Library and University Collections

Library and University Collections in a nutshell
Library and University Collections (L&UC) is responsible for the University of Edinburgh’s digital and physical collections. We work in partnership to deliver the services that bring our collections to the university community and the wider public. L&UC is a Division of Information Services working within a converged structure of IT, Library, Online Learning and Museums. The range of collections includes over 3,500,000 physical items, 330,000 ebooks, 50,000 journal titles, and 60KM of museum objects, archives, manuscripts and rare books. Fast, seamless discovery providing access to and use of the collections is vital, whether that be via an online device or physically, in one of our ten libraries or six museum facilities. Investment in the collections and services will continue to be made to ensure that current and future needs are met.

Vision
A library and university collection that is at the heart of education, research and engagement at Edinburgh, with an international reputation for innovation, quality and excellence.

Values

Strategic Goals
High quality collections. Excellent services. First-rate engagement. Multiple income streams.
Key Performance Areas

1. Library Materials Purchasing Power
A scalable budget linked to the growth of the University in student/staff numbers, new teaching and research needs, predicted publisher inflation and annual institutional turnover.

**Indicator:** The collections meet the needs of 90% of the University community as demonstrated through surveys (e.g. NSS, PTES, PRES) and with annual financial allocation matching or exceeding that of external comparators.

2. Rapid and seamless Discovery
All collections will be described to a relevant standard which allows them to be discovered through both a single search interface or through specific search interfaces tailored specifically for the collection or object type. Discovery systems will be optimised for their intended audiences, and regularly reviewed to ensure they are fit for purpose.

**Indicators:** Improving satisfaction with discovery tools, a discovery strategy to move towards a single discovery interface, an increasing percentage of local collections within the discovery tool.

3. Rapid and seamless Access and Use
Seamless access to all publically accessible digital or physical collections. Rapid access to digital items through minimal layers of navigation; physical items will be available quickly or where appropriate converted to a digital surrogate. When items need to be acquired, this will be accelerated to ensure access to new resources is linked with user needs.

**Indicators:** Increasing use of digital content by 20% per annum (e-journals, e-book chapters, e-reserve, local open access materials, local image collections, exam papers, Talis Aspire resource list accesses), physical circulation will gradually reduce to reflect e-increase, promotion and use of inter library loan service, 10% per annum increase in the use of CRC collections; increased overall satisfaction with access and use of collections.

4. Preservation & Conservation
L&UC will develop its leadership role further by preserving the University’s rare/unique physical collections to ensure that these collections will be available and accessible for both teaching and research, and to encourage widening participation and engagement with the University. L&UC will also train students and staff, and share a range of skills in conservation and preservation with them.

Digital preservation activity will grow in parallel with activities in the physical domain, developing in the early stages via KPA 9 Digital Asset Management.

**Indicators:** Accommodation monitoring and facilities improvement will be systematic and well managed. A financial investment of no less than £50,000 per annum will be made in additional collection-focused conservation in the period 2013-17. There will be adherence to best practice and ethical guidelines for the preservation and treatment of rare/unique collections. Intern/volunteer/staff training schemes will expand numerically and improve in quality.
5. Study Spaces
Participation in the development of new and existing university-wide study spaces across the range of existing and emergent options, with a particular focus on library and museum spaces: technology rich spaces, research and teaching spaces in museums, library group and monastic study spaces.

Indicators: The use and deployment of study spaces in the library and museums is fit for purpose in line with student and academic requirements as demonstrated through Estates’ plans, ongoing surveys and targeted feedback.

6. Library2 – fully integrated campus storage and collections processing facility
The successful outcome of a University funded feasibility project results in the construction of Library2, a high-density, low energy storage and collections processing facility on University land (e.g. Easter Bush) to replace the existing Library Annexe.

Indicators: Robust plan for >50 linear km store with multiple format facilities, processing areas for collections staff, digitisation, and conservation activity. Target date: construction starts Summer 2016.

7. St Cecilia’s Hall Redevelopment
The successful completion of a capital project to redevelop St Cecilia’s Hall, turning it into the single destination for historic musical instrument research, teaching, performance and outreach in the UK.

Indicators: £6.5M raised (third university/third statutory/third philanthropic); Reid Concert Hall and museum store transferred to new St Cecilia’s and new CRC museum store by 2016; SCH redevelopment building work begins September 2014. St Cecilia’s museum and concert programme operational from March 2016; engagement programme results in 250% more visitors on 2013 figures; 95% visitor satisfaction through surveys and feedback.

8. Rollout of new Research Data Management Service
Incremental rollout of a full Research Data Management (RDM) service to active researchers at Edinburgh covering all elements of the research data lifecycle: from planning and grant applications, through storage and access tools, to preservation and sharing.

Indicators: 90% satisfaction of local users of the service, completion of RDM roadmap deliverables, increasing use of the services, evidence of local RDM service being the best in Scotland, and comparable with world leading universities.

9. Digital Asset Management (DAM)
Creation of a comprehensive digital asset management strategy that includes aspects such as digitisation, management, discovery, and preservation, along with the delivery of systems to support these goals. Synchronisation with emergent services such as Research Data Management (RDM).

Indicators: Completed digital asset management strategy, delivery of all systems required to support the strategy, an increasing number of local collections actively digitized, more collections stored within local management systems, compliance with best practice digital preservation requirements and actively working towards trusted digital repository status.
10. Supporting Scholarly Communications
High-quality support in all areas of the scholarly communications environment, from hosting of open access journals and copyright advice, through to funder open access compliance and post-publication bibliometric analysis services.

**Indicators:** Well-known and highly used one-stop-shop open access service, demonstrable compliance with University and funder policies on open access, complete and appropriate spend of publication funds, an increasing percentage of locally authored outputs available open access (green or gold), a sustainable and active open access publishing platform, the development and delivery of new services relating to copyright and bibliometrics.

11. Next Generation Library Management Platform
Procurement and implementation of a next generation Library Management Platform (LMP) that is able to manage print, electronic, subscription and local materials, whilst being fully integrated into enterprise systems such as the Identity Management System (IDMS) and Finance.

**Indicators:** New system procured and implemented ready for the 2015/16 academic year; notable user satisfaction with new discovery layer. Identifiable efficiency gains in acquisition, metadata creation, processing and reporting; a positive overhaul of workflows resulting in greatly improved service targets.

12. Centre for Research Collections: Research and Education Support
Enhanced physical and digital facilities, resource discovery projects, and marketing will increase access to information rich assets for research including rare and unique collections. Continuous development of accommodation both in the Centre for Research Collections (CRC) and supporting sites will ensure best use of space. Studentships and bursaries will be available in all main curatorial disciplines and non-core funding will be based on an increasing amount of legacy giving and externally funded projects.

**Indicators:** Transformative user accommodation upgrades and space reviews leading to greater academic and public engagement; a projects portfolio valued at £1m (current) and £0.5m (potential) six paid studentships and six paid internships per annum; establishment of a digital strong room.

13. Academic & Student Engagement
Further expansion of internship, volunteer and studentship programmes. Extension of teaching and academic liaison programmes, focussing on postgraduates. Over the period of the plan, fellowships and recruitment of multi-professional staff within a new service model will become standard practice.

**Indicators:** Eight graduate trainees, six new courses based on collections, eight internships accredited as part of degree programme, eight joint PhDs/CRC fellowships. University Collections worldwide exhibition tour linked to income generation, student recruitment and donor engagement programme 2016/17.
14. Public Engagement
L&UC will promote activities based on the collections to interact with the public, generating mutually beneficial sharing of knowledge, expertise and skills. University Collections will increasingly be a vehicle for public engagement, promoting the resources and spaces available for use by individuals, groups and communities outside academia. We will reflect the University’s aim to have a valued cultural profile in Scotland and globally, continuing to work in partnership with all audiences to create and curate exhibitions celebrating the extraordinary range of the University’s research and teaching, focussing on our internationally acclaimed collections.

Indicators: Establishment of outreach services with Widening Participation initiatives in 2014; development of community volunteers’ programme 2014/2015; University Collections worldwide exhibition tour linked to income generation, student recruitment and donor engagement in 2016/7.

15. Multiple Income Streams & Investment
15% of the L&UC annual turnover (excluding the Library Materials Purchasing budget) will come from sources other than core institutional allocation such as grants, service income, endowments, and donations. Investment in collections, processes, enabling technology and staff will be appropriate for the medium and longer term needs of the business and on a par with our external comparators.

16. People in Library and University Collections
A multi-professional team of well managed and highly motivated, skilled people, secure in their role and with a clear understanding of how L&UC contributes to the University’s strategic goals. L&UC people will be: hard-working, dedicated, focused, managed effectively, motivated, knowledgeable, highly skilled, committed, innovative, academic facing and delivering excellent services.

Indicators: 100% of Annual Reviews completed on time, with clear objectives; information sharing between teams as a responsibility of all staff; an annual increase in the staff development budget with demonstrable returns in shared learning across teams.

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Library and University Collections Division. Version 1, 2013.