



ACADEMIC BOARD
Learning and Teaching Committee
Library Sub-Committee

Meeting 2/06 of the Library Sub-Committee will be held at **10.00 am** on Monday 29 May 2006 in the Conference Room on Level 3 (main entrance level) of the Fisher Library.

(The Conference Room is located behind the Information Desk. Morning tea is provided.)

AGENDA

Library support for the Research Quality Framework -
demonstration of *Sydney eScholarship* to precede meeting

*Ross Coleman **

1.02/06 Apologies

2.02/06 Minutes of the Previous Meeting

3.02/06 Business Arising from the Minutes (1 March 2006)

3.1 Course packs

3.2 Changes to patron types & loan conditions

4.02/06 Chair's Report

5.02/06 University Librarian's Report

6.02/06 Collection retention strategy

- paper (4 pages) attached after page 3

7.02/06 Library buildings

8.02/06 Other Business

* Ross Coleman is the Library's Manager, Innovation & Development

Minutes of the meeting of the Library Sub-Committee held at 11am on Wednesday, 1 March 2006 in the Macdonald Room in the Fisher Library

Present: Associate Professor D Dragovich presiding, Mr R Araghi, Dr S Barrie, Dr C Bird, Dr M Henwood, Associate Professor T Langrish, Mr P O'Carroll, Mr J Robinson, Ms K Sexton, Mr J Shipp.

In attendance: Ms S Hanfling, Ms K Johnson, Ms L O'Reilly, Mr J Rodwell, Ms L Nock (minutes)

1.01/06 Apologies

Professor M Behnia, Professor S Chapman, Professor M Harris, Mr I Stevens

2.01/06 Minutes of the Previous Meeting

Minutes of the meeting held 21 November 2005 were accepted.

3.01/06 Business Arising from the Minutes

3.1 Course packs

With central funding for course readings, the Library is undertaking a project to digitise as many as possible of enduring course packs during 2006. Initially these will be made available from the Library site but a second phase will provide improved access via learning management systems such as WebCT and Blackboard. Investigations are also underway with Sydney University Press for tailored print-on-demand course packs. This would allow students to select a range of readings and have them printed as required. A number of financial and technological implications are still to be worked through.

4.01/06 Chair's Report

- Committee meetings for 2006 – four meetings have been scheduled with a theme for each meeting. It may be necessary to hold an additional meeting before May.
- Buildings – it has been proposed that Fisher Library be redeveloped as the central University library. The Committee will monitor developments in this area.
- On an initiative from Professor Judyth Sachs, space in the Fisher Library foyer is being utilised to display the Vice-Chancellor's Teaching Awards. There has been considerable interest in this display from staff and students. The Library is investigating how to develop this space to showcase the best of the University in a more prestigious way than the present informal set-up. It is a positive way for the Library to demonstrate its central role in the cultural and political life of the University.

5.01/06 University Librarian's Report

- The Library is participating in a repositories project with the National Library of Australia, the Australian National University and the University of Queensland. Digital repositories are a means for depositing research outcomes of the University including raw data and publications. Their importance to the University is expected to increase.
- The Library is working with the University's Research Office to create a digital repository of publications produced by members of the University. The repository will facilitate compliance with the Research Quality Framework when it is introduced. It is expected that DEST will require electronic access to all assessable research outputs as part of RQF. The Library is working to ensure that all data, non-textual as well as text, will be accommodated.
- Budget – the 2006 budget is satisfactory and there should be no need for any journal cancellations or cut-backs. The Library received supplementation for salary increases and there will be some extra funds from overseas student income. It is intended to review how the information resources budget is allocated to ensure currency with University priorities.
- Copyright Officer – this is a University-wide position although it will be based in the Library. USyd is the last of Go8 and one of the last universities in Australia to have a dedicated copyright position. The appointment process is being finalised now and an

announcement is anticipated soon. This position will implement an education program, offer an advisory service, and ensure that the University meets its compliance obligations under the Copyright Act.

6.01/06 Review of patron types and loan conditions

The aim of the review was to simplify processes, to make entitlements clear to clients, and to standardise as much as possible. Outcomes include:

- An intra-campus loan service to be introduced with Camperdown/Darlington/Mallet St considered as one campus
- Fines to be standardised at \$25 with payment in full required to lift the block once fines reach or exceed \$25, with provision for hardship cases to be maintained
- Limited access to databases for alumni, in accordance with licence agreements and without disadvantaging University staff and students.

The Library is still considering services to adjuncts and how to ensure that access to databases is in accordance with licence agreements.

Action: The Committee accepted the recommendations of the review of patron types and loan conditions.

7.01/06 Library buildings

- Campus 2010 – the SciTech and Law libraries are proceeding. Following questioning of the inclusion of the SciTech Library in the USyd Central building, it has now been agreed by the Vice-Chancellor that the Library occupy the space for three years from the date of occupying the building. The SciTech Library has been designed as a dynamic space for learning and research and is not a traditional print collection based library – it will include 100,000 - 120,000 volumes and nearly 600 reader places.
- Nursing Library – use of the Mallett St campus is under review. A proposal that Nursing Library be moved or the collection amalgamated with other libraries will not proceed in the immediate term. While ever the Nursing Faculty is located at Mallett St, there is a need to retain library services on campus. This requirement may change if the Faculty or its major teaching activity moves elsewhere.
- Fisher Library – renovation of the building is a priority but is dependent on Capital Development funding. As a first phase it is hoped to engage a consultant to assess requirements to bring the building up to current standards compliance. Some minor improvements will be undertaken pending a major renovation. The collection will also be reviewed and little used items relegated to storage. A joint storage facility with ANU is under consideration.
- A major strategic activity during 2006 will be to develop a vision for the transformation of library spaces as learning and research environments which focus on people rather book storage. Library users demand a diversity of spaces to support a range of activities including problem based learning, group work and private study. This is coupled with the need for electrical power and network connectivity as well as easy access to computing facilities including data projectors. The University is expected to provide safe, attractive and enabled spaces and to provide Library opening hours which are greater than at present.

8.01/06 Other business

There was no other business.

The meeting concluded at 11.55am

UNIVERSITY OF SYDNEY

DRAFT LIBRARY COLLECTION RETENTION STRATEGY

The University of Sydney commenced developing a library collection in 1852. More than 5 million items have been amassed during the intervening years as a result of purchase, donation and copyright deposit. The collection is a rich source of knowledge supporting diverse research and learning.

An additional kilometre of shelving is required annually for collection growth. This causes periodic accommodation crises which have been addressed in the past by the provision of additional on-campus storage, by replacing reader places with shelving and by the systematic removal of superseded or damaged items and unwanted duplicates. The collection contains many items which are little used and some which have no continuing research value.

Publishing and the way in which information is used have changed quite fundamentally in recent years and will continue to evolve. An increasing amount of scholarly publishing, particularly journals, is available in both print and digital editions but is moving rapidly to digital only. The University has a policy of acquiring only the digital version of a journal provided it meets archiving and other criteria.

In line with this change, several of the large publishers are digitising the back issues of their journals. While slow to gain popularity, there is a growing acceptance of digital monographs especially those of a reference or handbook nature. Google and others have instituted ambitious programmes to digitise all published monographs.

Historically, 80% of the demand on the collections has been satisfied from around 20% of the book stock. The demand is met increasingly by online access to journals, course readings and other digital resources. This trend will continue as more resources become available online and use of the print collections is expected to decline sharply although there will be a continuing demand for monographic publications that may never be replaced by online access.

CURRENT ACCOMMODATION

The bulk of the collection is housed on open access in seventeen libraries on nine campuses. The remaining 20-25% is located in closed access in Rare Books and the Darlington Repository. Items in the Repository are mainly little used material which has been withdrawn from open access but is retrieved on demand.

With few exceptions, all of the libraries are overcrowded and there is student dissatisfaction with the lack of study space and the shortage of computing equipment. None of the libraries provide the variety of study areas which now constitute best practice. Not only are more study places required, but they need to be larger and accommodate increased computer and network access.

Much of the shelving is too high to meet occupational health and safety requirements. Disability access mandates aisle widths to be at least 1200mm instead of the current 800mm or less. Implementation of these standards will reduce storage capacity.

Although the University is in the process of building new libraries to house the Law and Science-Technology collections, they will not provide additional storage.

Shelving in the Fisher stack is grossly overcrowded and capacity needs to be reduced by 40% - 50%. The Darlington Repository is effectively full. Student dissatisfaction with the Medical Library has increased since its amalgamation with the Pharmacy Library. Use of the Footbridge Theatre for lectures is expected to add to the overcrowding already experienced in the Badham Library.

COLLECTION RETENTION OPTIONS

Options available to the University include:

- building more library space
- replacing print with digital editions where appropriate
- relegating lesser used items to storage
- disposing of superseded, duplicate, damaged and inappropriate items
- collaborating with other libraries to retain one print copy of publications to which online access is provided and disposing duplicate copies

Additional Space

It is unlikely that the University will be able to increase the space available for libraries within the next decade. Any increase would be in competition with priorities to increase/improve research and teaching facilities. There is also a need to improve informal learning facilities which in part involves changes in the way library space is utilised and equipped.

Digital Editions

The Library has a policy of acquiring the digital editions of publications in preference to print where:

- Equivalence - the electronic version is at least equivalent in terms of content and quality of image when compared to the print version.
- Currency of content - the electronic version is available no later than the print version
- Archiving and long term access - appropriate archiving and means of long term access exist for electronic versions.
- Continuity - titles will continue to be available on a stable vendor platform before print versions are cancelled.

As a consequence of this policy, the number of print journals changed from 19,738 in 1996 to 8,938 in 2005. Journals in digital format now total over 68,000.

During 2005, the Library acquired the digital backsets of a number of journals whose print editions occupy in excess of 3.5 kilometres of shelves. These are titles duplicated in most of the major university libraries in Australia. By ensuring the retention of one copy nationally, considerable storage space can be re-utilised by universities. Further digital backsets will be acquired, subject to funding, as they become available.

Relegation

Relegation is the transfer of material from a library to closed access storage.

For many years, the Library has relegated lesser used items to the Darlington Repository. This process has been necessary particularly for the former departmental libraries. Collections have also been relegated when libraries have been closed or amalgamated. The Library operates a retrieval service for items housed in the Repository. Where possible under Copyright, the item is scanned and emailed to the requester.

In Victoria, most university libraries relegate to a collaborative facility (CAVAL) located adjacent to La Trobe University.

In order to justify the ongoing storage costs, material considered for relegation must be of scholarly value.

Categories of material for consideration for relegation include:

- last copy of superseded editions
- material vulnerable to damage or theft
- little used backruns of journals
- material which has not been used for a significant period of time
- material available in a suitable online form

The criteria used for identifying material for relegation will vary from discipline to discipline, but include the following:

- loan statistics
- condition of the item where this makes it vulnerable in open access
- number of copies held
- publication date
- teaching and research profile
- availability in a preferred format

Disposal

Disposal is the permanent removal of material from a library's collection.

All libraries regularly assess their collections to identify items which are superseded and/or damaged. Obsolescence is higher in some disciplines than others and particularly affects textbooks. Disposal is basic to good collection management.

Categories of material considered for disposal include:

- items in poor physical condition and beyond repair
- duplicate copies of textbooks not borrowed for 5 years or superseded by later editions
- duplicates of little used material including journals
- duplicates of little-used material held in another format.
- low use material which is readily available from store, or via inter-library loan or document delivery
- material which is held, or can be acquired, in more preferred format
- isolated issues or incomplete runs of serials which are no longer published or the subscription was cancelled more than 5 years previously, and there is no evidence of use
- material for which the Library has secure ongoing access to an electronic archive
- multiple copies of superseded editions, provided one copy is retained

Collaboration

Potential partners for collaborative collection retention include:

- National and State Libraries which have legislative remits to retain certain categories of publications – particularly government publications
- CAVAL (Victorian universities) which operates a large storage facility comprised of the last copy of valuable but low usage archival and research material transferred from university collections. If an item is already in the store, universities can dispose of items in their collections knowing that a copy is available for future research.

- ANU-Sydney store is being investigated to maximise use of the two collections and to provide accommodation for backsets of print journals for which the University of Sydney has online access. Access to the physical volumes would be provided by scanning, courier service or personal visit.

STRATEGY

It is proposed to review journal and monographic items housed in each location of the University of Sydney Library and to categorise them in terms of:

Journals

- high use (print edition only) – retain in library and investigate acquiring digital version
- medium use (print edition only held) – relegate to Darlington Repository
- low use (print edition only held) – relegate to off-site storage (ANU-Sydney store)
- digital version acquired – relegate print edition to ANU-Sydney store only if last copy available in Australia otherwise offer to other libraries or dispose if print edition held under permanent retention conditions by another library
- valuable – relegate to secure storage within University

A review of journal holdings will be conducted first as it offers the most opportunities for space rationalisation. The initial focus will be on journals for which the University has an online version which has required archival access guarantees.

Monographs

- high use – retain in library
- medium use – relegate to Darlington Repository
- low use – relegate to Darlington Repository
- valuable – relegate to secure storage within University
- duplicate – offer to other libraries or Chancellor's Book Fair or dispose
- duplicate valuable – consider sale or donation to other library
- superseded – offer to Chancellor's Book Fair or dispose
- damaged - dispose

One copy of each monographic title purchased for the collection will be retained at the University of Sydney

John Shipp
University Librarian
18 May 2006