

TERMS OF REFERENCE

LIBRARY REVIEW 2020

Context

1. In late 2009 Council instigated a fundamental review of the library. That exercise began as a 'Library Acquisitions Review' aimed at ensuring the financial sustainability of library collections. Its scope was widened in 2010 when the review group was invited to 'develop and recommend to Council policy proposals regarding any aspect of the library, its management, collections and services'.
2. The 2009/10 review group made recommendations to Council including the development of a long-term library strategy, the implementation of which should be overseen by the Information Management Committee (later subsumed into the Publications and Information Committee). The review group reaffirmed Council's commitment to the library, recognising it as 'a unique, nationally and internationally important resource'.
3. External factors, including Open Access publishing and pressures upon membership numbers and corporate sponsorship, seem likely to exert financial pressures upon the Society over the coming years. While the library and its services are seen as a major fellowship benefit by many, its running costs are significant both in terms of staff and journal subscriptions and book purchases. Financial pressures raise the question of the sustainability of future investments in the library.
4. The library and its extensive collections occupy a large part of Burlington House. Uncertainty over the Society's future at Burlington House makes contingency planning imperative for the eventuality of re-locating the Society's operations to alternative, smaller, premises.

Terms of reference

5. The review will be carried out by a working group, which is to make an initial report to Council in the autumn of 2020. Further work may be required after then as plans and budgets for future years are developed. A detailed timetable will be developed to allow the Publications and Information Committee to consider a draft report in advance of the final report to Council.
6. The working group is asked to consider and report on the following:
 - Recommendations for future library service provision and for the storage of physical collections, materials, preservation of content, and space constraints, including the potential opportunities that may be provided by a move to an alternative, smaller location in the UK;
 - Recommendations for future library service provision and physical collections for possible implementation should the Society remain at Burlington House;
 - Current and future Library plans to continue to develop and maintain cost effective services to meet member and wider Society needs and objectives, in response to the

changing needs of the Fellowship with regard to specialism, type of content, delivery media, on-site/off-site access, *etc.*;

- Financial sustainability and affordability, in the context of the library budget and the Society's overall budget, recognizing that the library is seen an important membership benefit by many Fellows and the sole benefit by some.

Consideration should also be given to:

- The impact of changing publisher business models and availability of scholarly content;
- Relationships with other libraries, and any role the Society might have as custodian of a nationally and internationally important collection;
- Exchange arrangements (many journals are received in exchange for our own publications);
- The library's acquisitions and retention policies for all library content (books, journals, maps and any other types of material), both in electronic form and hard copy;
- The report and recommendations of the 2010 Library Review, including progress made to date.

Membership

Chair Hazel Rymer (Professor of Environmental Volcanology at the Open University and former Pro-Vice Chancellor for Learning and Teaching Innovation; former Society trustee and Secretary, External Affairs)

Others (non-staff) Dave Quinn (representative of the Publications and Information Committee)

Doug McClymont (Chair of the Library User Group)

Graham Goffey (representative of the Finance and Planning Committee)

Mark Thorley (Science & Technology Facilities Council; formerly NERC's Head of Science Information)

Gemma Wood (Special Projects Manager at the Royal Society of Chemistry)

Wayne Sime (Chief Executive of the Association of Learned and Professional Society Publishers; formerly Director of Library Services, Royal Society of Medicine)

Others (staff) Neal Marriott (Project Manager; formerly Director of Publishing)