



ACADEMIC BOARD
Learning and Teaching Committee
Library Sub-Committee

Meeting 2/05 of the Library Sub-Committee will be held at **10.00 am** on **Monday 21 November 2005** 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 will be served.)

AGENDA

- 1.03/05 Apologies**
- 2.03/05 Minutes of the Previous Meeting** (23 May 2005)
- 3.03/05 Business Arising from the Minutes**
3.1 Focus groups on outcomes of 2004 client survey - availability rates in Health Sciences Library - *paper attached pp 5-6*
- 4.03/05 Chair's Report**
- 5.03/05 University Librarian's Report**
- 6.03/05 Budget 2006** - *paper attached pp 7-9*
- 7.03/05 Course packs** - *paper attached pp 10-11*
- 8.03/05 Buildings Strategy** - *paper attached pp 12-14*
- 9.03/05 Mandated submission of theses** - *paper attached pp 15-17*
- 10.03/07 Other Business**

**Minutes of the meeting of the Library Sub-Committee held at 10am on Monday, 23 May 2005
in Training Room 3 of the Fisher Library**

Present: Associate Professor D Dragovich presiding, Dr B Adamson, Dr P Dunbar-Hall, Associate Professor T Langrish, Ms S Redgold, Ms K Sexton, Mr J Shipp, Associate Professor R Taylor.

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

1.02/05 Apologies

Dr S Barrie, Professor M Behnia, Professor S Chapman, Associate Professor D Evans, Professor P Gay, Professor M Harris, Mr P O'Carroll, Mr I Stevens

2.02/05 Minutes of the Previous Meeting

Minutes of the meeting held 2 March 2005 were accepted.

3.02/05 Business Arising from the Minutes

3.1 Resolution on community access to the Library

The resolution has been endorsed by the Academic Board and is now in place.

3.2 Focus groups on outcomes of the 2004 client survey

The next step is to arrange focus groups on a faculty basis to discuss survey findings specific to each faculty.

3.3 Library Strategic Plan

Feedback from Committee members would be welcome, especially related to the implementation strategies (draft plan available as Library Sub-Committee agenda paper for meeting of 2 March 2005 – see: http://www.usyd.edu.au/ab/committees/learn_teach/library/agendas.shtml). Discussions on the plan and implementation strategies are currently underway with Library staff, with the aim of finalising and distributing plan by mid June. It will also be added to the Library web site and a leaflet produced. The Library plan fits well with the University draft plan in relation to priorities.

4.02/05 Chair's Report

- The April Academic Forum had a Library focus with John Shipp as speaker. There was a good attendance and useful questions. The focus of the Forum was on the future direction of the Library and issues relating to changes in scholarly communication and digital repositories. There has been a positive response to the Forum and it was thought beneficial to give a Library presentation on an annual basis.
- The Teaching Venues Advisory Committee now has a Library representative. It is changing name to incorporate the new learning environment concept and its focus will be the infrastructure support for learning and teaching venues.

5.02/05 University Librarian's Report

- Budget 2006 – Professor Hearn is introducing a portfolio approach particularly with respect to initiatives and extra funding. It will be essential to ensure that the purchasing power of the book vote and the quality of services are maintained.
- New libraries – the basic designs for the Law and SciTech libraries have been signed off. Internal layout plans are in progress and will be finalised over the next 12 months. The Library has had to put aside more than \$1million to cover the shortfall in funding for the new libraries.
- Digital initiatives – J. Shipp has just returned from giving a paper on behalf of DEST at a digital repositories conference in Amsterdam. While the UK, US and Europe have their main focus on textual repositories, Australia has moved beyond text to large datasets to maintain research data in a variety of media.

The Library has committed \$500,000 over the next two years to appoint staff to progress work on Sydney University Press, repositories, and digital research theses. Initially, the digital theses project will focus on creating an easy process for digital submission with advice to students at the time of thesis creation to streamline the whole process. The Library will discuss proposals with the Graduate Studies Committee, the Dean of Graduate Studies and other stakeholders.

6.02/05 Digital initiatives

Mr Ross Coleman, the Library's Manager for Innovation and Development, gave a presentation on current digital initiatives being undertaken by the Library. This is an area of strategic importance for the University and the Library and is featured as a goal in the Library's Strategic Plan:

Advance the adoption and integration of digital resources and services into the University's teaching, learning and research activities by continuing to be a leading partner in digital innovations.

The Library is working on three strategic areas:

Sydney eScholarship – an institutional repository platform for the University; currently working with *D-Space*, a freely available reference repository system which accommodates a range of objects (eg text, sound, image etc). *DSpace* is structured around communities of content. Areas being investigated during the implementation phase include:

- Digital theses, as part of the Australian Digital Theses program
- Discussions with the Research Office on a publications platform for DEST reporting
- Academic community – working with Linguistics to investigate issues in establishing academic communities and to provide a model for other communities
- A community of Library publications and images
- Consideration of *Dspace* as a platform for Sydney University Press (SUP)

SORRT (Sustainable Object Repositories for Research and Teaching) – as a test-bed project of the Australian Partnership for Sustainable Repositories (APSR), the SORRT project is developing a sustainability framework for discipline based data repositories. Led and coordinated by the University Library, SORRT brings together four research/teaching facilities with expertise in differing forms of digital content:

- PARADISEC – the endangered cultures archive with expertise in managing digital audio (spoken word and music)
- CIPHE – the Centre for Innovation in Professional Health Education, developers of image banks in medicine and veterinary science
- ACL – the Archaeological Computing Lab in the Spatial Science Innovation Unit with expertise in dynamic cartographic mapping and GIS applications
- SETIS – the Library's specialist digital service with expertise in managing text

The project is addressing sustainability issues including digital asset management, best practice guidelines, appropriate middleware, secure and adequate storage. Copyright is a significant management issue with data repositories, and the guidelines require a rights audit as well as a technical audit of data. A critical part of the sustainability model is ensuring that the discipline-based needs of users are met. There are many significant research and teaching data repositories across the University representing a considerable investment, and the SORRT project seeks to provide a sustainability model to ensure their continuity and functionality.

SUP (Sydney University Press) – established as an effective publishing platform during 2004, SUP is currently moving from demonstration mode to an operational mode. It provides publication through an electronic creation and production process with output via print-on-demand or e-book options. SUP provides a publishing imprint and a production infrastructure. The infrastructure, a collaboration with UPS, is being used for various print-on-demand content including University Handbooks and Monash ePress. The publishing imprint was initiated with the Classic Australian Works series and has been extended to other reprint series.

With strategic support from the Library, SUP is currently undergoing a review:

- Business strategy, with a focus on marketing, permissions and rights management
- Establishment of management and editorial boards
- Development of new publishing content
- Consideration of establishing an entity called Sydney University Publishing to facilitate several imprints, including publishing from University repositories
- Redesign of e-commerce system and web site
- Pricing review to provide for increasing sales through the book trade and library market as well as individual purchases via the web

SUP has been registered for DEST Research Quantum, and quality publication standards must be maintained. SUP can offer a coherent view to managing and publishing the middle-range, quality research data undertaken in the University.

The meeting agreed that it would be beneficial to take information on digital initiatives out to faculties as a roadshow in due course.

7.02/05 Other business

There was no other business.

The meeting concluded at 11.15am

Agenda Item 3.03/05 – Business Arising from the Minutes (23 May 2005)

Results of the Materials Availability Survey conducted at the Health Sciences Library 14th – 20th September 2005

Quality service and continuous improvement are a major part of the University Library's Strategic Plan. To confirm that we are offering services of a high quality and targeted to the needs of our various client groups it is essential that we employ various qualitative and quantitative evaluation methods.

The Council of Australian University Librarians (CAUL) Materials Availability Survey) is an instrument that we used, at the Health Sciences Library, to measure the proportion of items that were immediately available when they were sought by a client. Materials availability is the proportion of the materials available for use at the time it is sought. In short, if the client can find it then it is available.

The purpose of measuring materials availability and the reasons for non-availability is to determine:

- the extent to which the Library provides the users with the items they are looking for (materials availability);
- the proportion of sought items not in the collection;
- the adequacy of multiple copies at a campus and between campuses;
- the appropriateness of loan periods
- the accuracy of shelving and users ability to find items on the shelves;
- the ease of use of the catalogues to find items, to identify locations and to determine the loan status of items
- the adequacy of cataloguing/processing turn around

Survey Results

The survey was given to clients as they entered the Library and only to those who were looking for library materials. A total of 900 forms were distributed during the survey period. 688 were completed and return to library staff, giving a response rate of 76%. 674 of the returned forms were subsequently analysed, giving a participation rate of 75% and a confidence level of 95% in the reliability of the results. The data was entered into the Excel spreadsheets provided in the CAUL package.

Participants in the 2005 Survey were predominantly undergraduates.

Undergraduates	461	89%
Postgrad – coursework	25	4.8%
Postgrad – research	4	0.8%
Academic	2	0.7%
General	14	2.7%
Visitor	11	2%

Of the 674 returned forms, 517 were able to find the items immediately, giving an overall success rate of 77%. The three significant reasons why items were not found are item was already on loan (10%); item was held at another location (4%) and item was either on display or on the sorting shelves (4%).

	Outcome	%
1	Materials immediately available	77%
2	Not in collection	2%
3	User error – catalogue search	0%
4	At another location	4%
5	User error – location check	0%
6	On loan	10%
7	User error – item status check	0%
8	Missing	3%
9	User error – shelf search	4%
10	Other	1%
		100%

Actions

While the survey results indicate a high level of success in materials availability rate (ranging from 74% to 80% overall), the following actions have been taken by the Health Sciences Library to further improve the collections and services:

1. Ordered 8 new titles for the Health Sciences Library collection (Not in collection or held in another location).
2. Ordered additional/multiple copies for high demand items (On loan).
3. During the library orientation or information literacy class, mention new book and new journal display areas and sorting shelves when looking for materials in the library (User error-shelf search).
4. Missing status is added to missing items, replacement titles ordered (Missing).
5. Continued expansion of the library's collection of electronic resources to provide access regardless of location, 24 hours a day.

In addition, we are exploring the options for conducting this survey in more University Library sites.

Libby O'Reilly
Director Health and Medical Libraries

Agenda Item 6.03/05 – Budget 2006

The Library's budget submission for 2006 was framed within the context of the priorities identified for the entire Academic and International portfolio. The budget was based on the estimated cost of maintaining current services and facilities at the same level as provided in 2005. The submission assumed that resources needed to achieve the priority goals of the Library in 2006 would be funded from existing reserves or would be undertaken as part of the normal operation of the Library.

The submission sought funding for the maintenance of ongoing funding for:

- Salaries as a result of Enterprise Bargain adjustments (\$436,485)
- Information resources due to publisher price increases (\$360,251)

Additional resources (\$150,000) were sought for the provision of a copyright advisory service as a University-wide activity.

Preliminary advice indicates that the Library will receive:

Salary adjustment	446,000
Student fee increase	347,000
Copyright Service	150,000

These allocations are not final as they are subject to the endorsement of the University's budget by Senate, and to any portfolio adjustments by the Deputy Vice-Chancellor (Academic & International).

Library Priorities 2006

- ❖ Learning and Teaching
 - Maintain collections and services
 - renovate Fisher Library
 - plan relocations to the new Law and SciTech Libraries
 - incorporate Conservatorium Library into University Library system
- ❖ Research and Innovation
 - Maintain collections and services
 - lead and advise the University in the use of digital repositories
 - establish Sydney University Press as a viable business
 - maintain international reputation for digital innovation
- ❖ Community and Professional Engagement
 - improve information services available to alumni
 - review and improve services targeted for international students
 - codify support for research affiliates
 - extend visiting Chinese librarian programme
- ❖ Effective Management
 - implement collection space management strategies
 - improve OHS compliance
 - progressive review of services

Salaries

The estimated 2006 expenditure of \$15,745,804 is based on salary rates at 11 November 2005

- adjusted to include the enterprise agreement increase payable from 9 June 2006 (\$636,485)
- includes \$200,000 from Reserves for digital projects
- reduction of 4% in expectation of savings from short-term vacancies

Information Resources

The Library has forecast a 2.83% (\$360,251) increase for information resources in 2006 and has assumed that the Australian dollar will trade at or about the following rates

Euro	A\$0.5952	Sterling	A\$0.3844	US\$	A\$0.7259
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The budget is predicated on maintaining existing journal and database subscriptions, and the level of monograph purchases.

Copyright Advisory Service

The University is exposed to risk of copyright infringement on a number of fronts including inadequate education of the University community in their copyright responsibilities, potentially infringing material being located on University web sites and a lack of consistent procedures for dealing with complaints and take down notices received from individuals who may feel that their copyright has been infringed by the University.

Copyright law has become increasingly complex and in response to this increased complexity, most Australian universities have created dedicated copyright officer positions with responsibility for coordinating and managing copyright throughout the university. The University of Sydney is one of the few universities which have not created such a position and this should be rectified as soon as possible. The position of Copyright Officer will provide

- cost-effective, centralized advice and monitoring service
- compliance with legislation
- training of University community members
- coordination of surveys required under various licence arrangements
- standardised recordkeeping.

2006 Financial Position

A deficit of \$1,903,860 or 6.22% of forecast income has been predicted. The actual deficit after transfer from reserves is \$996,736 or 3.26% of estimated income. This deficit is directly related to enterprise bargain-related rises in staffing costs and rises in the costs of information resources.

At the end of 2005, the Library will have accumulated reserves totalling \$3,850,000. Utilisation of these reserves has been incorporated into the Library's strategic planning for 2005 - 2010. It is intended to allocate them:

- ❖ \$500,000 – currency reserve to allow flexibility in the handling of exchange fluctuations. This reserve will be utilised, and replenished, as required.
- ❖ \$2,500,000 – supplementation of building works associated with new SciTech and Law libraries and the renovation of the Fisher Library. The SciTech and Law libraries will not be completed until 2008. The allocation identified for Fisher Library will be utilised in 2006 and early 2007.

Due to insufficient provision in the University's capital management plan, it has been necessary to set aside reserve funds. Utilisation of these reserves for other than building associated works will seriously affect the learning and research environments of the new libraries and of Fisher Library.

- ❖ \$500,000 – survey of collections and relegation of items to storage. This project will be undertaken in 2006. In preparation for the relocation of collections to the new SciTech and Law libraries, and as part of the renovation of the Fisher Library, up to 1 million volumes need to be removed from open access. There are costs associated with the process and the Library proposes utilising \$500,000 from its reserves to undertake the initial stages. A major difficulty, however, is the lack of space in the Darlington Repository which is almost full. Collaborative storage options with other universities are being explored. A joint storage facility with ANU is under consideration.
- ❖ \$350,000 – digital object repository initiatives to support teaching, learning and research. This builds on work already being undertaken and the implementation stage will be completed by the second half of 2007. Staff will have been appointed by the end of 2005 and their salary costs constitute the reserve provision.

In addition to the above reserves, the Library would expect to carry forward to 2006, positive balances related to:

- Bequests and Donations – approximately \$1,700,000
Use of these funds is restricted to the purposes for which they were gifted and generally related to the acquisition of information resources of a quite specific type.
- Law Extension Fund – approximately \$500,000
the Library receives an annual allocation to support services for students undertaking the Legal Practitioners Admission Board diploma. Two staff positions and a range of information resources are funded from this income. As the future of this income source has been doubtful and there are ongoing commitments against the fund, a reserve is maintained to cover costs over a three year period. This allows for a period of adjustment should the income fall.
- Projects – approximately \$550,000
The Library receives funding from ARC, DEST and other sources to undertake projects usually over a number of years. These funds relate to those activities and cannot be used for operating expenses.

John Shipp
University Librarian
14 November 2005

University Library Budget Comparisons 2004 – 2006

	2004 Actual	2005 Initial	2005 (Adjusted)	2005 Reserve	2005 Total	2006 Budget	2006 Reserves	2006 Total
INCOME								
DEST	21,417,000	21,957,000	21,957,000	0	21,957,000	22,257,000	0	22,257,000
DEST projects	2,985,545	200,000	211,181		211,181	200,000		200,000
Donations	309,842	380,000	380,000	0	380,000	380,000	0	380,000
Interest	222,482	184,000	280,000	0	280,000	230,000	0	230,000
Student Fees	5,890,542	5,651,000	5,689,000	0	5,689,000	6,036,000	0	6,036,000
Other Fees	942,428	846,000	818,000	0	818,000	826,000	0	826,000
Internal Income	268,667	150,000	150,000	0	150,000	150,000	0	150,000
Photocopying	1,150,588	1,000,000	860,000	0	860,000	860,000	0	860,000
Borrower Fees	195,094	222,000	224,000	0	224,000	225,000	0	225,000
Miscellaneous	222,875	0	100,000	0	100,000	250,000	0	250,000
Total	33,605,063	30,590,000	30,669,181	0	30,669,181	31,414,000	0	31,414,000
EXPENDITURE								
Salaries	14,971,436	14,814,319	14,814,319	157,000	14,971,319	15,569,250	301,722	15,870,972
Information Resources	11,473,466	12,752,000	12,752,000	1,500,000	14,252,000	13,112,251	0	13,112,251
Consumables	271,080	320,000	250,000	0	250,000	250,000	0	250,000
Equipment	1,561,255	1,740,000	1,600,000	1,163,000	2,763,000	1,543,744	1,383,545	2,927,289
Utilities	36,889	25,000	35,000	0	35,000	37,000	0	37,000
Travel	188,591	180,000	180,000	0	180,000	190,000	0	190,000
Conferences	10,463	10,000	10,000	0	10,000	10,500	0	10,500
Staff Development	96,078	90,000	90,000	0	90,000	100,000	0	100,000
Other	4,055,360	1,595,000	1,510,000	120,000	1,630,000	1,501,561	380,000	1,881,561
Total	32,664,618	31,526,319	31,241,319	2,940,000	34,181,319	32,314,306	2,065,267	34,379,573
Net	940,445	-961,319	-572,138	-2,940,000	-3,512,138	-900,306	-2,065,267	-3,315,573
C/forward from previous year	6,087,624	4,277,440	2,728,069	0	2,728,069	2,155,931	0	2,155,931
Transfer to Reserves	4,300,000	0	0	0	0	0	0	0
Transfer from Reserves	0	2,885,045	0	2,940,000	2,940,000	0	2,065,267	2,065,267
Closing Balance	2,728,069	6,226,166	2,155,931	0	2,155,931	1,255,625	0	1,255,625
Reserves Balance	7,185,045	0	0	4,245,045	4,245,045	0	2,179,778	2,179,778

Agenda Item 7.03/05 – Coursepacks

AVAILABILITY OF COURSE READERS IN THE UNIVERSITY LIBRARY

The following information is in response to questions on notice for the Senate-SRC Liaison meeting in August 2005:

Are copies of course readers for all courses available in the Library?

What numbers are available per student in each course?

Can a guarantee be provided that all courses have readers available and at what ratio?

Investigation for this response has highlighted a number of issues in addition to the seemingly simple matter of determining whether at least one copy of each course reader is deposited in the Library. For the purpose of this response, a 'course reader' has been defined as

a collection of printed reading materials which usually comprises copyrighted works (such as journal articles, book chapters, poems, newspaper articles) put together to support a specific unit of study. They may also include lecture notes and administrative information about the unit of study.

Current Status

- not all units of study use course readers
- it is not known how many units of study have course readers as they are not printed and distributed in a regulated manner
- of 546 course readers known to be produced for 2005, 390 are sold through the University Printing Service, 143 through the bookshop on the Cumberland campus and 13 through the Coop Bookshop
- Library has so far acquired 504 - Fisher (333), Health Sciences Library (143) and other libraries hold 28 – only one copy of each reader is held
- readers are held in the library most appropriate to the unit of study
- readers are not heavily used – in first semester 2005, the 333 items in Fisher were loaned 759 times in total and 143 readers were not loaned at all. This does not include use within the library which staff observations suggest is mainly the photocopying of individual articles.
- libraries retain readers only during the semester in which the course is taught
- printed course readers are generally a cost-effective means of reproducing and distributing the entire corpus of readings required for a unit of study although the cost per page varies from \$0.18 to \$0.09
- course readers sell for between \$1.00 and \$70.00
- some course readers include unit of study information and some are provided on CD-ROM or in print free of charge to students
- the Library is endeavouring to provide online access to all copyright protected published material required as course reading. These items are available online to students who can print selections at their convenience. They are also available through the various learning management systems.
- some units of study provide access to reading materials only online through learning management systems

Action Taken

- Deans have been asked to request units of study coordinators to ensure that a copy of each course reader is sent to the Library – compliance has been complicated by the lack of a submission process which does not rely on intervention by academic staff. There is also no common definition of 'course reader'.
- discussions have been undertaken with the University Printing Service to determine whether there are more effective ways of issuing the material
- the Library is scoping a project to digitize readers which are used for multiple semesters

Issues

- Copyright compliance – the current diversity of course pack production does not ensure compliance with Part VB of the Copyright Act. This may leave the University open to legal challenge.
- cost of readers varies and is not related to the number of pages. Prices are set by the unit of study coordinators and there is potential for contravention of copyright regulations if the charge exceeds actual production costs
- printed course readers are an old fashioned approach which does not fully support flexible learning and University aspirations to provide quality learning experiences and outcomes
- quality of some readers is quite poor and does not reflect well on the standard of teaching

Further Actions

As a short to medium term strategy, the Library will

- hold one copy of each course reader in the library most appropriate to the relevant unit of study
- negotiate with unit of study coordinators to provide an online version through the Course Online Readings Service and the appropriate learning management system

In the longer term, all unit of study information should be available online through a learning management system with options for students to print all or part of the data, transfer it to other formats and access it ways which meets the requirements of those with special needs including visual impairment. The current print course readers do not allow this flexibility.

Policy decisions are required which reinforce the importance of a cohesive approach to learning support including the wider adoption of e-learning technologies and adherence to copyright requirements. Possible actions include:

- requiring unit of study coordinators to authorise the producers of their readers to send one copy to the Library free of charge at the time of printing
- mandating that all unit of study coordinators provide access to all course documentation and readings through an online learning management system
- ensuring complete adherence to Copyright legislation and regulations

John Shipp
University Librarian
18 August 2005

Agenda Item 8.03/05 – Buildings Strategy

In association with the *Campus 2010* initiative, the Library developed a buildings strategy for the Camperdown-Darlington campuses. That strategy envisaged that over time Library services would be concentrated in three sites each primarily supporting one of the academic colleges. The strategy recognised the need to consolidate activities and to make them relevant and convenient to the predominant user group – students. The physical strategy was complemented by the Library's digital delivery strategy designed to deliver as many services and facilities as possible in an online environment. The strategy also recognised student needs for informal learning facilities throughout campus.

With an increasing emphasis on self-directed and flexible learning, a range of facilities needs to be provided to support a diversity of learning and research activities. Physical facilities are required in addition to networked digital resources. Many students, especially those from abroad, do not have appropriate home study environments. They want facilities on campus, close to their regular academic activities, which are pleasant, safe and available as close to 24 hours as possible. There is also an expectation that trained staff will be available to assist with a range of needs which include finding information in what ever format, solving network and software problems and resolving learning difficulties.

Students are paying an increasing amount in fees and their expectations are rising. The current library, access lab and learning support facilities are not comparable with national or international best practice. There has been no pervasive library infrastructure investment since the completion of the Fisher Library almost forty years ago. The access labs are space efficient but generally are not good learning environments and optimal use is not made of the investment in the facilities. Other learning support services are spread throughout campus and are often difficult for students to locate.

The initial phase of the Library building strategy was included in *Campus 2010*. This involved:

- relocating the Law Library to the new building adjacent to the Fisher Library
- consolidating five libraries into a new SciTech Library on a site adjacent to the Wentworth building

In addition, preliminary investigation was planned on the renovation of the Fisher Library.

The Library building strategy has been re-considered at the behest of the University Senior Executive Group. As part of a reconsideration of the Usyd Central development, SEG requested that the feasibility of including the SciTech collections in Fisher be considered.

A more radical approach than that requested by SEG has been formulated which involves amalgamating all libraries currently operating on the Camperdown-Darlington campus. This strategy addresses a strategic goal of the Academic and International portfolio to improve the quality of student experiences including all aspects of the learning environment.

The design of the Usyd Central building is continuing in order to develop tender specifications. At this stage, the design includes the SciTech Library.

PROPOSAL

Develop the Fisher Library and the adjacent Law Library as a showcase facility providing a range of integrated resources and services supporting learning and research on the Darlington-Camperdown campus. Services available from Fisher will be supplemented by the Library's online services and by improved student access labs in at least two other locations on campus.

Components

At a minimum, the proposal involves:

- closing all existing libraries on the Camperdown-Darlington campus and integrating them into the Fisher Library¹
- providing the Law Library as part of *Campus 2010*
- reconfiguring the minimal link between the planned Law Library and Fisher to facilitate better use of space and the provision of integrated services
- revising the way in which the Fisher Library building is configured and services are delivered
- improving the provision of general access computing and technology facilities
- increasing the variety of study and work areas including quiet, individual study; group areas; collaborative rooms; training rooms
- reducing the inhouse collection to 500,000 – 800,000 items
- continuing to acquire digital resources in preference to print and replacing print where possible by digital backfiles
- maintaining the Darlington Repository for on-campus storage of medium use items
- acquiring off-campus storage preferably in conjunction with other universities
- relocating University Archives, art and museum storage, academic staff, common teaching spaces and the Chancellor's Committee functions currently in Fisher stack
- ensuring that the building meets current building codes and regulations and is capable of meeting expected future requirements

As an adjunct to the services provided from Fisher, consideration should be given to creating two or three learning centres elsewhere on campus. These centres would provide computing facilities, group work areas and help desk services. The centres could be developed by redefining and relocating the Access Labs currently administered by ICT. There are five Access Labs located on the two campuses which are housed less than optimally. They offer limited onsite staff assistance and, with the exception of the Carslaw Labs, are open only on week days from 9.00am to 5.00pm.

Advantages

- opportunity to provide an outstanding student amenity and learning environment
- concentration of on-campus library services and facilities
- longer opening hours
- location adjacent to major teaching venues
- containment of operating costs
- better use of prime on-campus space
- release of space in other buildings
- improved support of cross disciplinary learning and research

Challenges

- remoteness of Fisher from many academic activities
- implementation of pervasive organisational change
- acceptance by staff and students of the loss of local libraries
- dislocation to services over an extended period of building works
- perceived loss of research collections and diminution of the library as an asset
- agreement to relegate items to off-site storage and provision of retrieval service
- re-motivation of staff and students involved in planning for the SciTech and Law libraries
- implications of changing *Campus 2010* projects in their final planning phases
- cost

Costs

Any significant change in the use of the Fisher Library will necessitate compliance with current building codes and standards.

¹ The following libraries would be closed: Architecture, Badham, Burkitt-Ford (Public Health), Engineering, Madsen (Chemistry and Geosciences), Mathematics, Medical (including Pharmacy) and Physics. Schaeffer Fine Arts Library and the Darlington Repository would remain *in situ*

The Library was built in the 1960's and, while designed and constructed to a high standard, it no longer complies with changes in building regulations. It does not provide the contemporary and high technology environments demanded of a library in a research intensive educational institution. These deficits will need to be addressed irrespective of *Campus 2010*.

In addition to costs associated with code compliance, some alteration of the building will be necessary to cater for increased usage. The building was designed primarily as a book stack servicing a student population of less than 17,000. It received over 1.7 million visits in 2004 and has only two lifts which are not sufficient for current use and are subject to frequent breakdown. Toilet facilities are also inadequate as is the provision of electrical services for increased use of technology. Changed use has also strained the airconditioning plants.

The cost of bring the building up to compliance level will depend on the final nature of the project but it is likely to approximate \$34.5 million (23,000 sq m @ \$1,500/sq m). In addition to building works, provision needs to be made for the relocation of collections from the various libraries, for the acquisition and maintenance of off-campus storage and for the integration of other learning services.

The Library currently occupies about 6,500 sq m of space elsewhere on campus. This would be available for other uses and would cost around \$19 million to build new.

CONCLUSION

This proposal is radical and costly but it is an opportunity to provide significantly enhanced facilities to support learning and research. Surveys of students indicate that there is dissatisfaction with the quality of learning support including library facilities. This was reflected in the University's place in the 2005 DEST Teaching and Learning Performance Fund rankings.

Total re-conception of the Fisher-Law Library precinct recognises the increasingly multidisciplinary and cross-disciplinary nature of learning and research. While significant funding is required, the major component is for essential building standards compliance.

The University will not be well served if the libraries remain in their current condition and continue to be adapted in an *ad hoc* and unplanned manner over time.

John Shipp
University Librarian
15 November 2005

Agenda Item 9.03/05 – Mandated Submission of Theses

MANDATING THE PROVISION OF DIGITAL COPIES OF DOCTORAL AND MASTERS (RESEARCH) THESES FOR DEPOSIT IN THE UNIVERSITY OF SYDNEY LIBRARY.

ISSUES PAPER

PROPOSAL

That from the beginning of the 2007 academic year, the University of Sydney mandate:

- the deposit in the University Library of a print and digital copy of each doctoral and master (research) thesis
- use of approved formats for digital theses
- endorsement by the relevant supervisor that the deposited thesis is the final approved version

WHY MANDATE

It is University policy that a copy of each research degree thesis be deposited in the University Library as an archival record. Details of theses are available through the Library catalogue and through the national union catalogue to which all Australian universities contribute. Knowledge of, and access to, theses remains limited and somewhat serendipitous despite the cataloguing process. Whilst the content of some theses is subsequently published, the majority remain underutilized.

Increasingly, theses are produced digitally so it is logical to keep digital copies and to make them available via the Web to provide:

- ready and easy access via the web to information contained in Australian research theses to the worldwide community
- opportunities for individuals to disseminate the results of their research in advance of, or as an alternative to, formal publication
- greater recognition of the University by the international research community

PROGRESS TO DATE

In 1997 the Council of Australian University Librarians initiated the Australian Digital Theses project. Through ADT, bibliographic details of dissertations are available on the web and in many cases a full-text version is provided. There are currently 4,483 theses available through ADT of which 298 are from the University of Sydney. The Library has digitized 159 older theses and since 2004 has encouraged graduates to deposit digital copies of their theses. So far this has resulted in only 139 theses.

In late August of 2005 the Library met with the Dean of Graduate Studies to discuss issues relating to mandating the deposit of digital copies of doctoral and masters (research) theses in the University Library. The Library has established the *Sydney eScholarship* repository which is an institutional repository built upon DSpace². A subset of *Sydney eScholarship – Sydney Digital Theses* - will be used to store and disseminate digital theses.

In the past four years the following numbers of Doctoral and Masters (Research) theses have been awarded³

Year	Doctorates	Masters (Research)	Total
2001	421	128	549
2002	387	125	512
2003	433	124	557
2004	426	122	549

² Dspace is an open source institutional repository platform developed in partnership by Michigan Institute of Technology and Hewart Packard

³ The University of Sydney Statistics Unit. University Graduations by Level & Gender
<http://www.planning.usyd.edu.au/gradstats/gsu0.htm> [accessed: 12/10/2005]

At 31 March 2005, the University had 3,432 students enrolled in either a Doctoral or Masters (Research)⁴ degree.

ISSUES

Staff

The Library has utilised some of its reserves to fund a part-time position responsible for the co-ordination of the digital theses project. This position will be supported during 2005-2007.

Other staff are required to assist students to with the creation of theses in the approved formats. The University of New South Wales currently employs two technical support officers to assist students⁵. Other universities have support mechanisms in place to either assist students or to do the conversions for them.

Nearly 70% of the 139 Sydney theses deposited since early 2004 were handled by the Library and the majority required some form of reformatting. Given the volume and disparate nature of IT support for postgraduates throughout the University, the sheer volume would make it impossible for the Library to undertake the conversion process for the students without affecting other services. Staff need to be employed on a full time basis to provide assistance and advice. Although staff could be located in the Library, they could just as effectively be part of the Dean of Graduate Studies office or located in the Academic Colleges.

Software

Numerous software packages are being used to create theses. They include MS Word, WordPerfect, Quark Express, MS Excel and LaTeX. No audit has been completed of the types of software used and this should be done to give an indication of the types of software the University may need to support. An audit of software used by current Doctoral and Masters (research) students to create their theses needs to be undertaken in 2006.

Student Training

There is a need to empower candidates with the relevant skills to assist them in constructing their theses. This may include the proper use Endnote and MS Word, file conversion and formats, copyright and ethical use of information. Some are already being provided on an *ad hoc* basis through the Library but need to be made more systemic. Development of a structured induction program would assist Doctoral and Master (Research) candidates to acquire the knowledge and skills to produce digital theses in approved formats. Effective training should reduce the need for assistance to convert files after the theses is completed.

Administration/Workflows

Guidelines need to be developed for loading theses into the repository and for adding metadata. For the sake of efficiency the best solution for the submission process would be for the student or the school/department to load the thesis files with minimal metadata using self-guided templates. Library staff would add the persistent identifier and a thumbnail of the abstract to the Library catalogue. Theses would also be provided with enriched metadata consistent with Dublin Core standards to facilitate access through ADT and the Web.

Version verification

It is important that the digital file be the final approved thesis. Other institutions receive the final version from their Graduate School along with the final print copy. An alternate mechanism is required to cope with processes at the University of Sydney. As part of the submission process to the Library, theses supervisors should be required to verify that the work is the final version.

Retention of a paper copy

⁴ The University of Sydney Statistics Unit. All Levels Enrolments by Level, Attendance Type & Gender <http://www.planning.usyd.edu.au/enrol/enr05/enrlvl1.asp> [accessed: 12/10/2005]

⁵ The ADT preferred file format is currently PDF.

All the institutions that that have mandated submission are still requiring a print copy which is regarded as the archival version. Where feasible, a print copy should be maintained at least until the archival sustainability of digital formats is assured.

Communication

There are currently 3,432 students enrolled in either a Doctoral or Masters (Research) degrees. Communicating digital submission requirements needs to be a University wide, coordinated campaign. Ideally this should be done centrally through the Office of the Dean of Graduate Studies.

Technical

ADT currently specifies that theses be provided in PDF. This would seem the logical choice of text file formats. However, PDF is not suitable for all theses. Other software file formats need to be taken in to consideration. It is proposed that:

- PDF be the approved format for text material
- sustainable formats and guidelines be investigated as alternatives to PDF
- students should also provide a .doc or .txt file of their thesis abstract for cataloguing and metadata purposes.

Sten Christensen
Digital Repository Coordinator
October 2005
