

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

2.00pm, Friday 27 May 2016

Large Discussion Room, Social Science Library  
Manor Road Building

## MINUTES

### 1. Introductions and apologies

#### Present:

*Academic members:* Fran Bennett (Social Policy and Intervention), James Forder (Economics, Chair), Killian Mullan (Sociology), Alpa Parmar (Criminology).

*Student members:* Felix-Anselm van Lier (Socio-Legal Studies).

*Library members:* Jo Gardner (Bodleian Social Science Librarian, Minutes), Liz Martin (Nuffield College Library), Sarah Rhodes (Bodleian Social Science Library), John Southall (Bodleian Social Science Library).

#### Apologies:

*Academic members:* Elizabeth Frazer (Politics & International Relations), Charles Manson (Socio-Legal Studies).

*Student members:* Robert Blakey (Criminology), Calla Glavin (Social Policy & Intervention), Claudia Hartman (Migration/Forced Migration), Zara Plummer (Geography).

*Library members:* Louise Clarke (Bodleian Libraries)

### 2.1 Increasing the use of the Q-Step Centre Lab (agenda item 3.1)

The paper has been updated in line with the recommendations made at the last meeting.

**Action** – JG to take the paper to DPIR, to consider for their next Sub Faculty meeting.

### 2.2 Binding machine (agenda item 7)

Jo reported that SSL staff are working on a step-by-step guide and video as well as updating the more detailed instructions by the machine. All frontline staff are trained to use the binding machine, so readers can ask at the issue desk for help at any time.

### 2.3 Availability of core Economics textbooks online (agenda item 7)

Jo reported that two further titles have been found to be available for institutional online access. SSL staff will continue to check the online availability of core textbooks on a regular basis. James

reminded the committee that college libraries can purchase additional print copies of core textbooks, and Jo confirmed that new reading lists received at the SSL are forwarded on to the college libraries.

## **2. Report from the Social Science Librarian, Jo Gardner**

### **3.1 Online Reading List Management System – next steps**

Jo reported that during February-December 2015 the SSL led a project to improve and increase use of the 'Add Reading List' function in WebLearn. This produced a custom-built solution for reading lists with direct links to the sources, and it was piloted by four SSD Departments/Centres during Michaelmas Term 2015. Although this project improved the functionality of the WebLearn tool and advocated the use of online reading lists, the service is not suitable for large-scale use. Bodleian Libraries and IT Services will investigate third party reading list tools as a 'Phase 2' project, and this has been approved by the University Education IT Board. The chosen tool will be piloted during Trinity Term or Michaelmas Term 2017.

In the meantime, the SSL will continue to provide online reading lists via the WebLearn tool to the Departments and Centres involved in the pilot project: Department of Economics, Department of International Development, Department of Politics & IR, Centre for Criminology, and the African Studies Centre.

### **3.2 SSL Data Area**

Jo reported that the SSL has created a 'Data Area' at the front of the reader PC area. This provides access to PCs with specialised and restricted-licence data software, such as Bloomberg Professional, DataStream, NVivo, and SPSS. ArcGIS is available on all SSL reader PCs. Alpa asked about the version of NVivo. Jo has since confirmed that NVivo Version 10 is installed on the designated PCs in the library and on the Manor Road Building IT network.

### **3.3 SSL Respacing Project Update**

Jo reported that during Summer 2015 just over 620m of print journal issues were removed to the Book Storage Facility, where they can be ordered to several Bodleian Libraries locations. These issues had not been used within the last 5 years, and the content is available online. During Summer 2016 the SSL aims to move printed statistics and reports onto these vacated shelves. This will bring the statistics and reports together in one place, and create essential growth room within the books section. In response to an enquiry from Killian, Jo confirmed that there were no immediate plans to remove the statistics and reports from the SSL.

### **3.4 Open Access ‘Act on Acceptance’ Update**

Jo highlighted two statements in the Open Access update paper: Thank you to all authors who have deposited their work in line with the nationwide ‘Act on Acceptance’ policy, and remember to contact the Open Access Oxford helpline [openaccess@bodleian.ox.ac.uk](mailto:openaccess@bodleian.ox.ac.uk) or your subject librarian with any enquiries. Fran reminded authors to deposit their manuscript as soon as it is accepted for publication, i.e. do not wait until it is actually published, and Jo confirmed that the ORA team creates a ‘discoverable’ record which raises the profile of a paper before it is available in full text. James noted that the ‘Act on Acceptance’ policy is a great benefit to all involved.

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

John advised the Committee that the Data Area draws attention to software that was already available on PCs within the library, and that additional guidance documentation is now available on the SSL website and in the Data Area itself. John continues to provide a range of data-related training sessions as part of the Bodleian iSkills and Social Sciences Division Doctoral Training programme. New subscriptions include PATSTAT Online, which is available now, and Gallup Analytics. The ‘Restricted Data’ section of the Bodleian Data Library website has been updated to include information about the ‘Secure Access’ room in the Department of Economics, and James asked if there were any specific rules regarding the use of the room. John then asked the Committee to promote the Bodleian Data Library and Research Data Oxford websites.

*Action – JS to investigate the rules regarding the use of the ‘Secure Access’ room.*

*Action – all to promote the Bodleian Data Library and Research Data Oxford websites.*

### **4. Bodleian Libraries and Curators Report, Jo Gardner**

#### **5.1 Bodleian Libraries Report for Social Sciences Libraries**

The Committee received the Bodleian Libraries Report for Trinity Term 2016. Jo drew particular attention to the upgrade of the PCAS (Printing, Copying and Scanning) service, planned for summer 2016. The service will become easier to use, with new machines and accounts automatically set up for readers. Secondly, initial results from the 2016 Bodleian Libraries Reader Survey have indicated an overall response level of 14%. SSL-related results will be reported at the next Committee meeting.

**5. Comments from Staff Representatives**

Alpa noted that the online reading lists are well-received by Criminology students and staff.

**6. Comments from Student Representatives**

Felix asked whether it is possible to browse for books within SOLO. Sarah explained that readers can search for books that have a particular shelfmark, which is the online equivalent to browsing the shelves.

**7. Items for Divisional Board and Curators**

None noted.

**8. Any other business**

None noted.

**9. Date of next meeting**

Friday 11 November 2016, 2pm.