

CURATORS OF THE UNIVERSITY LIBRARIES  
COMMITTEE FOR LIBRARY PROVISION IN ART HISTORY (CoLPAH)

Minutes

Meeting Hilary term 2011  
Date Monday, 24<sup>th</sup> January 2011  
Time 3.30pm  
Location Sackler Library, 2<sup>nd</sup> floor meeting room

Present

Martin Kauffmann (chair)  
Clare Hills-Nova (secretary)  
Vicky Brown  
Lidio Ferrando (for Diane Bergman)  
Katie Hambrook  
Isabel Holowaty  
James Legg  
Monica Merlin  
Graham Piddock  
Rosie Talbot  
Shelagh Vainker  
Alastair Wright

Minutes

Sara Ahmad

Absent

Colin Harrison  
Cathy Oakes  
Joanna Parker  
Gemma Swinglehurst  
Sarah Wilkinson

1. – Apologies and introductions

Apologies were received from CH, CO, JP, GS and SW.  
MK welcomed Vicky Brown (History of Art Dept.) to the committee.

2. – Approval of the minutes

The minutes from the previous committee meeting (Michaelmas 2010) were approved.  
[During the course of the meeting an error was noted in these minutes: In section 4.1 (Bridgeman Education): the subscription cost had been minuted as £5,000 p.a., whereas the correct figure for 2011 was £2,000 +VAT.]

3. – Matters arising

JL drew the committee's attention to section 5.2, regarding the pilot Chinese archaeology lending project, and in particular to the final paragraph:

*It was decided that the EAL pilot project should not be extended to other material and that the lending policy for the 2<sup>nd</sup> and 3<sup>rd</sup> floor items would not change. [JL and CHN agreed after the meeting that it would be inappropriate to suspend the existing pilot when the academic year had already begun, and so would continue to gather statistics until July 2011.]*

JL confirmed, therefore, that the pilot lending project would not be extended beyond the end of Trinity term 2011.

CHN noted that, as with 2009-2010, very few titles in this group had been borrowed since the beginning of academic year 2010-2011.

#### 4. – Budget and acquisitions deadline

CHN announced an earlier-than-usual deadline, affecting all university libraries, for submitting FY 2010-2011 orders. This was due to the introduction, in summer 2011, of a new library management system (LMS) and the necessary infrastructure work prior to its implementation. Hence no orders could be placed after 30 April. Since subject specialists needed to spend (or encumber) their FY 2010-2011 funding by this date, no new orders would be possible until the start of FY 2011-2012; she thought it might be September 2011 when new orders could be placed as some vendors were not fully functioning during the month of August. CHN encouraged the submission of purchase requests sooner rather than later to permit ordering by 30 April. JL and MK added that when the new LMS was implemented, there would likely to be two weeks when all book processing would halt as there would need to be some testing of procedures. AW asked about consulting items which were held up during this time. CHN replied readers could ask to view titles held up by an “In processing” status.

#### 5. – Library provision for university courses

##### 5.1 – Reading lists: update from HoA and Ruskin

AW reported that HoA faculty members had agreed to indicate key titles on their (often quite lengthy) reading lists. This would, therefore, enable college librarians with no art history expertise to prioritise their acquisitions from these lists. AW asked for an indication as to the maximum number of items which could be highlighted as key purchases. CHN and IH agreed that ten would be a manageable number.

There was no update from the Ruskin as SW was absent from the meeting. A new Head of Ruskin [Jason Gaiger] was due to arrive in Trinity term 2011, and CHN agreed to recommend this subsequent to his arrival. She also noted that the Ruskin usually purchased most (albeit not all) the titles on its reading lists. CHN also noted that the Sackler was committed to ensuring all book titles on HoA and Ruskin (and ContEd) reading lists were housed either at the Sackler or at the Bodleian (and Stack Request-able to the Sackler), budget permitting. (So far, the success-rate had been high.) IH pointed out that whereas the HFL purchased items from HoA lists (including duplicates when needed), it did not purchase for Ruskin lists as the School was not part of the History Faculty.

IH announced the creation of a new course on the Dutch Golden Age for History and HoA undergraduate students. She and CHN noted that at the moment the key text on the reading list for this course was not held anywhere in Oxford, and in fact could not be found with any book dealer either. CHN commented that she was already liaising with HoA and the HFL about this course, and about the unavailable title in particular.

**ACTION : CHN to discuss library provision for Ruskin students with the School's incoming director.**

##### 5.2 – Sackler Library reader reserves: proposed changes

GP reported that, following discussions with other CoLPs, he had been asked to look into changing the arrangement for readers' overnight reservation areas. Some library users found the reserves a hindrance when searching for not-on-shelf items in the library as there were reservation points on every floor. Several suggestions had been made :

- (a) all reserves be completely cleared once a week

- (b) consolidated reservation areas be established -- i.e., books from the LG, ground and 1<sup>st</sup> floors would be reserved in one single location, and books from the 2<sup>nd</sup> and 3<sup>rd</sup> floors would be reserved in another, thus eliminating the need to search reservation points on every floor)
- (c) each floor's reserve should hold books from that floor's stacks only

GP noted that option (a) would require an extra 6 hours of shelving per week, thus increasing the staff costs by £3,000p.a. Since the university libraries had been instructed to reduce their costs, this did not seem feasible in the present financial climate.

The committee favoured option (c).

**ACTION: GP to discuss with other CoLPs then take forward.**

### 5.3 – Non-PCAS scanning: confirmation of procedures

GP confirmed that PCAS was now the default system for text and image scanning. The A3 scanner on the ground floor was to be used only when higher quality images were required (e.g., for publications, presentations or papers). To use the scanner, readers should follow the below procedure :

- apply to the ground floor help desk
- pay £1 and leave library card (time allotted = 30 minutes)  
(staff member will log the reader onto the pc and scanner)
- save scans to a USB
- return to help desk to reclaim library card  
(staff member logs off the pc and scanner)

VB & AW reminded the committee as to the likely higher-use period for HoA students, owing to various departmental deadlines :

- Hilary term, week 8
- Trinity term, weeks 1 – 2 and 5

GP agreed that a booking system for the scanner could be established for these periods. JL added that the long-term goal was for PCAS to be in a position to provide high quality scanning.

VB asked whether there was still a problem with pdf printing through PCAS. (PCAS has had problems printing large files). CHN and JL said they were not aware of any current problems. CHN requested any problems be reported to her.

**ACTION: GP to follow up on scanner booking system and to circulate notices.**

## 6. – Collections

### 6.1 – Electronic resources: Bridgeman Education

The 6-month trial subscription of Bridgeman Education had been discussed at the previous committee meeting (Michaelmas 2010). CHN announced that the six-month trial was due to end at the end of February 2011. Following positive feedback, there would be an extension of one year , with further evaluation : cost £2,000 + VAT, with the History of Art Dept contributing 50% of the cost. (N.B. MK drew the committee's attention to an error in the Michaelmas term minutes. See above, item 3.) CHN expressed her thanks for HoA's willingness to contribute to the subscription charges. VB and CHN reported that some dissatisfaction with image quality had been expressed (especially in comparison with ARTstor), and there had also been some functionality failures; but that researchers in fields

other than art history had been impressed by the content. Bridgeman had agreed to investigate the possibility of providing enhanced image quality and had been working on improving functionality.

VB added that user stats could be provided at the end of the trial. MK asked about user stats for ARTstor. VB warned that the stats for ARTstor could be misleading but that they could be provided.

**ACTION: CHN and VB to provide user stats for Bridgeman and ArtStor at the next committee meeting (Trinity 2011).**

#### 6.2 – Print resources: Space and transfer to BSF of e-available journals

CHN highlighted the problem of decreasing space on floor 2. In 2009 a list of e-available journals which could be sent offsite (post-1999 issues on) had been agreed on. This had freed up a limited amount of space for new journal subscriptions and incoming monographic items. She pointed out, however, that a significant number of journal titles available through JSTOR had not been sent offsite. *[NB. Only about 10 shelves' worth of space had been created. – CHN]* With the space situation once again approaching difficult levels, titles which had not been moved out of the Sackler last time were once again candidates for transfer, this time to the BSF (Swindon) as soon as it was in a position to receive them. She added that non-JSTOR e-journals would also be candidates for transfer; and that she was considering changing the cut-off publication date to post-2004. She also commented that ASR traffic on the previously transferred titles had not been heavy; and that the difficulty of transporting heavy periodical volumes to and from the BSF would be alleviated by the introduction of readers being sent scans direct from the BSF (a solution now planned for 2012).

**ACTION: CHN to draw up an updated list of e-available titles with a view to their transfer to the BSF.**

### 7. – Bodleian Libraries Estates developments

#### 7.1 – Book Storage Facility

JL reported that the BSF had received its 1 millionth item and that 3 million more items were being barcoded for transfer. The BSF was on course for all New Bodleian material to be transferred by the end of July 2011, with book moves scheduled for the Cheshire salt-mine facility and Nuneham Courtenay after that.

He noted that the Chinese items were in the second of a three-week book move and that details of items affected had been circulated to the appropriate constituencies.

#### 7.2 – ROQ

JL confirmed that this was still on hold and that the University would revisit its position in summer 2011.

#### 7.3 – Bodleian (Old & New), Underground bookstore

JL announced that building work was currently underway at the Old Bodleian and the Radcliffe Camera, and was due for completion in April – June 2011; the underground bookstore would be reopened as a reader-accessible space, to be named the “Gladstone Link”. There would also be some re-organisation of the Bodleian’s Lower Reading Room and this would entail creating a consolidated service point.

MK noted that information about the location of Special Collections items was detailed on the Special Collections web pages. He confirmed that, when work began on the New Bodleian (Weston Library), those collections which had not been moved to the RSL would be

transferred (temporarily) to the BSF. These items could then be requested for consultation at the RSL.

8. – Any other business

IH announced that the HFL was currently running two surveys: one concerning the opening hours of the HFL, and the other examining disability access (including for the visually impaired) both into and inside the building. IH noted that an invitation to participate in these surveys had been sent to all relevant mailing lists.

9. – Date and time of next meeting

Meeting	Trinity 2011
Date	Monday 9 <sup>th</sup> May 2011
Time	3.30pm
Location	Sackler Library, 2 <sup>nd</sup> floor meeting room

The meeting ended at 4.40pm