

LOUGHBOROUGH UNIVERSITY

**Library Users' Committee**

Minutes of the 48<sup>th</sup> meeting of the Committee, held on 2 February 2005.

Mr P J Holligan (Acting Chair)

Prof A S Alexandrov (abs)	Prof G Mason
Ms P Alfrey	Mrs M D Morley
Dr S M Allin	Mr G Murdock
Mr W Chen	Prof C Oppenheim
Dr D S Coates (abs)	Dr S Rice
Dr M A Evans (abs)	Prof P H Roberts (abs)
Dr M Gil-Molto	Mr R D Seager
Dr H Gross (abs)	Dr J P Taylor (abs)
Dr G Hargrave (abs)	Mr A H Tyler (abs)
Dr R J Heath (abs)	Mr S Vermani (abs)
Dr R E Kinna	Dr L Webb (abs)
Prof Y V Kurylev (abs)	

In attendance:

Jeff Brown, Ruth Stubbings, Kelly Friend.

**1. Apologies**

Apologies were received from Dr Coates, Dr Evans, Dr Gross, Dr Taylor and Dr Webb.

**2. Minutes**

The minutes of the meeting held on 13 October 2004 were confirmed.

**3. Matters arising**

There were none.

**4. Librarian's report**

The report was noted.

The progress on the institutional eprint repository was noted. Funding has been provided from Operations Sub-Committee, and a full-time Support Services Librarian is being recruited to work on the project.

Further to the report, it was noted that the Library now provides access to wireless networking.

The Committee expressed its sadness at the death of Dr David Lewis, and recognised his many years of work in the Library.

**5. Study skills**

The Lunchtime in the Library Study skills courses have proved popular with students, with each one being fully booked without active promotion. The Library has also been offering advice to academics on how to embed study skills into the curriculum, and have delivered a few courses for departments.

Suggestions of topics for further sessions should be forwarded to Ruth Stubbings or Academic Librarians.

**6. Inter-library loans**

The proposed changes to inter-library loans procedures were noted.

Please see the summary at the end of these minutes.

**7. Service level agreement, 2004-2005**

It was noted that the Library budget submission will be required within the next 6 weeks. Any comments or suggestions from Library Liaison Officers about funding for Library services which may affect the submission should be passed to the Librarian by the end of February. These might relate, for example, to the need for additional books, serials or electronic information; to longer opening hours; or to greater investment in information technology.

**8. Operational plan**

Progress against the Operational plan was noted.

**9. Any other business**

There was none.

**10. Date of next meeting**

The next meeting will be held on Wednesday 11 May 2005 at 1pm in Library Training Room 1.

## **Potential new procedures for Inter-Library Loans agreed by the Library Users' Committee on 2 February 2005**

The Library will submit a case for an extra £50,000 in the budget bid in order to absorb the costs of inter-library loans. If successful, inter-library loans will no longer be re-charged to departments.

The £50,000 will be distributed amongst departments based on previous years' departmental ILL expenditure, and LLOs will be notified.

All academic members of staff will be able to submit ILL requests.

The Library will distribute ILL vouchers to the ILL contact in each department. Students and researchers will be required to present a voucher when submitting an ILL request.

All direct costs (not including staff time) will be charged to departments' target allocations for library materials.

Following the meeting a couple of questions have occurred to us.

1. How can we prevent unauthorised reproduction of vouchers without incurring large costs?
2. How should the non-departmental signatory lists, such as research groups, be treated? Will these use the appropriate departmental library allocation? We can include their ILL usage in determining the allocations, but it should be noted that signatory lists from such groups often include non-academic staff.

Please contact Jeff Brown ([j.j.brown@lboro.ac.uk](mailto:j.j.brown@lboro.ac.uk)) if you have any views on the questions that have arisen, or if you feel that the summary of the meeting's discussion is inaccurate.