

Bodleian Social Science Library: Committee on Library Provision and Strategy

2.00pm, Friday 17 February 2017

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

APPROVED MINUTES

1. Introductions and apologies

Present:

Academic members: Jessie Blackburn (Socio-Legal Studies), Louise Fawcett (Politics and International Relations), James Forder (Economics, Chair), Killian Mullan (Sociology).

Student members: Owain Johnstone (Socio-Legal Studies), Hanne Mysen (Sociology), Lloyd Pinnel (International Development), Patrick Quinton-Brown (International Relations).

Library members: Louise Clarke (Head of Social Sciences Libraries), Jo Gardner (Bodleian Social Science Librarian, Minutes), Angelina Gibson (Subject Consultant for Russian and Eastern European Studies), Elizabeth Martin (Nuffield College Library), Sarah Rhodes (Bodleian Social Science Library), John Southall (Bodleian Social Science Library).

Apologies:

Academic members: Fran Bennett (Social Policy and Intervention), Alpa Parmar (Criminology).

Student members: Dominique Doering (Sociology), Brittany Klug (Sociology), Henriette Max (Sociology), Vasilieos Nittas (Social Policy and Intervention), Anette Stimmer (International Relations), Audrey Tan (Social Policy and Intervention).

2. Minutes of the last meeting and matters arising

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

The paper has been updated to include the arrangements agreed between JG and the Manor Road Building IT Manager, Stephen Kavanagh.

2.2 Library Support for Taught Courses (agenda item 3.3)

JG sent the '*Reading List Guidelines for Teaching and Administrative Staff*' document to all known departmental contacts. The document is also available at <http://www.bodleian.ox.ac.uk/ssl/for-course-convenors>. The SSL will send a reminder email to departmental contacts eight weeks before the beginning of each term.

2.3 Departments Depositing Masters Theses in the SSL (agenda item 8)

JG confirmed that each department's depositing arrangements have been reviewed and the SSL website is up-to-date.

2.4 Availability of Core Sociology Textbooks (agenda item 8)

JG confirmed that the SSL reviewed material to support core courses for the MSc in Sociology and the MPhil in Sociology and Demography. New e-versions of two textbooks have been identified and extra copies of print textbooks will be purchased. The SSL ensures that sufficient copies/access are provided for all reading lists that are supplied.

2.5 Availability of Stata on Library PCs (agenda item 8)

JG explained that Stata is no longer available on Library PCs due to a new licencing requirement. The Manor Road Building IT Manager has submitted a proposal for a site licence to the University Divisional Software Licencing Group, who will decide if this will cover the University or the Social Sciences Division.

3. Report from the Social Science Librarian, Jo Gardner

3.1 Review of Library Support for Chinese Studies

After some discussion the Committee supported the recommendation that the SSL will identify titles that are focussed exclusively on China and Chinese Studies, with a view to sending them to the China Centre Library (CCL) or the Book Storage Facility during summer 2017. The SSL will continue to collect titles that compare China with other countries and regions, and the CCL will purchase for reading lists that relate exclusively to China and Chinese Studies. This is in line with current Area Studies library provision for Japanese Studies, Latin American Studies and American Studies.

After meeting note: At LF's request, the SSL will retain China-specific titles that are on general reading lists for courses that are supported by the library. The paper has therefore not been approved in its current form, and a revised version will be discussed at the next meeting.

3.2 Online Reading List Management System Update

The SSL continues to provide core reading lists via the WebLearn tool to the Departments who took part in the pilot project. The 'Phase 2' project to investigate and pilot two commercially available reading list tools has been delayed due to the project manager's promotion to another role. IT Services will provide a revised timescale when a new project manager is appointed.

4. Subject Consultants' Reports

JG (Politics and International Relations, Criminology, Socio-Legal Studies) has contributed to the Social Sciences Libraries review of area studies library provision across the Social Sciences by reviewing library support for Chinese Studies, and updating the Collection Development Policy for South and Inner Asian Studies with SR and the Modern South Asian Studies Librarian. JG now attends two additional library committees: Chinese and Korean Studies, and Oriental Studies. JG has initiated regular visits to the Vere Harmsworth Library [VHS] for US Studies, to discuss collection development and reader services across the two libraries. The SSL shares a trust fund with the VHL; this year it has been used to purchase the online version of the **Congressional Quarterly Almanac, 1945-2015**.

JS (Data Access and Management, Economics, Sociology, Social Policy and Intervention) continues to deliver regular iSkills courses on various aspects of data management and research practice, which are free to attend. JS can advise students and researchers who need to access data produced by Eurostat or UKDA or other data sources. JS will attend the 12th International Digital Curation Conference in Edinburgh later in February. *The Data Librarian's Handbook*, which he co-wrote with Robin Rice, has been published by Facet.

SR (International Development, Forced Migration, African and Commonwealth Studies) reported that the records for the Forced Migration Online Digital Library are now available on SOLO. The digital library comprises 5,700 full-text scanned documents, including 3,000 from the Refugee Studies Grey Literature collection held in the SSL.

AG (Slavonic and Eurasian Studies) joined a focus group organised by Taylor & Francis who are developing a new product: *Cold War Eastern Europe*. This will provide access to over 16,000 National Archives files from the political departments of the Foreign Office who were responsible for monitoring and reporting on the Soviet Union and the Eastern Bloc from the 1950s to the 1980s. Taylor & Francis may provide a consortium deal for UK institutions.

5. Bodleian Libraries and Curators Report, Louise Clarke

5.1 Bodleian Libraries Update for Hilary Term 2017

The Committee received the Update. LC reported that the September 2016 PCAS upgrade was a success, and the next project will develop an online form for interlibrary loans. This will be piloted at the Central Bodleian Library this academic year and, if successful, rolled out as a system-wide project for 2017-18. LC also drew attention to the new spaces for individual and group study that the Law Library has acquired as a result of the recent St Cross Building refurbishment.

6. Comments from Student Representatives

HM reported that e-books are difficult to use, with many different access models. JG explained that institutional access e-books are available via several different platforms, and no single platform provides the perfect solution. The e-books LibGuide (<http://ox.libguides.com/e-books>) provides further support, and students are encouraged to contact the SSL (ssl@bodleian.ox.ac.uk) with the details of any e-books that are problematic.

HM asked if there was any progress with the purchase of ergonomic chairs. JG replied that the SSL is still waiting to hear if the funding bid has been successful.

HM asked if the SSL could provide more Masters theses. JF explained that departments deposit Masters theses in the libraries at their own discretion.

PQ-B reported that *Office 365 Pro Plus for Students* is free of charge for all current students at the University, and should be promoted.

Action – JG to forward this suggestion to the University IT Services.

7. Comments from Staff Representatives

None noted.

8. Items for Divisional Board and Curators

None noted.

9. Any other business

None noted.

10. Date of next meeting

Friday 26 May 2017, 2pm.