

Oxford Union Society Library Strategy Committee
Minutes for Meeting HT 2019 Fifth Week
Wednesday 13th February at 10.30am – Morris Room

Present: Brendan McGrath (*Librarian*), Daniel Wilkinson (*President*), John Whitehead (*Library Committee nominee*), Laura Johnson (*Deputy Librarian, Secretary*), Ljilja Ristic (*Nominee of Bodleian Director*), Lindsey Warne (*Bursar*), Sean Power (*Senior Librarian, Chair*), Sara Dube (*Librarian-Elect*) and Thomas Corrick (*Librarian-in-Charge*).

1. Apologies

Apologies were received from Amanda Saville (*Nominee of Chairman of Board of Curators*), Fiona Wilkes (*Nominee of Chairman of Board of Curators*), Nicholas Field-Johnson (*OLDUT representative*) and Shivani Ananth (*Ex-Junior Librarian*).

Connor Warden (*Library Committee nominee*), Daniel Villar (*Library Committee nominee*), Genevieve Athis (*Ex-Junior Librarian*) and Jeremy Worth (*I.T. Officer*) were absent.

2. Membership

The Librarian-in-Charge introduced the new Junior Librarian, Brendan McGrath. The Senior Librarian thanked the Junior Librarian for attending and highlighted the importance of Junior officers attending the meetings. The Senior Librarian also felt that it should be stressed to Library Committee nominees that they should only put themselves forward as nominees if they would definitely be able to attend the meeting as it only takes place once a term.

3. Minutes and Matters Arising from Previous Meeting

The minutes of the last meeting were approved.

1. Apologies

Ljilja Ristic apologised for her absence from the previous meeting.

4. Senior Librarian's Report

The Senior Librarian reported that the fundraising drive was continuing.

5. Library Strategy Progress

The Librarian-in-Charge updated the Committee on progress towards the Library's strategy goals for the year.

Collections: The rate of cataloguing is set to increase this term as the Trainee Librarian has now completed cataloguing training and begun cataloguing books under the supervision of the Deputy Librarian. The Librarian-in-Charge is further undertaking cataloguing training this term. A Library stock take has been arranged for the summer. The Library has obtained a disaster management preparedness kit and is to start developing a disaster management plan, as well as drawing up an accompanying list of approximately 2000 high-risk items. The Library will need to liaise with others working in the building, including the President, to ensure the effectiveness of the disaster plan.

Reader Services: A slight increase to the Library's budget this year has been used to invest in reader services. The Library has already acquired book stands and a height adjustable desk, and plans to also obtain computer screens that readers can use to plug into their own devices. A social media plan for the Library has also been developed.

Staff: The Librarian-in-Charge and Trainee Librarian are planning to attend the Oxford-Cambridge College Librarians' conference next month. The Deputy Librarian has attended a course on digital preservation and is hoping to explore digitisation further with a view to potential future digitisation of Union collections. The Librarian-in-Charge has also been trying to secure the Library's membership of the Historic Libraries Forum.

Finance: The review of the current magazine subscription service is ongoing. The Library is now selling tote bags to increase revenue and also plans to sell enlarged prints of the mural postcards.

Engagement: Engagement with the Library amongst Union members has increased this year, as shown by increasing footfall and an oversubscribed Library Committee. The plan is to now improve external engagement, attracting more paying visitors to the Union.

In response to a comment by the Bursar that the £1.50 entry fee to the Library has been static for many years, the Librarian-in-Charge stated that he planned to raise the charge to bring it more in-line with that charged by colleges. John Whitehead questioned whether there could be improved signage on the St Michael's Street entrance advertising the Library as open to visitors. The Bursar reported that the Union had previously been warned against the use of A-boards by the Council. The Committee was unanimous, however, in their opinion that the Library should seek to collaborate with the Tourist Information Office as a means to increase visitor numbers. The Senior Librarian suggested that the results of any such investigations with Tourist Information could be brought to the next meeting.

6. Library Budget 2018-2019

The Library Budget for 2018/2019 was officially approved by Standing Committee on Monday and presented at the meeting. The Committee were pleased with the budget which has seen a small increase from the previous year. The Librarian-in-Charge reported that he has been operating on the basis of these figures since the start of the financial year in July.

7. News from the Bodleian Libraries

Ljilja Ristic gave an overview of recent developments within the Bodleian Libraries.

A Bodleian Libraries' Reader Survey (www.bodleian.ox.ac.uk/reader-survey) is currently ongoing with the aim of assessing how well Library services are meeting the needs and expectations of the University community.

Plans have recently been announced to open a new postgraduate college, to be known as Park's College, on the Radcliffe Science Library site. Plans are still under development, but it is envisioned that the RSL will retain at least some Library space and share other space with the College, whilst GLAM will occupy the underground areas.

ORLO (Oxford Reading Lists Online) can now be accessed at <http://readinglists.bodleian.ox.ac.uk> ORLO links with Canvas, the new VLE, and with SOLO to provide direct links from reading list items to real-time availability information or electronic access. Although still in the pilot phase, reading lists from some early adopter departments such as Chemistry, supported by the RSL, are already available through the system. Other departmental and college reading lists are scheduled to be added over the next year.

The University's Research and Innovation Committee is set to respond to Plan S, a new European-backed, international initiative to promote Open Access and Open Science. The aim is to support open scholarship by working towards the implementation of full and immediate access to publically funded research.

The Bodleian is further seeking to increase its efforts in web archiving and public engagement.

8. Matters Raised by Library Committee

a. Eduroam

Library Committee were keen to know when Eduroam would be operational again. The IT Officer had reported to the Librarian-in-Charge and the Bursar that there were some problems with the equipment and that he was waiting on IT Services. The Librarian-in-Charge reported that the Union's own wifi connection had been fairly resilient over the past few months, but that it had gone down the other week, leaving the Library without wifi.

9. Any Other Business

There was no other business.

10. Date and Time of Next Meeting: 10.30am, Wednesday 29 May 2019

The next meeting of the Library Strategy Committee will take place on Wednesday 29th May 2019, Trinity Term Week 5, at 10:30am in the Morris Room.