduled for the Easter weekend.

In May shelving would be erected on the second floor but this would be postponed to June if it became too disturbing to readers. Erection of shelving on the first floor was scheduled for June but should not be too disruptive. No stock would be moved before the beginning of June.

It was emphasised that information should be made available from the start of the summer term. Many readers were not able to access the Library Website and therefore it was essential that signs giving warning of moves and works be in a prominent situation.

The Group was assured that there would be no move of the Reserve Section until after the end of June.

680. Preservation policy.

The Group discussed the paper 'Preservation Policy' ([LCG/87/6](#)) at some length, especially with regard to annotation and highlighting in Library books, and damage caused by spillage of food and drink. Neither was felt at all acceptable and among suggestions to combat both were a 'black museum' exhibition for the benefit of students on induction to the Library; getting the

message across in study skills sessions; making borrowers responsible for checking that books were free of markings at the time of borrowing; a positive campaign with posters on how to treat books properly (e.g. use copy pages to write on, not the originals in a book). Not all members agreed that a poster campaign would be effective, and it was suggested that bookmarks, similar to those giving information on opening hours, were preferable.

Damage to bindings sometimes occurred when books were being photocopied; such damage could be reduced by use of special photocopiers (which the Library did not have at present) and by gentle handling of books when they were being photocopied.

It was agreed that Library Regulations forbidding food and drink should be enforced. The new entrance in the refurbished Library would make it easier to stop food and drink being brought in from the snack bar, but the availability of a staff patrol within the building, to reinforce that, was uncertain.

Establishing, by means of a suitably comprehensive survey, the likely attitudes of users to initiatives on annotation in library books, and the consumption of food and drink in the Library, would be a useful guide to the tone to be adopted.

681. Any other business. Nothing was raised under this head, and no items for the summer term meeting were requested.