

MINUTES

of a meeting of the Executive Board held at
SCONUL, 102 Euston Street, London NW1 2HA
on Tuesday 9 October at 10.30

Present Anne Bell (Chair), Toby Bainton, Michael Breaks, Elizabeth Chapman, Jane Core, Bidy Fisher, Alun Jenkins, Maxine Melling, Julia Munro, Phil Sykes and Chris West

Apologies Christine Fyfe, Agnes Neligan, Christine Sexton (UCISA) and Jan Wilkinson

In attendance Gail Downe, Andy Jordan (consultant for item *** only, following 1.2.9.1)

Welcomes The Chair welcomed Bidy Fisher and Phil Sykes to their first meeting of the Board since their election on 21 June.



Strategic matters

1 Strategic issues

1.1 Developing strategy externally

JISC

Noted

- 1.1.1 A report by the Secretary of a meeting on 5 September between Sarah Porter and Norman Wiseman of JISC, and Anne Bell, Jane Core and Toby Bainton of SCONUL (and to note that Sarah Porter will join the Board's meeting on 11 December) Doc. 07/95
- 1.1.2 An oral report by the Chair on the progress of the JISC/SCONUL study on the future of library management systems, noting (a) that a consortium led by Sero Consulting whose consultant David Kay would make a report to SCONUL's conference on 4 December; (b) that a reference group had been set up to assist the consultants; and (c) that a survey of SCONUL's members was planned for October or November 2007
- 1.1.3 An oral report by the Chair, noting that the study mentioned above was one of the possibilities discussed by the Chair with Rachel Bruce of JISC following the Executive Board's meeting in February 2007, another possibility (not pursued so far) being the question of embedding Web 2.0 developments in library services

- 1.1.4 That a discussion of JISC's October 2006 report on the 'Impact study of the JISC eLib Programme' would take place later in the meeting after lunch
- 1.1.5 *Considered*
- 1.1.5.1 The report of the HAERVI project (published on 18 September after endorsement by JISC)
<http://www.ucisa.ac.uk/haervi/haerviguide.pdf>
- Agreed*
- 1.1.5.2 That the Secretary would conduct a quick survey of SCONUL members in order to identify any existing practices facilitating access to e-resources for visitors from other higher education institutions
- 1.1.5.3 That the Chair and Secretary would liaise with UCISA and/or JISC with a view to implementing the report's recommendations
- 1.1.6 A report from the Chair on the meeting on 13 September of JISC's Committee for Content Services Doc. 07/111
- 1.1.6.1 *Agreed* (a) that proposed terms of reference for JISC's Committee on Content Services were too long and complex, and that they should make more mention of library services; and that it would be worth another assessment of the need for the parallel working of JISC's Scholarly Communications Group and the Joint CURL/SCONUL Scholarly Communications Group; and (b) that the Chair would pass this advice to JISC

UCISA & EDUCAUSE

Noted

- 1.1.7 An oral report from the Vice-Chair on the recent meeting of UCISA's Executive Committee, noting that UCISA had a representative on HEFCE's Shared Services Group, and that UCISA had secured agreement from JISC that anyone in membership of UCISA attending a JISC committee in a personal capacity may report back to UCISA

Agreed

- 1.1.7.1 That the Chair would ask Steve Butcher of HEFCE if SCONUL could be represented likewise on their Shared Services Group
- 1.1.7.2 That the Chair would approach JISC to ask if a similar arrangement to UCISA's could be made for SCONUL representative attending JISC committees in a personal capacity if the current approach to the JISC Nominations Committee for organisational representation was unsuccessful or only partially successful

- 1.1.7.3 That in order to give UCISA's Executive Board a more accurate account of our discussions, the Vice-Chair would send to the Executive Secretary of UCISA SCONUL's own reports of its strategic planning meeting in Loughborough, 9-10 July (Docs. 07/76, 07/87, 07/97 and 07/98)

Noted

- 1.1.8 That a joint meeting of the Executive Boards of SCONUL and UCISA has been arranged for 23 April 2008
- 1.1.9 An oral report from the Vice-Chair on her useful meeting on 6 September with Richard Katz of Educause, including an indication of the interest shown by Educause in the library management systems study (see 1.1.2), changes in the learner experience, workforce development (especially leadership) and SCONUL's work on the value and impact of libraries; and expressing the hope that these discussions might be pursued by inviting an Educause speaker to our conference in June 2008 and during SCONUL's study tour to Canada in the autumn of 2008

HEFCE

Considered

- 1.1.10 A letter, dated 17 September, to the Chair from Steve Egan, Deputy Chief Executive of HEFCE, seeking SCONUL's advice about further potential shared services Doc. 07/102
- 1.1.10.1 *Agreed* that the Chair should respond formally to the letter and also speak informally to Steve Butcher of HEFCE, suggesting as possible topics for shared services: (a) systems to advance the HAERVI agenda for access to e-resources for visitors to libraries (b) the development of library management systems in the light of the eventual results of the JISC/SCONUL study (c) systems for handling commonly-licensed e-resources in libraries
- 1.1.11 *Noted* an oral report from the Secretary on the progress of a bid made jointly by LISU (Loughborough University) and EvidenceBase (Birmingham City University) with support from SCONUL, indicating that LISU and EvidenceBase would shortly resubmit their bid, on the advice of HEFCE, in a form providing for more engagement with the SCONUL membership, so as to increase the scope for practical and operational outcomes

Research Information Network

- 1.1.12 *Noted* an oral report from the Secretary of the RIN's study (funded with contributions of £2500 from both SCONUL and CURL) on activities, costs and funding flows in scholarly communication, indicating good initial progress by the contractors, Cambridge Economic Policy Associates

UK Research Reserve

- 1.1.13 *Noted* an oral report from the Secretary, indicating that the project had found an unexpected volume of short runs of journals proposed for deaccessioning, complicating the task of designating 'last copies', and prompting the project team to undertake a detailed development of processes to be followed when SCONUL takes on this task under phase 1 of the project and/or when SCONUL agrees to take on this task under any subsequent project or service phase

International Strategy

Considered

- 1.1.14 A paper by Michael Breaks and Maxine Melling on the SCONUL study tour to South Africa, 4-18 August and the short and longer term opportunities for continuing links with CHELSA in South Africa [Doc. 07/86](#)

Agreed

- 1.1.14.1 That Michael Breaks and Bidy Fisher would revise and develop SCONUL's international strategy
- 1.1.14.2 That SCONUL should cooperate strategically with CHELSA (Committee for Higher Education Libraries in South Africa) in the medium term
- 1.1.14.3 That in the short term, SCONUL would offer CHELSA one free place (excluding travel costs) at our 2008 residential conference and would consider, at a future meeting of the Board, financial assistance for CHELSA in making use of LISU's statistical services

Noted

- 1.1.15 An oral report by Maxine Melling on the proposed SCONUL study tour to Canada, 2008, indicating that 19 expressions of interest had been received; that the timing of the tour, two weeks in late September/early October, would avoid the IFLA world conference (in Quebec in August); that the tour would begin in the Vancouver area and move to Ottawa for the second week; and that further liaison would be needed to avoid any conflict with a proposed Association of Research Libraries/Canadian Association of Research Libraries/SCONUL conference on statistics

1.2 Developing strategy internally

Noted

- 1.2.1 The October lis-sconul update from the Chair e-mailed to members on 8 October

- 1.2.2 Reports by the Secretary and Vice-Chair on the Strategic Planning Meeting held at Loughborough, 9-10 July Docs. 07/76, 07/87, 07/97, 07/98
- 1.2.2.1 *Agreed* to consider in December two matters raised at the Strategic Planning Meeting held at Cambridge in 2006, namely the possible role of 'SCONUL ambassadors' and the question of jointly-commissioned work supported in kind
- 1.2.3 *Considered* the next survey of 'SCONUL Top concerns'
- 1.2.3.1 *Agreed* that Chris West would organise the next annual survey on the same basis as in 2007 but allowing for more explanation in the responses, and attempting to refine the different aspects of the concern previously categorised as 'the e-environment'

Secretariat and communications

Noted an oral report by the Vice-Chair on the review of the Secretariat, indicating that Peter Etherington (a consultant) had been commissioned after e-mailed agreement by the Board, at a fee of £***, to assist the Board's task group on human resources [Jane Core (Convener), Biddy Fisher (appointment confirmed at the Board's meeting of 9 October 2007), Maxine Melling and Julia Munro] to develop and implement an HR framework which meets the current and future needs of SCONUL and supports the development needs of its staff, according to the following terms of reference:

- consult the staff throughout the process
- address *inter alia* the HR issues raised in the Secretariat review report (July 2006)
- making recommendations to the Executive Board concerning staff terms and conditions and HR policies and procedures in order to provide a robust, transparent and clearly documented infrastructure
- make recommendations to the Executive Board for a future pay structure that is informed by benchmarking against similar organisations
- make recommendations to the Executive Board concerning the need to ensure the HR framework is maintained and updated over time as necessary to reflect changing legislation, etc.

Considered

- 1.2.4 A proposal by the Secretary to extend Elliot Frankal's six-month contract (expires 30 November) as Communications Officer (included in Doc. 07/100)
- 1.2.4.1 *Agreed* to renew Elliot Frankal's engagement until 30 November 2008, subject to his service being judged satisfactory at a review carried out by or on behalf of the Board in June 2008
- 1.2.5 A paper by the Secretary on website developments Doc. 07/100
- 1.2.5.1 *Agreed*, in principle, a new contract with the Institute of Learning and Research Technology, University of Bristol and/or with a commercial

host, in order to consolidate and manage recent additions to the website, the work to be supervised by a group consisting of the Secretary, the Secretarial Assistant and Jackie Skinner (University of Reading) and Chris West; subject to costs being agreed at a future meeting of the Board

1.2.6 A paper by Sheila Cannell (Chair, Working Group on Space Planning) on the future of the buildings database Doc. 07/91

1.2.6.1 *Agreed*, in principle, the migration of SCONUL's Building database to become an integral part of 'Designing Libraries' as outlined in the paper, subject to the financial arrangements and a risk assessment being accepted by the officers before the migration takes place

1.2.7 *Noted* an updated Action Plan for the Executive Board, prepared by the Chair Doc. 07/109

SCONUL Library Design Award

1.2.8 *Considered and approved* a paper by Sheila Cannell making recommendations on behalf of the Working Group on Space Planning Doc. 07/90 (tabled)

1.2.9 *Considered* a paper on process guidelines for future SCONUL Library Design Awards Doc. 07/92

1.2.9.1 *Agreed* that the guidelines be approved, subject to the proviso that in exceptional circumstances the Group reserves the right to introduce a shortlisting process

At this point the meeting adjourned for lunch, which was followed by a presentation by Andy Jordan on his evaluation of JISC's eLib programme. During the presentation and subsequent discussion the following points were made:

Of the total of 56 eLib projects, 20 are still extant. It had impact beyond libraries into teaching and learning. It was seminal in the drive to turn products into services. It was designed to involve all types of higher education institution. The success of the project lay partly (paradoxically) in its deliberate toleration of failure.

Working Groups

Noted

1.2.10 The launch of SCONUL Access on 1 August and the successful implementation of its new web pages (revising those of SCONUL Research Extra and UK Libraries Plus)

1.2.11 That the officers had agreed to an ad-hoc request from the Chair of the SCONUL/CURL Task Force on e-Research for a contribution of £600 towards

the attendance of a member of the Task Force at the Digital Curation Conference, 12-13 December, Washington DC

Approved

1.2.12 Action plans submitted by the Groups

1.2.12.1 Working Group on Information Literacy Doc. 07/103

1.2.12.1.1 *Agreed* that partly on account of a forthcoming review by Sheila Corral (University of Sheffield) which might pre-empt the Working Group on Information Literacy's intended review of policy on information literacy, the Group be asked to defer theirs for six months (by which time SCONUL's own policy on the teaching and learning agenda would be clearer); and the Group should be asked to review rather than (necessarily) promote the 'seven pillars' model

1.2.12.2 Working Group on Performance Improvement Doc. 07/107

1.2.12.3 Working Group on Space Planning Doc. 07/93

1.2.12.4 Joint CURL/SCONUL Scholarly Communications Group Doc. 07/96

1.2.12.5 SCONUL Access Steering Group Doc. 07/104

1.2.13 *Considered* appointments to the Joint CURL/SCONUL Scholarly Communications Group and to the Working Group on Learning and Teaching

1.2.13.1 *Agreed* that the Secretary should call for expressions of interest in the usual way in order to fill the vacancies in the Joint CURL/SCONUL Scholarly Communications Group arising from the resignations of Elizabeth Heaps, Di Martin and Paul Sheehan

1.2.14 *Approved* a proposal from the SCONUL Access Steering Group (which exceptionally has both elected and appointed members) that one elected member should retire in May 2008, to be replaced by election, and that the Chair should retire in May 2009, to be replaced by an appointee of the Executive Board

1.2.15 *Considered* a proposal from the Working Group on Information Literacy for a seminar on information literacy for researchers, to be held at Dublin City University, early 2008 Doc. 07/94

1.2.15.1 *Approved* the proposal, subject to the planned outcome of the seminar being more than the sharing of experience, and in particular that a briefing document should be produced from the proceedings of the seminar

Miscellaneous

1.2.16 *Considered* the question of SCONUL members' support for continuing professional development activities, raised in an e-mail by John Crawford (Glasgow Caledonian University, Chair of CILIP's Professional Practice Committee) Doc.07/106

1.2.16.1 *Agreed* that whilst members of the Board had real sympathy with the call for professional activism from the Professional Practice Committee, and although in their own institutions they endorsed the PPC's arguments which were largely embodied in local policy, nevertheless the Board saw difficulties in any attempt by SCONUL itself to develop policies to support professional activism, because with very few exceptions, the staff of each SCONUL library/information service were subject to human resource policies laid down by their own institution, and institutional policies would always take precedence

2 Financial report

Noted

2.1 Notes of a meeting with Baker Tilly, on 7 August, to discuss SCONUL's overall VAT position together with a number of specific VAT matters Doc. 07/88

2.2 *Approved* a report from the Treasurer including the proposed designation of 'Restricted', 'Designated' and 'Fallback' funds Doc.07/110

2.3 An oral report on sponsorship and corporate membership from Elizabeth Chapman

2.4 A paper from the Secretary proposing actions relating to SCONUL's office space Doc. 07/99

2.4.1 *Agreed* that with a view to securing future office space the Secretary should make enquiries of the M25 Consortium, CURL, JISC and Universities UK

3 Executive Board

Noted that at the Annual General Meeting on 21 June Biddy Fisher (Sheffield Hallam University) and Phil Sykes (University of Liverpool) were elected to the Executive Board

Agreed that since the Dublin Institute of Technology was now eligible for membership it should be invited to join SCONUL; and that Philip Cohen (Dublin Institute of Technology) should be co-opted to the Board – subject to his consent – as a representative of CONUL in place of Agnes Neligan who wished to resign her co-opted place

4 Company matters

Noted

- 4.1 A paper from the Secretary on activities, developments and appointments [Doc. 07/78](#)
- 4.2 That the question of membership on the part of small, specialist, institutions will be considered at a future meeting, and in the mean time the Research Information Network has provided a subsidy of £2000 to allow such institutions to remain in SCONUL Access (as part of the transition from UK Libraries Plus) until July 2008 [reported at the SCONUL Access Steering Group meeting, 11 June]



Conferences, etc.

5 Meetings and conferences

Noted

- 5.1 An evaluation compiled by the Assistant Secretary of the residential conference in Birmingham, 20-22 June [Doc. 07/108](#)
- 5.2 The draft SCONUL autumn conference programme [Doc. 07/101](#)
- 5.3 An oral report on preparations for the meeting with colleagues from CARL to be held on Monday 3 December at the British Library Conference Centre
- 5.4 An oral report on preparations for the SCONUL Autumn Conference to be held on Tuesday 4 December at the British Library Conference Centre
- 5.5 An oral report on a conference being organised by the Working Group on Space Planning to be held on Wednesday 5 December at the Wellcome Conference Centre
- 5.6 An oral report on the annual residential conference to be held in Edinburgh, 11-13 June 2008
- 5.7 *Agreed* that the venue for the annual residential conference in 2009 might be Dublin, Exeter or Cumbria

6 Minutes

Approved the Minutes of the meeting of the Executive Board held on 21 June 2007
Doc 07/73 (previously circulated)

7 Any other business

7.1 *Considered* the question of recommendations for royal honours and *agreed* that no special arrangements were available to organisations such as SCONUL

7.2 *Noted* the following changes in membership reported earlier but not noted in the previous minutes:

The Northern College of Contemporary Dance resigned from SCONUL on 23 April

Brian Murphy retired from the post of Director of Information Services at Queen Mary, University of London on 31 July and Emma Bull (Royal Holloway) was appointed as the new Director from 15 October (Neil Entwistle Acting Director 1 August-14 October)

Alison Mackenzie (University of Wales Bangor) was appointed Dean of Learning Services and Director of Solstice, Edge Hill, from 25 June

Tony Lamb retired from Head of Library and Learning Resources at Swansea Institute on 31 August

Robin Green was appointed Deputy Librarian at the University of Warwick from 1 September and resigned as Executive Director of CURL on 31 August

Stephen Town (Cranfield) was appointed Director of the Library and Archives, University of York, from 1 September

Clare Jenkins retired from the post of Director of Library Services at Imperial College on 30 September

7.3 *Noted* the following changes in membership

7.3.1 Cumbria Institute of the Arts and St Martin's College merged on 1 August with Newton Rigg and the Cumbria Business School to form the University of Cumbria

7.3.2 University of Central England in Birmingham changed its name to Birmingham City University on 1 October

7.3.3 Mieko Yamaguchi, Technical Services Manager, University of Wales Bangor had been appointed SCONUL Representative

7.3.4 Debby Shorley had been appointed Director of Library Services, Imperial College, from 15 October

- 7.3.5 Liz Hart resigned from the post of Director of Information Services, Staffordshire University, from 30 June. David Parkes, Head of Learning Support had been appointed SCONUL Representative
- 7.3.6 Christopher Pressler had been appointed Director of Research and Learning Resources and SCONUL Representative at the University of Nottingham from 17 September
- 7.3.7 Following the retirement of Stuart James, Teresa Gilbert had been appointed Acting Chief Librarian and SCONUL Representative at University of Paisley from April
- 7.3.8 Jan Wilkinson (The British Library) had been appointed University Librarian and Director of the John Rylands University Library from 1 January 2008
- 7.3.9 Peter Ketley, University Librarian, University of Bradford, had been appointed SCONUL Representative
- 7.3.10 Gill Barry, Head of Learning and Research Services, Manchester Metropolitan University, had been appointed SCONUL Representative
- 7.3.11 Sarah Gerrard retired from the post of Librarian and Director of Information Services at Royal Holloway University of London on 30 September
- 7.3.12 John Sanford, Library Manager, Dartington College of Arts had been appointed SCONUL Representative
- 7.3.13 Coutts Information Services had become a Corporate Member

8 Dates of forthcoming meetings

Noted that future meetings of the Executive Board will be held at 10.30 on

Tuesday 11 December 2007 at the SCONUL office

Tuesday 12 February 2008 at the SCONUL office

Tuesday 22 April 2008 at the Old Bank Hotel, Oxford. This meeting will be followed by a joint dinner in the evening with UCISA Board members with an overnight stay. SCONUL Board members will then join UCISA for a joint meeting on the morning of Wednesday 23 April.

Tuesday 1 July 2008 at the SCONUL office