



## LIBRARY COMMITTEE

Tuesday 16 October 2018

### MINUTES

PRESENT:

Professor Anthony Smith (Chair);  
Dr Patti Adank; Ms Stefanie Anyadi; Dr Paul Ayris; Dr Richard Freeman; Mr Rex Knight;  
Professor Diane Koenker; Professor Vivek Mudera; Ms Kate Pearce; Dr Sophia Psarra; Mr  
Saddiqur Rahman [for items 1-6.3]; Dr John Sabapathy; Professor Philip Schofield

In attendance: Mr Ben Meunier (Director of Operations, UCL Library Services – observer); Mr  
Martin Moyle (Director of Services, UCL Library Services – observer); Ms Olivia Whiteley  
(Secretary to Library Committee)

Apologies for absence were received from Dr Simon Banks, Dr Mike Cope, Mr Farooq Dean,  
Dr Charles Inskip and Dr Hazel Smith.

#### Key to abbreviations

APC	Article Processing Charge
CESB	Central Estates Strategy Board
EC	European Commission
EU	European Union
FAIR	Findable, Accessible, Interoperable and Reusable
FLC	Faculty Library Committee
GDPR	General Data Protection Regulation
GOS ICH	Great Ormond Street Institute of Child Health

PGT	Postgraduate Taught
PTES	Postgraduate Taught Experience Survey
SLASH	UCL School of Laws, Arts and Humanities, and Social and Historical Sciences
THELMA	Times Higher Education Leadership & Management Awards
UKRI	UK Research and Innovation
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPI	UCL Person Identifier
VfM	Value for Money

<p style="text-align: center;"><b>Preliminary business</b></p>
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**1 WELCOME FROM THE CHAIR**

- 1.1 The Chair welcomed committee members to the first LC meeting of the 2018-19 session.

**2 TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

- 2.1 Received – the terms of reference, constitution and membership of Library Committee.
- 2.2 LC was notified that the Chair and Secretary were working to finalise the constitution and membership of LC and that further updates should be expected.

**3 MINUTES OF 11 JUNE 2018 MEETING**

- 3.1 Approved – the Minutes of the Library Committee meeting held on 11 June 2018 [LC Minutes 26-37, 2017-18].

**4 MATTERS ARISING FROM THE MINUTES**

[see also 6 and 8 below]

**4A Report from the Pro-Vice-Provost (UCL Library Services)**

[LC Minute 28, 11.06.18]

- 4A.1 Plans for the Stanmore site were under review by UCL Estates.
- 4A.2 Discussions had taken place with UCL Estates around the specific needs of doctoral students and had been taken into account in the drafting of the Library Strategy 2018-21.

**4B Open Science**

[LC Minute 30A, 11.06.18]

- 4B.1 Plans for the implementation of Open Science at UCL would be brought to LC for discussion in due course. It was noted that LERU would not advocate a single approach for all institutions, but rather, identify models of good practice for adoption at the institutional level under each of the eight pillars identified in the EC's Open Science agenda. Comments from LC on the adoption of Open Science principles were welcomed by Dr Ayris for feedback at a forthcoming LERU meeting in January 2019.

**4C Changes to Library loan periods**

[LC Minute 31.4, 11.06.18]

- 4C.1 The proposed changes to Library loans discussed at LC's June 2018 meeting were carried.

4D **New to UCL survey**  
[LC Minute 32.3, 11.06.18]

4D.1 A report comparing the results of the New to UCL survey and the PTES would be brought to LC for consideration in the Spring or Summer 2019.

<p style="text-align: center;"><b>Matters for discussion</b></p>
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5 **REPORT FROM THE PRO-VICE-PROVOST (UCL LIBRARY SERVICES)**  
[PAPER 1-02 (18-19)]

5.1 Received – the report on progress in delivering the Library Services Strategy 2015-2018 at LC 1-02 (1 1f)



6 **UCL LIBRARY SERVICES STRATEGY 2018-2021**

[PAPER 1-03 (18-19)]

6.1 Received – the proposed UCL Library Services Strategy 2018-2021, presented by Martin Moyle, Director of Services (UCL Library Services).

6.2 LC was reminded that Library Services operated a strategy cycle in which a framework of high level objectives was set for the forthcoming four-year period. Since the June 2018 meeting of LC, at which the draft strategy document at [LC 3-21 \(17-18\)](#) had been shared, the strategy had been refined by the Library Services Senior Management Team to the version presented to LC at paper [LC 1-03 \(18-19\)](#). The key enablers of UCL 2034 provided the overarching vision behind the Library Services Strategy and were linked through six KPAs, each consisting of three or four strategic goals. Some of these objectives were highlighted as follows:

- a) **User Experience** – Mindful that Library sites were the only buildings open on campus at some hours, opportunities to enhance student wellbeing and support provision would be a particular focus under the User Experience KPA. Investment in skills programmes, training and research support initiatives in areas such as text and data mining was another area of planned activity. There were also plans to introduce fellowships for research using UCL Special Collections materials such as the Orwell papers.
- b) **Staff, Equality, Diversity and Inclusion** – Improving career development support for Library staff and change management processes were two of the goals of this second KPA.
- c) **Finance and Management Information** – Among the commitments of this third KPA of the strategy, VfM featured prominently. Key actions would be to explore t

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- 6.3 LC was invited to comment on the Strategy. Under the first KPA on User Experience, it was suggested that Library Services could seek to take steps to reduce the cost burden for students. It was noted that activities such as the UCL Press textbook initiative would impact favourably on reducing such costs. In respect of the fourth KPA, Professor Philip Schofield offered to contribute insights from the Bentham Project towards the development of digitisation activities. At the recommendation of LC, the Strategy would be revised such as to clarify that the Connected Curriculum was one means to supporting research-based education, rather than an end goal in itself.

**ACTION: Martin Moyle**

- 6.4 Approved – the Library Services Strategy 2018-2021. A more detailed and time-bound Strategy action plan would next be produced.

7 **REPORT ON LOANS AND OTHER CIRCULATION ACTIVITY**  
[PAPER 1-04 (18-19)]

- 7.1 Received – the paper at LC 1-04 (18-19) presented by Martin Moyle, Director of Services (UCL Library Services).
- 7.2 The paper at LC 1-04 (18-19) provided LC with statistics on the Library's circulation activities over 2017-18, accompanied by a brief commentary and comparisons against historic trends. LC received a summary of the headline figures outlined in the report.
- 7.3 The number of Library circulation transactions (loans, renewals and returns) carried out in the 2017-18 academic session was close to two million, representing a slight decline on the previous year in spite of rising student numbers. Some 92% of these transactions were 'self-service' in nature, a proportion noted to be on the rise. Of the 17 Library sites with a borrowing service, the Main Library accounted for one third of all loans. The figures showed that loans activity was less pronounced in the Eastman, GOS ICH, Moorfields, Institute of Neurology, Stanmore and Ear Institute sites, probably as a result of higher proportions of postgraduate students who were less likely to borrow textbook materials. grs

a decline in student independence. It was suggested that case studies and learner analytics of download behaviours and ReadingLists@UCL usage could also help to paint a fuller picture of changing trends. Though not a significant issue for UCL, such data could help to highlight opportunities to promote progression. Martin Moyle would seek the assistance of the UCL Data and Insight Service in the Planning Team to explore learner analytics.

**ACTION: Martin Moyle**

**8 PLAN S AND LIKELY IMPACTS ON UCL**  
[PAPER 1-05 (18-19)]

- 8.1 Received – the suite of papers at LC 1-05 (18-19) which provided an overview of Plan S, presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).
- 8.2 Plan S was a coalition initiated by Science Europe, driven by the European Commission’s Open Science agenda and joined by a number of research funders (among them, UKRI) in response to slow rates of transition towards Open Access. By joining Plan S, research funders mandated that access to research publications generated as a result of their grants must immediately be made fully and openly accessible and not monetised in any way. This commitment represented a decisive move towards Open Access, accelerating progress towards the EU deadline, resolved in 2016, to make all scientific publications immediately accessible by 2020.
- 8.3 LC considered the principles of Plan S, noting that the prevailing subscription-model of scientific publishing, including hybrid variants involving the payment of APCs to commercial publishers, would be incompatible with the mandate. From 1 January 2020, out5.8 ( ) 0 Tct(2)-10.5 (0,-)5M(e)106ab ( o)10.4 (f)52 Td ( )Td [(J)-12.1 (a)-10.5 (n

- 9.2 LC noted that project bidding activities were linked to the UCL Library Services Strategy.

10 **RISK REGISTER**  
[PAPER 1-07 (18-19)]

- 10.1 Received – a revised version of the Library Services local risk register at LC 1-07 (18-19).
- 10.2 LC had requested at its December 2017 meeting that the local risk register be refreshed and areas identified as high-risk revisited. A revised version was presented to LC at LC 1-07 (18-19). LC considered the revised risk register and suggested that high-risk areas be revisited again, on account of the mitigation techniques available.

**ACTION: Dr Paul Ayris**

11 **UCL LIBRARY COMMITTEE ANNUAL REPORT 2017-18**  
[PAPER 1-08 (18-19)]

- 11.1 Approved – the UCL Library Committee Annual Report for 2017-18, at LC 1-08 (18-19).
- 11.2 The LC Annual Report would be submitted to the Academic Committee and, subsequently, to the Academic Board and Council.

12 **REPORTS FROM WORKING GROUPS**  
[PAPER 1-09 (18-19)]

- 12.1 Since the previous meeting of LC, LC Officers had received the Minutes of the following Working Groups of LC:
- x Bibliometrics Working Group – 22 May 2018;
  - x Publications Board – 14 May 2018.

13 **REPORTS FROM FACULTY LIBRARY COMMITTEES**  
[PAPER 1-10 (18-19)]

- 13.1 Since the previous meeting of LC, LC Officers had received the Minutes of the following FLCs or Faculty-level Committees:
- x Arts and Humanities and Social and Historical Sciences Joint Faculty Library Committee – 20 March 2018 and 6 June 2018 (unconfirmed);
  - x Mathematical and Physical Sciences – 8 June 2017, 11 December 2017 and 27 March 2018.



**14 DATE OF NEXT MEETING**

- 14.1 The next meeting of LC would take place on Tuesday 5 February 2019 at 10.00am.

OLIVIA WHITELEY

Secretary to the Library Committee

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December 2018