

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

2.00pm, Friday 11 November 2016

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

APPROVED MINUTES

1. Introductions and apologies

Present:

Academic members: Fran Bennett (Social Policy and Intervention), James Forder (Economics, Chair), Elizabeth Frazer (Politics and International Relations), Charles Manson (Socio-Legal Studies), Killian Mullan (Sociology).

Student members: Dominique Doering (Sociology), Lukas Freund (Economics), Henriette Max (Sociology), Anette Stimmer (International Relations), Audrey Tan (Social Policy and Intervention)

Library members: Louise Clarke (Head of Social Sciences Libraries), 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: Alpa Parmar (Criminology), Tom Scott-Smith (Refugee Studies and International Development).

Student members: Marc Howard (International Development), Owain Johnstone (Socio-Legal Studies).

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 in line with what was agreed at the Q-Step Executive Management Team meeting on 18 October 2016, and includes access for students attending courses organised by the Doctoral Training Partnership.

Action – JG to discuss access to the Q-Step PCs with the Manor Road Building IT Manager.

2.2 Secure Access Room (agenda item 4)

JS reported that there is a bookable room within the Department of Economics, where researchers can access and use proprietary data via a remote server. The Department is reviewing the use of the room, and the contact is Jenny Hayward.

3. Report from the Social Science Librarian, Jo Gardner

3.1 SSL Annual Report 2015-16

The Committee received the Annual Report. JG drew particular attention to the Subject Consultants' efforts to update authors on HEFCE's Act on Acceptance policy, and the SSL's success in winning two Green Impact Awards. The Committee congratulated Joanna Soedring for her Green Impact Staff Award.

3.2 Online Reading List Management System

The SSL continues to provide core reading lists via the WebLearn tool to the Departments and Centres who took part in the pilot project. LC and JG are involved in the 'Phase 2' project, along with Professor Keane from the Department of Politics and International Relations. This project is investigating two commercially available reading list tools, and the chosen tool will be piloted during Trinity or Michaelmas Term 2017.

3.3 Library Support for Taught Courses

The Committee received the SSL paper 'Reading List Guidelines for Teaching and Administrative Staff'. JG explained that the SSL supports more than 250 individual reading lists, so reading material cannot be supplied straight away. JG highlighted the key requests outlined in the paper, which are to provide reading lists at least six weeks before the beginning of each course, and to inform the library about the number of students enrolled on that course. The Committee supported the guidelines, and advised JG to send them to departmental administrators to forward on to all relevant course providers / convenors / directors (terminology varies).

Action – JG to send the guidelines to all departmental administrators.

3.4 SSL Respacing Update

JG reported that the printed statistics and reports have been moved from the books section to the vacated print journal shelves. SSL staff are now moving books along to create smaller gaps in the right places. This will take at least 2 years to complete.

4. Subject Consultants' Reports

JG (Politics and International Relations, Criminology, Socio-Legal Studies) provided induction sessions to DPIR new postgraduate students and staff and Reuters Institute fellows, which were well attended. She also provided a session on 'Plagiarism and Reference Management' to all new Criminology masters students, and purchased the **World News Connection Archive (1995-2013)**.

JS (Economics, Sociology, Social Policy and Intervention) provided induction sessions to all three departments, and the students on the Masters in Financial Economics course. The number of 1-to-1 consultations with Economics and DSPI students continues to grow. JS delivers a regular iSkills courses on various aspects of data management and research practice – see
<http://libguides.bodleian.ox.ac.uk/workshops>

SR (International Development, Forced Migration, African and Commonwealth Studies) delivered online resources and search skills sessions to all MSc cohorts from Refugee and Forced Migration Studies, Migration Studies and MPhil for International Development. These were extremely well-attended and received, and equivalent sessions are planned for African Studies and Global Governance and Diplomacy cohorts. SR attended two conferences in September, including '**Data Dialogue: When Research Crossed Borders**' which was co-organised by JS.

Angelina Gibson (Slavonic and Eurasian Studies) gave two research skills workshops to 25 new REES students, and purchase the digital archive '**The Cold War: Global Perspectives in East-West Tensions, 1945-1991**' with money from the Konavalov trust fund.

5. Bodleian Data Librarian Report, John Southall

John reported that the usage of data and databases has increased following the promotion of the SSL 'Data Area' and the Bodleian Data Library website. JS continues to work alongside Research Services colleagues to provide support to researchers on all aspects of data management. JS also reported that the iSkills courses he has taught and co-taught have been well-attended, and by researchers from the Medical Sciences Division in particular.

6. Bodleian Libraries and Curators Report, Louise Clarke

5.1 Bodleian Libraries Update for Michaelmas Term 2016

The Committee received the Update, and LC drew particular attention to the recent upgrade of the PCAS (Printing, Copying and Scanning) service. New machines were installed across Bodleian Libraries and accounts are now set up automatically for readers. LC also highlighted the Open Access and 'Act on Acceptance' update, and noted that ensuring compliance with the HEFCE policy is a departmental responsibility. The Libraries continue to support the research community in a variety of ways, and JF and EF commented that these services are running very well. LC reported that the Bodleian Law Library has re-opened following extensive refurbishment to the St Cross Building over the summer vacation.

7. Comments from Staff Representatives

None noted.

8. Comments from Student Representatives

LF asked about 24-hour access to the Manor Road Building for Economics MPhil students, and was advised to raise this with the Department to take to the Manor Road Building Management Committee.

AT passed on feedback that DSPI students would prefer more information about formulating a search strategy at their initial search skills session.

Action – JS to add search strategy formulation to search skills sessions for DSPI.

AT reported that there are not enough masters theses available in the SSL or on SOLO. JG explained that the deposit of Masters theses is voluntary, and availability varies according to department.

Action – JG to review each department's depositing arrangement and update the SSL website.

AS reported that theses are difficult to find. LC explained that theses deposited in Oxford libraries can be found via SOLO by using the keyword “thesis”. JG explained that databases of theses from other universities are listed under the ‘Subject’ heading at

<http://oxlip-plus.bodleian.ox.ac.uk>

HM asked whether the SSL could provide more Sociology textbooks as multi-user licence e-books. JG explained that the SSL purchases all core textbooks as e-books if multi-user licences are available, and noted that e-books are several times more expensive than print books which limits how many can be bought.

Action – JG to double-check the current online availability of core Sociology textbooks and purchase e-versions and/or additional print copies as appropriate.

HM asked about the availability of STATA on library PCs. JG confirmed that eligible students can access STATA on library PCs by clicking on the ‘Manor Road Building IT’ desktop icon and then supplying their Manor Road Building username and password [unfortunately this is temporarily unavailable, awaiting a fix].

HM noted that longer opening hours have been requested, and recognised that there are limited funds for this.

HM asked if more books can be made loanable rather than ‘confined’. JG explained that all material received via Legal Deposit is reference-only, and this makes up a large proportion of the library collections. The SSL also holds at least one reference-only copy of core textbooks to maximise their availability within the library.

HM asked if the library meeting rooms could be booked online. JG explained that staff intervention is required to ensure that the rooms are booked for academic reasons, and that rooms can be booked at the desk or by phone as well as via email.

HM asked if the library could purchase more ergonomic chairs. JG replied that funding has been requested to supply these.

9. Items for Divisional Board and Curators

None noted.

10. Any other business

It was decided to put student comments ahead of staff comments in future meetings.

11. Date of next meeting

Friday 17 February 2017, 2pm.