

CURATORS OF UNIVERSITY LIBRARIES
Committee for library provision in Archaeology

Minutes of the meeting held at 12.00 on Monday May 30th 2011 in the Meeting Room, Sackler Library

Present: Elizabeth Frod (Chair) (EF), Eleanor Standley (ES), Janet Delaine (JD), James Legg (JL), Graham Piddock (GP), Mark McKerracher (MM), Rick Schulting (RS), Elisabet Almunia (EA- minutes)

Apologies: Mark Dickerson, Sue Killoran, Patrick Roberts

1. Membership: JD announced her intention to step down from the committee. EF thanked JD for her contribution over the years and asked her to sound out any suitable replacements. JD also mentioned that Lukas Schachner might be replaced and that the new post holder could be asked to take his place at the committee. EF welcomed MM who is replacing Greg Votruba as graduate representative.
2. Minutes of the meeting on Monday 14 February 2011: these were approved.
3. Matters arising from the minutes:
 - a. Item 3a – **Misplaced items and overnight reservations (GP)**: the new system of limiting overnight reservations to the floor of origin had been introduced without any major complaints or difficulties and was generating additional reshelving as expected.
 - b. Item 3b - **Environmental conditions (Sackler)** – (GP): the alteration of the air conditioning settings had resulted in an overall reduction in the levels of energy consumption, although this remained stubbornly high. It is hoped that the replacement of the chiller which is currently underway will deliver a more energy efficient system.
 - c. Item 5c - **New ILS to replace GEAC (GP, JL)** – GP and JL explained some of the technicalities of the new system. The only public access to the catalogue will be through SOLO, which provides a search engine approach rather than direct searching of indexes. A number of enhancements to SOLO are currently being developed in order to allow for all patron functions and index browsing to be performed through this single interface.
 - d. Item 7a – **Restrictions on bags in Sackler (GP)** – the misleading signage about bags has been changed to reflect the fact that bags up to the size of a standard laptop bag are allowed in the Library.
 - e. Item 8a – **Noise in Reading Rooms (GP)** – the 'Silence' signs in the Reading Rooms have been adapted to urge readers to put their electronic devices in silent mode.

4. Reports from libraries:

a. Sackler (GP):

1) **Building works and disruption:**

- **Electrical works:** the announced electrical shutdowns went by without additional disruption to readers other than the previously advertised late openings.

- **Ongoing works in entrance roof:** the roof repair works, which have caused a certain amount of noise disruption, are nearing completion.

- **Chiller replacement:** there has been no significant disruption to readers despite some noisy machinery running in the courtyard for the duration of the works.

- **Basement flood:** the Lower Ground Floor was flooded over Easter due to a burst pipe which was undiscovered for two days. No books were damaged but the carpet was waterlogged and power to the desks was interrupted for over a week pending repairs. The Library remained closed on Easter Monday and closed early on the 2 following days to prevent access the affected floor.

- **Network failure on 2/05/11 (Bank Holiday):** a network failure took out all network based systems in the Library, and library services were paralysed for the whole day as no technical support was available on a bank holiday. An early closure was required. JL is representing the seriousness of this problem to the relevant University authorities, and is asking that bank holidays in May, when libraries are expected to be fully functional, should be treated differently from the other out of hours periods (evenings, weekends and other bank holidays) by the IT support services. EF will encourage students that were affected by the disruption to make a formal complaint in order to back the case for the University to fund the technical support.

2) **Periodical display:** a considerable part of the display has been taken down to allow for the refurbishment of the new display area and the provision of informal seating to serve it. The new display will hold approximately 200 titles at any time.

b. Balfour: no reports

5. Bodleian Libraries matters:

- a. **Financial outlook (JL):** the University's financial situation remains fairly steady overall and the Humanities Libraries have managed to deliver their required 3 year saving a year in advance. Oxford has come out worse than expected in the 5 year HEFCE settlement and the University has agreed to cover the shortfall for the first year only. Considerable staff savings have been made in the present financial year which have allowed the Humanities Libraries to follow the intended strategy of reducing

operating costs whilst maintaining the materials budgets. JL expects the materials budget for next year to increase by around 7%.

b. **Estates (JL):**

- 1) **Book storage facility:** there are now 4.2 million items in the BSF. The New Bodleian book stacks and Deepstore in Cheshire are currently being emptied. The emptying of Nuneham Courtenay will follow in the summer, leaving the BSF as the sole closed access location from which items can be called. This will improve the reliability of the book delivery service. The service will be further enhanced with a real time notification service by text messaging.
 - 2) **Old Bodleian Library:** the Old Schools Quadrangle repaving was completed in time for term and JL commended readers and staff for their patience during the noisy periods. JL announced the opening of the new Tea Room in the Schola Grammaticae et Historiae on 3/5/11.
 - 3) **Gladstone Link:** the Underground Bookstore will be relaunched in July as the Gladstone Link. The arrangement of open access materials will be experimental and users' feedback will be sought. High use items going to the GL will not be immediately reclassified, although this might be done at a later stage.
 - 4) **New Bodleian redevelopment** – the approval to carry out the work has come through and the New Bodleian will be handed over to the builders in July. It will reopen in 3 years time as the Weston Library.
 - 5) **Radcliffe Observatory Quarter** – although the plans for the ROQ are still on hold, some Divisional functions including the Philosophy Faculty and Library and the Theology Faculty Library will be moving to the main listed building.
6. Undergraduate issues: the representative reported via email that there were no issues to raise
7. Postgraduate issues: none were raised
8. Academic staff issues:
- a. **PCAS scanning (RS):** RS reported complaints about the low quality scanning on the PCAS machines and the fact that some users refused to use the higher quality scanner as they found the £1 flat fee excessive. GP explained that he is aware of the problem and that a solution is being sought. JL asked RS to pass on the example of the low quality scan.
 - b. **Misplaced items and short term loans**– the committee had already decided at a previous meeting to have items confined instead of setting up short term loans on a term by term basis.

9. Any other business: none

Next meeting: Monday 7 November 2011 at 12.00 in the Sackler meeting room.