

Bodleian Social Science Library: Committee on Library Provision and Strategy

2.00pm, Friday 26 May 2023

Online via Teams

APPROVED MINUTES

1. Introductions and apologies

Academic members: Ariell Ahearn Ligham (SoGE, Chair), Usha Kanagaratnam (ODID), Nick Owen (DPIR), Samuel Singler (Criminology).

Student members: Rosie Huck (Geography), Shivangi Kaushik (ODID, International Development), Haohao Lei (Sociology), Margaret Lim (Social Policy & Intervention), Daniel Tate (International Relations).

Library members: Aimee Burlakova (St Antony's College Library), Louise Clarke (Head of Social Sciences Libraries), Jo Gardner (Bodleian Social Science Librarian, Minutes, Sarah Rhodes (Social Science Library), Helen Worrell (Social Sciences Libraries).

Apologies received: Selcuk Beduk (DSPI), James Forder (Economics), Andrew Kernot (Social Science Library), Katerina Veliskova (ODID).

2. Minutes of the last meeting and matters arising

The Committee noted a clarification to Item 5, and the minutes were updated and finalised.

Sarah Rhodes reported that the donated books had arrived at the Jagger Library, and she has written an update for the Bodleian Libraries staff newsletter.

Jo Gardner reported that the adjustable-height and standing desks have been moved around to face towards the windows in the main reading room, and an adjustable-height desk has been moved next to the window in the Silent Study Room. Margaret Lim confirmed that her cohort was happy with this arrangement.

Jo reported that data-tidying for the transition to the new library management system has taken priority over scoping content and tasks for reviewing and moving the two low-use collections identified at the last meeting. It may be most efficient to prioritise print journals for review, as the records for these are of better quality.

3. Manor Road Building Capital Project

3.1 Request for feedback regarding improvements to library space

Jo confirmed that the three options (Base, Intermediate, Strategic) for the project remain open, and a proposal will be submitted to the University Strategic Capital Steering Group in July. Priority areas from the library perspective include the following: Increase natural light

and improve connection to green outside spaces; retain access to daylight in the entrance and staff areas; update the issue desk to provide a more welcoming environment; new flooring; new furniture; more discussion rooms for small groups; more study carrels or other enclosed individual study spaces; soundproofing the Common Room floor and other areas. These priorities may not fall in scope, but we should know more in the Long Vacation. Daniel Tate expressed willingness to compile student feedback for the project.

4. Social Science Library Report

4.1 Project to increase loanable books at the SSL

Jo reported that library staff have now converted a total of 5,234 SSL 'Library Use Only' books to loanable. These include books with publication dates 2014-2021, duplicate 'Library Use Only' books published before 2014, all new Legal Deposit books selected for the SSL, and books that readers have asked the library to convert to loanable. The converted books represent 3% of all loanable books in the SSL. There were 305 loan transactions of the converted books during 2021-22 (2% of all loans) and 383 during 2022-23 so far (3% of all loans).

4.2 Subject support for International Development, Forced Migration, Politics and International Relations, and Public Policy

The Committee received the subject support reports and commented favourably on the support provided in these areas.

5. Bodleian Libraries Reports

5.1 Introduction of a shared lending policy across Bodleian Libraries and transition to a new library management system in Long Vacation 2023

The Committee received the paper and Louise drew attention to the following:

- Most loans will be renewed automatically until the maximum renewal period of 112 days has been reached. If another reader places a reservation on the title, the renewal will be prevented and a reminder to return will be sent.
- Bodleian Libraries will not charge fines for late returns. Readers who do not return a reserved item on time will be blocked from borrowing instead.
- College Libraries will continue to operate independently from the Bodleian Libraries.
- The new Bodleian Libraries lending policy will be reviewed after one complete academic year, and parameters will be changed if required.
- The Bodleian Offsite Storage location will be indicated clearly on SOLO, and readers will be able to borrow loanable items from this location at any of the Bodleian Libraries set up to lend.
- The transition to the new library management system will not affect access to online resources or the libraries. However, some services will be unavailable during 16-23 August and readers will need to plan ahead.

- SOLO will largely remain the same but significant changes will be made to all back-office operations. Please be patient with library staff as they get used to an entirely new system.

5.2 Consultation on lending more material from the Collections Storage Facility

The Committee received the paper and Louise asked for comments before wider consultation. Daniel reported that the SSD Postgraduate Student Representatives Board had been consulted on this and were strongly in favour of increasing material available for lending. Daniel passed on a suggestion to digitise resources that could be lost and hard to replace, although he recognised that digitisations could be subject to copyright restrictions. Ariell commented that setting a publication date range for lending and/or digitisation could balance these considerations.

6. Comments from student representatives:

Shivangi Kaushik passed on a request for library staff to collect books from the open shelves, and a request to increase the loan limit for students. Louise responded that library staff collect books for readers with disabilities, and it is not a priority to extend this to all readers. The Scan and Deliver service remains popular and freely available. Louise also noted that loan limits are built into the system, but students are welcome to talk to library staff to arrange exceptions. Very few readers reach their loan limit, and this will continue to be monitored.

Margaret Lim reported high satisfaction with the library as a resource and a community.

Daniel reported that the Department of Politics and IR are piloting a student committee for course representatives, and this would help increase the Politics and IR student membership on this committee. He hopes to continue his studies at DPhil level and would be happy to remain on this committee if he is also re-elected as a DPhil Course Representative.

7. Comments from staff representatives:

Samuel Singler reported that he will leave Oxford at the end of the year; Ariell thanked him for his contributions and wished him well for the future.

8. Items for Divisional CLiPS:

This Committee will pass on the SSL loanable books project update, and interest in the Capital Project for the Manor Road Building.

9. Any other business and date of next meeting:

None noted, Friday 10 November, 2pm.