

CURATORS OF UNIVERSITY LIBRARIES
Committee for library provision in Archaeology

Minutes of the meeting held at 12.00 on Monday November 8th 2010 in the Meeting Room, Sackler Library

Present: Elizabeth Frood (Chair) (EF), Eleanor Standley (ES), Greg Votruba (GV), James Legg (JL), Rick Schulting (RS), Graham Piddock (GP), Elisabet Almunia (minutes), Sue Killoran (SK)

Apologies: Janet Delaine, Lukas Schachner, Mark Dickerson

1. Membership: Eleanor Standley (Lecturer in Mediaeval Archaeology) was welcomed to the Committee.

2. Minutes of the meeting on Monday 24 May 2010: these were approved.

3. Matters arising from the minutes:

a. Item 3a – **Misplaced items and overnight reservations (GP)**: GP explained that two modifications were being proposed to the overnight reservation system which could mitigate the difficulty of finding items in the Library but not in place on the shelves:

- having weekly clear-outs to prevent books from staying on the reservation shelves for too long a period;

- reducing the number of places where people should look for books not on the shelves. This could be achieved by either limiting the use of each reservation shelf to books belonging to the same floor, or by having a consolidated reservation point.

The first initiative had already been referred to the various constituencies and the Committee unanimously agreed in principle to adopt it. There was however some disagreement over the detail: whereas GV reported that the postgraduates would favour having the clearouts on a Saturday, JL and GP pointed out that Friday might be a more achievable day from an operational point of view and that shelving staff rotas and implications for other readers would need to be looked at before making a final decision.

As regards the second proposal there was more support for a consolidated reservation point than for a strictly floor-limited regime, but it was agreed to defer this decision until the effect of the first measure could be established.

4. Reports from libraries:

a. Sackler:

- 1) **Minor Works (GP):** the latest stage of the entrance renovation project had been completed during the summer with less disruption than anticipated and had been well received by the Library users. A further extension of the project is currently being planned with the same overall aim of improving the look and functionality of the entrance space while making it more welcoming. This would see the removal of some of the periodical display units and the addition of more informal seating space which could be used for browsing the new books and periodicals. The works are expected to be carried out during the Easter vacation and are unlikely to cause undue disruption to readers.
 - 2) **Scanning arrangements (GP):** GP explained that although the new PCAS system offered increased functionality for basic reproduction including quick scanning, it had become apparent that it was not adequate for high quality image scanning for use in publications and presentations, so a decision had been made to retain the flat bed scanner as a back up service. The service can be used on application and by payment of a £1 flat fee and deposit of the user's University card as guarantee. GV queried the charge of £1, to which JL replied that the use of the flatbed scanner was an additional service that had associated costs and required staff involvement. It was also a provisional tariff, which could be reviewed if it proved possible to integrate the use of the machine with the PCAS payment system. GV also queried the price of PCAS scans (2p). JL replied that scanning costs had to be recouped, and that the price might be adjusted in future.
- b. **Balfour:** GP reported on behalf of MD that several periodical titles had been cancelled at the Balfour and undertook to circulated a list of titles to Committee members, which is here appended:
- Anthropological Forum
Antiquity
Asia Pacific Journal of Anthropology
Australian Archaeology
British Archaeology
Bulletin of the American Schl of Prehistoric Res
Cambridge Anthropology
Current Anthropology
Current Archaeology
Historical Metallurgy Group Journal
History and Anthropology
Journal of Anthropological Archaeology
Latin American Antiquity
Newsletter. Museum Professionals Group (with Trans) 06
Nomadic Peoples
SCOLMA : Standing conf on library materials on Africa
Third text

5. Bodleian Libraries matters:

- a. **Acquisitions budget:** JL announced that the total available for materials across all subjects had gone up by 1.5% for the current financial year, which represented no real change and was better than expected but still lower than inflation. After applying the JRAM, the allocation was marginally favourable to Ancient History and Archaeology (increase of 0.57%), and slightly unfavourable to Classics including Classical Archaeology (decrease of 1.86%), resulting in the following available amounts: £58800 for ancient History and Archaeology and £95120 for Classics including Classical Archaeology. The Bodleian Libraries is currently representing to the University the need to have the materials budget increased.

b. **Estates (JL):**

- 1) **Book storage facility:** the first batch of books was delivered on 8/11/10. There are currently 75000 items in the BSF and the numbers are increasing rapidly. The decanting sequence is as follows: New Bodleian bookstack items, followed by material held in Cheshire, and finally items in the Nuneham Courtenay bookstore. JL explained that any item in transit would be marked with the status of "Book Moves" and that the recommendation for non urgent requests was to try again after a few days, but that urgent requests could be met by contacting the book moving team.
 - 2) **Underground Bookstore:** the underground bookstore has been emptied and work is progressing to turn it into an open stack space and opening up the tunnel that connects the Radcliffe Camera and the Old Bodleian. JL warned that the Old Bodleian would be noisy for the next few months, especially in the morning, but that there were plans to open the Radcliffe Camera on Sundays to relieve this situation.
 - 3) **New Bodleian remodelling:** all New Bodleian reading rooms are now closed. The Library will reopen in 2015 as the Weston Library.
 - 4) **Radcliffe Observatory Quarter:** JL announced that the University had decided to put on hold for a year any decision on the Humanities Library at the ROQ.
- c. **Changes to ILL charges (JL):** the charges have gone up by 50p for each type of request in line with an increase in charges by the British Library. JL noted there had been no increase in previous years.

6. Undergraduate issues: no representative was present.

7. Postgraduate issues: already covered.

8. Academic staff issues:
 - a. **Environmental conditions:** EF reported complaints about the Library being too cold in the summer. GP explained that the temperature is set at 22°C for the reading rooms, which is at the upper limit of what is acceptable for book storage, but which can be perceived as cold when the external temperature is significantly higher. Generally conditions within the building have been stable since last winter.
 - b. **Students from other subjects and divisions using the Sackler:** EF enquired about the possibility of restricting the Sackler to students of relevant subjects as there had been complaints about this. JL referred to the current guiding principle that all Bodleian Libraries are open to all members of the University.

9. Any other business: nothing was raised.

Next meeting: Monday 14 February 2011 at 12.00 in the Sackler meeting room.

EA/GP 19.11.10