

LOUGHBOROUGH UNIVERSITY

**Library Users' Committee**

Minutes of the meeting of the Committee held on 22 October 2008.

Mr R D Seager (Chair)

Prof A S Alexandrov (abs)	Dr J Lawrence (abs)
Ms P Alfrey	Mr D McNeice (abs)
Mr W Chen	Dr J Millett
Dr D S Coates	Mrs M D Morley
Dr G Egan (abs)	Mr G Murdock (abs)
Dr M A Evans (abs)	Dr A O'Brien
Dr B Ferrett (abs)	Dr D Reidenbach (abs)
Prof N A Halliwell (abs)	Dr T Ryley (abs)
Dr R J Heath	Dr G Shama (abs)
Dr E Hunsicker (abs)	Dr I Varela-Silva
Dr R Kinna (abs)	Dr L Webb
Dr C Kirk	

In attendance: Mark Summers, Ruth Stubbings, Jeff Brown and Kelly Friend.

**1. Apologies**

Apologies were received from Dr Egan, Dr Evans, Dr Ferrett, Prof Halliwell, Dr Hunsicker, Dr Kinna, Dr Lawrence, Mr McNeice, Mr Murdock, Dr Ryley and Dr Shama.

**2. Minutes**

The minutes of the meeting held on 28 May 2008 were confirmed.

**3. Matters arising**

Item 4.1: The budget submission and outcome

Jeff Brown received feedback from departments on which e-journal packages to purchase with the additional £100k allocated.

Item 5: Information resources in academic departments

The Librarian wrote to LLOs and produced a brief report which is available on the Library web page:

<http://www.lboro.ac.uk/library/about/LLOs.html>. Thanks to all who contributed.

Item 6: Materials fund allocation methodology

Jeff Brown contacted LLOs with the library use index data.

#### **4. Copyright compliance in teaching materials**

Mark Summers, University Copyright Officer, gave a short talk detailing ways in which teaching material can be copyright compliant.

A common problem with teaching materials is the use of images and PDFs of articles. It is essential that lecturers use 'good' images (copyright cleared) from specific resources such as Education Image Database (to which the Library subscribes), and Creative Commons Flickr.

It was suggested that Mark attend departmental staff meetings to discuss copyright directly with lecturers, and to send emails to Heads of Department to forward onto their teaching staff.

Mark has created written guidelines which are available at <http://www.lboro.ac.uk/admin/copyright/>, and will be writing a tutorial in the near future. It was noted that the Library runs an electronic reserve collection and can aid lecturers in finding material that is already copyright cleared. This should be done through the reading list system and the Library will notify the CLA for you.

#### **5. Library budget for information provision, 2008-2009**

The allocation of funds were noted.

The allocation model will be reviewed next year following the RAE. The Library has retained £20k of the additional £100k received in the budget, in light of publisher negotiations and the low value of the pound.

#### **6. Librarian's reports**

Noted.

#### **7. Service level agreement and Operational plan, 2008-2009**

Noted.

#### **8. Service level agreement, 2008-2009**

Approved.

#### **9. Any other business**

There was none.

#### **12. Date of next meeting**

The next meeting will be held on Wednesday 18<sup>th</sup> February 2009 at 1pm in Library Training Room 1.