Library Committee

Tuesday 6 February 2024, 2.00pm
South Wing Council Room with facilities to join the meeting online via MS Teams

Minutes

Present Members:
Professor Vivek Mudera (Chair); Dr Paul Ayris; Dr Nicole Brown (Minutes 14-18); Professor Duncan Brumby; Professor Tom Carlson; Professor Ben Cox; Dr Charles Inskip; Dr Rebecca Lever; Professor Richard Mole; Martin Moyle; Professor John Sabapathy; Francesca Scott; Dr Harriet Shannon; Issy Smith; Tom Turner (Minutes 14-18).

Apologies:
Muhammad Shaban Chaudhary; Dr Oliver Gerstenberg; Dr Liza Griffin; Dr Benet Salway; Andy Smith.

In attendance:
Minutes 14-28: Sarah Lawson, Chief Information Security Officer (vice-Andy Smith)
Minutes 14-28: Tom McMahon, Faculty of the Built Environment
Minute 18: Catriona Cannon, Senate House Librarian and Director of the Library Transformation Programme
Minute 19: Dhara Snowden, Textbook Programme Manager, UCL Press
Minute 20: Kate Cheney, Director of Site Library Services
Minute 21: Christina Daouti, Copyright Support Officer
Minute 21: Angela Young, Head of Library Skills
Minute 23: June Hedges, Head of Liaison and Support Services, (UCL Library, Culture, Collections and Open Science (LCCOS))

Officer:
Freya Markwell, Governance Officer (Secretary)

Part I: Preliminary Business

14.   Minutes of the previous meeting (2-01)

14.1. Library Committee (LC) approved the minutes of the meeting held on 3 November 2023.

15.   Matters Arising

15.1. Arising from Minute 2.6, (7 February 2023), the Chair confirmed that he had written to the Director of Organisational Development to highlight that LC strongly endorsed the proposal for the inclusion of an Open Science guide for Early Career Researchers as part of mandatory training for new lecturers. A response was yet to be received; the Chair would follow this up.
(Action: LC Chair)

15.2. Arising from Minute 3.1c (7 February 2023), the Pro-Vice-Provost (LCCOS) confirmed that he had begun to include updates on the establishment of the Research Institute for Collections within his termly leadership briefings. The formal launch was due to take place in May or June; the Pro-Vice-Provost (LCCOS) would request a slot to report on this to UMC around that time.

15.3. Arising from Minute 3.2a (7 February 2023) in relation to the Oral History Bike that was based in UCL East, a meeting with the LCCOS communications team as well as colleagues from Cultural and Creative Industries was scheduled for 8 February, to discuss placing a national news story about this.

15.4. Arising from Minute 12.3 (23 May 2023), the Pro-Vice-Provost (LCCOS) confirmed that for retired members of staff to retain remote digital access to the Library's online resources, they would need to gain honorary status; the Pro-Vice-Provost (LCCOS) had included guidance on this within one of his termly leadership briefings to UCL senior officers.

15.5. Arising from Minute 5.2 (3 November 2023), it was noted that Professor Anthony Smith, Vice-Provost (Faculties) had confirmed via email to the Pro-Vice-Provost (LCCOS) that he would like Professor Vivek Mudera to continue chairing LC; it was agreed that this email confirmation would be circulated to LC members alongside these minutes.

Part II: Strategic Items for Discussion

16.   Report of the Pro-Vice-Provost (LCCOS)) (2-02)

16.1. The Pro-Vice-Provost (LCCOS) introduced the paper setting out an update on performance against the current Key Performance Areas of the LCCOS Strategy since the last LC meeting. Key points highlighted included:
   a.   The results of the Postgraduate Research Experience Survey (PRES) reflected a notable improvement in postgraduate research (PGR) students' level of satisfaction with library facilities since the dip in scores during the Covid-19 pandemic. Study space continued to be a key concern for PGR students, however; discussions needed to be had with Estates and academic departments regarding how this might be addressed.

b. UCL had the highest level of Open Access publications among a global reference group of approximately 80 large universities, at around 83% over the last five years.

c. The site of the DMS Watson building, currently housing the UCL Science Library and the Petrie Museum, had been identified by Estates as a potential location for a new Student Union building. A Working Group was being established to look at feasible options and possible future accommodation for the Science Library.

16.2. The following points were raised in discussion:

a. LC members noted that LCCOS should have a strong voice in the conversation regarding the DMS Watson building, given that the Science Library was currently the largest provider of study space facilities within UCL. The Pro-Vice-Provost (LCCOS) reassured LC members that both he and the Vice-Provost (Faculties) were involved in the discussions and would make clear the importance of this space; any relocation of the Science Library would need to be of equivalent high-quality to replicate this provision. It was suggested that there should also be engagement with users as to what they valued most about the space; the Pro-Vice-Provost (LCCOS) confirmed that he would take this forward if the discussions were to reach such a stage.

b. In response to a question regarding whether there was data on individual faculties' Open Access percentages, the Director of Services (LCCOS) suggested that it should be possible to look at this data by discipline/subject area, if not by faculty. The Director of Services (LCCOS) would follow up on this with Andrew Gray, Bibliometrics Support Officer for LCCOS. **(Action: Director of Services (LCCOS))**

c. In response to feedback that PGR students were disappointed by recent changes in Library opening hours meaning the main Science Libraries now closed at midnight, the Director of Services (LCCOS) explained that this decision had been taken for reasons of safety, sustainability and cost-efficiency, as hardly any borrowing had been taking place at this time; the Student Centre remained open all night if students wanted somewhere to study during this time.

d. Following the news that the University of Sorbonne had moved to using the OpenAlex system as its core bibliographic dataset, a question was raised as to whether UCL had looked into using this system. The Pro-Vice-Provost (LCCOS) reported that there were no immediate plans to move from UCL's existing facilities, Scopus and Web of Science, but this would be kept under review.

16.3. LC received the Pro-Vice-Provost (LCCOS) report.

17. LCCOS Strategy, 2024-27 (2-03)

17.1.   The Director of Services (LCCOS) introduced the paper which provided a short update on the LCCOS Strategy, 2024-2027, alongside a copy of the 'brochure' which had been compiled to support the dissemination of the final version of the strategy. It was noted that this was the first strategy of the newly combined LCCOS, and incorporated feedback received from LC at its last meeting.

17.2.   The following points were raised in discussion:
a.   It was noted that the Pro-Vice-Provost (LCCOS) had written to the Deans of each faculty and held meetings with Vice-Deans for Education and Research, to discuss and receive feedback on the strategy. Overall feedback had been positive, particularly on the theme of arts and culture. Both the Chair and Pro-Vice-Provost (LCCOS) highlighted that they would welcome the opportunity to visit faculty and department-level meetings to present and receive views on the strategy, if desired.
b.   In relation to the arts and culture theme, the Pro-Vice-Provost (LCCOS) noted that this had not appeared in previous iterations of the Library strategy. The Pro-Vice-Provost (LCCOS) was liaising with colleagues at UCL East to draw up a statement on the role and importance of arts and culture across UCL. There would also be discussions with Estates on new accommodation possibilities to try to bring together UCL's museums and gallery collections into a more suitable space. LC would be kept updated on this as part of future reporting on the strategy.

17.3.   LC noted the update on the LCCOS strategy, 2024-27

18.   Collaborative Special Collections Centre (oral report)

18.1.   Catriona Cannon, Senate House Librarian and Director of the Library Transformation Programme, presented an oral report in relation to the Collaborative Special Collections Centre. It was noted that this report was presented also on behalf of Professor Jo Fox, Pro-Vice-Chancellor (Research and Public Engagement) for the University of London (UoL) who was unavailable to join this meeting. The following key points were highlighted:
a.   The vision was for a joint Special Collections centre to be based in Senate House, incorporating key elements including storage, a conservation studio, digital resources, a reading room and virtual reading room.
b.   Feedback had been gathered from member institution libraries via a survey and brainstorming sessions on what they would like to see incorporated. A focus group had now been established, co-chaired by the Senate House Librarian and UCL's Pro-Vice-Provost (LCCOS) to finalise the vision. An architect had been employed and was working on a brief which was expected to be ready in mid-March.
c.   Change and investment into the Library was highlighted as a key priority for UoL and the creation of this Special Collections Centre formed the central element of its Library Transformation Programme. Progress was

already underway following a sizeable investment from UoL; the next phase of development would be funded by a mixture of UoL investment and philanthropic funding. Capital costs would be covered by UoL but member institutions would be expected to help to cover the cost of running the services.

d. It was intended that this Special Collections Centre would complement the National Centre for Humanities by providing a physical space where researchers could look at other disciplines but through the lens of Humanities, whilst the National Centre for Humanities would likely remain virtual.

e. The Senate House Librarian expressed her gratitude to the Pro-Vice-Provost (LCCOS) and colleagues for the work and time which had been put into supporting this project already.

18.2. The following points were raised in discussion:

a. The Pro-Vice-Provost (LCCOS) highlighted the huge potential benefits to UCL's staff and students of bringing some of its collections into Senate House, given its geographical proximity to UCL's Bloomsbury campus.

b. It was hoped that the Special Collections Centre would bring people together across institutions as well as attracting visitors from overseas.

c. In response to a question as to whether PGR students had been consulted on which of UCL's collections should be included, the Pro-Vice-Provost (LCCOS) confirmed that consultation with students would form part of this future decision-making process.

d. In response to a question as to the timeline for the project, the Senate House Librarian explained that a full timeline was still to be worked out, noting the scale and complexity of the project, as well as the need to raise the required funds; she suggested that a best-case scenario would likely see a launch in five years' time.

18.3. LC received the update.

19. UCL Press: E-Textbook Programme (2-04)

19.1. Dhara Snowden, Textbooks Manager, UCL Press introduced the paper which provided an update on the development of an e-textbook programme at UCL Press and forthcoming publications.

19.2. The following points were raised in discussion:

a. It was suggested that the upcoming UCL Educational Conference could be a good platform to help spread the word about the e-textbook programme. The Textbooks Manager confirmed that an abstract had been drafted and they were hoping to get onto the conference programme if time allowed.

b. The Students' Union Postgraduate Officer expressed support for the provision of free e-textbooks to students, noting that a common complaint

amongst students was the number of different textbooks they were required to purchase.

c. The Chair emphasised the value of these free e-textbooks and encouraged LC members to promote their benefits to academic colleagues. The Chair and Pro-Vice-Provost (LCCOS) would explore with HR whether Teaching Fellows could be encouraged to produce e-textbooks as part of their promotional process. **(Action: Chair/Pro-Vice-Provost (LCCOS))**

19.3. LC noted the update.

20. LCCOS Library Presence in UCL East (2-05)

20.1. Kate Cheney, Director of Site Library Services, LCCOS, introduced the paper which provided an update on library services and activities at Marshgate, UCL East campus.

20.2. The following points were raised in discussion:

a. There was discussion about how to encourage students from Bloomsbury to make use of the UCL East Library, as well as those students based at UCL East. The Director of Site Library Services, LCCOS, agreed to pick this conversation up via regular liaison meetings being held with the Students' Union. It was noted that due to the additional time and cost for students to get to UCL East, there needed to be sufficient differentiation from the spaces available at the Bloomsbury campus to encourage them to make the journey. It was suggested that UCL East could be used as a location for PGR writing retreats to help increase students' awareness of this space.

b. It was suggested that a free shuttle bus between the two campuses could be another avenue to be explored; the Director of Site Library Services, LCCOS, and Pro-Vice-Provost (LCCOS) would look into the feasibility of this. **(Action: Director of Site Library Services, LCCOS, and Pro-Vice-Provost (LCCOS))**

20.3. LC received and noted the paper.

21. Generative AI and its impact on library services (2-06)

21.1. Christina Daouti, Copyright Support Officer and Angela Young, Head of Library Skills, introduced the paper which summarised areas in which Generative AI (GenAI) was impacting services, support and processes in Library Services, with a focus on how these were being addressed in Library Skills and Copyright support. LC was invited to provide feedback on initiatives reported and issues raised by this paper and suggest further considerations relating to this rapidly-developing area.

21.2. The following points were raised in discussion:

a. There was discussion about the implications of AI on assessments. Some assessments allowed the use of AI, however there was a challenge with ensuring students acknowledged its use. It was suggested that clearer guidance on this was needed, given that AI could not be referenced in the same way as a traditional written source, as it was not replicable information.

b. It was reported that some students with neurodivergence who were using AI to proofread their work were concerned as to how this might impact them and whether they would be penalised.

c. It was suggested that, as the use of AI was becoming more widespread, consideration needed to be given to this as part of preparing graduates for the job market.

21.3. LC noted the report.

22. Protecting UCL Library Services from Significant Cyber-attack (2-07)

22.1. Sarah Lawson, Chief Information Security Officer, introduced the paper which provided a summary of the recent cyber-attack on the British Library and suggested actions and mitigations to help prevent a similar attack affecting UCL's library or collections services.

22.2. The following points were raised in discussion:
a. It was suggested that a communications piece to students on this topic would be beneficial; the Chief Information Security Officer agreed to look into this. **(Action: Chief Information Security Officer)**

22.3. LC endorsed the following recommendations to be taken forwards by LCCOS:
a. Ensure that LCCOS have conducted a recent business continuity Impact assessment. This assessment will help highlight the critical services and help faster recovery to normal service in the event of a critical incident.
b. Conduct a cyber risk review of the library systems and services. Where possible apply the UCL baseline security to these services e.g. ensure they are scanned for vulnerabilities, patch management is in place etc. Support for this review will be provided by UCL Information Security Group (ISG).
c. LC to have an annual update on the cyber health of their systems and services.

23. Student Experience: An Analysis from Feedback and Surveys (2-08)

23.1. June Hedges, Head of Liaison and Support Services, LCCOS, introduced the paper which provided a summary of the outcomes of student surveys undertaken at UCL in 2022-23.

23.2. LC noted the results presented in the paper.

Part III: Other Business for Approval or Information

24. Library Committee Annual Report 2022-23 (2-09)

24.1. LC approved the Library Committee Annual Report 2022-23 for onward submission to Academic Committee, Academic Board and Council.

25. Project Bidding in UCL Library Services (2-10)

25.1. LC received the report on project bidding in UCL Library Services.

26. Report from Faculty Library Committees (2-11)

26.1. Since the last meeting, LC officers had received the Minutes of the following Faculty Library Committees (FLCs) or Faculty-level committees that consider Library matters:
   a. Faculty of Arts & Humanities and Social & Historical Sciences Joint FLC – 15 November 2023 (Unconfirmed)
   b. Faculty of Built Environment FLC – 9 March 2023
   c. Faculty of Built Environment FLC – 25 May 2023
   d. Faculty of Built Environment FLC – 23 November 2023
   e. Faculty of Laws FLC – 15 June 2023
   f. Faculty of Mathematical and Physical Sciences FLC – 9 June 2021
   g. Faculty of Mathematical and Physical Sciences FLC – 8 December 2021
   h. Faculty of Mathematical and Physical Sciences FLC – 16 March 2022
   i. Faculty of Mathematical and Physical Sciences FLC – 8 June 2022
   j. Faculty of Mathematical and Physical Sciences FLC – 6 December 2022
   k. Faculty of Mathematical and Physical Sciences FLC – 19 June 2023
   l. Faculty of Medical Sciences Faculty Education Committee – 21 November 2022
   m. Faculty of Medical Sciences Faculty Education Committee – 24 May 2023
   n. Faculty of Medical Sciences Research Degrees Committee – 23 November 2022

27. Reports from Working Groups

27.1. Nothing to report.

28. Date of next meeting

28.1. The next meeting of LC would be held on Thursday 23 May 2024 at 2.00pm - 4.00pm on a hybrid basis in the South Wing Council Room.

Freya Markwell, LC Secretary
February 2024