

## MINUTES

of a meeting of the Executive Board held at  
the SCONUL Office, 94 Euston Street, London NW1 2HA  
on Tuesday 8 December 2009 at 10.30

*Present* Jane Core (Chair), Jeremy Atkinson, Toby Bainton, David Ball, Emma Bull, Alun Jenkins, John Lancaster, Máire Lanigan, Sara Marsh, Fiona Parsons, Philip Payne

*Apologies* Liz Jolly

*In attendance* Philip Cohen (CONUL), Gail Downe (SCONUL Assistant Secretary) [from item 1.3], Helen Durndell (SCURL) [from item 1.3 until the end of item 3], Joanna Newman (British Library) [until item 1.5]

### Obituary

Dr J E O Screen, Librarian of the School of Slavonic and East European Studies, University of London, from 1972 until 1998, died on 24 September 2009



## Strategic matters

### 1 Strategic issues

#### Collaborative strategic initiatives and developments

#### HEFCE

- 1.1 *Received* an oral report from David Kay on SCONUL's shared services feasibility study of the Library Management Systems and related systems landscape Doc. 09/117
- 1.2 *Received* from Anne Bell the draft document *SCONUL: HEFCE Shared Services Study – business case, November 2009*, which remains confidential until released by HEFCE Doc. 09/109
- 1.3 *Noted* the implications of the recommendations addressed to SCONUL on page 75 of the above document 09/109, in particular (1) the recommendation that SCONUL lead a communications plan, in support of which a one-day community information/discussion event was in preparation, to take place early in 2010; and (2) the usefulness of SCONUL's Associate Partnership with JISC, in the context of which the Chair and Vice-Chair were due to meet Rachel Bruce of JISC on 15 January 2010

- 1.4 *Considered* the possibility of interim project support by SCONUL and *agreed* that SCONUL meet the fees and expenses total some £2000 incurred so far by Sero Consulting in activities carried out for the benefit of SCONUL but beyond the terms of the project contract
- 1.5 *Noted* related activity within JISC regarding a funding call in preparation with a view to making grants totalling some £500,000, to be spent by 31 July 2010, to small institutions undertaking small-scale projects to improve the usefulness of their library management systems; and that no conflict arose with SCONUL's project (whose longer term vision would be mentioned in JISC's call for expressions of interest)
- 1.6 *Noted* a report from Anne Bell on the work of the Shared Services Advisory Group and *agreed* that the following topics were worth consideration by HEFCE for further funding if available under the Shared Services programme: collaborative work on data centres, and shared extended-hours support for students and staff using IT and library facilities ; though insufficient capacity exists for SCONUL to pursue these at present because of the demands of the Library Management Systems work and the Libraries of the Future project Doc. 09/106

## JISC

- 1.7 *Noted* that the SCONUL/JISC Memorandum of Understanding (minute 2.3 of 6 October) had been signed on 15 October
- 1.8 *Received* a tabled paper from Jeremy Atkinson on the work of JISC's Infrastructure and Resources committee, supplemented by an oral report noting that the committee, being in its early stages, was still finding a balance between strategic and operational matters, and that the wide range of representation on the committee inevitably resulted in small concentrations of expertise on certain topics Doc. 09/110
  - 1.8.1 *Agreed* that in the Board's view, any adjustments to JISC's work in response to possible budget reductions should seek to preserve JISC services even if project work thereby has to be curtailed: and that the Chair and Vice-Chair would convey this view to JISC
- 1.9 *Received* an oral report from the Vice-Chair about JISC's Resource Discovery Infrastructure Task Force, which had met the previous week as part of its aim to develop recommendations for JISC in the area of providing infrastructure in support of Discovery to Delivery services. The Task Force would produce a set of principles, based as far as possible on a community vision of the future: the Vice-Chair hoped to circulate a confidential draft of these principles shortly to the Executive Board prior to their consideration by JISC - and she noted that her participation in the Task Force had enabled it to consider SCONUL's Shared Services study which otherwise would have been overlooked Doc. 09/118
- 1.10 *Received* a report from Anne Bell on the 'Libraries of the Future' programme Doc. 09/108

- 1.11 *Received* an oral report from the Chair on SCONUL contributions to 'the Libraries of the Future' Programme, noting that
- the Chair, Vice-Chair and Secretary had met Geoff Curtis and Claire Davies of Curtis+Cartwright , consultants to the programme, immediately before the Board's meeting
  - next steps in programme included workshops, for invited participants, on 4 February and 23 March 2010, the former on major environmental drivers affecting higher education and the latter on likely consequent changes (with a view to drafting further future scenarios on discrete aspects)
  - the consultants had welcomed the suggestion from SCONUL that our Board and members be kept informed in order to brief invitees in advance of their invitation to the workshops, and that the Board would receive for this purpose a list of potential invitees
  - the consultants would receive a paper from SCONUL arising from the work of its Task Force on Learning and Teaching
  - the consultants had been asked at the earlier meeting to seek funding from the programme partners for a major presentation by them to the SCONUL conference, 16-18 June 2010
- 1.11.1 *Agreed* that the benefit of the workshops would be a consensus on the direction in which higher education would be moving, and that SCONUL's membership was a key community for this purpose
- 1.12 *Noted* the minutes of a meeting on 15 September of the JANET stakeholder panel Doc. 09/98
- 1.12.1 *Agreed* in relation to the next meeting of the Panel on 19 January 2010 that a younger member of the SCONUL community be encouraged to represent SCONUL
- 1.13 *Received* a report from Sara Marsh on Access Management issues, noting progress towards terms of reference for the policy board overseeing the Access Management Federation; that David Harrison (Cardiff) was exploring, institution by institution, reasons for lack of take-up amongst institutions that have nominally joined the Federation without taking practical steps; and that Rhys Smith (Cardiff) had published a useful piece of work on publishers' interfaces Doc. 09/97
- 1.14 *Noted* an e-mail from Chris Young (Netskills) to Sara Marsh (30 November) suggesting discussions about the Business and Community Engagement (BCE) agenda and its potential impact on the community that SCONUL represents Doc. 09/107
- 1.15 *Received* a report from the Chair on the preliminary meeting of a partnership group to develop future activities around the JISC project 'Work with IT', which would emphasise cultural and organisational change associated with information technology
- 1.16 That Alison McNab (Loughborough) had been appointed SCONUL's Representative on the JISC Collections Stakeholder Group (following a call for expressions of interest)

## Research Information Network

- 1.17 *Noted* that in support of RIN's investigations into the effects of the new financial environment on libraries, three jointly badged SCONUL/RIN focus groups had taken place in Birmingham (12 November) Manchester (23 November) and London (30 November), and that a draft report was expected by the end of 2009
- 1.18 That on 27 November a meeting took place organised by the Research Information Network about the recommendations of its *Creating catalogues* report [www.rin.ac.uk/creating-catalogues](http://www.rin.ac.uk/creating-catalogues), that the SCONUL Secretary had attended, and that a follow-up meeting including publishers was planned
- 1.19 That the Chair, Vice-Chair and Secretary had agreed (on the grounds that it was non-controversial) that SCONUL should give formal support to a Joint declaration organised by the Research Information Network Doc. 09/99

## Research Libraries UK

- 1.20 *Noted* that David Prosser had been appointed Executive Director of Research Libraries UK

## UCISA

- 1.21 *Noted* an oral report from the Secretary, noting in particular UCISA's discussions with the Higher Education Statistics Agency about the possible publication by HESA of UCISA's annual statistics; something that had subsequently raised by Alison Allden of HESA with SCONUL's Secretary in relation to SCONUL's annual statistics.
- 1.22 *Agreed* that the approach from HESA should be discussed further

## SCONUL's international agenda

- 1.23 *Noted* that following e-mail discussion since the Board's October meeting it had become clear that a joint meeting in April 2010 with UKB of the Netherlands was difficult to justify
- 1.24 *Received* an oral report from Philip Cohen on the proposed SCONUL study tour to the Netherlands which would take place in the week commencing 12 April 2010 (twelve serious expressions of interest having been received), noting that UKB would meet on 10 December 2009 and 15 April 2010 and would consider a link with the SONUL event
- 1.25 *Noted* an oral report from the Chair about the possibility of engagement with CAUL when Catherine Harboe-Ree (Monash University, Chair of CAUL) would meet the Chair and Secretary of SCONUL in London on 5 January 2010
- 1.25.1 *Agreed* that Board members suggesting items for discussion should do so by

## 2 Internal SCONUL developments

### Working Groups

#### *Noted*

- 2.1 CILIP's agreement to the proposed extension of sponsorship of the CILIP/SCONUL Health Strategy Group to include Research Libraries UK, so that it became (on 4 November) the CILIP/RLUK/SCONUL Health Strategy Group
- 2.2 That an invitation for a partner institution to host the Designing Libraries website, addressed to all SCONUL Representatives and to some academic departments, had been sent out on 6 November
- 2.3 That in filling two vacancies on the Working Group on Space Planning, two additional appointments had been made to the Group in order to help with the additional workload of the forthcoming SCONUL Library Design Award
  - 2.3.1 That Helen Cocker (LSE), Lorraine Noel (Huddersfield), Caroline Rock (Coventry) and Graham Walton (Loughborough) had been appointed as members of the Working Group on Space Planning
- 2.4 That Simon Birkett (Derby) has been appointed as the SCoHMS representative on the Working Group on Quality Assurance
- 2.5 The annual report of the SCONUL Access Steering Group [Doc. 09/103](#)
  - 2.5.1 *Agreed* that the Secretary should pass to the Group any reports to the Board concerning the Access Management Federation
- 2.6 The annual report of the Working Group on Quality Assurance [Doc. 09/104](#)
- 2.7 The annual report and action plan of the CILIP/RLUK/SCONUL Health Strategy Group [Docs. 09/100](#) & [09/105](#)

### Task and Finish Groups

- 2.8 *Agreed* the draft terms of reference for the Task and Finish Group on Strategic Partnerships, subject to making clear that the Group should seek to clarify the relationship between the activities of SCONUL and the activities of CONUL, SCURL, and WHELF; and that the Group should report to the Board on 13 April 2010 [Doc. 09/101](#)
- 2.9 *Considered* an oral report and tabled papers from Máire Lanigan concerning the Task and Finish Group on Communications and Marketing [Docs. 09/111](#) & [09/112](#)
  - 2.9.1 *Noted* that in considering how it might help Linstock Communications to

publicise SCONUL's key messages, the Group had seen a need to modify the brief so that Linstock concentrates more on opinion-formers beyond SCONUL's membership; that brand identity is a major issue; and that quick wins should be sought where possible

2.9.2 *Agreed* that Linstock Communications needed a quick mechanism to tap into the expertise of the Executive Board; that the Group should consider either another meeting with Linstock and/or an invitation to Linstock to attend the Board's meeting in April 2010

2.10 *Noted* that the Task and Finish Group on the Future of Residential Conferences would meet in 2010 in order to provide time for the development of arrangements for the June conference in Leeds

2.10.1 *Noted* that John Lancaster had agreed to join that Group



## Company matters

### 3 Formal reports

*Noted* a paper and oral report from the Secretary on activities, developments and appointments, including mention of his current work with UCISA and Universities UK on the possible need for political lobbying about the Digital Economy Bill  
Doc. 09/92

### 4 Membership of SCONUL

*Noted*

4.1 That the Science Museum would resign as a member of SCONUL on 31 December 2009

4.2 That Catherine Beach was on Maternity Leave and that Frank Trew had been appointed Acting College Librarian, Rose Bruford College, from 11 November

4.3 That Aongus Ó hAonghusa had relinquished the post of Director, National Library of Ireland, from 30 September and had returned to the Irish civil service

### 5 Secretariat offices

*Noted* that the refurbishment project for the offices had been completed on 16 November after the taking up of the former contract (which had been drafted for Interior Dimensions Contracts Ltd but which had not been signed) by Parkanaur Construction Ltd (contract signed on 12 October)

## 6 Secretariat and communications

- 6.1 *Received* an oral report from John Lancaster on the SCONUL website
- 6.2 *Noted* the results of a pre-tendering exercise involving three web contractors
- 6.3 *Agreed* that John Lancaster would reduce the scope of the pre-tender document and issue it to approximately five potential contractors, and that the Task Force on Marketing and Communications should shortlist and interview candidate contractors
- 6.4 *Received* a report, tabled by the Vice-Chair, from Jane Caddick (Wolverhampton) on SCONUL's office practice Doc. 09/116

## 7 Financial report

- 7.1 *Noted* tabled papers and a report from the Honorary Treasurer Docs. 09/114 & 09/115
- 7.2 *Noted* the Treasurer's advice that, depending on the Board's decisions about a new website, the budget for 2010 might have to be restructured and economies sought in some areas



## Conferences, etc.

## 8 Meetings and conferences

- 8.1 *Noted* an evaluation compiled by the Assistant Secretary of the Autumn conference, 17 November 2009 Doc. 09/102
- 8.2 *Considered* progress on planning the annual residential conference in Leeds, 16-18 June 2010
- 8.3 *Noted* that the Queen's Hotel had been booked, that key speakers had been identified and that the Libraries of the Future programme would feature in the programme

## 9 Minutes

*Approved* the Minutes of the meeting of the Executive Board held on 6 October Doc 09/88

## 10 Dates of forthcoming meetings

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

Tuesday 16 February 2010

Tuesday 13 April 2010

Tuesday 6 July 2010

The annual residential conference would be held in Leeds, 16-18 June 2010