

CURATORS OF UNIVERSITY LIBRARIES
Committee for library provision and strategy in Archaeology

Minutes of the meeting held at 12.00 on Monday February 17th 2014 in the Meeting Room, Sackler Library

Present: Elizabeth Frood (Chair) (EF), Mark Dickerson (MD), James Legg (JL), Qin Cao (QC), Graham Piddock (GP), Elisabet Almunia (EA- minutes)

Apologies: Philipp Niewöhner (PN)

1. Membership:
 - a. PG representative: EF welcomed QC as the new postgraduate representative
2. Annotated agenda of the meeting not held on Monday November 11th 2013: for information
3. Matters arising from the above: nothing to discuss
4. Reports from Libraries:
 - a. **Sackler Library:**
 - 1) **New scanner:** GP will be sending notices to various constituencies informing them that the scanner facility is up and running following a soft launch earlier in the academic year.
 - 2) **Lift notices:** notices are currently placed in the lift to alert users of the increased risk of prolonged entrapment after normal office hours. These notices will be reviewed shortly and will be made more prominent to ensure users are aware of the extra element of risk they face when choosing to use the lift after 16:30. After that time the lift service company could take up to four hours to attend should a user become trapped due to a lift malfunction or a power failure.
 - 3) **Overcrowding on GF and 1F:** new notices will be posted around the Library asking readers not to use seats on the GF and 1F if they do not need to consult materials kept on those floors. These notices were effective in the summer in achieving a more equal spread of readers across all the Library floors and it is hoped the same effect will be seen this time round. JL added that there is a general trend of increased usage of Libraries.
 - b. **Balfour Library:** MD had nothing to report.
5. Bodleian Libraries:
 - a. **Electronic legal deposit briefing and update:** following a change in legislation, the legal deposit libraries (including the Bodleian) can now claim and receive publications in electronic format by agreement with the publisher. JL stated that there will probably be a significant shift in favour of electronic depositing and that some

major publishers have already started to deposit their journals in electronic format only. The shift is expected to be gradual but a considerable amount of work needs to be done to adapt to this change in legislation and to consider all the positive and negative implications.

The obvious advantage will be that works that are only published electronically can now also be claimed and that the electronic LD copies will be available in any Bodleian library reading room, although only through machines provided by the Library. As with print LD, single-user restrictions will apply. Printing will be allowed but no additional copying functionality will be provided. JL asked the committee to consider any issues that may be relevant to Archaeology, such as the display of images, and encouraged feedback based on users' experience. QC was asked to gather feedback from graduate students.

- b. **Bodleian Libraries update:** JL had circulated a general update prior to the meeting.
- c. **Consultation note about the Library of the Oxford Centre for Hebrew and Jewish Studies:** see paper circulated with agenda.

6. Undergraduate issues: the UG representative did not attend the meeting

7. Postgraduate issues:

- a. **Advertised closing times:** PG students have complained that the advertised closing time is misleading as closing procedures start half an hour before closing time, with the bell being rung several times, and no issuing of books possible. GP said he was aware of this problem being particularly relevant on Saturdays when the opening times are shorter and the Library is at its busiest. The question about changing the advertised opening times would need further consideration.
- b. **Recycling facilities:** QC noted that there were not any recycling bins in the Sackler. EA stated that there are dedicated bins for recycling in the photocopier rooms, but there are not enough of them and are not clearly distinguishable as recycling bins; she undertook to remedy the situation. JL offered to send some spare bins from the central Bodleian site.
- c. **Disruptive readers:** QC enquired about the procedure to report disruptive readers. GP replied that disruptive readers should be reported to a member of the library staff.

8. Academic staff issues: the overcrowding on the GF and 1F had already been discussed.

9. Any other business: no items

Next meeting: Monday 26 May 2014 at 12.00 in the Sackler meeting room.