

Committee on Library Provision and Strategy in the Bodleian Social Science Library

2.00pm, Friday 29 May 2015

**Large Discussion Room, Social Science Library
Manor Road Building**

UNAPPROVED MINUTES

1. Introductions and apologies

Present:

Academic members: James Forder (Economics, Chair), Fran Bennett (Social Policy and Intervention), Petra Mahy (Socio-Legal Studies)

Student members: Erik Eriksen (International Development), Friso Jansen (Socio-Legal Studies).

Library members: Louise Clarke (Head of the Bodleian Social Sciences Libraries), Jo Gardner (Bodleian Social Science Librarian, Minutes), Liz Martin (Nuffield College Library), Sarah Rhodes (Bodleian Social Science Library).

Apologies:

Evelyn Ersanilli (International Development), Elizabeth Frazer (Politics and International Relations), Alpa Parmar (Criminology), Zara Plummer (Geography), John Southall (Bodleian Social Science Library), Marion Wyllie (Politics).

2. Minutes of the last meeting and matters arising

2.1 Review of Library opening hours (agenda item 2.1)

JG reported that the SSL has received funding from Bodleian Libraries to support a modest increase in weekend opening hours. The SSL will be open 11am-7pm on Sundays, starting 4 October 2015.

2.2 SSL Core Journal Collection (agenda item 3.1)

JG reported that the list of 38 print journals that will form the basis of the SSL core print journal collection has been posted on the SSL website, and readers have been invited to comment via a library promotion, newsletter and GJCC meetings.

2.3 Heating and Cooling in the SSL (agenda item 3.2)

In collaboration with the Estates Department and Manor Road Building facilities staff, JG and colleagues have taken steps to address the regular problems which have affected the library over a number of years, in particular:

- Stuffiness in Phase 2 – temperature reduced by 2 degrees and air vents opened to maximum to increase air flow
- Heat in Phase 1 – new chiller unit installed for this section of the building
- Cold Graduate Study Rooms – selected vents closed to reduce flow of cool air.

3. Report from the Social Science Librarian, Jo Gardner

3.1 Bodleian KeepCups trial in the SSL

Bodleian Libraries is trialling the use of a 'Bodleian KeepCup', a reusable and stable closed cup for hot or cold drinks. Within the Libraries there will still be no food or drinks allowed in other containers, except for bottled water. The Bodleian KeepCup will be available to buy at cost price (£5.50) in the trial libraries. JG consulted JF on 1 May 2015, and put the SSL forward as a trial library from Monday 1 June. The Bodleian KeepCups will be sold at the SSL issue desk from Week 6 until further notice, and are approved for use in the SSL and Education Library only. The KeepCups can be filled with drinks sold at the Manor Road Building Café. PM asked if a discount would be available for customers with KeepCups – ***action** JG to discuss this with the manager of the Manor Road Building Café.*

3.2 Laptop Free Zone trial in the SSL

JG reported that in response to several requests the SSL is trialling a laptop free zone for the duration of Trinity Term 2015. The eighteen partitioned desks outside the Central Graduate Study Room have been designated and clearly labelled. One library staff member received positive comments from two readers. JF supported the trial, and suggested that library staff enforce this when possible.

3.3 New Appointment: Senior Library Assistant (Scholarly Communication)

The SSL will welcome a new member of staff, Kate Beeby, on 8 June 2015. This is a new role, replacing the Senior Library Assistant (Serials and IT) post that Craig Finlay occupied until he was promoted to Reader Services Librarian. The new post-holder will work on the issue desk and with the Technical Services Team, and will also assist colleagues and researchers with a range of scholarly communication services such as Open Access publishing, using the Oxford Research Archive (ORA) and bibliometrics.

3.4 SSL Summer Project: Respacing

Following a successful application to move 735m of material to the Book Storage Facility (BSF), the SSL will prepare print journals for removal during July-August 2015. This will comprise journal issues that have not been used at all within the last 5 years, and which are available online. The SSL statistics collection will then be moved into the journals area during September 2015, which will provide essential 'growth' room within the book sequence. The statistics collection will have a new 'collection' heading on SOLO to refer readers to its new location.

4. Report from the Bodleian Data Librarian and Subject Consultant for Economics, Sociology and Social Policy & Intervention, John Southall

In JS's absence, JG briefed the Committee on the ESRC Data Policy Update that was circulated with the agenda. FJ asked how this would affect current researchers who have secured their funding before the policy was updated. **Action** – JS to investigate and report back to the Committee.

5. Bodleian Libraries and Curators Report, Louise Clarke

5.1 Library Support for Disabled Readers

LC briefed the Committee on the Bodleian Libraries paper that was circulated with the agenda. The paper outlines the current provision for readers with disabilities, and future developments that will need to be made to absorb the impact of reduced Disabled Students' Allowance (DSA) funding. To ensure that readers experience the same level of support within the various libraries in the University, the Bodleian Libraries and Committee of College Librarians have made a joint submission for the Common Framework Handbook at www.ox.ac.uk/students/welfare/disability/staff. LC encouraged Committee members to send all comments to Teresa Pedroso, Bodleian Libraries Disability Librarian. JF asked if 'light touch' keyboards could be made available to borrow at the SSL. **Action** – JG to investigate.

5.2 Electronic Legal Deposit

LC briefed the Committee on the Bodleian Libraries paper that was circulated with the agenda, and noted that the Legal Deposit Libraries will start receiving academic eLD monographs by Palgrave Macmillan, Taylor & Francis and Sage from June 2015. Social Sciences Subject Librarians have been asked to monitor the impact of this on their research budgets. LM asked whether eLD would impact the availability of commercial ebook packages purchased by Bodleian Libraries for the University; JG responded that the funding available for these packages would be unaffected. In response to a query from JF, LC noted that deposit is likely to become more comprehensive as a result of eLD and includes the UK Legal Deposit Web Archive as a new activity.

6. Comments from Staff Representatives

FB reported that it is now possible to include a question on the library service in the exit questionnaire for Masters students at the Department of Social Policy and Intervention.

Action – JG.

7. Comments from Student Representatives

EE reported that the East Graduate Study Room is crowded during Trinity Term, and requested that both Graduate Study Rooms are designated quiet study zones at this time. **Action** – JG to ensure that both Graduate Study Rooms are designated quiet study zones in Trinity Term, starting from Trinity Term 2016.

8. Items for Divisional Board and Curators

None noted.

9. Any other business

None noted.

10. Date of next meeting

Friday 13 November 2015, 2pm.