



There will be a meeting of the Committee on Wednesday 2nd June, 2.00 p.m. in room 1.11, 1st Floor Meeting Suite, Main Library. Papers not included will be sent out by electronic mail and tabled.

June 2010

Sheila E. Cannell
Director of Library Services

A G E N D A

PAPER

1. Welcomes and apologies for absence
2. Membership of the Committee, 2010/11
3. Convenor and Director of Library Services Business

For discussion:

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| 4. Library Materials Budget | A |
| 5. Use of the Library Materials Budget | |
| a. Value for money | B |
| b. Journal usage survey | C |
| 6. Research Publication Service | D |

Reports:

7. Student Report
8. College Library Committee Reports

For information:

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| 9. Library projects update | E |
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| a. Main Library Redevelopment update | F |
| http://www.is.ed.ac.uk/MLRP | |
| b. Library Research Annexe update | G |
| c. KBLTC and KBLLRC: verbal update from Richard Battersby | |
| d. Easter Bush: verbal update from Irene McGowan | |
| 11. Library Committee agenda 2009/2010: This paper reports on the agenda items for Library Committee identified in October 2009 | H |
| 12. Ereserve: Statement on e-reserve for 2010/2011 | I |
| <u>Minutes and matters arising:</u> | |
| 13. Minutes of the meeting held on Tuesday 20 th April 2010 | J |
| 14. Matters arising | K |
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| 15. Any other business: | |
| 16. Date of next meeting: Wednesday 20 th October 2010, 2.00pm, Room 1.11, 1 st Floor, Main Library | |

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 4

Library Materials Budget 2010-2011

Brief description of the paper

This paper gives information about the Library Materials Budget for 2010-2011, and allocates this according to the LMRAM to Colleges. The paper also looks at the uncertainties around predicting the costs of materials in 2010-2011; and provides information about other possible sources of funding.

Action requested

For information and discussion

Resource implications

The paper is about the allocation and use of resources.

Risk Assessment

Risk issues and uncertainties in relation to the Library Materials Budget are identified.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila Cannell

Director of Library and Collections

June 2010

Edinburgh University Library Committee

Library Materials Budget 2010-2011

Materials budget

Information Services is close to setting its budget for 2010-11, based on a 1% reduction in funding. The budget for the library materials is therefore being reduced by 1%. Last years budget was £4,052, 703; so the budget for 2010-2011 is £4,012,176. These figures should be considered provisional at the moment, until the budget is finally set.

Allocation

The Library Materials budget will be allocated in the same manner as last year:

Interdisciplinary Fund	11.32%	£ 454,178
College Funds	88.68%	£3,557,998

The College Funds are allocated out to Colleges according to the Library Materials Resource Allocation Model (LMRAM), which is based on the Total Attributed Income in the University's Income and Expenditure Attribution Model, using the most recent version (IEAM Version 2 2009-2010 26/01/10):

	IEAM	Allocation
HSS	41.5%	£1,476,569
MVM	24.6%	£ 875,267
S&E	33.9%	£1,206,161

Uncertainties in assessing requirements to re-instate purchasing power

It is particularly difficult to assess the cost which may be incurred in 2010-2011 and therefore to assess the cost of reinstating the 2009-10 purchasing value. There are 3 areas of uncertainties:

1. Publisher inflation. Publishers have not yet announced their uplift for 2011. We are aware of the uplift where we are in multi-year deals, such as SHEDL. At the moment, we suggest that allowing 4%, would be appropriate.
2. Currency fluctuation. Since many of the materials which we buy are sourced in the euro or the dollar (and even those which we pay in sterling may have been published in Europe or the United States), we are vulnerable to shifts in sterling, which are difficult to predict at the moment. We are already in discussion with the Finance Office to help manage this risk.
3. VAT. Any increase in VAT will affect electronic resource purchases. We should also be aware that there is a risk that VAT on books and printed paper may come on to the agenda.

For the second and third areas of uncertainty there is little we can do. For the first and second, we suggest that in order to reinstate the purchasing power of last year, that we will need 4% more than the current year's expenditure. Taking the 4% inflation, together with the 1% funding cut, there is likely to be a requirement to cut by 5%, or to find alternative sources of funding.

Other sources of funding

There are other sources of funding available. These are:

1. College sustainability funds. Last year, both HSS and S&E made sustainability funds available to supplement the library materials budget, and in both cases applications have been made for funding for 2010-11.
2. School funds. Several Schools make supplementary funds available.
3. Other funds are made available on a regular basis, for example NHS funding to MVM and Scottish Law Commission funding to HSS.
4. Finally, there are Endowment funds available in a number of discrete subject areas for purchase of materials. These can either be used for additional expenditure, or as may be more appropriate this year, to offset planned expenditure. It would certainly be appropriate to ensure that these funds are spent—although there are differing restrictions applicable to the expenditure of each fund. The Finance Office prediction of the Endowment funds which will be available in each College are listed overleaf.

The following table shows the total funding which was available to each College in 2009-2010. In order to achieve the same purchasing power as last year, it would be necessary to raise funds from these sources of 5% more than last year. This table excludes endowment funds. It should be noted that not all of these funds were used in a recurrent manner, and Colleges will be aware of the requirements of particular funds.

	HSS	MVM	S&E	Interdisciplinary	Total
	£	£	£	£	£
Initial allocation	1,480,702	862,545	1,250,690	458,766	4,052,703
College sustainability funds	296,421	0	160,000	18,300	474,721
Additional funding from Schools	60,000	0	0	0	60,000
Other income	10,000	45,000	0	0	55,000
Total	1,874,123	907,545	1,410,690	477,066	4,642,424

Sheila Cannell
June 2010

Endowment Funds 2010-11

Name of Endowment	Purpose	Predicted income 2010-11
		£
HSS Endowments		
NEILLANDS BEQUEST	Law Library book purchases	2715
MISS R STEEL'S EXECUTRY	English Class Library	48
LAW LIBRARY APPEAL	Law Library book purchases	2608
RAMAGE BEQUEST	Texts of French & English poetry	11760
BARNFATHER BEQUEST	Books for Faculty of Art	560
PROF. L. J. SAUNDERS TR	Purchase of North American books	3520
THOMSON – DUNLOP	General Library & Music purchases	3172
HALDANE LIBRARY FUND	Philosophy Library	425
KIRKPATRICK HISTORY	Upkeep of History Library	6660
SELLAR AND GOODHART	Sellar & Goodhart Library	394
STIRLING BOYD FUND	Psychology Department Library	1602
ROBERT HART FUND	General Library purchases	412
MISS KB MARTIN BEQUEST-FRENCH	French	2167
HSS total funds		36042
MVM Endowments		
PARRY BEQUEST	Medical Libraries Purchases	3952
DR E.E.ROBERTSON	Psychiatry and Neurology	24091
E.M.L. INVESTMENTS	Medical Libraries Purchases	4937
C.P.MACKENZIE	Vet Library purchases	181
CUMMINGS	Medicine and Science purchases	2213
MVM total funds		35374
S&E Endowments		
I.C.P.E. LIBRARY FUND	Physics purchases	121
FIRE SAFETY	Books relating to fire safety engineering	600
CUMMINGS	Medicine and Sciences purchases	2213
S&E total funds		2934

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 5a.

Showing Value for Money in the Materials Budget

Brief description of the paper

This paper looks provides data which shows the Value for Money which the University receives from the expenditure in library materials. It is not possible to show impact, but the paper gives some evidence which shows that the Value for Money of purchased items is good.

Action requested

For discussion, and advice about further methods of investigation of Value for Money and impact.

Resource implications

The Library materials budget, at c £4m, is a significant investment by the University, and we need to be sure that it is being spent wisely and shows Value for Money.

Risk Assessment

Risk issues are not addressed in this paper

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila Cannell

Director of Library and Collections

June 2010

Edinburgh University Library Committee

Showing Value for Money in the Materials Budget

Staff in Library and Collections and User Services Divisions have been examining a number of ways of showing Value for Money for the expenditure made by the University on materials. It is proving very difficult to show impact—that is the impact of the use of library materials on the outcomes of learning or research. The Research Information Network and others have worked on this, and can show correlation between the research success of a University and expenditure on library materials, but not the direction of the correlation.¹ This paper is more about the Value for Money demonstrated by the use of the library materials. This report includes summary information on

1. Cost per usage of e-resources.
2. Usage of purchased books.
3. Data comparing our expenditure to other Russell Group libraries.

Library Committee is invited to comment on these findings, and to suggest further routes of investigation or action in showing Value for Money for expenditure on the library materials budget.

1. Cost per usage of e-resources

Full information on the cost per usage is contained in a separate paper.

There has been much discussion about the value provided by bundles. In 2009 we changed our subscription to Cambridge University Press, meaning that we now take all CUP titles through SHEDL when we had previously subscribed to only selected titles. This has provided a very useful test bed to look at the value provided in bundles by titles we had not previously subscribed to. This shows that unsubscribed content is indeed not used as much as subscribed content, *but* is used to a large extent, showing that the selection of titles is not necessarily a good predictor of usage.

Significant figures are:

- a. Percentage of downloads in 2009: previously subscribed CUP content 78.6%; previously unsubscribed CUP content 21.4%
- b. Range of downloads in 2009: CUP subscribed content 4 to 2181; CUP unsubscribed content 4 to 881
- c. Average downloads of each CUP journal in 2009: subscribed content 272; unsubscribed content 106.

2. Usage of purchased books

We have looked at the books which were purchased in 2007 to assess the extent to which they have been used since purchase (i.e. from date of purchase to spring 2010). This shows that 82.5% of books purchased (measured both by cost and number of titles) have been circulated (that is, borrowed) within 2 years of purchase. This is significantly higher, and therefore shows better Value for Money, than the only other known work in

¹ See, for example: <http://www.rin.ac.uk/our-work/communicating-and-disseminating-research/e-journals-their-use-value-and-impact>

this area, where the University of Virginia makes a commitment on its balanced scorecard that 50% of books purchased would be used within 3 years.

We followed up the 17.5% of books which had not been used in the time since purchase and have identified the following factors which suggest that more of the books will have been used that this work suggests

- Not all books show circulation but they are still used by users in the Library. A recent survey of books used in the Main Library but not circulated (i.e. left on study tables) showed that c. 10% had not been circulated. This means that the figure of 17.5% showing zero usage is not necessarily reliable and that some of these books may have been used in the Library.
- Some of these books were reference only, i.e. not available for circulation, again showing that the figure of 17.5% is not necessarily reliable.

We have examined the usage in more detail, for example by subject area, and found that most Schools showed figures of zero usage well below 17.5%, while some Schools showed higher figures. We are continuing to follow up this work and will contact the Schools involved to see if we can identify factors to reduce the number of books showing zero usage. However, it is likely that, by and large, we are making good purchasing decisions for the collection of books.

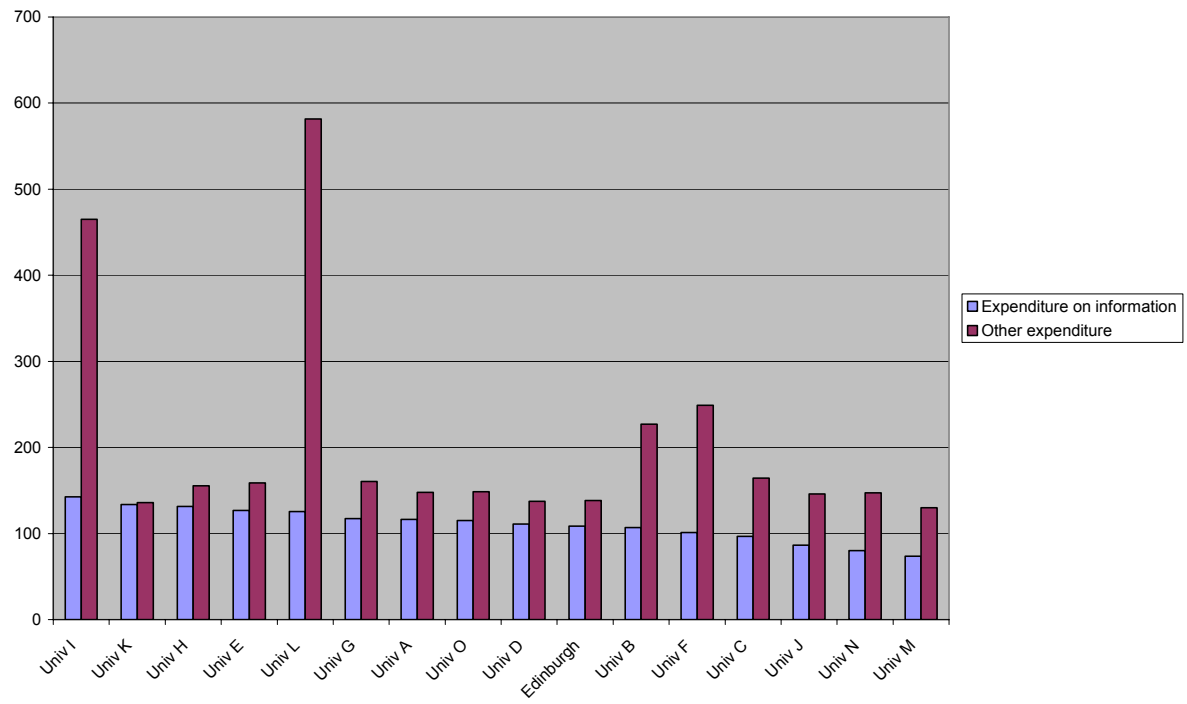
3. Comparative costs

We have recently received statistical data in advance of the normal SCONUL data for most Russell Group libraries for 2008-2009. Fuller information will become available shortly, and a fuller report on expenditure in Edinburgh and its comparators will be made at the next Library Committee.

We have information for 16 Russell Group universities. Figures on expenditure on information resources and other expenditure have been used with TRAC weighting (score of 3 per academic; 1.25 for PG-R and PG-T; 1 for UG) to derive expenditure on information resources and other expenditure per TRAC weighted FTE. The data for universities other than Edinburgh is anonymised.

The chart below shows that Edinburgh is 10th out of 16 in expenditure on information; and is also much lower than comparators on expenditure on other resources, primarily staff, at 13th out of 16. Edinburgh devotes 44% of its total expenditure on the library to information resources making it the 6th highest of the libraries examined here. Since Edinburgh traditionally has very high usage of its materials (although we do not yet have these figures from the other Universities), it is likely that Edinburgh shows very high usage, and good Value for Money.

We do have some information available to us for Scottish comparators which suggests that the cost per download in the University of Edinburgh for a set of publishers is 35p, whereas the average for the 4 older Scottish universities is 45p.



Sheila Cannell
June 2010

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 5b.

E-journal survey: cost and usage

Brief description of the paper

The paper gives methodology and summary information about the review of e-journal which has looked at the cost and numbers of downloads of journals, separately for bundles, packages and individual titles. It is recommended that all titles where the cost per use is more than £6 are considered with cancellation; with the assumption being that the titles costing more than £12 will be cancelled unless a good case is made to the contrary; and that titles costing between £6 and £12 will be considered for cancellation. This information will be passed to liaison librarians for discussion with the appropriate Schools.

Action requested

For discussion and agreement on action

Resource implications

The paper is about identifying resources which represent poor value for money, and can be identified for cancellation. .

Risk Assessment

Risk is not discussed in the paper.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Liz Stevenson, Library and Collections

May 2010

E-Journal survey: cost and usage**1. Scope of survey**

The cost and usage of all ejournals with current subscriptions in 2009 have been reviewed. Some are excluded from the final report – this applies where there is no usage data available, where usage data is incomplete, where there is evidence of problems with journal access, or where a subscription has only recently been acquired.

This report does not include databases, which will be the subject of a separate report.

2. Data sources

Costs – these are the current journal subscription costs for the 2009 subscription year, including VAT where applicable.

Usage data – these are obtained primarily from publishers and ejournal aggregators. In some cases publisher data is not available, but where there is alternative data from other full text sources e.g. Project Muse or Business Source Premier, that has been used. This is indicated in the reports.

The metric used is the full text download of a journal article, based on the COUNTER JR1 report, an industry standard report used by the majority of suppliers.

For ejournal bundles [SHEDL & NESLi2] costs and usage have not been disaggregated to title level. For smaller, subject based packages [e.g. American Physical Society, Emerald], the report is at package level. All other subscriptions are reported on at title level.

3. Usage

The average cost per article download is £0.74, across all subscriptions. It is clear that the bundle deals continue to represent improved value for money with average cost per download of £0.64. Journal bundles account for 67% of expenditure on the surveyed titles, but represent 80% of the usage. The cost per download for non-bundle subscriptions, £1.12, is 75% higher than that for titles within bundles.

Summary		No of titles	2009 value	Downloads	Cost per use
Bundles	16	6,845	£1,748,498.22	2,735,254	£0.64
Packages	3	227	£68,992.18	67,904	£1.02
Non-bundle titles		1,137	£735,697.40	658,461	£1.12
Total [all titles]			£2,553,187.80	3,461,619	£0.74

4. Actions

The detailed usage reports will be provided to liaison librarians, who will be asked to consult with Schools on any subscription where the cost per download is £6.00 or higher. Based on the fact that the full cost of an inter-library loan is £12, it is recommended that subscriptions where the cost per use is £12 or more will be cancelled, unless a good case is made to the contrary. Subscriptions costing between £6 and £11.99 per use should be considered for cancellation. At the moment this excludes any prospective SHEDL publishers, but this may change if a licence agreement is not agreed for 2011

Titles where cost per use is £6.00 or higher

	HSS - £6 +	HSS - £12.00 +	MVM - £6+	MVM - £12.00 +	S&E - £6+	S&E - £12.00 +
No of titles	62	46	13	9	16	21
Downloads	1422	674	1042	257	2322	1800
2009 cost	£12110.29	£16274.1	£8561.12	£7439.56	19346.21	34990.24

Liz Stevenson
27 May 2010

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 6

The Research Publications Service: a status report to Library Committee

Brief description of the paper

The paper provides an update on the Research Publications Service—including service status and development schedule, communications and advocacy, other associated projects, and strategic issues and directions for the Service.

Action requested

The Committee is asked to note the update, and discuss and advise on the strategic issues. The paper should also be discussed by College Library Committees.

Resource implications

There are several of the strategic issues which have resource implications, including the direction for research management in the University and the future funding of the Service.

Risk Assessment

There is a risk to the University in not being fully compliant with research funder requirements for research outputs.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Simon Bains
Head of Digital Library
June 2010

The Research Publications Service: a status report to Library Committee***1. Introduction***

The Research Publications Service (RPS) is a relatively new unit within the Digital Library Section, responsible for providing services in support of the Research Publications Policy, passed by Senate in 2009. It provides support, advice and training relating to the deposit of research publications for the twin objectives of providing central management of research information for the purposes of research assessment, and for the dissemination of research as Open Access (OA). The Digital Library Section has built an infrastructure to manage this using the widely-adopted open source DSpace repository software and the RPS team are developing services and workflows on this infrastructure. This is illustrated graphically using a research 'tree' – see Appendix B.

Service direction is steered by the Research Publications Service Steering Group, which represents academic and research administrators from the three Colleges and the interests of the Strategic Planning office.

The service draws together work on OA and the RAE which has taken place over a number of years. As a result, there are already x records in the PR, and x articles are available through ERA as OA. ERA usage is in the region of x downloads per month. See full statistical report (Appendix B).

2. Service status and development schedule

The service was launched very positively by the Principal in January, and the software supporting the service was released on schedule. The service and workflow involved in depositing an item with the RPS was demonstrated.

The service was very nearly complete in time for the launch, but with a few elements outstanding. Various pieces of development have been carried out since January, the most important being the ability to support automatic uploads of metadata from bibliographic software packages. This facility is vital if we are to embed the service into established researcher/administrator workflows, otherwise the manual intervention required will deter even the most enthusiastic supporters of the Research Publications Policy.

The current status of this work is that the development has been completed, and was released for testing on 21 May. We expect to make a live release in early June.

At this point, the emphasis shifts from technical software development to advocacy, training and workflow management. The RPS team will engage with research administrators across the Colleges to upload as much material as possible using the bibliographic software upload tool. After that we will address the upload of other sorts of databases which require manual attention. We intend to visit as many locations as possible over the rest of the year, and we have a mailing list which will enable us to make initial contact with all research administrators over the summer. To support this work we are now bringing in cataloguing expertise from the Library's Acquisitions and Metadata team, who will form part of the workflow to ensure acceptable data quality.

Further development work on RPS systems is now on hold, pending an assessment of enhancements, upgrades and fixes, and the priority of these against other DLS priorities. The exception will be any externally funded development work.

3. *Communications and advocacy*

Meetings have been held across all Colleges and with other central services. Of particular note:

- Attendance at two meetings of the College of Humanities & Social Sciences Computing Strategy Committee. A number of concerns have been addressed via discussions with this committee, but it should be noted that a degree of anxiety about the policy and service remains, particularly associated with copyright issues and quality of deposited papers.
- A meeting with the Dean of Research and Research Strategy Officer for the College of Science and Engineering, where enhancements associated with a need to record impact measures were requested.
- Discussions with the Dean of Research for the College of Medicine and Veterinary Medicine, where the need for delivery of the bibliographic software upload tool was stressed. This will be very important to support preparation for the REF, so DLS continues to give the necessary development work the highest priority.
- In terms of liaison with central services, we have had discussions with Communications and Marketing and with Human Resources. CAM have expressed interest in the statistics available through the RPS which might help measure the international impact of Edinburgh's research. HR have committed to include the RPS in the Early Researcher training programme and have featured the service in their latest newsletter. Discussions with Planning are described below.

4. *Associated projects*

One very positive outcome of the work we have done in this area is the way it has positioned us to generate income and interest in repository architecture and content, both within the University and externally. We continue to lead on the JISC-funded ERIS project to establish a Scotland-wide infrastructure of open access repositories to expose Scottish research outputs, and the funding this has generated has helped us to retain our development team. We have also had requests to create and host repository systems for other universities in Scotland, and this too generates income for us. There are several project bids in the offing, all of which will provide funding if successful, and enable development work which will support our strategic direction rather than distract us from it. This continues to be an important sustainability strategy, as we have no technical staff associated with the RPS services on the core staffing budget.

We have developed a strong relationship with the School of Informatics recently, as there is growing interest in the potential our content offers for research. Text mining, topic maps and free text relation extraction have been identified as exciting subjects for investigation, and a proposal looks likely to be funded through IDEA lab. DLS has committed to undertake further development work in association with Informatics research interests in the coming year.

Work is ongoing to ensure a relationship between the RPS and the Planning -sponsored Edinburgh Research Management Information System (ERMIS). ERMIS aims to provide data on student supervision, studentships, research assistants and research grant expenditure broadly based on the academic staff population definition used for the RAE2008 Data Repository. It is crucial that feeds can be supplied from the RPS Publications Repository to supply bibliographic metadata to ERMIS. The way this will be done is presently under discussion, and may result in the need to commit further dedicated development time.

5. *Strategic issues*

Library Committee is asked particularly to note and consider these issues:

- **Research management directions:** Managing information associated with the whole research lifecycle from grant to publication, and relating this to impact measures for the purposes of research assessment funding council requirements, is of growing importance. We are aware of four institutions in Scotland implementing, or about to implement, the proprietary PURE Current Research Information System (CRIS) for this purpose, and it is possible that Edinburgh is losing ground as a result of choosing instead to adapt an existing management information system (Business Objects) for ERMIS, instead of choosing a specialist system like PURE. We should assess the cost of such a solution against the cost of what might become significant internal development work on both the RPS and ERMIS to achieve a similar solution.
- **REF and impact measures:** The College of Science and Engineering has made a direct request for a taxonomy to tag publications according to impact measures (e.g. associated with the REF or research council Grand Challenges), which would then link research grants, publications, media coverage, etc. under the theme of a specific impact factor. A CRIS might address this need more effectively than attempting to build this into the PR or ERMIS. Either way, there is a potentially significant piece of work to define an impact taxonomy for the University, which is most sensibly led by library metadata experts. However, the recent change of government looks likely to delay the REF, so a steer on the priority attached to this work is sought.
- **Open Access and related issues:** despite the work that has been done to communicate the purpose and value of open access (OA), misgivings and confusion persist, particularly in CHSS, where there is a continued concern that copyright will not permit it, and a lack of understanding of how to address this, and of the tools the Library provides to assist. There is also a concern that anything but the final formatted journal article should not be in the public domain. There are significant cultural differences associated with this in different subject areas, with physics and medicine perhaps the only subjects where the notion of OA is completely understood and generally well-supported.

Nevertheless, the UK research councils and other funding bodies now require research resulting from grants they award to be Open Access. Ongoing publicity is required to raise awareness of OA publication requirements among potential and actual grant holders. There is a need to ensure that the requirements of the Research Councils, government departments and the majority of the main charitable bodies, in respect of their terms and conditions, are being met and that research outputs from funded projects are being made available and accessible for public use, interrogation and scrutiny. We are aware that the Principal has received communications from one funding body noting a lack of compliance.

- A related issue is whether ERA should remain a 'pure' OA repository, containing only open access full text material. There is a case for it offering all the bibliographic information we are collecting for research management purposes, as this raises our profile and increases usage. However, the case against is that this may weaken the OA cause, and also disappoint researchers who expect to find articles but instead discover only metadata (and metadata-only records may swamp the amount of records associated with full text).
- **Funding and sustainability:** the RPS now represents a major service area for IS. Despite the need for more advocacy and training, and the misgivings/misunderstandings related above, it is the case that in at least two colleges IS is being asked to provide further development, and the service is being regarded as high priority. This is a real change from the position a few years ago when the Library was having to push this agenda to persuade academic colleagues to take interest. Against this backdrop we should note that there is no core funding for technical support and development, a service team of 2.5 FTE and a lack of capacity in Acquisitions and Metadata Services to provide expert support without refocusing the team away from traditional high priorities focused on

spending the materials budget and processing the associated print and electronic publications. Views on whether a sustainability strategy resting entirely on external funding, and the potential need to place greater emphasis on this service over traditional core services, are requested.

Simon Bains
Head of Digital Library
June 2010

Appendix A: RPS usage data

There are currently nearly 19,000 records in the Publications Repository, and 3,600 files in ERA.

ERA papers cited in ISI Web of Knowledge:

2008-2010: 10,607

Highest cited paper: 1,726 times

About 40% of papers were cited.

2010: 1,174

Highest cited paper: 11 times

174 papers were cited.

Published in the last 4 weeks: 359

Highest cited paper: 5 times

28 papers were cited.

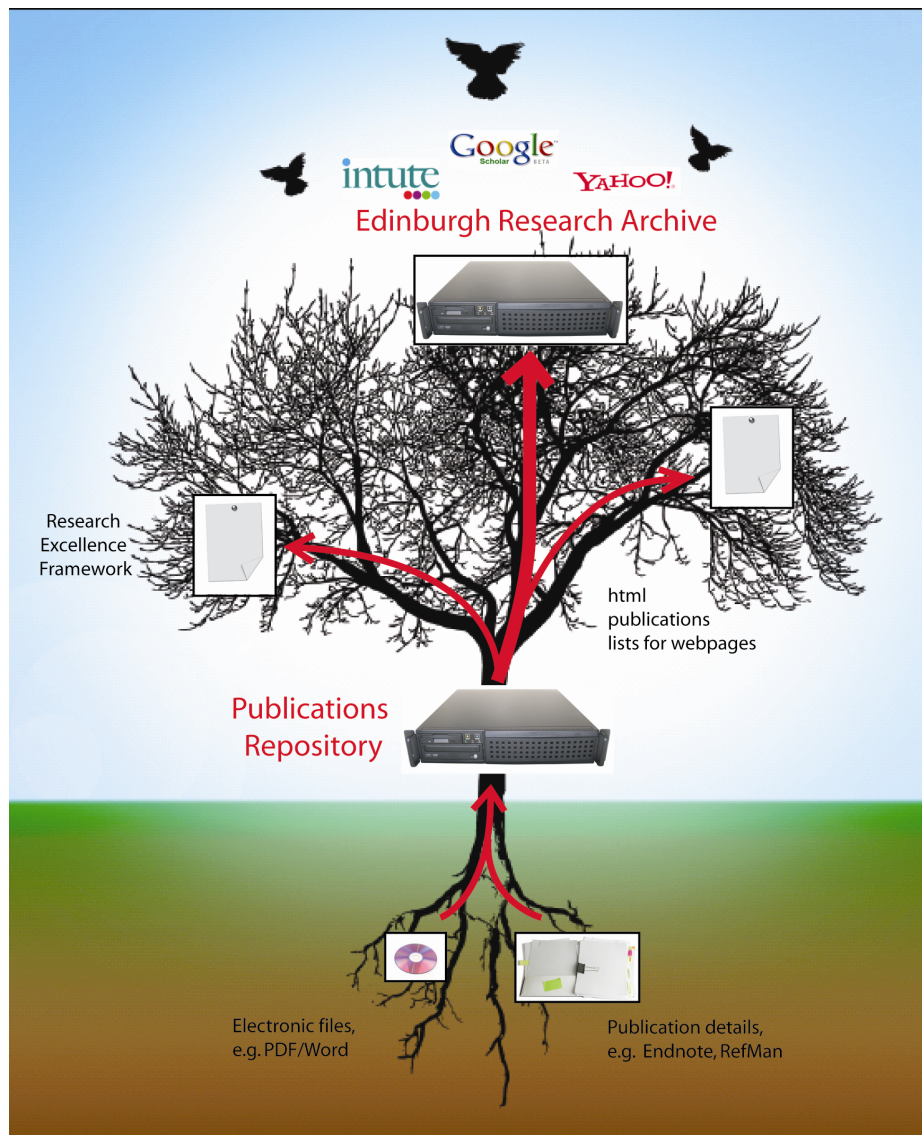
April 2010: Downloads

Day	Downloads
01, Thu	1,388.4
02, Fri	1,012.6
03, Sat	1,126.3
04, Sun	897.4
05, Mon	1,264.0
06, Tue	1,449.5
07, Wed	1,367.7
08, Thu	1,393.0
09, Fri	1,175.2
10, Sat	1,081.4
11, Sun	1,038.8
12, Mon	1,354.0
13, Tue	1,287.0
14, Wed	1,384.0
15, Thu	1,481.7
16, Fri	1,458.3
17, Sat	1,332.1
18, Sun	1,777.2
19, Mon	1,755.7
20, Tue	1,507.4
21, Wed	2,857.9
22, Thu	1,453.7
23, Fri	1,307.2
24, Sat	1,385.0
25, Sun	1,658.2
26, Mon	1,689.7
27, Tue	1,727.5
28, Wed	1,902.8
29, Thu	1,640.2
30, Fri	
Total	43,766.3

Top 20 origins of downloads from April 2010

Origin	Downloads	%
 United States	22,615.2	51.67
 United Kingdom	5,131.1	11.72
 China	3,098.8	7.08
 India	1,037.3	2.37
 Germany	678.4	1.55
 Canada	549.6	1.26
 Australia	535.4	1.22
 Iran, Islamic Republic of	467.2	1.07
 Egypt	462.1	1.06
 Japan	421.6	0.96
 France	371.4	0.85
 Indonesia	345.9	0.79
 University of Edinburgh	331.6	0.76
 Italy	318.7	0.73
 Malaysia	278.2	0.64
 Spain	268.2	0.61
? N/A	253.6	0.58
 Ireland	252.2	0.58
 Netherlands	247.9	0.57
 Algeria	246.8	0.56

Appendix B: RPS: graphical illustration of service



The University of Edinburgh

Library Committee

2nd June 2010

Agendum 9

Project funds update

Brief description of the paper

The paper outlines the external funded projects which the Library has undertaken recently.

Action requested

For information

Resource implications

Much of the external funding is used to offset core salaries.

Risk Assessment

Risk issues are not addressed in this paper

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila Cannell

Director of Library and Collections

June 2010

Edinburgh University Library Committee**Project activity, June 2010**

The attached list of library projects, all externally funded and being carried out in sections of Information Services, shows the vibrant nature of activity in this area. Projects are used to develop services for users in the University of Edinburgh. Usually, external funding is used to offset salaries which would otherwise have to be paid by the University. It is certainly now more difficult to get external funding, but we continue to be successful in this. It requires agility to be able to respond quickly to funding calls or funds which become available at short notice; and we have also noticed that funds which we can bid for are smaller and more targeted.

A fundraiser post, to be appointed shortly, will enhance our ability to seek external funding for budget relief.

Sheila Cannell
June 2010

University Collection Funded Projects

Name	Business Area	Objective	Status	Description	Partnership	Fund source	Fund amount	Lifespan	Cost centre	Job code
Live Projects										
Musical Instrument Museums Online (MIMO)	EUCHMI and Digital Projects and Innovation	High quality digitisation of historic musical instruments	Live	The aim of the MIMO project is to create a single access point to digital content and information on the collections of musical instruments held in European museums. The MIMO project will enable the digital content of eleven major musical instrument museums from across Europe to be harvested from their collection databases and made available to all through Europeana.		Match-funded, European Commission ContentPlus Programme	UoE as Project Coordinator total = £290,422 . Responsible for total project budget of 3.2m Euros .	1 Sept. 2009 – 31 August 2011	871100	RA0753
Unlocking the Celtic Collector: The Mind, Methods and Materials of Alexander Carmichael (1832-1912)	Special Collections	To make the Carmichael Watson project accessible for research in academic and broader communities, and to deliver a programme of dissemination and collaboration activities.	Live	The Carmichael Watson collection in Edinburgh University Library, centred on the papers of the pioneering folklorist Alexander Carmichael (1832-1912), is the foremost collection of its kind in the country, and is crucial to understanding the customs, storytelling traditions, poetry, songs and general lore of the Gaelic-speaking areas of Scotland. Through cataloguing, indexing, transcribing, translating, digitisation and conservation, this project aims to open up and make accessible this important collection to the academic and broader community. Alongside those activities sits a programme of dissemination and collaboration.		AHRC	£395,215 (total project cost = £494,019)	July 2009- June 2011	871114	RA0908
The World of Reformation Britain as seen and heard in the Wode Psalter.	Special Collections, Music and Divinity	The project will co-ordinate multi-disciplinary research on the Psalter, produce a series of musical concerts, and mount an international exhibition at the Library during the 2011 Edinburgh International Festival.	Live	The AHRC has recently awarded the University £303,660 for a three-year project: The world of Reformation Britain as seen and heard in the Wode Psalter. The project team is led by Professor Jane Dawson (Divinity), with Dr John Scally, Director of University Collections, and Dr Noel O'Regan (Music) as co-investigators, Dr Andrew Grout (EUL) managing the digital images and Dr Jessie Paterson (Divinity Computing) responsible for the project website. The project will co-ordinate multi-disciplinary research on the Psalter, produce a series of musical concerts, and mount an international exhibition at the Library during the 2011 Edinburgh International Festival.	Divinity, Music and lending from Trinity College Dublin, the British Library, Georgetown University.	AHRC	£303,660	Jan 2009 - Dec 2011	871100	RA0753
The Exhibition Room Programme	University Collections	To develop and deliver a three year programme of exhibitions in the newly refurbished Main Library Exhibition Room.	Live	The Friends of Edinburgh University Library, the University and an Anonymous Donor contributed c£150k to have bespoke display cases installed in the refurbished Exhibition Room, an exhibitions assistant employed and an accompanying exhibition programme for three years. This was successfully raised through the Friends Appeal in 2008-2009.		The Friends of Edinburgh University Library, Anonymous Donor, the University.	£150,000: £100k for display cases, £50k for programme.	2009-2011	397000	D52813
Enriching our Musical Heritage - Bagpipes Acquisitions Project	Collections development & KE	Collect and make accessible	Live	To strategically collect, document, display and interpret the British bagpipe, engaging with the public on the collecting process and delivering the key aims of our Acquisitions Policy and Learning & Access Policy for our world class collections of musical instruments.	–	HLF	£ 80,000 (+£17,048 from University sources)	5 years	871170	J5F210
EUCHMI Education Project	Learning & Access service development & delivery	Development & delivery costs; salary	Live	Developing & delivering ways to increase understanding and enjoyment of the collections through interdisciplinary and active learning at all levels and involving community partnerships, workshops, University WP programme, teachers packs and online resources (MIAYF)	–	HLF, MGS, Friends of SCH & Museum, Russell Trust	£73,107.50 (+£17,322 from University sources)	3 years	871170	J5F207

EU Collections Publication	University Collections	To publish a prestigious volume about the University's Collections with text by academics and researchers and high quality images and design.	Live	Two advisory groups (academic and editorial) have been set up to assist with the delivery of this project, which will deliver a high-gloss prestigious volume about the University's Collections. Subjects will include, for example, specific areas of research in Special Collections, the architecture of the homes of the collections, and a brief history of the University. The book will be sold on the international market and will be of particular interest to University alumni and academics. It is expected that the launch of the publication will run in tangent with a high-profile exhibition about University Collections across all sites of the University campus.		Henry Adam endowment, fundraising.	£50,000	2005-2013.	396000	E08864
Musical Instruments at Your Fingertips	Online teaching & access resources	Development & delivery costs	Live	Creation and improvement of ICT and web resources to enable greater access to EUCHMI collections for young people (with a focus on both primary and secondary schools), the general public, special interest groups and disabled users	—	HLF, MGS Recognition Fund	£37,103	12 months	871160	J5F212
The Rashid Publication	Special Collections, Islamic and Middle Eastern Studies	To publish a unique book about one of the University's treasures.	Live	To create a facsimile copy of the 70 paintings of the Rashid al-Din, to write a narrative history of the work, and to give an English translation of the text.		The Binks Trust, the Friends of Edinburgh University Library	£33,000	2006-2012	397000	D52118
New College Cataloguing Project 2010	Special Collections	To catalogue and conserve various archives collections held by New College.	Live	The project is carrying out basic conservation, but is mainly concerned with the cataloguing of three named collections of archives generated by 20th century divines, namely, Tom Allen, James Whyte and the Reverend Professor Alec Cheyne. The work of the project is being carried out by the Project Archivist.		The Cheyne Bequest	c£20,000	August 2009-July 2011	397000	D52053
Revealing Hidden Collections	Cataloguing & KE	Development & delivery costs; salaries	Live	Public, especially academic, access to Scottish university museum collections for the first time through a single web portal.	UMiS - University Museums in Scotland (Uni of Aberdeen lead)	SFC SPIRIT	£15,000	12 months	871163	J5F213
Walter Scott Digital Archive	Special Collections	To create a website that becomes the main source of information of the life and work of Walter Scott on the web, using University Collections material.	Live	The Walter Scott Digital Archive is an Edinburgh University Library online resource created in the Special Collections Division. It is designed around the extensive Corson Collection of Walter Scott material held in Special Collections.		Corson Bequest	Bequest c. £10,000 p/a	2002-present	396000	E08608
Scoping Study, Historical Alumni Database of the University of Edinburgh	Special Collections	To scope and analyse the sources, software and costs required to create an historical alumni database for the University of Edinburgh	Live	The project is being handled by the Deputy University Archivist with support from the University Archivist to examine the scope of the available data and to test how it can be organised, edited and controlled as part of a larger phased project.	The other ancient Scottish Universities are being consulted as part of this project.	The Friends of Edinburgh University Library, and the General Council of the University.	£2,300	April-July 2010	871110	TSA001
TOTAL							£1,592,981.50			

Planned Projects

St. Cecilia's Hall Redevelopment Project	Director of University Collections, Museums Support, EUCHMI	To redevelop and enhance the St. Cecilia's Hall Museum, to make it the primary location for teaching, research and display of historic musical instruments at the University.	Proposal	The St Cecilia's Hall Redevelopment project aims to redevelop St Cecilia's Hall to make it fit-for-purpose as the principal destination for musical instrument display, teaching, performance. It will also be better able to act as a high-quality space for specific University functions, such as meetings of senatus academicus. This Grade A listed building enjoys the active support of a number of stakeholders and benefactors who have all contributed in the initial stages to scoping out how the building could be improved and sensitively modified. To this end, a conservation plan was commissioned by the friends of St. Cecilia's Hall in 2009 from Simpson & Brown Architects to research the historic significance of the building and to provide initial ideas on how the key strategic aims of the University and University Collections could be achieved. The report was published in December 2009. Some initial costings have been prepared by Morham and Brochie.		UoE funding streams, external grants, philanthropic giving.	In planning, estimated budget of £2.75 - £3.75M (excluding fees and VAT).	2011-2015	397000	D52812
David Hume Tercentenary Exhibition	Special Collections & Talbot Rice Gallery	To create an exhibition marking the tercentenary anniversary of David Hume's birth, using material from University Collections and on loan.	Proposal	2011 is the tercentenary anniversary of the birth of David Hume, and to celebrate the University has set up a Steering Group to plan and deliver a series of events, conferences and exhibitions. In conjunction with Talbot Rice Gallery, Special Collections will display unique material relating to the life and study of David Hume. Alongside this, Talbot Rice Gallery will deliver an contemporary art exhibition named 'Hume & Beauty'.		David Hume Tercentenary Steering Group, IASH	£75,000	2011		
Drawing to Scale - early keyboards research	Research & KE	Equipment purchase & salary costs	Award decision pending	To revolutionize access to the EUCHMI collection of early keyboard instruments by enabling research into the entire collection; to support the salary of a Keyboards Research Assistant who will document the instruments using innovative technical drawing equipment, a pantograph, also purchased by the Project.	—	MGS Recognition Fund	£21,456 (+£5097 fEC)	12 months	—	—
They do things different there Exhibition	Talbot Rice Gallery	To develop a unique exhibition that increases visitor numbers and enhances knowledge exchange.	Planned as part of 3 year programme	This annual exhibition is a collaborative curatorial project with Edinburgh College of Art students on the Contemporary Art Theory and Material Cultures MA programmes. The theme for the 2010 project is time.	Edinburgh College of Art	ECA		4 June - 19 June 2010	871152	
Festival Exhibition: Julie Roberts, Craigie Aithchison, Torrie Collection	Talbot Rice Gallery	To develop a unique exhibition that increases visitor numbers and enhances knowledge exchange.	Planned as part of 3 year programme	For Festival 2010 the gallery will present three 'generations' of painting. The contemporary artist Julie Roberts will show a new collection of her highly skilled paintings on the theme of 'the child' in the white cube space, while in the Georgian Gallery, a memorial exhibition of portraits and still lives of Craigie Aithchison will be shown. In the upper balcony a selected group of genre paintings from the Torrie Collection will complete the trio.		SAC	£16,000	30 July - 25 Sept 2010	871152	
Alasdair Gray, A Life in Pictures	Talbot Rice Gallery	To develop a unique exhibition that increases visitor numbers and enhances knowledge exchange.	Planned as part of 3 year programme	An exhibition showing the drawings and graphic illustrations of the great polymath: artist, writer, poet and playwright Alasdair Gray. The exhibition will be supported by the launch of an autobiography of the same name to be published by Canongate. A shared book launch and exhibition preview will be held on 22 October. In the Georgian Gallery, The Alexander Collection, A private collection of important 20th c. post war British Art.		SAC	£16,000	23 October 2010 - tbc	871152	
Clarinet Collection Storage Solution	Collections management; innovation	Equipment purchase	Award decision pending	To improve the current storage situation of and access to over 1000 clarinets in the collection through an innovative preventative conservation method developed by EUCHMI staff.	—	MGS Small Grants Scheme	£1,746	6 months	—	—
TOTAL							£3,885,299.00			

Other Projects

New College Reading Room	Special Collections			New College Library has recently benefitted from a generous donation from an alumni which has enabled is to install a Special Collections Reading are with bespoke furnishings, and also create a dedicated reserve with increased security		Alumni of the University				
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Digital Library Section Funded Projects										
	Name	Business Area	DLS objective	Status	Description	Partnership	Fund source	Fund amount	Lifespan	
	ERIS	Research Publications	Offset development costs	Live	Research and technical development to create an open access research infrastructure in Scotland, with a focus on solutions for research pools.	Edinburgh lead, plus other Scottish Hes and National Library	JISC	£348k (approx 50% to Edinburgh)	24 months	
	CRISPool	Research Publications	Agile development opportunity	Live	To design and implement a pilot portal integrating data from several member Institutions of the Scottish Research Pool, SUPA, using the CERIF standard.	St Andrews lead, and Glasgow	JISC	0 (value is in intelligence gained)	6 months	
	LAIRD	Research Publications	Agile development opportunity	Live	To provide functionality to enable two-way linkage between research papers and research data, carried out in a generic way that should also support links with other digital material.	DLS and Edina	IS FEC	£40k	4 months	
	EnCLaVE	Resource Discovery	Agile development opportunity	Live	To provide an enriched library catalogue user interface and to embed it within the WebCT system.	Edinburgh lead, plus National Library	JISC	£36k (32k to Edinburgh)	6 months	
	Library Management Systems study	Resource Discovery	Strategic information	Complete	An Evaluation and horizon scan of the current library management systems and related systems landscape for UK higher education.	Consultant-led	JISC/SCONUL	£0 (value was in informing decision-making)	6 months	
	Ready4Ref	Research Publications	Offset development costs	Pending	To build a sustainable solution to streamline submission to REF. The project is live but Edinburgh has just been invited to join as a partner to complete some of the development work required.	King's College lead, plus Southampton	JISC	£16k	12 months	
	DepositMO	Research Publications	Offset development costs	Pending	To improve the deposit process for academics into the Publications Repository and allow them to deposit using common tools like Microsoft Office products.	Southampton lead, plus other UK HEIs	JISC	£76k	12 months	
	Open Biz	Research Publications	Offset development costs	Pending	To enhance the knowledge transfer support offered to Scottish businesses. DLS involved to expose research publications and link to ERIS project.	Edinburgh sole partner, led by Interface internally	JISC	£100k (small % of this to DLS)	12 months	

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 10a.

Building Projects: Main Library Redevelopment Update

Brief description of the paper

This is one of a regular series of updates on the Main Library redevelopment.

Action requested

For information

Resource implications

Does the paper have resource implications?

Yes, the Main Library redevelopment is a major University capital project.

Risk Assessment

Does the paper include a risk analysis? No, but a risk register is maintained for the project.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila E. Cannell

Director of Library and Collections

June 2010

Main Library Redevelopment Project**June 2010 Update****Usage**

Usage continues to rise. Whereas the increased usage over the previous year in the first semester was 48%, in the second semester 61%, the provisional figures for the 6-week period from mid-April to is 70%. During the exams, the Library has been exceptionally busy, with the peak recorded headcount of people in the Library on Sunday afternoon, 25th April. This headcount 1956 people was the highest number of people ever recorded in the Main Library at one time. The Library was open during 5 weeks for 24 hours 7 days a week.

2nd Floor

Construction work is progressing well on the second floor, and handover is due on September 2nd. This floor is primarily devoted to the Library of Congress sequence of books, with quiet study space; and we anticipate being able to open the floor around about the start of the new semester. This floor will house the majority of the Library of Congress Collection.

3rd floor

The construction work on the third floor will commence in the autumn, and the design has been finalised. Student Services (Careers, Counselling and Disability) will occupy space to the east end of the floor; and the rest of the floor will be a mixture of books and study space.

Collections

Detailed planning has started for the next phases of the project which involve the massive task of moving the collections—this summer is a particularly critical period for these moves, with many books moving to their final locations on the second floor, and others moving to interim locations to enable the work on the third floor to commence.

We now require to establish a further Library Research Annexe. Full information about this is available at <http://www.lib.ed.ac.uk/about/libcom/PapersApr10/PaperA.200410.pdf>

We are currently reviewing which books and journals should be kept on site and which could be moved to the Library Research Annexe, which will be ready in September. This work will be carried out in consultation with the academic community. In consequence, we are re-working the plans for moving books in the summer in consultation with our move management consultants, and we will make available information about the moves when we have this information.

4th Floor and Lower Ground floor

We are reviewing the functions which will be on the 4th and Lower Ground Floors, because we have found the usage of the Main Library to be higher than we had planned for, and we want to include more study space. We are also reviewing whether we can create a dedicated postgraduate study space, and whether we can have more books in the Main Library.

Staffing

Fiona Boyd, Main Library Redevelopment Co-ordinator has moved to work in the Principal's Office. Laura Macpherson will be taking on this role from mid-June.

Sheila Cannell, Director of Library and Collections
June 2010

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 10b.

Library Research Annexe 2: update on progress

Brief description of the paper

This paper gives an update on the development of the LRA2, the materials it is proposed to move to the LRA, and the planned service. Comments on these proposals are sought as we continue to develop the service.

Action requested

For discussion, comment and advice. This paper should also be discussed at College Library Committees.

Resource implications

The development of LRA2 has resource implications within the Main Library Redevelopment Project.

Risk Assessment

Risk is not discussed in the paper.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila Cannell

June 2010

Edinburgh University Library Committee

Library Research Annexe 2: update on progress

Introduction

This paper gives an update on the development of the LRA2, the materials it is proposed to move to the LRA, and the planned service. Comments on these proposals are sought as we continue to develop the service.

Lease and fit-out

The University has agreed terms and negotiations continue for 1A 20-22 South Gyle Crescent, which is adjacent to the existing Library Research Annexe 1. The fit-out will not be completed until the early autumn, which means that it may not be possible to remove materials directly to LRA2, but they may have to be moved within the Main Library on an interim basis. This gives us more time to decide on the appropriate materials to move to the LRA.

Materials which will be moved to the LRA

We want to discuss with library users which materials will be moved to the LRA. As a starting point for discussion, we suggest that we move the following collections to the LRA.

In all cases it will be possible to move an item or set of items back to the Main Library if they are required for long term research or for learning or teaching.

Books in the Dewey sequence. These will all be catalogued into the online catalogue. All books which have circulated (loaned) in the last 10 years have already been moved from the Dewey to the LC sequence, but there are some materials (e.g. oversize or monograph series) which have not been moved, and these transfers will happen before the move to LRA. If requests are made to move other items to the LC collection we will move them. For books then moved out to the LRA, if we find that they are being used more than 3 times in any calendar year, they will automatically be moved to the LC collection.

Journals which are in closed runs, i.e. journals which are no longer received.

Journal runs with equivalent online access and older than 10 years.

Journals which we are submitting to the UKRR process for collaborative retention in the UK and which we are required to keep as our contribution to the national collection.

Some maps and related material.

Return of items from the LRA

There will be a web-based form to request the return of items from the LRA. We will gather information about such requests to inform decisions, for example, if we detect a trend for return of particular items, we will consider return of the whole set of items.

Visiting the LRA

Users will be able to visit the LRA to consult items in the reading room there. We are also considering whether it will be possible to permit supervised access to the shelves (this will require to be supervised because of the layout of the building which is organised primarily for the staff who are familiar with the building—this ensures that we can make maximum use of the space).

Service from the LRA

We are currently developing the delivery service from the LRA. Library users will be able to request delivery of items from the LRA using the ILLIAD system, which is the recently introduced system for inter-library loans. There will be no charge for delivery of items from the LRA. Items will be delivered to users, either by scanning and delivery to the desktop (usually for journal articles, or chapters of books) or by physical delivery (usually for books).

We aim to provide a robust and reliable service. Initially, while we set the service up, we are aiming for the following delivery times, but we hope to be able to achieve better than this:

- Scans: 12 hours. This should normally mean that if a request is received by 12 noon, it will be delivered by 5pm; if received in the afternoon, it will be received the following morning.
- Physical items: 24 hours for delivery to the Main Library (or other selected site library). We are still negotiating with couriers on delivery but would expect to have 2 deliveries a day so that we would hope to have items which are requested before 12 noon ready for collection in the Main Library on the same day.

Users will be required to register to use the ILLIAD system. The registration process is at <http://illiad.lib.ed.ac.uk/illiad/>. The ILLIAD system will be enhanced to ensure that it is easy to indicate that the requested item is at the LRA. The system permits tracking of the progress of the request.

Library Research Annexe Advisory Group

Members are sought for the Library Research Annexe Advisory Group.

Sheila Cannell
June 2010

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 11

Library Committee agenda 2009-2010: update

Brief description of the paper

At the first meeting of Library Committee in October 2009, there was a paper setting out the agenda of Library Committee for the 2009-2010 session. This paper gives an update on the agenda, with a brief account of the actions taken in each area.

Action requested

For information

Resource implications

Most of the items in this report have resource implications, but this update does not deal with the resource issues.

Risk Assessment

Risk issues are not addressed in this paper

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila Cannell

Director of Library and Collections

June 2010

Edinburgh University Library Committee

Library Committee agenda 2009-2010: update

At the first meeting of Library Committee in October 2009, there was a paper setting out the agenda of Library Committee for the 2009-2010 session. This paper gives an update on the agenda, with a brief account of the actions taken in each area.

Agenda paper October 2009	Update June 2010
Future of libraries	
There are a number of interesting assessments of where libraries should be placing their focus over the next few years; and we will bring several of these to Library Committee during the year to stimulate discussion.	Library Committee members have been involved with developing a set of Library “hot topics” for the new Knowledge Management Strategy for UoE. The next stage is the creation of a new Library strategy, which will be commenced during the summer. College Library Committees have made nominees for this work.
Costs of services	
We will be examining the costs of all the services provided by Information Services, including those in the library domain. Colleges will be asked for their view of the priority which should be given to each service.	A table of costs of Information Services, including those in the library domain, has been developed, and shared with Colleges.
Resources for purchasing materials	
The biggest issue we face in the delivery of library services is in the resources available, particularly for the purchase of library materials. The recent upward move of the euro against the dollar makes the budget very uncertain. ... We continue to seek ways of working with Colleges in order to get sustainability funding to support the materials budget.	In 2009-10, CHSS and CS&E gave sustainability funding to the Library in order to maintain expenditure on library materials. Some Schools also provided funding. We worked closely with the Finance Office to ensure that the large euro invoices were paid at an appropriate time, and will do so again next year. We have also worked on the cost per use of e-resources, in order to provide information to help Colleges and Schools make any necessary cancellations.
Opening hours	
A major review of opening hours is planned during the session, reviewing the sites (libraries and microlabs) which are open, and their hours. In the meantime, we are trying, within the finance available, to make small changes, e.g. through the recent opening at weekends during the later summer, and opening for some days at Christmas. There is pressure from students to extend opening hours on various sites. However, hard choices will require to be made in this area to match expectation and the finance available.	In order to inform our evening and weekend opening hours provision, an extensive user survey took place in February at evenings and weekends in 6 locations: Main Library, Darwin Library, Law & Europa Library, Moray House Library, and open access computing areas in the KB Centre and Hugh Robson Building. We experimented with 24/7 opening for 3 weeks at the Christmas exams and for 5 weeks in the summer exams 2010; extended opening in August/September 2009 to support PG-T students; and opening for 2 days in the Main Library at Christmas. As a result of the University’s decision to make 5 former Public Holidays normal business days, all libraries were open on the Spring Holiday in April and all but one Library was open on both Victoria Day Holidays in May.
Digital library infrastructure	
We are continuing to transfer library materials to digital availability where we can. This requirement has been given a recent boost by the concerns raised by the flu pandemic, when both students and researchers clearly want to have as much content as possible available to use electronically at home. This means that the digital library	The growth and use of digital library resources has continued. The e-reserve service has continued to grow perhaps particularly as a response to the flu pandemic. Work on improving resilience in collaboration with ITI Division continues. In particular we are working towards a more robust EZProxy service to ensure access to high-demand e-resources is as resilient as possible. We have also restructured our systems team and have created a post responsible for ensuring development work moves smoothly into service, and to work

infrastructure needs to continue to improve. This year we plan in particular to invest in ensuring that the platforms are robust and resilient. At the moment, we continue to keep a watching brief of the developing next generation Library Management System products, but have no plans to review this at the moment. We do plan to review, with Library Committee's input and advice on requirements, the discovery tools, both those we have and those in the marketplace, which allow users to find the e-resources which we have and to expose the University's investment in e-resources in all the places where users might expect. There are a number of new products which make webscale discovery easier, and which would allow us to move on from the federated search service provided by Searcher, through the Webfeat product to products which are more "google-like". It is possible that this review, with a view to a possible purchase of a new product in 2010-2011, will be carried out in conjunction with a number of other local universities and other organisations through the Scottish Digital Library Consortium.	closely with the Helpline so that incident reporting and support is well-managed. In terms of e-resource discovery, a project to procure a new system is well underway. We are leading this project with other Scottish partners (principally HE but also the Scottish Government and the National Library of Scotland) and an invitation to tender is scheduled for release in mid-June. We have a Project Board comprised of representatives of the College Library Committees to oversee the work and to sign off work at key milestones, and to approve the final purchase recommendation. Business requirements and functional requirements have been drafted, informed by usability work which was carried out in April. Full information is available on the project wiki: https://www.wiki.ed.ac.uk/x/5gYiBg (Access needs to be authorised – easily done on request).
Help developments	
With the establishment of User Services Division, the first point of contact is being channelled to the new IS Helpline. This is a new service, and we will be monitoring how it develops. At the same time, the role of the Helpdesk has changed. With greater automation of processes related to books, and with the reassignment of lab supervisors, Helpdesk staff are now dealing with first line IT support as well as library enquiries, and this will prove challenging for staff this session.	The IS Helpline has increased its user base since inception in August and is now the first point of contact for IS for all the University's communities. It is handling over 3,000 calls per month. Quality has been largely acceptable to users; moreover, process improvement, staff development and new enquiry management software should result in improved performance next session. Helpdesk staff in the Main Library and Darwin Library have risen to the challenge of fulfilling an extended role to cover first line IT help with great enthusiasm and success; after Easter this model was rolled out successfully to other Helpdesk staff at KB and to the Moray House Library. The intention is for all sites to adopt the role next session, tailored to local business need.
College Consultancy Teams	
The liaison/subject librarians are now in the new College Consultancy Teams in the User Services Division. These teams will be reviewing their roles during the session with a view to developing cross-domain working in library, IT and e-learning activities.	The College Consultancy Teams provide an integrated service covering library, IT and elearning. During the session the focus has been on establishing new working relationships with their Colleges and Schools and with colleagues across IS. From August 2010 they will be taking over the roles previously held by the Academic Liaison Directors.
Research data	
The whole area of linking research data to research outputs, and making research data public is an important new requirement.	Two groups, on research data storage and research data management have been meeting, and will shortly have proposals which will be brought to the first meeting of the Library Committee next session. The work will lead to policy development in this area.
Research Publications Service	
The Research Publications Service will go	A separate paper on the RPS has been written for Library

live on 1st January 2010, when all researchers will be required to deposit their research outputs in the service. There is a Research Publications Service Steering Group which is advising on this process—on the technical infrastructure, publicity and promotion, and there will be reports to Library Committee from this group. A particular issue is to do with requests that the University should establish an Open Access publishing fund for researchers to claim from when they wish to publish in Open Access journals. ...	Committee, June 2010.
Collections issues	
The shape and pattern of the print library collection, both in what is newly purchased, and the collections we already have is an important area for Library Committee. There are a number of issues which Library Committee will need to address during the year. The context includes the Library Research Annexe, new national (UK) initiatives such as the UK Research Reserve, and the need to make our collection as easily navigable as possible for users. The issues are particularly acute in the Main Library, where the continued redevelopment will mean that we have to move the collections around in order to free up development space floor by floor. The Collections Policy will have a light touch review in accordance with the principles discussed at previous Library Committee meetings. Particular issues to address include when it is appropriate to continue to purchase in print and when it is appropriate to transfer, relegate or dispose of print journal collections, including what we can move to the Library Research Annexe and contribute to UKRR. For this year, a particular focus will be to clear the 2nd and then the 3rd floor of the Main Library to allow the Main Library redevelopment to continue. We will also be closely monitoring the use of the HUB collection; and the implementation of the new book returns machinery.	The most significant development in the print library collection is the recent commitment to a second Library Research Annexe (LRA) which will allow us to balance the collection between the material required in the Main Library and that which can be held off-campus with responsive physical and digital delivery. The expansion of the LRA will also allow us much needed space to grow our vital general print and special collections in line with research and teaching areas in the University. The net effect will be more space for building the collections that support teaching and research. The light touch review of the Collections Policy (2005) key policy statements as agreed by library committee in June 2009 and these have been made available online. Further work on the policy will be undertaken for the next session. We are now a member of the national UKRR project which will allow us to rationalise our print journal collections within a safe environment predicated on shared retention and easy availability of content via a national networked service. Our first group of material has been agreed (S&E journals, formerly in CASS) and our second group for UKRR is being scoped (JSTOR). The new book returns machinery has greatly improved the service to users, allowing them to self-return stock quickly and efficiently. However, the process has proved to be labour-intensive on the shelving side of the operation, resulting in shelving backlogs. Various measures have been implemented to improve the situation and we expect a more efficient shelving service in session 2010-11. The main priority in the summer-autumn is to execute the complex set of moves required to commence Phase 4 of the MLRP and this is at an advanced stage of planning. The second priority in the summer is to implement the annual revision of the HUB collection which will include the weeding of material no longer required for course support.
E-reserve	
The e-reserve service has been growing slowly for several years, but has suddenly become very much in demand by academics who want to include e-readings in their VLEs. The current resource devoted to the e-reserve service is insufficient to meet this new demand. A paper will be brought to Library Committee to look at how this can be addressed, with	This topic has been discussed by Library Committee and College Library Committees. CHSS provided some extra funding late in the year, which is being used to upgrade the e-reserve delivery system.

options being to use the materials budget, to seek additional funds from Schools, to stop or slow down doing something else, or to ration the service.	
Digitisation	
We continue to digitise at the high quality small-scale end of the spectrum, at a time when Large-Scale Digitisation Initiatives (LSDI) are becoming increasingly important to expose library special collections more effectively and to wider audiences. We will be developing a digitisation policy in the coming year, and exploring possible options, such as collaborating with the National Library of Scotland as they continue to develop capacity in this area.	There has not been time or resource to devote to strategic development in this area. However, L&C continues to work with colleagues across the UK on digitisation, with both Simon Bains and John Scally speaking on the subject at high profile events (JISC and Research Libraries UK). The development of the LRA2 project offers potential to address high demand, rapid digitisation on request and we are looking at digital camera options relating to this. Some book digitisation work was carried out by the Internet Archive using their equipment at the National Library of Scotland, but it has not proved possible to move beyond a very small pilot exercise. The digitised items are available to inspect on the Internet Archives texts website. The digitised items are available to inspect on the Internet Archive texts website, for example: http://www.archive.org/details/rainagusrannac01came http://www.archive.org/details/listoffifteenthc01nich
Bibliometrics	
Bibliometrics is where librarians can advise the University, research administrators and researchers both on how well articles published in the University are being used and on how effective the publishing strategy is.	This has not been done, and will be carried forward to next year.
Impact of library services	
We will continue to review the impact of library collections and services, and bring results to Library Committee. Particular initiatives this year will include: benchmarking, LibQual, work on impact, and understanding e-journal usage.	Papers on the value for money of the materials expenditure have been brought to this Library Committee. The LibQual survey reports were brought to the Library Committee meeting in April.
Collaborative initiatives	
The Library is involved, usually in a leadership position, with a number of collaborative Scottish initiatives. The default position is that we will seek collaborative partners on new projects, and while this mainly leads to benefits, both financial and in sharing information, for Edinburgh, it is also certainly the case that there is a high transaction cost in collaboration. Library Committee's advice will be sought on this issue.	We continue to lead on collaborative initiatives in Scotland, including SHEDL, SDLC and ERIS. All of these deliver benefit for Edinburgh. A paper on SHEDL was brought to Library Committee.

Sheila Cannell
June 2010

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 12

E-Reserve policy for 2010-2011

Brief description of the paper

The paper presents the policy on e-reserve which is being used to prioritise requests for the service in 2010-2011. The paper is in the form of a statement which is being sent out to Schools.

Action requested

For information

Resource implications

The policy provides of way of controlling expenditure on e-reserve.

Risk Assessment

There is a risk that the number of requests for e-reserve will significantly exceed the available resource. In this case, the Library will control the amount of work through the policy, or Colleges or Schools may arrange to fund further work separately.

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Liz G Stevenson

E-Resources Manager

June 2010

Edinburgh University Library Committee

E-Reserve policy for 2010-11

This statement is being used for the management of the e-reserve services for 2010-11. This has been sent to course organisers and is available on the web at <http://www.lib.ed.ac.uk/resources/collections/eresintro.html>

Colleges may use e-reserve in the proportions they used the service in 2009-10, and with any funds already provided to support e-reserve in 2010-11. This information will be provided to Colleges shortly. If Colleges or Schools wish to increase the amount of e-reserve, they would be required to fund this separately, and this will be dependent on the availability of staff to do the work.

E-Reserve statement for 2010-2011 (Semester 1)

The demand for e-Reserve has been increasing greatly, to the extent that we now have to put in place measures to help deal with this increase. In all circumstances we will prefer to buy, from School library funds, items which are available as e-books. Course organisers are reminded that we already purchase a large number of e-journals, and have a fast growing collection of e-books.

We would expect to be able to process all requests for new e-Reserve items which are received by **Friday 9th July** (copyright issues permitting). Requests should be submitted to ereserve@ed.ac.uk.

In any case, all requests for semester 1 must be received by us by **Monday 16th August**.

For items received by us between 9th July and 16th August, and depending on demand, priority may need to be given to requests in the following categories (given in order of the priority we would assign):

1. Distance education courses
2. Classes of 100+ students
3. The first 10 priority items requested for any particular course
4. PGT courses

Requests for semester 1 received after 16th August will not be processed unless:

1. We have sufficient staff capacity - and -
2. They are accompanied by a supporting statement by the Head of School, in order to manage the difficult process of special cases being made.

Liz Stevenson
17 May 2010

**MINUTES OF THE MEETING HELD ON TUESDAY 20TH APRIL AT 10 A.M.
IN ROOM 1.11, 1ST FLOOR MEETING SUITE, MAIN LIBRARY, GEORGE SQUARE**

Present: Vice-Principal Professor J. Haywood (Convenor)
Professor David Fergusson
Professor David Finnegan
Mrs Fiona Brown
Ms Janet Rennie
Dr Wilson McLeod
Professor John Moncrieff
Mr Alan Hunter
Professor Kenneth Boyd
Professor Graham Pettigrew
Mr Evan Beswick
Dr John Martin

Mrs S.E. Cannell, Director of Library Services

In Attendance: Mr Abdul Majothi
Ms S. Graham
Dr J. Scally
Ms Louise Hallows (Secretary)
Mr Richard Battersby

Apologies: Ms Liz Rawlings
Mr Andrew Burnie
Mrs Marjorie McGregor
Ms Elize Rowan
Professor Bonnie Webber
Ms Iulia Drugas
Ms Irene McGowan

Freedom of Information: this minute is "open" for FOI purposes unless specifically indicated for an individual section/paragraph. Similarly the papers for this meeting are "open", unless specifically indicated.

71. Convenor and Director of Library Services' business

The Convenor said that the IS budget will show a decline of 1% saving. Budget allocations across IS will be decided by the end of May.

Professor Fergusson highlighted that mergers (i.e. Roslin/Human Genetics/ECA) could be valuable in making savings e.g. addition of journals at lower cost. The Director indicated that this may not be straightforward because of the "merger clause" which applied to journal bundles. She was in negotiation with JISC Collections and ERI on the "merger clause".

For discussion:

72. Paper A, Main Library Collections and Library Research Annexe (LRA)

The Director presented this paper describing the shortage of space affecting the Main Library collections, proposing the establishment of an expanded LRA. The Committee were asked to discuss the proposal, the service requirements and how this will be presented to the wider academic community. Professor Fergusson said that he had spoken against the proposal at the Strategic Project Board, but that the decision had been made to include Student Services in the Main Library, which meant that there was insufficient space for the collections. Following a robust discussion, the following points were made:

Use of LRA

- Various Committee members remarked that an exceptional delivery service was crucial for the acceptability of the LRA. The Director suggested that the delivery might be via a carrier rather than via University transport. The service and exact costs are currently being investigated.
- Professor Fergusson questioned what material would be permanently relocated to the LRA. The Director confirmed that this is being worked on.
- Dr Martin proposed that the profile of materials viewed should be monitored to ensure that the highly used books remain in the Main Library. Dr Scally said that book requests would be monitored to trigger the return of from the LRA of the most requested books.

Costs

- Professor Boyd remarked on the increase of digitisation which would save on costs of material delivery. It was noted that many journals will be available digitally in the future but that print will remain very important in subject areas such as History, Classics and Literature.
- Professor Fergusson asked why the University does not purchase the building rather than lease it. The Director responded by saying that it is considered more cost appropriate (in these tough/uncertain economic times) to lease as it does not commit the University.

Future Vision

- The Director proposed that LRA2 is retained for longer than the initial 5 years (where costs will be covered by the project for the first 3 years). This would provide the potential for collection growth in the future.

The Committee approved going ahead with the lease of the LRA2 with the current time proposal of 5 years, and requested that the return service should be as good as possible. The Convener said that if there was a strong feeling that the 4th floor should be used for purposes other than for the proposed use of staff that this would need to put to the next meeting of the Main Library Strategic Project Board.

Action: College Convenors to present this proposal at College Library Committees for discussions about efficient operation options and about what material should be kept onsite. 2 groups will be established to work on this stream of work: 1. Academic representatives from each College will create an Advisory Group along with the Director for consultations, 2. An Operational Group from Library and Collections will work on options for logistics/costs/communications.

73. Paper B, Library Materials Budget 2010/11

The Director noted that Library and Collections will have to take its share of the 1% saving across Information Services. However, given that there is uncertainty around the impact of currency and publisher inflation in 2010/11, it was suggested that the starting position for planning should be a

saving of 5% on the library materials budget in 2010/11. This based on a 1% cut in budget and 4% rise in costs. The Committee were invited to advise on ways of effective spending. The following points were discussed:

- The Director stressed that it will be helpful to try and offset some costs against endowment funds which relate to specific subject areas, and in some cases are unused.
- The Colleges could provide some sustainability funds to supplement the core funds. Mrs Rennie noted that HSS fEC monies were to be decided in the next couple of weeks, and it was also noted that a bid was being made to S&E.
- If cancellations were required the current strand of work on cost per use of titles and bundles would be useful.

Over the next few weeks, the budgetary situation will become clearer.

74. Paper C, Fast use computers in the Library

Mr Beswick presented this paper regarding the proposal of a number of fast-use computers in the library which will allow users to log on and do various quick tasks, e.g. printing, checking emails, etc. He noted that complaints had been received from users who cannot access computers for a short space of time due to prolonged usage of PCs by other users; and that EUSA had debated this proposal based on banning the use of Facebook in the Library. It was considered that this would be a better solution. The computers would remain logged on for a maximum of 10 minutes before shutting down and re-starting enabling the next user to log on. The Committee were asked to endorse this proposal.

The Committee agreed that 14 computers located between study pods and the HUB on the ground floor would be adapted to fast-use, complete with menus of behaviour. This would be introduced at the start of the next academic session.

Action: Director and VPAA to bring feedback to the October Library Committee.

75. Paper D, Opening hours in the Main Library 2010/11

The Director presented this paper on the proposed extension of the Main Library opening hours for 2010/11 following a 'work-in' by students for 24*7 opening hours and further discussions with EUSA. The Committee were invited to discuss the proposals in the paper, subject to resource allocation from Information Services with ballpark costs of £100,000:

- Extended hours to be on the Ground and 1st floor only to constrain utilities costs.
- Open each semester day at 07:30 (currently 08:30)
- Close each semester day at 02:30 (currently 12:00 midnight)
- Open for up to 8 weeks for 24*7, in weeks to be determined during exam time, and possibly during project deadlines.
- Extend opening to 12 midnight Sunday-Thursday during August to support PG-T projects (currently opening Monday –Thursday to 20:00, closed Sunday)

The Director noted the petition provided by EUSA from the 'work-in' on the 15th March 2010. The petition contained 571 names and there were 2230 on the Facebook group all in favour of 24*7 opening hours. However, the Director informed that on the basis of costs and usage following the trial in December 2009, 24*7 would be costly.

The Committee approved the proposed new opening arrangements, on the basis it will be reviewed in April 2011.

Reports:

76. Student Report – Evan Beswick reported on a concern about the number of books which postgraduates could borrow, and the Director undertook to investigate this.

77. College Library Committees:

Humanities & Social Science – Professor Fergusson briefly noted that the next College Library Committee would focus on e-reserve and usage and review of subscriptions to e-journals.

Medicine & Veterinary Medicine – Professor Boyd described work surrounding materials cancellations. He also noted the review of monographs to remove those which are out of date. He said that student appeals and the future of the CLC are to be discussed at the next CLC.

Science & Engineering – Dr Martin provided an update on the current strands of library work in CSE. These include the building works at King's Building; division of budgets for 2010/11 and sustainability funds.

For information:

78. Update on strategic discussions

a. Paper E, Creating a new Knowledge Strategy for Edinburgh; library hot topics

This paper records the discussions between members of the Library Committee on what are considered to be the 'hot topics' within Library and Collections. This report will be used to create a new library strategy.

This information will be incorporated into the paper inclusive of all areas within Information Services which will be submitted to KSC on the 28th May.

Action: Any comments on the 'hot topics' to be sent to the Director for consideration in the KS strategy for Edinburgh.

b. Paper F, University of Edinburgh University Collections: Development Plan for 2009/2010-2014/15

Dr Scally presented this paper to inform the Committee of the development plan for the University's Collections. This paper has been approved by the University Collections Advisory Committee and is now awaiting submission to Court.

79. Paper G, Scottish Higher Education Digital Library (SHEDL)

The Director presented this paper highlighting how valuable SHEDL is for Edinburgh. The usage of SHEDL publishers has seen an increase of 50% in Edinburgh. Although in the very early stages of negotiations, it would appear that Edinburgh will strike an impressive deal on the purchasing of new titles providing the allocation of costs between SHEDL members will be the same as at the start of the initiative. For Edinburgh this means, regardless of the number of publishers Edinburgh uses, costs will not increase.

Action: College Convenors to present at CLCs.

80. Paper H, Information Services Quality Assurance & Enhancement Report FY08/09

The Convenor presented this paper briefing describing its content regarding the enhancements and changes to the services provided by Information Services for supporting students in their studies and teaching activities within the University in 2008/09.

Details of the report can be viewed at:

http://www.ed.ac.uk/polopoly_fs/1.35077!fileManager/is_report_08-09_golden_copy.pdf

The Convenor encouraged this to be circulated at CLCs.

81. Building Projects:**a. Paper I, Main Library Redevelopment Project update**

The Director noted the successful visit from the Chancellor, His Royal Highness, the Duke of Edinburgh to the Main Library on the 24th February.

b. Paper J, King's Building and Learning Resource Centre

Dr Martin provided a brief on the current position of the KB LLRC project and informed that the decant to the Robertson Library will go ahead.

82. Paper K, Workflow for Committee papers

This paper sets out the process for papers moving through the Knowledge Strategy Committee Structure. Concerning, primarily those papers which relate to policy and strategy but also to any paper which requires the approval of KSC and beyond.

Minutes and matters arising:

83. Paper L, Minutes of the meeting held on Tuesday 10th February were approved.**84. Paper M, Matters arising**

69. **Action:** The Director invited any comments on the recently launched Research Publications Service for the June meeting.

85. Paper M1, Action log from last meeting

All actions up to date.

86. Any other business (Paper N, Library Committee meeting dates 2010/11)**87. Date of next meeting: Wednesday 2nd June, Room 1.11, 1st Floor Meeting Suite, Main Library, 2.00pm**

The University of Edinburgh

Library Committee

2nd June 2010

Agendum 14

Matters Arising

Brief description of the paper

Matters arising from the meeting held on Tuesday 20th April 2010.

Action requested

For information

Resource implications

Does the paper have resource implications? Yes

Risk Assessment

Does the paper include a risk analysis? No

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Sheila E. Cannell
Director of Library Services
June 2010
Matters arising paper

Edinburgh University Library Committee

Matters Arising

74. Fast use computers

The project to place fast use computers in the Library from the start of the new session is underway.

76 Postgraduate issues

We plan to address a whole series of postgraduate issues (loans, ILLs, space, collections) during the summer in consultation with the Senatus Researcher Experience Committee.

Main Library Committee Action Log

Members: Jeff Haywood (Convenor), Sheila Cannell, David Finnegan, George MacKenzie, Evan Beswick, Andrew Burnie, Iulia Drugas, Liz Rawlings, David Fergusson, Janet Rennie, Wilson McLeod, Kenneth Boyd, Graham Pettigrew, Alan Hunter, John Moncrieff, John Martin, Bonnie Webber, Fiona Brown, Elize Rowan, Richard Battersby, Abdul Majothi, Irene McGowan, Susan Graham, Marjorie McGregor, John Scally, Louise Hallows (Secretary)

Actions from Main Library Committee Meeting - Tuesday 20th April 2010

Date	Item	Action	By Whom	Update
20/04/2010	3	College Library Committees to advise on the operational requirement of the LRA, on the categories of materials which can be relegated to the LRA, and those which should be kept in the Main Library	This will be discussed at each College Library Committee	A paper on the LRA is brought to this meeting
20/04/2010	4	College Library Committee Convenors to report on the situation relating to material budget shortfall (2010/11) in each College	CLC Convenors	In progress
20/04/2010	5	Feedback from fast-use computers to be bought to Library Committee post introduction in the next academic session	Sheila Cannell/VPAA	Plans have been made to implement this.
20/04/2010	9a.	Committee invited to comment on 'Library Hot Topics' for inclusion in KS for Edinburgh	Committee members to send comments to Sheila Cannell	Any comment received have been passed to KSC
20/04/2010	15	Committee invited to comment on Research Publications Service which will be discussed at the June Library Committee	Committee members to send comments to Sheila Cannell	No comments received

Outstanding Actions from Previous Meetings

Date	Item	Action	By Whom	Update
	N/A			