

University of Sussex
Library Consultative Group

Notes of the 90th meeting held on Wednesday, 17 February 1999

Present: G. Bennett (SMS), R. Discombe (USCS), Dr. R.C. Howes (Sub-Librarian) (Chair), M.G. Lewis (Library Faculty), Dr. J. Pryor (USIE), Ms. A. Rainger (Library Clerical Staff), Mrs. M.A. Roberts (HUMS), Dr. G. Wraith (SMS), Professor C. Watts (EAM) Dr. D.S. Young, (COGS),

Apologies: Ms. S. Hinchliffe (CCE), Dr. M. Howard (CCS), Dr. L. Martell (SOC), A.N.Peasgood, (Librarian)

699. The notes of the 89th meeting were confirmed.

700. Matters arising.

- Copyright. It was reported that at Subject Group meetings and Academic Audit Committee interest had been expressed in the subject of study packs.
- Code of Practice. A revised Code of Practice would be prepared in the summer term taking account of suggestions received.

701. Annual Report. The Library Annual Report for 1997/98 was noted.

1997/98 had been a year of major physical upheaval caused by building extension works which resulted in a falling off in Library use. (It was suggested that the fall off may have been sympathy for Library staff on the part of users.)

It was confirmed that suggestions for purchase of books were welcome; suggestion slips were available in the Library or alternatively marked up publishers' catalogues were acceptable. Suggestions were normally quickly acted upon but there might be a delay in the case of expensive items; these were often kept until end of year finances were known. Jenny Marshman, Head of Acquisitions, should be contacted for further information.

702. The Group received the Librarian's Report for November, 1998 to February 1999 ([LCG/90/5](#)) and noted: in particular:

- Building overheating. Estates were still working on this problem.
- Unfortunately behaviour problems were common to all libraries. However, increased vigilance at Enquiries/Reception had decreased the quantity of food and drink brought into the Library but complaints were still often received of disregard of regulations about silence zones and mobile phones.

Marking of Library books continued to be a problem; it was felt that more attention to user education was necessary. It was difficult for the Library to tackle the problem on its own and a solution could only be brought about by cultural change. It was suggested that Personal Tutors might help but their relationship with their students was no longer appropriate and some Personal Tutors encouraged the practice. Schools should certainly be involved, maybe through the Deans. On the part of the Library, its policy on preservation would be returned to later this year, and posters and bookmarks would be produced in support. A suggestion that an appropriate message be printed on date labels was noted. Although it was difficult to positively identify the culprits who make annotations in books, if proof could be obtained, disciplinary action would be taken.

Perhaps the Code of Practice could be introduced at the Library 'Drop In' sessions planned for next year when services to users could be related to standards of conduct expected of them.

- Winframe. It was reported that there were still one or two databases which were not accessible and one or two CD-Roms not networked at present. Noted low use of *Inspec* at present and plans to increase take-up.
- Geac replacement. Presentations were being given by six suppliers who had tendered following which a shortlist of two or three would be drawn up. A further report would be given at the summer term meeting.
- Short Loan in vacation. Numbers of students and others remaining in the area during vacations were finely balanced, but seemed to be moving towards more staying.
- Special Collections opening hours. An additional member of staff had been appointed and revised opening hours were expected. [Confirmed later: Monday -Wednesday, 0915 to 1700].
- Periodicals costs. Although the budget was overspent, there appear to be some mistakes by the subscription agents and the overspend may not be so bad as had been feared.

703. [Induction and User Education](#). The Group received a report from the Library Standing Committee on User Education. The Library would continue to take an active role with induction of new students but next year there would be a change of emphasis. The process of educating new students would be spread over a longer period - feedback from student groups indicated that there was too much to take in at the beginning of the autumn term. Next year support structures and methods of obtaining help would be introduced at first (Library Website, Library Guide including floor plans, posters and handouts) followed by 'Drop-in' sessions through to February, at which stage students would need to start using the Library in earnest. One session would almost certainly be in the evening for part-time students. A 'Virtual Library tour' on Library Web pages was also being designed.

704. Experience of new building. Apart from problems with hours of the new Enquiries/Reception desk and queuing for Issue and Discharge service points at the beginning of the Autumn term there had been few problems. Further changes in the light of experience would depend on funds being available and plans for the introduction of the new library management computer system. Comments gleaned from users had been favourable and the report of the SMS assessors had been most complimentary to the Library.

705. Student Experience Working Party Report. Matters concerning the Library:

1. Private study facilities. 'Consideration needs to be given to the further provision of terminals and printers'. The survey took place during alterations since when provision has been increased; in the summer the Library will go over to networked printing for everything which it is hoped will be easier than the present system.
2. Dissatisfaction with provision of books. Specific cases should be reported to the Head of Teaching Support Section, Cynthia Barnes, for investigation and necessary action.
3. The next survey should include post-graduate and part-time students; post-graduates are major users of the Library and part-time students have special needs and difficulties.
4. The Sussex Experience as it relates to the Library. The Library serves an important social purpose. School common rooms were the only comparison and the Library would be more successful in this respect if the Snack Bar was more attractive. It was reported that the Bolthole would be refurbished in the summer with an addition of a smokers' annexe.

706. Future business.

Preservation.

707. Any other business.

It was reported that it was possible that some Maths and Physics volumes had been wrongly catalogued; it was acknowledged that this was a difficult subject to classify and problems should be brought to the attention of the Head of Cataloguing in the Library, Cherry Horwill.