

CURATORS OF UNIVERSITY LIBRARIES
Committee for library provision in Archaeology

Minutes of the meeting held at 12.00 on Monday February 13th 2013 in the Meeting Room, Sackler Library

Present: Elizabeth Frood (Chair) (EF), Graham Piddock (GP), Mark Dickerson (MD), Mark McKerracher (MM), Natasha Rees(NR), Sue Killoran (SK), Elisabet Almunia (EA- minutes)

Apologies: Eleanor Standley, Philipp Niewöhner, James Legg

1. Membership: Dan Hicks is on sabbatical leave
2. Minutes of the meeting on Monday November 7th 2011: these were approved
3. Matters arising from the minutes:
 - a. Item 4a.1 – **Scanning (Sackler, GP)**: the Library conducted a trial of three scanner models with a view of finding a high resolution scanning facility linked to the PCAS payment system. The first two models proved to be unreliable; the third model, whilst more reliable, was found to be lacking in functionality, although this could potentially be enhanced. This third model is being used in other HE institutions. Christ Church have recently acquired it for their Library, so that their feedback could inform the decision to invest in a new machine. The standalone A3 flatbed scanner remains available to use on a first-come first-serve basis.
 - b. Item 4a.2 – **Periodicals expenditure**: GP had previously circulated a memo from Josephine Quinn which had been submitted to the Classics CoLP after consultation with classicists and archaeologists. The memo outlined the agreed action to take in response to the price rises by the Italian publisher F.Serra, which included cancelling some titles (representing around £4000) and writing a letter to the publisher. The committee was supportive of these actions. GP has drafted the letter and is awaiting comments from Josephine Quinn and Andrew Wilson before sending it on to the publisher.
4. Reports from libraries:
 - a. **Sackler (GP)**:
 - 1) **Proposed space strategy**:

GP had circulated a report outlining the measures that could be taken to ensure the Sackler provides the space needed for maintaining the collections and ensuring necessary growth over the next 5-10 years. Under the proposal, some existing pockets of space could be used, a modest amount of new shelving added, and further space could be released by an extensive and ongoing process of “weeding” outdated monographs. GP stated that the process was already underway and that consultation with relevant academics was an integral part of it,

as expert advice was often needed to identify suitable titles for relegation. EF suggested using the committee membership in the first instance to seek expert advice. EF also stated that the proposed space strategy had been generally well received by the Subfaculty of Archaeology, with some concern expressed as to how monograph weeding would be achieved. She added that she had found the meeting with the chairs of all the CoLPs very productive.

b. **Balfour (MD)**: there was nothing to report.

5. Bodleian Libraries matters:

a. **Financial outlook (GP)**: in the absence of JL, who could confirm the position in greater detail at the next meeting, GP reported that the Humanities Division was favourably disposed towards a moderate real increase in acquisitions budgets for 2012-13. (The new funding mechanism effectively requires divisional approval for library allocations which pass through their budgets.) In addition the University is covering (at least for the current year) the loss of special HEFCE funding in respect of provision for external users.

6. Undergraduate issues (NR): nothing raised

7. Postgraduate issues (MM, Sackler):

a. **Coffee facilities in lobby**: MM asked whether coffee facilities could be installed in the Library lobby. GP and EF replied that lack of space and funds would prevent this.

b. **Temperature in the Library**: some postgraduate students find the temperature in the Library slightly cold. GP replied that the overall temperature had been increased and is currently set at 21-23C but that the current speed of air circulation could contribute to a perception of cold air. Advice has been sought from OUED but no progress has been made.

c. **Confining high demand books**: MM wanted to know whether it was possible to ask for books on high demand to be confined to the Library and the procedure to do so. GP replied that in practice such requests tended to be filtered through tutors, but there was no reason why students should not directly contact the relevant subject Librarian. The Library's policy is to keep at least one confined copy of material in high demand.

d. **New book display**: MM suggested that the new books display would be more useful if there was some degree of subject separation, making the display easier to navigate. GP will take this forward and try and find a simple way of improving the new book display without creating too much additional work.

8. Academic staff issues: nothing to report

9. Any other business: nothing to report

Next meeting: Monday 21 May 2012 at 12.00 in the Sackler meeting room.