

MINUTES

of a meeting of the Executive Board held at the
SCONUL Office, 102 Euston Street, London NW1 2HA
on Tuesday 1 July 2008 at 10.30

Present Jane Core (Chair), Toby Bainton, Elizabeth Chapman, Christine Fyfe, Alun Jenkins, John Lancaster, Julia Munro and Chris West

Apologies Michael Breaks, Bidy Fisher, Maxine Melling, Fiona Parsons, Anne Poulson (CURL), Christine Sexton (UCISA) and Ian Snowley (The British Library)

In attendance Anne Bell, Gail Downe, Ken Chad (Ken Chad Consulting) [item 2.2 only], Philip Cohen (Dublin Institute of Technology), Peter Etherington (Peter Etherington Employment Law Services) [item 2.3 only], Philip Pothen (JISC) [items 2.11 to 2.14]

Welcome The Chair welcomed John Lancaster, attending for the first time



Company matters

1 Executive Board

1.1 *Noted* that at the Annual General Meeting on 12 June 2008, Jane Core became Chair of SCONUL at the conclusion of the meeting, Fiona Parsons was elected unopposed as Vice-Chair, Alun Jenkins was elected unopposed as Honorary Treasurer, and John Lancaster was elected unopposed to be a member of the Board

Confirmed

1.2 The co-option of Ian Snowley to represent the British Library

1.3 The co-option of Philip Cohen, to provide representation of SCONUL's members in Ireland

1.4 The co-option of Anne Poulson to represent the Research Libraries UK

1.5 The co-option of Christine Sexton to represent UCISA.



Strategic matters

2 Strategic issues

Collaborative strategic initiatives and developments

JISC

Noted

2.1 That the 13 May re-run of the JISC/SCONUL Access management event had, like the first on 7 March, been successful

2.1.1 *Agreed* that the Secretary should ask all SCONUL members about their level of confidence in access management after the change in national provision on 1 August, in order to report the general situation to members

2.2 That the consultation meeting co-hosted by SCONUL and JISC held on 27 June on library management systems and the related systems market had been oversubscribed and had been successful (particularly through discussions at the beginning and end of the day) in identifying key strategic questions, and possible actions, for SCONUL. Amongst major questions raised on that occasion were

- (1) that 'data liberation' agenda: should academic libraries promote, pool and/or make available to others, as a matter of course, their catalogues and other public databases – and, if so, how?
- (2) how can libraries achieve the shift, evidently desired by their readers, from the *discovery* of what information is available to *delivery* of the information?
- (3) what is the best path for libraries to take in acquiring, or developing together, new library management systems or enhancements to them (such as 'vertical search' tools)?
- (4) who is to provide the leadership necessary in any collaboration to provide the answer to these questions?

During the meeting, some (partial) answers were suggested as follows:

- (3) Marshall Breeding of Vanderbilt University invited SCONUL, via a pre-recorded video, to join a project to investigate further use of Open Source software – provided that the project receives funding from the Mellon Foundation
- (4) The clear implication at the meeting on 27 June was that SCONUL was expected to provide leadership.

Ken Chad, who had joined the Board meeting for this item only (and had given a presentation on 27 June), suggested that in order to answer question (1) above, a wiki could be created to add to, and keep up-to-date, the data assembled in the 'LMS study',

with a view to galvanising the vendors and other stakeholders into finding a means to share library data very widely.

Anne Bell reported that she had received an approach from the Association for Learning Technology inviting SCONUL to collaborate with them in a joint workshop on the subject of research into the information-seeking behaviour of learners.

Agreed

- that this set of issues was of strategic importance, extending beyond library management systems as such into the entire information environment, including VLEs and beyond
- that the 'data liberation' agenda, together with the future of the national initiatives COPAC and SUNCAT, would be a suitable topic for one of the meetings envisaged in the SCONUL/JISC horizon-scanning programme (which would seem to fit well with JISC's new 'Libraries of the future' programme)
- to accept Ken Chad's proposal to develop a wiki, for the purposes of updating the data gathered for the 'LMS study' and to provide an observatory for Open Source developments (the specification for the wiki to be agreed by Anne Bell in consultation with other key people and its cost to be agreed subsequently by the officers)
- to accept the invitation from ALT to organise a workshop with them.

At this point Ken Chad left the meeting, as did the Secretary and Assistant Secretary, and Peter Etherington joined the meeting

2.3 The review of the Secretariat (**reserved business**)

- 2.3.1 It was agreed that the draft pay scales discussed would be revised by Peter Etherington to reflect comments of members and that thereafter Jane Core would seek further consultation through the working group before seeking formal approval by e-mail from members of the Board.

Chair's note: In handling this matter by confidential e-mail the timescale would be accelerated so that staff were not left with further lengthy delays between meetings and it was anticipated that final sign off might be completed by the next meeting of the Board. Jane Core sent the final draft to members of the Board on 21 July with the endorsement of the working group: a full set of responses was received from members of the Board and the final draft was agreed unanimously. The proposals were sent to staff on 28 July and the reply date of 5 September was subsequently extended to accommodate annual leave.

Peter Etherington then left, and the Secretary and Assistant Secretary rejoined the meeting

Noted

- 2.4 The publication of a supplement, 'Libraries unleashed', in the *Education Guardian* of 22 April, commissioned by JISC, in the context of JISC's communications strategy (discussed further below at 2.11)

UCISA

- 2.5 *Received* a report on the HAERVI2 project (Peter Tinson's report to UCISA and SCOUNL members circulated by e-mail on 10 June) Doc. 08/40

Noted

- 2.6 That the M25 Consortium had received funding from HEFCE's Shared Services programme for a feasibility study into implementing the HAERVI recommendations within the consortium, with the possibility of a pilot project in eight libraries
- 2.7 Further comments from Chris West (one of the group appointed jointly by SCOUNL and UCISA on 22 April to pursue the HAERVI2 agenda), informing the Board that he had asked David Baker, the Chair of JISC's Content Services Committee, about progress on JISC's briefing paper on HAERVI, about JISC's collaboration with EduserV over lists of licences and their provisions, and about the further issue of access for other visitors (alumni, business users, etc.); and noting that JISC's Content Services Committee had agreed to ask the JISC Executive to promote a second stage of HAERVI, about which Chris West would continue to liaise with David Baker.

HEFCE

Noted

- 2.8 That on the UK Research Reserve project depended on HEFCE's imminent decision whether to fund its second phase
- 2.9 *Considered* possible further uses of SCOUNL's response to an invitation from JM Consulting to submit evidence for their HEFCE-commissioned study into the sustainable cost of teaching Doc 08/37

Agreed

- 2.9.1 That the Secretary would anonymise the evidence and improve the appearance of the report before making it available on the website
- 2.9.2 That SCOUNL should make it available to Pro-Vice-Chancellors for Teaching and similar policy-makers
- 2.9.3 That the Secretary would produce another version related to the cost of supporting research
- 2.9.4 That another version related to international students was desirable
- 2.9.5 That the Working Group on Performance Improvement should be invited to contribute to the revised versions
- 2.9.6 That all this evidence would be useful in underpinning the horizon-scanning programme

2.9.7 That the Secretary would draw JISC's attention to it.

UK Serials Group

2.10 *Confirmed* SCONUL's endorsement (agreed by e-mail on 10 June) of the TRANSFER guidelines for processes when journals change ownership

At this point Philip Pothen, of JISC, joined the meeting for the following item only

JISC: communication strategy

2.11 *Considered* an oral report from Philip Pothen about JISC's newly-launched 'Libraries of the future' publicity campaign (due to end early in 2009), which arose from a perception that JISC's earlier public announcements had highlighted specific initiatives and projects without explaining the context of broader issues. The aim was in part to help justify JISC's investment in projects and programmes which, as the recent evaluation of the e-Lib programme had shown, might well show lasting value ten years later. The recent supplement in the *Guardian* was designed to air, before a broad audience, key questions, many of which were raised in the 'Google generation report' published in May. 'Libraries of the future' was JISC's first coordinated series of public announcements, and would be followed in 2009 by a campaign about student experiences with ICT, including e-learning and general expectations.

Agreed

2.12 That if JISC could produce a map of the new 'library landscape' following the principle of offering a broad picture, it would be welcomed by SCONUL

2.13 That SCONUL would approach Louisa Dale, JISC's Partnership Manager, to investigate the possibilities and implications of formal partnership with JISC

2.14 That SCONUL was eager to contribute to JISC's campaigns

2.15 That SCONUL would maintain communication with Philip in order to facilitate this

SCONUL's international agenda

Noted

2.16 Good progress on the planned SCONUL study tour to Canada in 2008

2.17 That the planned SCONUL study tour to Scandinavia would begin the weekend of 11 May 2009 and would be based (2 or 3 days each) in the two centres of Copenhagen and Stockholm

2.18 *Agreed* that the possibility of a SCONUL study tour to California in 2010 should be explored, organised by a Task & Finish Group to be convened by Philip Cohen, who would bring a draft terms of reference for the Group to a future Board meeting

Internal SCONUL developments

SCONUL's Learning and Teaching Strategy

- 2.19 *Considered* an oral report by Julia Munro on progress on developments, indicating the importance of teaching and learning as a strategic strand (if not a strategy), and suggesting that case-studies of libraries closely engaged in teaching and learning, as mentioned in earlier Board discussions, could well be useful in JISC's forthcoming publicity on the student experience. Questions for the Board were: how to show the value added by libraries in this context, and how to demonstrate it to policymakers not closely involved with libraries

Agreed

- 2.20 That the subject should be discussed fully at the Strategic Planning Meeting (31 July - 1 August)
- 2.21 That the Chair, in collaboration with Julia Munro, would invite a senior representative of JISC to join the discussion at the Strategic Planning Meeting on the way forward for the learning and teaching focus of SCONUL
- 2.22 That the Secretary would write on behalf of the Bard to congratulate Sue McKnight (Nottingham Trent University) on her appointment as a National Teaching Fellow

SCONUL Top Concerns Survey

- 2.23 *Considered* an oral report by Chris West on the recent survey drawing attention to the improved response rate compared with previous years, and the near unanimity of the findings, whatever the analysis by different geographical or institutional groups. The finalised report would be mounted on the SCONUL website and Chris would publish a more readable summary in *SCONUL Focus* [Docs. 08/39](#) & [08/42](#)

Working Groups

- 2.24 *Noted* the launch on 9 June of the Designing Libraries website incorporating the former SCONUL Buildings Database
- 2.25 *Considered* a proposal from the Working Group on Information Literacy for a SCONUL Information Literacy Award [Doc. 08/35](#)

Agreed

- 2.25.1 That while the Board supported the proposal, the Working Group had probably underestimated the time required for publicity for the preparation of entries by candidates, and other practical steps; and that the terms of reference would carry political risks unless they were further refined
- 2.25.2 That the Group should be invited to bring a revised (though not final) outline to the next Board meeting, with a view to making a preliminary announcement about the award at the December one-day conference.

Secretariat and communications

- 2.26 *Noted* that Elliot Frankal would shortly leave Linstock Communications, whose contract to provide marketing support for SCONUL would expire on 31 December 2008
- 2.27 *Agreed* that an invitation to tender, drawn up by Liz Chapman and the Secretary, should be issued in the autumn seeking proposals from Linstock and from other potential consultancies to provide PR support for SCONUL from 1 January 2009
- 2.28 *Considered* an oral report from the Secretary on work, recently completed and currently in progress, on the website
 - 2.28.1 *Agreed* that fundamental improvement to the website was required and that John Lancaster would provide advice on a strategy from expert staff at his institution

Strategic planning meeting

- 2.29 *Considered* the agenda for the strategic planning meeting, 31 July-1 August
- 2.30 *Agreed* that the major item of discussion would be the teaching and learning strategic strand, with a view to identifying how the SCONUL community should engage with the topic at national and subnational and also institutional levels; and that other topics could include: headlines for a communications policy (for the forthcoming ITT); further refinement of the Top concerns survey; and SCONUL's evidence base and the use of our data.

3 Financial report

- 3.1 *Accepted* the auditors' final audit findings, including (1) the need for a register of Board members' interests, which would be instituted by the Secretary with his routine request for information about Board members' involvement in other committees, etc.; and (2) the improvement of internal financial controls, about which the Treasurer would prepare a paper with the assistance of the Secretariat and (if required) Julia Munro
- 3.2 *Agreed* that the letter of representation would be signed on behalf of the Board
- 3.3 *Considered* the future appointment of auditors in the light of (1) a remark made at the recent AGM and (2) the Treasurer's recent investigation into auditing costs in comparable organisations
 - Agreed*
 - 3.3.1 That two potential concerns were cost and over-familiarity between client and auditor (though familiarity also had advantages) and that neither concern presented difficulties at present
 - 3.3.2 That the Board would keep the matter under review

4 **Company matters**

Noted a paper from the Secretary on activities, developments and appointments Doc. 08/32

5 **Appointments**

Approved the following appointments

- 5.1 Toni Kelly (representing SCHOMS) to the Working Group on Quality Assurance
- 5.2 Carole Pickaver (University of Kent) to the Working Group on Quality Assurance
- 5.3 Lys Ann Reiners (University of Lincoln) to the Focus Editorial Team
- 5.4 John Harrington (Cranfield University) as SCONUL's nominee to the JISC project panel on embedding institutional repositories in research management systems

6 **Membership of SCONUL**

Approved applications for membership from

Conservatoire for Dance and Drama
Leeds College of Music
Royal College of Music
Royal Northern College of Music
Royal Scottish Academy of Music and Drama
Trinity College of Music

Noted

- 6.1 That Peter Fox would retire from the post of University Librarian, University of Cambridge, on 31 March 2009
- 6.2 That Nicholas Lewis had been appointed Library Director, University of East Anglia, and that Jonathan Colam, Director of Information Services, would act as the SCONUL Representative
- 6.3 That Ian Butchart would retire from the post of Director of Library and Information Services, University of Teesside, on 31 August
- 6.4 That Kate Davies had resigned as College Librarian, Rose Bruford College, and that Catherine Beach, Assistant Librarian, would act as the SCONUL Representative from 23 May
- 6.5 That Sean Phillips retired from the post of Librarian, University College Dublin in April 2008

- 6.6 That Marie Reddan would retire from the post of Librarian, National University of Ireland, Galway in September
- 6.7 That Peter Kemp would retire from the post of Director of Information Services, University of Stirling, on 31 August
- 6.8 That Jan Wilkinson, University Librarian and Director, John Rylands University Library, University of Manchester had been appointed SCONUL Representative
- 6.9 That John Tuck (The British Library) had been appointed Director of Library Services, Royal Holloway, University of London from 1 August (and that Alasdair Paterson's term of office as Acting Director ended on 25 June)
- 6.10 That Innovative Interfaces had joined SCONUL as a Corporate Member



Conferences, etc.

7 Meetings and conferences

Noted

- 7.1 That evaluation forms from the annual residential conference held in Edinburgh, 11-13 June 2008, had not yet been analysed
- 7.2 That Julia Munro and Robin Green had agreed to undertake the planning with learning and teaching and research developments as the theme for the one-day conference to be held at the British Library Conference Centre on 16 December

8 Minutes

Approved the Minutes of the meeting of the Executive Board held on 22 April 2008 [Doc 08/26](#) (previously circulated)

9 Any other business

Agreed that the Secretary would circulate for comment the introductory text for the SCONUL calendar being prepared as a gift for host librarians for the forthcoming study tour to Canada

10 Dates of forthcoming meetings

Agreed that dates for future meetings of the Executive Board should be set on a rolling one year cycle, to include the summer strategic planning meeting