

University of Sussex

**Library Consultative Group**

Notes of the 89th meeting held on Wednesday, 18 November 1998

**Present:** R. Discombe (USCS), Dr. J. Fairburn (EURO), Mrs. M. Fieldhouse (Library), Ms. S. Hinchliffe (CCE), Dr. M. Howard (CCS), Dr. E. John (Biology), Dr. L. Martell (SOC), Ms. B. Merchant (SPRU), Mrs. V. Pigott (Library), Dr. J. Pryor, USIE,

**Apologies:** Ms. H. Darvill (VP Education USSU), Dr. J. Bacon (BIOLS), Dr. G. Wraith (SMS), Professor C. Watts (EAM)

691. The notes of the 88th meeting were confirmed.

692. Matters arising.

Copyright. The Librarian reported that as a result of his memo circulated to faculty during the summer a number of activities outside the Library had been subject to significant revision. If the University were to find study packs the way forward to meet certain kinds of teaching delivery needs - notwithstanding the cost - the Library would actively consider offering clearance, costing and manufacture to interested academic units. A preliminary meeting with the Bookshop Manager had taken place about the possibility of the Bookshop offering distribution distinct from academic units. (The recent offer by CLA of a protocol added to the University's Licence would allow a bookshop to sell a study pack and charge a modest markup to cover its overhead costs.) No detailed discussion had so far taken place. There might be problems of space, machinery and staffing resulting in not being able to guarantee the capacity required. Resale of study packs would still be illegal.

693. The Group received the Librarian's Report for June - November, 1998 ([LCG/89/4](#))

The Code of Practice paper was tabled at the meeting and the following comments were noted:

- responsibilities of those bringing children and babies into the Library should be included
- the note on page 1 did not make clear how Enquiries staff could help readers whose recommended reading was out on loan; it was explained that staff might be able to point out alternatives to the recommended books (including anthologies, collections of readings, reprinted essays, etc.) and so help readers make progress who might otherwise find nothing and be faced with a deadline problem.
- the document was very paper oriented and perhaps should at least mention where readers could check availability of stock outside the Library.
- the purpose of the document was questioned and it was explained that in the absence of a library culture the existence of a document less formal than the Library Regulations would hopefully be more effective in improving the behaviour of certain Library users;
- the document should be on the Library Website.

The use of the new Group Work Rooms had increased week by week and there had been negligible problems.

The solution to the overheating problems would have cost £½ million which was not available. A further review of possible mitigating action had been promised by Estates by February, also more valves and flexibility in the next 'heating off' season.

694. The 'new' building

The Group noted this paper ([LCG/89/5](#)) which had also been distributed to readers at the start session and which detailed the main features of the completed Library building; also some work still outstanding. The commissioning of the Computing Service PCs on the second floor was noted.

695. Eating and drinking in the Library.

The Group noted the paper [LCG/89/6](#). It was reported that the Library Regulation concerning eating and drinking in the Library was to be more positively enforced. Sealed bottles of water would be permitted because of the overheating problem in the building. There was less risk of staining than with other drinks.

696 [Short Loan in vacations](#)

The Librarian acknowledged the work of Dr. Robert Howes, Helen Swyer and the Library Systems staff in connection with the preparation of paper LCG/89/6. The Group

- approved that the Christmas vacation Short Loan loan period should be for the whole of the vacation
- approved the proposal that for the summer vacation the standard Short Loan period would remain - 4 days or 5 if a weekend intervened
- discussed Easter vacation borrowing at length. Among points and suggestions made were:
  1. reduce the number of Short Loan books loaned for the whole vacation perhaps to two (from four), thus forcing people to return books, but at their own convenience
  2. compromise and have a two week loan period
  3. allow undergraduates to borrow for the whole vacation and postgraduates for a short period. It was pointed out that this would not be possible before the commissioning of the new Library computer. In any case some books occurred equally on an MA list as a third year undergraduate list and such discrimination was contrary to normal Library practice.
  4. demand for Easter vacation borrowing by finalists who were at the most crucial stage of their revision was heavy; but volume of work was the same for 2nd years, even though this period was more stressful for third years.
  5. first year students are required to leave their accommodation to make room for conference business during Easter vacations and if they go home rather than stay locally, they would be disadvantaged by retention of the standard Short Loan period.
  6. changing to standard termtime loan periods would disadvantage part-time students (apart from teachers who would be able to come to the university in school holidays). A Short Loan period during the Easter vacation of one week would enable part-timers come in for Tuesday late opening; however, it was difficult to persuade part-time students to come in on a particular evening and 1930 closure was not late enough.
  7. a joint survey of potential users was suggested..

The Librarian doubted whether it would be possible to find a solution which would be widely acceptable but would like to experiment with some changes.

697 Geac replacement wishlist

Paper [LCG/89/8](#) was tabled at the meeting. The final draft of the Operational Requirement was being reviewed in readiness for the final document due the following week. The Group was asked for views as to prioritisation of possible enhancements. There was discussion of

1. Searches across multiple fields, and subject searching
2. Self renewals and self issues
3. Personal list of books out on loan - only available from the dedicated terminal at present
4. Screen showing map of class mark locations in the Library

It was reported that a popular facility elsewhere was self-returns. There may be more options when tenders are received and, depending on timings, a chance for further consultation at the Spring meeting..

698. Any other business.

There was no other business