Bodleian Social Science Library: Committee on Library Provision and Strategy
2.00pm, Friday 10 November 2023

SSL Large Discussion Room

MINUTES

1.   Introductions and apologies

Academic members: Ariell Ahearn Ligham (SoGE, Chair), Joseph Mcauley (Socio-Legal Studies), Selcuk Beduk (DSPI), Usha Kanagaratnam (ODID).

Student members: Brooke Weichel (Politics MPhil), Clara Schurmann (Geography UG), Ila Zelmanovitz Axelrod (Development Studies MPhil), Larissa Greul (International Relations MPhil), Shivangi Kaushik (International Development DPhil), Taylor Hendrickson (International Relations DPhil).

Library members: Aimee Burlakova (St Antony's College Library), Andrew Kernot (Social Science Library), Jo Gardner (Bodleian Social Science Librarian, Minutes, John Southall (Social Sciences Libraries), Louise Clarke (Head of Social Sciences Libraries).

Apologies received: Aashich Gupta (Sociology), Alina Runk (Economics for Development), Angela Zha (Economics), Ann-Marie Debrah (Socio-Legal Studies), Charlotte Wargniez (Geography), Elizabeth Wells (Social Sciences Libraries), Elizaveta Streinikova (Criminology), Giselle De Araujo (DSPI), Haohao Lei (Sociology), Helena Lyng Olsen (Geography), Humeyra Biricik (Politics), Iulia-Claudia Bragin (Economics), James Forder (Economics), Julian Jacobs (Politics), Leila Ullrich (Criminology), Maura Newell (Geography), Nicola Tomlin (DSPI), Nick Owen (DPIR), Robin Baumgartner (Economics for Development), Rosie Huck (Geography), Simran Purewal (DSPI), Teresa Cochrane (Geography), Victoria Tan (DSPI), Yujia Huang (Economics), Zarina Fariha (Sociology).

Committee members were reminded of their responsibilities under the policies for Conflict of Interest and Public Sector Equality.

2.   Manor Road Building Reconfiguration Project

Hannah Green (Project Manager, Ridge and Partners LLP) updated the Committee on the Manor Road Building (MRB) Reconfiguration Project, for which funding has been secured. Ridge is working on a project brief, which will: Outline the key issues and aspirations for the project; provide introductions to the MRB departments and the library; outline the current and planned works in the MRB; confirm a programme for this period of work.

Ariell Ahearn Ligham asked if there would be a specific scope for the design. Hannah responded that a design team would present options at a later stage.

Usha Kanagaratnam asked if library members would have access to the project brief. Louise Clarke responded that she represents the library on the Project Board and will share the project brief with members of the SSL CLiPS as a stakeholder group to the project.

Jo Gardner asked if the space requirements for the library would remain as currently allowed, and Hannah confirmed that they would.

Louise highlighted some of the main concerns to be addressed: Heating and ventilation issues; poor lighting levels with limited daylight; acoustic issues in terms of soundproofing; library environment is considered sterile and gloomy; poor security and layout of the reception space; accessibility needs to be improved.

3. Minutes of the last meeting and matters arising

The minutes were agreed as a correct record. The shared lending policy and new library management system are now in place.

4. Social Science Library Report

4.1 Welcome sessions and library tours for new students and staff

Jo reported that SSL staff provide welcome sessions to 24 cohorts, and the total attendance at these sessions was 944. SSL staff also led 77 tour groups and welcomed a total of 601 new students and staff from 32 different cohorts to the library on the tours. SSL staff contributed to the Bodleian Libraries webinar welcome sessions, which were open to all new students and promoted via the colleges.

4.2 Subject support for Economics, Sociology, Social Policy & Intervention, Criminology, Socio-Legal Studies

The Committee received the subject support reports and commented favourably on the support provided in these areas. Aimee Burlakova asked if Masters in Public Policy students received a library welcome; Andrew Kernot will check and report back. ACTION: *Andrew Kernot.*

5. Bodleian Libraries Reports

5.1 Consultation on review of lending categories of material held in the Collections Storage Facility

The Committee received the paper and Louise reported that the review would be a listening exercise to investigate the opinions of students, academics, researchers and external readers about potential changes. Louise asked Committee members to contact Jo with the names of volunteers for the exercise.

5.2 Group study rooms booking pilot

Louise reported that in response to the Bodleian Libraries Reader Survey 2022, a new webpage detailing 23 group study rooms across the Bodleian Libraries is now available at

https://www.bodleian.ox.ac.uk/libraries. In addition, the SSL, Radcliffe Science Library and Vere Harmsworth Library are running a joint pilot of a new room booking tool; students and researchers may each book library rooms up to 10 hours per week and up to 10 weeks in advance across the three sites.

6. Comments from student representatives:

Clara Schurmann reported high satisfaction with the library as a space, and emphasised the importance of natural daylight.

Larissa Greul reported high satisfaction with the library and ORLO reading lists.

Brooke Weichel asked if the library could simplify the process for requesting new books and increase the proportion of loanable books in the library and the Collections Storage Facility generally. Jo responded that the 'Recommend a purchase' form on the Bodleian Libraries website is usually the easiest route for requesting new books, and will follow this up. Students can also contact their subject librarian or ssl@bodleian.ox.ac.uk with book requests. Jo confirmed that SSL staff are working on project to convert more open shelf books to loanable, readers can ask SSL staff to convert books to loanable status, and the Bodleian Libraries are running a consultation on lending material held in the Collection Storage Facility.

Ila Zelmanovitz Axelrod reported high satisfaction with the library space, and asked if the library could provide a bespoke reference management session for ODID students. Jo will pass this request on to Sarah Rhodes. ACTION: *Jo Gardner.*

Shivangi Kaushik passed on a request for 24-hour opening hours. Jo responded that unfortunately this is beyond the scope of the budget for Bodleian Libraries, and Aimee confirmed that most college libraries are open 24/7 or until very late at night.

Taylor Hendrickson supported Brooke's request for a higher proportion of loanable books, reported that the absence of page numbers for e-legal deposit books can be challenging, and passed on a request to increase the availability of DPhil theses via SOLO. Jo explained that the e-legal deposit books are supplied in EPUB format accessed via Calibre software, and this does not include pagination. An online guide for citing e-legal deposit books is available at https://libguides.bodleian.ox.ac.uk/eld-explained/citing. Jo also confirmed that all of the theses received by Bodleian Libraries are catalogued, and the easiest way to find them is to select the 'Dissertations/Theses' option in the 'Advanced Search' on SOLO.

Ariell had received some written feedback from Maura Newell before the meeting, and addressed the main points. Andrew agreed to send a detailed response directly to Maura. Ariell advised that Google Maps information is not always up-to-date, and recommended visiting any service homepage direct for their current opening hours. Ariell also passed on the positive comments about the standing desks, and the request for more comfortable informal seating. ACTION: *Andrew Kernot.*

7.   Comments from staff representatives:

Joseph McAuley reported high satisfaction with the library services. Usha Kanagaratnam asked whether the library could convert print books to online versions for researchers on field trips. Andrew advised her that readers could ask the library to investigate and purchase commercially available ebooks, and confirmed that scanning is restricted to one chapter per book. Selcuk Beduk reported that SOLO can be slow to respond, and asked whether there was any training or recommendations for searching. Andrew advised him that clearing cookies on the browser could help with the speed issues, and comprehensive guidance is available at https://libguides.bodleian.ox.ac.uk/solo/help.

8.   Items for Divisional CLiPS:

This Committee will pass on the updates relating to the Manor Road Building reconfiguration project, and enthusiasm for the review of lending categories of material held in the Collections Storage Facility.

9.   Any other business and date of next meeting:

None noted, Friday 16 February, 2pm.