



## LIBRARY COMMITTEE

Monday 11 June 2018

### MINUTES

PRESENT:

Professor Anthony Smith (Chair);  
Dr Paul Ayris; Dr Mike Cope; Dr Richard Freeman; Dr Kenth Gustafsson; Mr Rex Knight;  
Professor Diane Koenker; Dr Leun Otten; Dr John Sabapathy

In attendance: Mr Ben Meunier (Director of Operations, UCL Library Services – ~~0207 6005512~~), Mr  
Banks, Mr Mark Crawford  
Sophia Psarra, Professor

#### Key to abbreviations

CESB	Central Estates Strategy Board
DORA	San Francisco Declaration on Research Assessment
DRI	Dementia Research Institute
EC	European Commission
EDI	Eastman Dental Institute
FAIR	Findable, Accessible, Interoperable and Reusable
FLC	Faculty Library Committee
GDPR	General Data Protection Regulation
HR	Human Resources
KPA	Key Performance Area
LC	

Preliminary business

26 MINUTES OF 5 MARCH 2018 MEETING

26.1 **Approved** – the Minutes of the Library Committee meeting held on 5 March 2018 [LC Minutes 16-25, 2017-18].

27 MATTERS ARISING FROM THE MINUTES

[see 28.3, 28.5 and 30 below]

Matters for discussion

28 REPORT FROM THE PRO-VICE-PROVOST (UCL LIBRARY SERVICES)  
[PAPER 3-20 (17-18)]

28.1 **Received** – the report on progress in delivering the Library Services Strategy at [LC 3-20 \(17-18\)](#), presented by Dr Paul Ayris, Pro-Vice-Provost (UCL Library Services).

28.2 Progress against the six KPAs of the [2015-18 Library Services Strategy](#) was positive, with 62 of the 87 action lines already completed. It was projected that 90% would be concluded by July 2018, which marked the end of the Strategy period. In terms of the Library Services Strategy KPA on User Experience, ReadingLists@UCL continued to attract significant usage from students and take-up by academic colleagues, with 46 departments across UCL at a module take-up rate of 65% or higher. The service received over 536,000 visits from the beginning of September 2017 to the end of April 2018, a figure which surpassed the number of Library loans for the same period.

28.3 The progress report on the Staff, Equality and Diversity KPA provided LC with the Library Services Staff Survey Action Plan, developed by a Working Group of staff representing different grades within Library Services to address key issues arising from the 2017 Staff Survey. The Working Group had met three times to suggest actions based on the survey results, particularly in areas which had scored lower than the UCL benchmark. The action plan set out a number of initiatives to improve or investigate further some areas and to celebrate those identified as good practice. It was intended to report biennially on the plan to HR, with updates to be provided to LC as appropriate.

28.4 During discussion, a query was raised with regards to the Library Services Senior Management Team's engagement with and monitoring of job applications and shortlisting processes. It was noted that the Senior Management Team would in future receive a regular report on recruitments from the Library's HR Team and that a Library Services Equality Committee had been set up with a reporting line to the Senior Management Team. It was

suggested that the Team look carefully at staff development and progression within these activities.

- 28.5 Efforts were underway to consolidate UCL Libraries over fewer sites, such as to situate resources within close proximity of relevant academic activities, without detriment to the provision of study spaces. The following estate developments were highlighted under the report on the Library Strategy KPA on Sustainable Estate:

By way of an update on the EDI Library, which was still under threat due to the forthcoming displacement of the Institute from the Gray's Inn Road site in September 2019, the latest proposal from UCL Estates was to incorporate the EDI collections into the existing Library footprint. This was the result of the inability of the Institute to find space for dedicated library provision at its new site. Further discussions of this proposal were anticipated at the forthcoming SLMS Estates Board and CESB meetings and would be reported to LC in due course. Prior to these meetings, some investigation into the possible use of spaces outside the boundaries of the Library would be conducted;

While the Institute of Neurology Library could remain at its current site at Queen Square House, there was the option to relocate the collections to the DRI Library/Learning Hub under development at Gray's Inn Road; Plans for the Stanmore site had yet to be agreed although it was noted that they had been scaled back from earlier proposals to create a biomedical hub with a Library footprint; due to space constraints there would be no print collections and limited opportunity to house skills training and support provision. A further update would be provided following a forthcoming meeting on academic need and provision between the campus lead and Library Services.

ACTION: Ben Meunier

- 28.6 LC recommended that Library Services undertake to engage in further conversation with UCL to better shape their understanding of the various issues at stake in proposed Library relocations and alterations. The improved provision of study spaces for doctoral students was considered to be one such topic in need of further conversation.

ACTION: Dr Paul Ayris/Ben Meunier

29 LIBRARY SERVICES STRATEGY 2018 -2021  
[PAPER 3-21 (17-18)]

- 29.1 **Received** – the progress report on the formulation of the 2018-2021 Library Services Strategy at LC 3-21 (17-18), presented by Martin Moyle, Director of Services (UCL Library Services).

- 29.2 Library Services was currently in a position of both strategy review and implementation (UCL Library Services).

18) consisted of a consultation draft on the major themes for potential inclusion in the 2018-21 iteration of the Library Services Strategy, which would again focus on six KPAs. Of these themes, a number were highlighted and comments from LC invited.

- 29.3 Embedding student wellbeing in the Library's 24-hour on-campus services and qualitative monitoring of the ReadingLists@UCL service featured as proposed strategic priorities under the User Experience KPA. Proposals under the Staff, Equality, Diversity and Inclusion KPA included staff wellbeing and development initiatives, while a key priority proposed for the Systems, Collections and Processes KPA was to advocate for the UCL-wide adoption of electronic Records Management in the interests of sustainability and compliance with the GDPR. Meanwhile, under its sixth KPA the Strategy would prioritise a number of Open Science initiatives, including the development of a UCL framework for Citizen Science and the introduction of an Open Access Megajournal platform.
- 29.4 Among the actions proposed for the KPA on Sustainable Estate was to increase the number and quality of Library-managed learning spaces. LC suggested that, within this, the Library Strategy commit to enhancing space provision specifically for doctoral students, as a key constituent of the Library's users.

ACTION: Martin Moyle

- 29.5 LC requested further details of planned changes to the IOE Library, which was proposed as a future hub for Social Sciences at UCL. The IOE Library had experienced an increase in footfall of around 75% since the UCL-IOE merger, attracting users from across UCL. Library Services aimed to develop the IOE Library's distinctive identity around the social science discipu4a1.3 (I) (i)2.





- 32.2 Feedback from the annual New to UCL Survey, which was launched in 2016 and open to all new students at UCL, was used to evaluate the success of events and services including the Library. The paper at LC 3-25 (17-18) reported the responses of the 2017-18 survey to two questions relevant to Library Services, which indicated that a hi

Laws Faculty Library Committee – 14 December 2017 and 22 March 2018;  
Medical Sciences Faculty Teaching Committee – 22 February 2018.

36 UCL CULTURE AND SPECIAL COLLECTIONS

- 36.1 In light of a recent consultation on the proposed re-structure of UCL Culture, in which Library Services had not been actively involved, a question was raised regarding the future of UCL Special Collections as a source of collaboration. The importance of continuing engagement between the Library, UCL Museums and UCL Culture was emphasised, a message which Dr Ayriss would relay to relevant colleagues in the Library.

ACTION: Dr Paul Ayriss

37 DATES OF NEXT MEETINGS

- 37.1 The schedule of meetings for the 2018-19 academic session had yet to be confirmed.

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26 June 2018