

**S.L.U.G. (Student Library User Group)**

**Wednesday 19th February, 5:30pm**

**Students’ Association Small Rehearsal Room**

**Minutes**

1. Welcome & Introductions

The DoEd welcomed everyone to the meeting, which is an opportunity for the representatives to feed back to the library on any matters relating to the library or other study spaces.

1. Apologies

Apologies were received from the representative from History and the representative from Film Studies.

1. Matters Arising:
	1. News
* Update on Walter Bower House

Vicki updated that some of the library staff and the library store, which is currently in the library basement, will be moving to Walter Bower House which is on the Guardbridge Campus. The purpose of this move is to increase study space in the Main Library.

Items which are being moved to Walter Bower House will now be labelled as Walter Bower House and students will still be able to request these items. A delivery of requested books will be brought from Walter Bower House twice a day, and the possibility of weekend delivery is also under consideration.

* Scan and Deliver

The team updated that the Library is now offering a scanning service for books and articles in journals. These scans can be emailed to students, which will be particularly helpful for distance learning students.

* Forthcoming SLUG/LUG conference

One recommendation from the Library’s University-led Review was that there should be a unified SLUG and LUG. The team suggested instead that they hold an annual conference, which will be happening on 10th April this year. The Library Representatives will be invited to this, which will be an opportunity for both students and academic staff to discuss their views on how the library should work.

* 1. Opening hours (including a discussion on the winter closure)

Graeme reported that one PGT student felt that the library should be open between 24th December and 3rd January, when it normally closes. Some 24hr PC classrooms are open during this period, but these are not very pleasant to study in. Graeme asked for feedback from the group on this.

**ACTION: Amy to ask PGT reps. Update: None of the PGT reps felt that they would make use of the library during this time.**

The team reported that St Mary’s is now open until 11:30pm rather 10pm, and that the earlier opening of the Main Library is still on the agenda, for example at 7:30am.

The representatives reported that earlier opening of the Main Library would be beneficial, particularly as it would facilitate the printing of materials for any classes which begin at 9am.

One representative reported that keeping the library open until 2am is helpful for students who need to travel in from DRA, as this makes the trip more worthwhile.

* 1. Innovative use of space

The team asked the representatives what they would like to have in the downstairs space in the Main Library if this space were empty. This space would be temporary and could be used as a collaborative or wellbeing space.

One representative suggested that it would be helpful to have more spaces for group work.

Graeme noted that the redevelopment plans for the first floor do include more collaborative study spaces.

One representative suggested that this could be used as a wellbeing space with plants and wellbeing activities, such as colouring or sketching.

Graeme reported that the team are looking to break up wide open spaces. The representatives responded that it is helpful to have a mixture of individual and collaborative working spaces.

* 1. Library Search

Vicki reported that the new library search facility was introduced last year and students have primarily had to learn how to use this through trial and error. Vicki asked the representatives what sort of help pages would be helpful to teach students how to navigate this.

Representatives suggested that it could be helpful to see small explanations when hovering over a button.

Vicki encouraged the representatives to email any further thoughts to vhc1@.

* 1. Reading Lists

Hilda reported that student engagement with online reading lists has increased significantly. Hilda asked the representatives if they or others would be willing to come along and offer tips to academic staff on the kinds of things which are helpful to be included in reading lists.

**Action: Hilda to send an email to Amy on this, which will be forwarded on to representatives.**

* 1. Mobile Access to the Library

The team asked the representatives what kind of library information they would like to access from their phone.

The representatives responded that it would be helpful to be able to create a list of books which they would like to take out.

1. AOCB

One representative raised the issue of broken plug sockets in the JF Allen library. Estates are aware.

**ACTION: Graeme to follow up on this with Estates.**

One representative raised the issue that in the fourth year fluid dynamics class, there are four key textbooks, but only two copies of each in the library and no e-books. The team will investigate getting more copies of the textbook.

**ACTION: Jay to send the list of the key textbooks to library@.**

One representative raised the issue that it is not obvious which Main Library door is for entry and exit; this creates confusion.

**ACTION: Graeme to look into this.**

Graeme reported on the launch of the “take a break” system, which is a joint initiative with Student Services planned for after Spring Break. Cards will be available to be placed on library desks, which students can use to let other students know that they are leaving a study space temporarily but will be back soon.

The team reported that there is an Events Room on Level 2 in the Main Library, which is open for study when it is not being used for events. The team are publicising this as an events space.

One rep suggested that this space might be used to screen films for cinema modules. The team responded that there may be issues with this since the room is not soundproof.

**ACTION: Graeme to follow up on this.**

One representative raised the issue of a sustainable book exchange. The representative has made an Excel spreadsheet and wondered if this could be integrated into the Library website. Hilda suggested that Transitions could help to promote this.

**ACTION: Graeme to follow up on this.**