



ACADEMIC BOARD
Learning and Teaching Committee
Library Sub-Committee

Meeting 1/06 of the Library Sub-Committee will be held at **11.00 am** on Wednesday 1 March 2006 in the Macdonald Room on Level 2 of the Fisher Library.

AGENDA

1. **Apologies**
2. **Minutes of the Previous Meeting** - pp 2 - 4
3. **Business Arising from the Minutes**
3.1 **Course packs**
4. **Chair's Report**
5. **University Librarian's Report**
6. **Review of patron types and loan conditions** - paper attached pp 5 - 6
7. **Library buildings**
- **supporting innovative learning and research** - paper attached pp 7 - 10
8. **Other Business**

Meeting will move to the Conference Room at 12 midday for a light lunch followed by a presentation from Dr Kenn Fisher, a consultant on the design of learning environments. Dr Fisher's presentation will focus on *Libraries and the learning environment*.

Members of the Academic Board's Learning & Teaching Committee and senior Library staff have also been invited to the presentation.



**Minutes of the meeting of the Library Sub-Committee held at 10am on Monday, 21 November 2005
in the Conference Room of the Fisher Library**

Present: Associate Professor D Dragovich presiding, Dr S Barrie, Professor M Harris, Ms K Sexton, Mr J Shipp, Mr I Stevens, Associate Professor R Taylor.

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

1.03/05 Apologies

Dr B Adamson, Professor M Behnia, Professor S Chapman, Dr P Dunbar-Hall, Associate Professor D Evans, Ms K Johnson, Associate Professor T Langrish, Mr P O'Carroll, Ms S Redgold

2.03/05 Minutes of the Previous Meeting

Minutes of the meeting held 23 May 2005 were accepted.

3.03/05 Business Arising from the Minutes

3.1 Outcomes of the 2004 client survey

The Health Sciences Library conducted a materials availability survey in September 2005 to address issues raised in the 2004 client survey and in the context of the Library's Strategic Plan to ensure services are of a high quality and targeted to client needs. Using a CAUL instrument, the survey measured whether clients could find the item they wanted at the time it was sought.

The overall success rate was 77% where clients found what they wanted when they wanted it. Library staff investigated further on the remaining 23% to ascertain reasons why material was not found – 10% was on loan; 4% was held but at another location; 2% was not in the collection; 3% was missing; and user error in shelf search accounted for 4%. Actions have been taken to order those titles not held at Health Sciences Library, to replace missing items, and to address user error - shelf check issues in regular library skills classes. The Library is considering conducting the survey in other library sites.

4.03/05 Chair's Report

- The launch of the Library's Strategic Plan by Professor Hearn was a successful event. The plan, which meshes with the University's strategic directions, has been well received.
- Committee meetings for 2006 – will aim for four meetings with a theme for each meeting. Building matters are likely to be a recurring theme in 2006. The University Librarian will suggest some dates.

5.03/05 University Librarian's Report

- The Library with the Faculty of Arts and the City of Sydney Council is part of a grant of just under \$1million to develop a *Dictionary of Sydney* – information on Sydney in digital form. A link with Sydney University Press will be developed so that segments of the dictionary can be printed on demand to meet particular interests. The dictionary will have wide appeal across the community.
- Self-check units are being implemented in the Medical, Law, Badham and Engineering libraries. This will allow clients to transact their own loans without having to go to the loans/service desk.
- Air-conditioning is being installed in the Burkitt-Ford and Sydney College of the Arts libraries.
- During 2006, the library services supporting music will be reviewed. The review will be undertaken in conjunction with the Conservatorium of Music.
- Following the purchase of digital back-sets, the Library has identified approximately 3.5km of print journal volumes for relegation. Discussions are currently underway with the University as to how these assets can be de-accessioned. A joint storage facility with ANU is also being investigated.
- In the context of the Research Quality Framework, the Library is working with the University's Research Office on how best to provide full text access to academic research.
- The Library has been fortunate to receive two recent donations - Mr Tony Gilbert, a long-standing benefactor, is donating 15 rare items worth approximately \$25,000; another benefactor is underwriting the purchase of Japanese texts to the value of \$20,000 over the next few years.



6.03/05 Budget 2006

The budget is to go to Senate in early December for ratification. Professor Hearn has reserved the right to make further adjustments for portfolio needs. With current figures, the Library is essentially remaining static, assuming no major devaluation in exchange rates. Funding is included to cover enterprise bargaining salary increases, publisher price increases, and for the position of Copyright Officer.

The appointment of a Copyright Officer is essential for the University which is the last university in Australia to have such a position. There have been exponential changes in recent years with online material and the University is at risk as some areas are not meeting Copyright requirements. There needs to be a more organised approach to copyright issues with improved procedures and a university-wide education process.

7.03/05 Course packs

Student groups have met with the Vice-Chancellor and requested that course readings be available in libraries and in sufficient quantity. In the short term, the Library will hold one copy of each course reader in the library most appropriate to the relevant unit of study and make it available through the Course Online Readings Service (CORS) where a digital version is available.

However, to ensure a cohesive approach to learning support and to meet copyright requirements, the Library has proposed that all course coordinators provide an online copy of readings which will be made available via CORS and an online learning management system. Making course readings available online allows a variety of interfaces (eg print, read online) to meet individual student needs and preferences.

Action: The feasibility of requiring course coordinators to provide an online version of course readings will be referred to the Learning & Teaching Committee. J. Shipp will provide a paper.

8.03/05 Buildings strategy

The Library had developed a buildings strategy for the Main Campus to align with the academic colleges and to develop staff expertise within the college disciplines – Fisher Library to focus on humanities and social sciences with Law Library in the new Law Faculty building; SciTech Library in the new USyd Central building to bring together five libraries serving the science and technology area; and in the longer term, a Health Sciences library in the medical precinct bringing together the medical sciences libraries. This would provide three library precincts around campus, each serving an academic college community.

The inclusion of the SciTech Library in the USyd Central building has been questioned in the context of a review of the new building and the increased costs associated with the new IT building. The University Librarian was asked to consider including the SciTech collections in Fisher Library. The Library has proposed a more radical approach – to amalgamate all libraries on the Camperdown-Darlington campus in a redeveloped Fisher Library, and to improve student access labs in at least two other locations. To date, no formal response has been received.

At this stage, planning for the USyd Central building including the SciTech library is proceeding towards tender, and the Law Library is proceeding as planned. The Fisher Library requires significant work just to comply with current OH&S requirements and to accommodate increased usage. To redevelop it into a major learning space on campus and to amalgamate all libraries into Fisher would cost at least \$30million.

The uncertainty of the future has implications for intended improvements in Fisher Library, and for academic departments which have planned on utilising space freed up by libraries moving into the SciTech Library. The University will not be well served if piecemeal steps are required to close libraries and re-accommodate collections in an unplanned manner.

9.03/05 Mandated submission of theses

Negotiations are continuing with the Dean of Graduate Studies on the Library proposal that it be mandatory for doctoral and research masters students to deposit a print and digital copy of their thesis with the University Library from the beginning of the 2007 academic year. Digital theses will be stored



and disseminated via a subset of *Sydney eScholarship*, an institutional repository established by the Library.

Some work is yet to be completed on digital format requirements for theses and it is the intention that such information is conveyed to students at the beginning of their thesis process. It will still be possible to preclude access to theses for a specified period where necessary.

10.03/05 Other business

10.1 Closure of Physics Library

Due to the request for space by the School of Physics and the increased availability of information in digital format, the Physics Library will close before first semester 2006 and the collection be merged into Madsen Library. Staff and students have been consulted and no strong objections raised. Student facilities will be made available in the School of Physics. Work on reducing and amalgamating the collections in Madsen Library will allow 16 additional student places and five extra computer workstations.

The meeting concluded at 11.10am



Item 6:

Changes to Patron Types and Loan Conditions

The Library reviews its procedures periodically to ensure that they meet contemporary needs. During August 2005 patron types and privileges were reviewed to simplify the number of borrower categories and to link loan periods to collections rather than to borrower categories.

Since August 2005 feedback has been sought from staff and client groups on the proposal. There was overwhelming support for simplifying borrower categories and for the linking of loan periods with collections. There were some reservations, however, about offering the same privileges and services to the external client groups as those enjoyed by University of Sydney staff and students. There was a view that University of Sydney clients should have a priority over other client groups and that some services should only be made available to University of Sydney staff and students.

Amendment One - Loan periods be simplified through the introduction of standard loan periods that are linked to collections rather than to borrower categories.

In practice this means that an item borrowed from a particular collection would have the same loan period irrespective of whether the borrower is a student or a staff member. The collections will be as follows -

Collection Name	Description	Loan Period	Renewal	Holds
Not For Loan	Reference, Rare Books, Journals, Looseleaf Services	n/a	n/a	n/a
Reserve	Reserve Items	2 hours or overnight		Yes
Short Loan	High demand coursework material	7 days	No	No
General Loan	Remainder of collection after above exclusions	8 weeks	Yes	Yes
Conservatorium Restricted *	Borrowing from this collection restricted to Conservatorium staff and students			

* The loan periods at the Conservatorium Library will be considered as part of the 2006 review of this Library

Amendment Two – Intracampus Loans will be introduced for the start of Spring semester 2006 for University of Sydney staff and students

This service will allow University staff and students to request that an item be sent for collection to a library that is most convenient to the borrower. Darlington-Camperdown-Mallet St will be considered to be one campus. This service will assist us to better serve students who are studying on multiple campuses and will allow us to maximize our investment in our book collection. An intracampus loan service was requested as a service enhancement in our user feedback surveys. This service should be patron initiated through the Library catalogue.

Amendment Three – Standardise fine blocks at \$25.00 for all borrowers, require that full amount of fine is paid before borrowing restrictions are lifted and delete fines below \$25 at the end of each calendar year.

The standardization of fine block should simplify the fines system for all borrowers and for library staff. The fine collection process would be simplified by the requirement to pay the whole fine amount once it is over \$25.00. It also may be a better deterrent if the total fine needs to be paid rather than the current practice of only making a partial payment to keep below the \$25 fine block. Patrons, who do not regularly attract a fine and thus stay below the \$25 threshold, would be appreciative of the removal of the fine at the end of the calendar year.

Amendment Four - Allow all internal patron types unlimited concurrent loans and offer unlimited holds to University of Sydney staff and students only.

The recall and hold aspect of the circulation system should be utilized so that patrons can request required items that are currently on loan. The option of recalling items after they have been on loan for one week ensures that items in demand circulate and that clients have maximum access to the items that they need for their learning and research. The functionality of the Library automated system should be maximized so that holds are patron initiated.



Amendment Five - Provide off campus database access governed by licence conditions but negotiate access to a limited number of products for alumni library members.

Amendment Six – Establish the following patron types with the attached conditions

Type	Patron Category Description	Loans	Renewal	Holds	Block	Fees	ILL	Intra
	University of Sydney Members							
A	Student UG USYD – incl all UG & Law Practitioners Admission Board students	Unlimited	Unlimited	Unlimited	\$25.00	n/a	No	Yes
B	Academic PG & Staff USYD – incl all PG,final year honours: staff incl present & past Senate fellows; honorary associates; visiting scholars (3 months +); university title holders; externally funded research fellows* *; research assistants	Unlimited	Unlimited	Unlimited	\$25.00	n/a	Yes	Yes
C	USYD Affiliates incl retired staff; honorary degrees recipients; Conservatorium High School staff & students; visiting scholars (less than 3 months) ANU staff and students	Unlimited	Unlimited	Unlimited	\$25.00	n/a	No	Yes
	Associate Members							
D	Alumni Associates – incl off site access to select database	Unlimited	Unlimited	Yes	\$25.00	Yes	No	No
E	Educational Associates incl SchoolsLink; Foundation Studies; Centre for English; staff & students of AVCC member institutions (ULA)	10	10	n/a	\$25.00	Yes	No	No
F	Community Associates incl general public; students and staff of non AVCC member institutions	10	10	n/a	\$25.00	Yes	No	No

** Services to externally funded research institutes may be subject to further review

The Library Executive is convinced that these recommendations do not significantly disadvantage or inconvenience any patron group and believe that the simplification of the current and complex system would be a welcome initiative.

Some of these recommendations will need extensive implementation planning as the associated changes will require activities such as reorganization of the collection, alteration of catalogue records, amendments to the web site and extensive communication to clients. It is intended that the changes will be implemented by the beginning of Spring semester 24 July 2006. Some will be implemented earlier.

Recommendation:

That the proposed changes be endorsed by the Library Committee.

John Shipp
University Librarian
23 February 2006

