

MINUTES

of a meeting of the Executive Board held at the
SCONUL office, 102 Euston Street, London NW1 2HA
on Tuesday 11 December at 10.30

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

Apologies Biddy Fisher, Christine Sexton (UCISA) and Jan Wilkinson

In attendance Gail Downe, Philip Cohen (Dublin Institute of Technology), Norman Wiseman (item 7 only)



Strategic matters

1 Strategic issues

1.1 Collaborative strategic initiatives and developments

JISC

1.1.1 *Noted* a response from the Chair of JISC declining SCONUL's request for formal representation on several JISC committees Doc.07/146

1.1.1.1 *Agreed* that at a future date JISC should be asked whether directors of SCONUL member libraries attending JISC committees in a personal capacity could be authorised to report back to the Board

1.1.2 *Noted* an oral report by the Chair on progress of the JISC/SCONUL study on the future of library management and related systems

1.1.2.1 *Agreed* that David Kay of Sero Consulting should be invited to the next meeting of the Board

1.1.3 *Noted* a report by the Chair from the JISC Content Services Committee meeting on 15 November, especially the establishment in King's College London of an e-Research centre incorporating the AHDS Executive Doc. 07/124

1.1.3.1 *Agreed* that the Board should be alert to developments in relation to

the broader work by JISC around the future of libraries (mentioned in section 7 of the report), and should be ready to contribute

- 1.1.4 *Noted* that Belviair Notay of JISC had sent a draft ITT for a study on Web 2.0 features in library services

Agreed

- 1.1.4.1 That the Chair should reply to Belviair supporting the proposal for this study and suggesting (1) that 'Librarian 2.0' was a term perhaps better avoided; (2) that the study should be positioned in the context of institutional learning and teaching strategies; (3) that the sound intention to reflect existing library staff views could be strengthened by the inclusion of both top-down and bottom-up views from a variety of staff groups; (4) that it would be useful, if possible, for the study to indicate what level of financial resources and/or staff time might be needed to develop a useful set of Web 2.0 services in a higher education library; (5) and that SCONUL might well be able to organise a meeting on the subject as a contribution-in-kind to the agenda
- 1.1.4.2 That a 'Follett 3' need was emerging, in a requirement for reconfigured library space, since many 'new' libraries funded as a result of the Follett Report are now less fit for purpose; and many libraries of all kinds have a pressing need for managed social learning space (even where storage space for journals has already been reallocated for that)
- 1.1.4.3 That if the e-books observatory project did not succeed in achieving the hoped-for enlargement of e-book provision by publishers, JISC should be encouraged to consider a different model whereby authors made their texts over directly to JISC in return for appropriate royalties, the e-versions of the textbooks then being available on open access terms to all UK higher education institutions and the arrangement funded by advertising to students

UCISA

- 1.1.5 *Noted* that the Executive Board of UCISA is likewise keen to pursue the tasks identified as outstanding by the HAERVI report, though SCONUL's suggestion of asking someone from JISC to chair a revived HAERVI steering group has not been supported by UCISA
- 1.1.5.1 *Agreed* that SCONUL's Chair should consult Norman Wiseman of JISC about possible chairs from beyond JISC for the new group, since SCONUL's principal aim is to secure a chair independent of SCONUL or UCISA

HEFCE and the shared service agenda

- 1.1.6 *Noted* that recent discussions between the Chair and Steve Butcher, of HEFCE, on the shared services agenda, had revealed an interest by HEFCE in the outcomes of the JISC/SCONUL study of library management systems; in the next stage of the HAERVI agenda, maximising ease of access to e-resources; and (especially) in the development of standard systems to manage disparate e-resources in libraries: something that would probably require a preliminary study undertaken by a consultant who is expert in the underpinning structures
 - 1.1.6.1 *Agreed* that Christine Fyfe and Phil Sykes would draw up a specification for such a study, for potential submission to HEFCE
- 1.1.7 *Noted* also an invitation from HEFCE for SCONUL to nominate a representative on the Shared Services Advisory Board
 - 1.1.7.1 *Agreed* that since no member of the Board offered immediately to act as a representative, any volunteers should make their offer by e-mail later to the Chair
- 1.1.8 *Noted* that progress on the UK Research Reserve had been reported at a consultation meeting, held at the British Library on 19 November, which had heard for the first time about the outline business plan to be included in a forthcoming bid to HEFCE, for funds to continue the project into a second phase
 - 1.1.8.1 *Agreed* that SCONUL should continue to support the project in phase 1 and that the situation would be reviewed as appropriate in relation to any phase 2

Leadership Foundation

- 1.1.9 *Noted* a paper by Suzanne Enright (Westminster) on the Future Leaders programme offered by the Leadership Foundation in collaboration with SCONUL, UCISA and the British Library [Doc. 07/126](#)

Inspire

- 1.1.10 *Considered* a paper by Philip Payne (Birkbeck) on Inspire (the report of the evaluation of Inspire is noted later on the agenda at 4.1 [Doc. 07/115])
[Doc. 07/131](#)
 - 1.1.10.1 *Agreed* that the third recommendation for SCONUL listed at the end of the paper should be explored and clarified with Philip by the Secretary (the recommendation is for aligning SCONUL's contribution to Inspire with the SCONUL Access scheme and for exploring parallel administration of Inspire and SCONUL Access)

SCONUL's international agenda

1.1.11 *Considered* an oral report from Michael Breaks on developing SCONUL's international strategy indicating that he and Bidy Fisher had worked further on the strategy and would like a small task and finish group to assist them

1.1.11.1 *Agreed* that Michael and Bidy should approach and appoint some suitable people to help in the task

1.1.12 *Noted* an oral report by Maxine Melling on the planned SCONUL study tour to Canada in 2008, together with a tabled paper showing outline plans [Doc 07/147](#)

1.2 Internal SCONUL developments

SCONUL's Learning and Teaching Strategy

1.2.1 *Considered* the development of SCONUL's learning and teaching strategy in the light of HEFCE's e-learning strategy review

1.2.1.1 *Agreed* that in order to reach a clear view initially at the level of the Executive Board, Julia Munro would write a short briefing paper, with the possible assistance of the Pro-Vice-Chancellor for Teaching and Learning at Northumbria University and Sheila Corral (University of Sheffield)

Secretariat and communications

1.2.2 *Noted* an oral report by the Vice-Chair on the work of the task force on human resources [Doc. 07/135](#) (staff handbook contents pages: full text sent as separate pdf)

1.2.2.1 *Agreed* the plans for phase 2 outlined in a tabled paper, including work to be undertaken by Croner Reward [Doc. 07/142](#)

1.2.3 *Considered* a paper by the Secretary on key media messages [Doc. 07/123](#)

1.2.3.1 *Agreed* that the Secretary should make further changes in the light of the Board's comments (in particular by including some key facts and statistics) and that the messages should be agreed in future by e-mail

Working Groups

1.2.4 *Noted* that following the Board's decision in principle on 9 October that SCONUL's buildings database should become an integral part of the Designing Libraries website maintained by Aberystwyth University, subject to appropriate arrangements, the officers had, as then agreed, assessed

the risks and potential costs and found them satisfactory, making the decision definite on 14 November

1.2.5 *Considered* a request for clarification from the Working Group on Information Literacy concerning their proposal for a review of information literacy policy Doc. 07/118

1.2.5.1 *Agreed* that although the Board remained decided that the review should be deferred for six months, this decision would be revisited in the light of further thinking and planning, especially following the discussion recorded at minute 1.2.1.1

1.2.6 *Noted* that the results of the SCONUL Library Design Award had been announced, as planned, at the one-day conference on 4 December as follows:

In the large category (libraries of more than 2000 square metres)

Winner: University of Bournemouth
Highly commended: Open University
Highly commended: Glasgow Caledonian University (Saltire Centre)

In the small category (libraries of less than 2000 square metres)

Winner: University of Cambridge (Girton College)
Highly commended: University of Warwick (Learning Grid)
Highly commended: University College London (SSEES Library)

1.2.7 *Considered* financial plans submitted by the Groups

1.2.7.1 Working Group on Information Literacy Doc. 07/138

1.2.7.2 Working Group on Performance Improvement Doc. 07/133

1.2.7.3 Working Group on Space Planning Doc. 07/139

1.2.7.4 Working Group on Quality Assurance Doc. 07/137

1.2.7.5 Joint CURL/SCONUL Task Force on e-Research Doc. 07/121

1.2.7.6 Joint CURL/SCONUL Scholarly Communications Group
Doc. 07/134

1.2.8 *Approved* the financial plans subject to the Treasurer's enquiries as to -

1.2.8.1 The benefits for the SCONUL membership of the increased conference attendance proposed by the Working Group on Information Literacy

1.2.8.2 The provision for event management proposed by the Joint CURL/SCONUL Task Force on e-Research

1.2.9 *Approved* action plans submitted by the Groups

1.2.9.1 Working Group on Quality Assurance Doc. 07/136

1.2.9.2 Joint CURL/SCONUL Task Force on e-Research Doc. 07/122

Other issues

1.2.10 *Deferred to a future meeting* an oral report by Bidy Fisher on a meeting held on 30 November in relation to a proposal for strategic research in library and information science Docs. 07/132 & 07/140

1.2.11 *Approved* an updated version of the Executive Board Action Plan Doc. 07/125

2 Financial report

Considered and approved

2.1 A draft budget for 2008 and a matrix for risk management, both tabled by the Treasurer Docs. 07/143 & 07/144

2.2 A report on sponsorship and corporate membership, including in particular, the need to pay closer attention to corporate members' needs Docs. 07/127 & 07/141

2.2.1 *Agreed* that Liz Chapman, Christine Fyfe and Gail Downe would give further thought to the retention of corporate members

2.3 A proposal that the SCONUL Secretary be authorised to sign cheques up to the value of £1000 (previous limit £499)

3 Executive Board

Noted

3.1 That Agnes Neligan has relinquished her co-opted place on the Executive Board, which has agreed by e-mail to co-opt Philip Cohen (Dublin Institute of Technology) in her place

3.2 That Jan Wilkinson's co-opted place representing the British Library is now effectively vacant on her appointment to the post of University Librarian and Director of the John Rylands Library at the University of Manchester

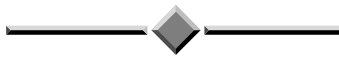
Agreed

- 3.3 That Anne Poulson, appointed from 1 January 2008 as CURL's Executive Director, be co-opted to the Executive Board from that date

4 Company matters

Noted

- 4.1 A paper from the Secretary on activities and developments including appointments, which were *agreed* Doc. 07/115
- 4.2 A paper from the Secretary on a recent lobbying campaign about VAT e-resources Doc. 07/120
- 4.3 *Considered and approved* a paper from the Secretary containing proposals for membership on the part of small, specialist, institutions Doc. 07/117
- 4.4 *Noted* that the question of membership on the part of the Institutes of Technology in Ireland would be considered at a later date after the establishment of a subscription model, with the membership of the largest, the Dublin Institute of Technology, to be accorded priority
- 4.5 *Agreed* that because of its comparable size to existing members, the Dublin Institute of Technology be admitted to membership as soon as an equitable subscription level has been established



Conferences, etc.

5 Meetings and conferences

Noted

- 5.1 An oral report on the meetings on 3 and 4 December at the British Library Conference Centre, which had enjoyed very positive oral comments from members, and on the successful meeting on 5 December organised by the Working Group on Space Planning
- 5.2 An oral report on the annual residential conference to be held in Edinburgh, 11-13 June 2008

Agreed

- 5.3 That subject to a favourable assessment by the Assistant Secretary of hotel accommodation, the venue for the annual residential conference in 2009 should be Bournemouth

6 Minutes

Approved the Minutes of the meeting of the Executive Board held on 9 October 2007
Doc 07/114 (previously circulated)

7 Other business: discussion with Norman Wiseman of JISC about liaison and joint activities

Various points were discussed and agreed as follows –

Access management/Shibboleth SCONUL's e-mail lists would be used at an appropriate moment to carry JISC's advice to institutions to consider their move to Shibboleth identity management, and SCONUL would collaborate with JISC on workshops designed to explore access management issues.

[Note - JISC will provide a 'transition team' until the end of 2008 to help the move to Shibboleth in small institutions]

Access to e-resources Norman would investigate the possibility of recruiting strategically-placed champions to chair, or support, the HAERVI steering group.

[Note - some institutions may have consciously decided not to follow the Shibboleth route to identity management, and perhaps need to investigate the implications for access to e-resources]

Arts and Humanities Data Service

It would be helpful to SCONUL members to have guidance soon about the future of the arts and humanities datasets - if news cannot be provided by the first university term of 2008, a year's budget cycle will be missed.

Backruns of journals

With increased pressures on library space, the question of reliable access to journal backruns is now becoming critical. SCONUL understands that under the Ontario Scholars' Portal and Irish Research e-Library schemes, each scheme is actually in possession of the journal runs concerned. Can JISC Content Services achieve the same with regard to backruns of the journals to which it negotiates licensed access?

Proposed Research Data Service

Though this proposal to HEFCE is from CURL and the RUGIT group, SCONUL members have a strong interest too. [Note - many research councils insist on the preservation for ten years of data gathered in the course of research projects]

Young professionals

In a mention of the divide between 'JISC-rich' and 'JISC-poor' institutions, the comment was made that we miss the training for young professionals that was afforded by the broad spread of the e-Lib programme.

Initiative for a horizon-scan of the library and information landscape

A consultation meeting on 30 October, including Matthew Dovey and Ian Dolphin of JISC and representatives of CURL, SCONUL and the British Library, concluded that a series of future-

forecasting meetings would probably work better than a commissioned study. Who in JISC is the person or committee to take the decision to go ahead with this proposal, and can JISC authorise it to proceed as a collaborative venture?

Libraries/learning spaces

Despite the mobility of IT, students evidently appreciate the sense of place provided by libraries and need library learning spaces as much as the technology-rich spaces elsewhere on the campus. Part of the need may derive from the long opening hours of libraries and the fact that virtually all students are now effectively part-time (through concurrent paid employment). Norman suggested that JISC's Organisational Support and Learning and Teaching Committees could be useful on this topic.

LibQUAL statistics

The hope was expressed that JISC may be able to 'mine' the large quantities of data now accumulating through the use by SCONUL libraries of the LibQUAL user-satisfaction statistics. An ongoing problem seems to be dissatisfaction with libraries through a misconception that many e-resources (IReL in Ireland or JISC-negotiated resources in the UK) are available *gratis* on the web.

e-Books

The point raised at 1.1.4.3 was further discussed.

8 Dates of forthcoming meetings

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

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