

Report of the General Board on the University Library and the Centre for Applied Research in Educational Technologies

The General Board beg leave to report to the University as follows:

1. The Centre for Applied Research in Educational Technologies (CARET) was established in July 2000 (*Reporter* 1999-2000 p 820) to assist Departments and Faculties in understanding how existing educational technologies could be deployed, and new systems and applications developed. In the Michaelmas Term 2007, the General Board set up a committee to review teaching and learning support services in the University (*Reporter* 2007-08 p 526). The scope of the review principally concerned activities currently supported by the University Library (UL), the University Computing Service, the Language Centre, CARET, and Faculty and Departmental Libraries, as well as the coordination of pedagogic support. The report of the review was the subject of a Discussion on a topic of concern on 7 July 2009 (*Reporter* 2009-10 p 988). The Board's response to that Discussion was published together with the report in November 2009 (*Reporter* p 256 and p 261).

2. A central recommendation of the review was that the University Library should become responsible for the provision and dissemination of electronic materials for teaching and learning across the University and that there should be a rolling development programme of pedagogic support and innovation implemented by the UL but developed through a new Teaching & Learning Services Steering Group to be a joint sub-committee of the General Board's Education Committee, determining academic policy, and the Information Strategy and Services Syndicate, setting IT strategy. The General Board have agreed to set up this new Committee with effect from the beginning of the next academic year. Amongst the other recommendations the Review Committee proposed that the governance structure of CARET should be changed, along with its basis of funding, to ensure the longer term future of the Centre; and that CARET should be placed, along with permanent core funding, within the UL. The Library Syndicate and the CARET Management Committee endorsed this recommendation, which is also supported by the University Librarian and the Director of CARET. The General Board have now agreed to proceed with this recommendation.

3. Within the UL, CARET's primary role would be to provide a focus for support of innovation in teaching and learning including the investigation and development of new technologies, advice on pedagogical issues and engagement with the academic community to support new teaching methods. CARET would also fulfil a key role in the UL programme of pedagogic support and innovation to be steered by the Teaching & Learning Services Steering Group. CARET will also be an important constituent of the internal and external partnerships planned by the UL as part of its Strategic Plan. The

CARET Management Committee has played a key role in its development and this structure will remain in place. It would fit within the current University Library governance structure with the CARET Committee of Management performing an analogous role to the current sub-syndicates for the four dependent Libraries. The Library Syndicate supervises the management of dependent libraries through the sub-syndicates and it is proposed that it should supervise the management of CARET, through the CARET Management Committee with appropriate cross membership between the two bodies. The General Board consider that this development should not detract in any way from the UL's role as a scholarly resource for academic staff and students primarily but not exclusively in the arts humanities and social sciences. Rather it is a necessary and logical extension of the Library's central role as an information provider harnessing modern technology, in a way appropriate to its standing both nationally and internationally.

4. Pending the formation of the Teaching & Learning Services Steering Group, the Librarian and the Director of CARET have begun to consider the framework within which the UL and CARET will work together to develop pedagogical support across the University. In the meantime, CARET staff and relevant UL staff are already working together on the Arcadia project, which aims to increase the library's capability to provide users, especially undergraduates, with networked services. The University Librarian and the Director of CARET are preparing a joint submission to the 2009-10 Planning Round (having originally made independent submissions) to be made in June 2010. In addition, the UL has recently sought and obtained external funding to build a digital library infrastructure which will result in scholarly content that supports teaching and learning being made available via CamTools. .

5. The opportunity is also taken to revise the regulations for the University Library that concern residence and the office of Deputy Librarian, to bring them into line with current arrangements.

The General Board accordingly recommend:

That the Centre for Applied Research in Educational Technologies be incorporated within the University Library with effect from 1 August 2010 and that the regulations for the University Library and the Centre for Applied Research in Educational Technologies be amended as set out in the Schedule to this Report.

Schedule

Amendment to Regulations

A. University Library (S&O p 642)

UNIVERSITY LIBRARY

Constitution

The University Library and the four dependent libraries (the Betty and Gordon Moore Library, the Central Science Library, the Medical Library, and the Squire Law Library) and the Centre for Applied Research in Educational Technologies shall jointly constitute an institution under the supervision of the General Board.

Library Syndicate

Constitution.

1. The Library Syndicate shall consist of:

- (a) the Vice-Chancellor (or a duly appointed deputy), who shall be Chairman;
- (b) two persons appointed by the Council, who shall be appointed in the Michaelmas Term to serve for two years from 1 January following;
- (c) eight persons appointed by the General Board, who shall be appointed in the Michaelmas Term to serve for four years from 1 January following;
- (d) two persons elected from among their own number by the holders of University offices in the University Library, who shall be elected in the Michaelmas Term to serve for two years from 1 January following;
- (e) not more than four persons co-opted by the Syndicate;
- (f) not more than two members of the University *in statu pupillari* co-opted by the Syndicate. Members in classes (e) and (f) shall serve until 31 December of the year following that in which they are co-opted, provided that if a member in class (f) ceases to be *in statu pupillari* he or she shall thereupon cease to be a member in that class.

Meetings.

2. All meetings of the Syndicate shall be summoned by the Vice-Chancellor; there shall be at least one and normally two meetings each term.

Quorum.

3. No business shall be transacted at any meeting unless at least four members are present.

Reserved business.

4. Under the provisions of Statute K, 20(c), the appointment of members of the Board of Electors to the office of Librarian, the appointment of members of the Appointments Committee for the University Library, and the co-optation of members of the Syndicate in class (e) shall be reserved business.

Duties and powers.

5. (a) The Syndicate shall supervise the management of the University Library.

(b) There shall be a Science Libraries Sub-syndicate, a Medical Library Sub-syndicate, and a Law Library Sub-syndicate and a Committee of Management for the Centre for Applied Research in Educational Technologies. Through the agency of these Sub-syndicates and the Committee of Management the Syndicate shall supervise the management of the four

dependent libraries, viz. the Betty and Gordon Moore Library, the Central Science Library, the Medical Library, and the Squire Law Library ~~and, the Centre for Applied Research in Educational Technologies.~~

(c) The Syndicate shall supervise ~~the management and administration of the Agency for the Legal Deposit Libraries and~~ the custody and arrangement of the University Archives.

6. (a) The Syndicate shall do all such things as in their opinion are necessary or expedient for the regulation, security, and improvement of the University Library, ~~and~~ the dependent libraries ~~and the Centre for Applied Research in Educational Technologies.~~ They shall exercise a general oversight over all matters relating to the administration, staffing, and financial resources of these libraries ~~and the Centre for Applied Research in Educational Technologies,~~ and shall be empowered to make recommendations to the General Board about the staff, accommodation, and equipment needed for their proper functioning.

(b) In the exercise of their power of making rules for the management of the Library, the Syndicate shall have power to approve, through the agency of the Sub-syndicates, rules for the use of the dependent libraries. In the case of the Central Science Library these rules shall be consistent with the provisions of the agreement between the University and the Philosophical Society.

(c) The Syndicate shall also be empowered to sell or exchange duplicate books, to deposit on loan in any library belonging to the University such books upon such conditions and for such periods as they shall think fit, to participate, subject to the provisions of Regulation 12 of the regulations for the use of the University Library, in national inter-library lending schemes, and, in the exercise of their powers and duties, to make such contracts and charges as they shall think fit.

Reports.

7. The Syndicate shall make an Annual Report to the General Board, and such other reports to the University as they shall think fit.

Science Libraries Sub-syndicate.

8. The Science Libraries Sub-syndicate shall consist of:

(a) four persons appointed by the Library Syndicate;

(b) two persons appointed by the Council of the Cambridge Philosophical Society;

(c) two persons appointed by the Council of the School of the Physical Sciences;

(d) two persons appointed by the Council of the School of Technology;

(e) two persons appointed by the Council of the School of the Biological Sciences;

(f) one person appointed by the Medical Library Sub-syndicate;

(g) not more than three persons co-opted by the Sub-syndicate, provided that it shall not be obligatory to co-opt any person or persons;

(h) one member of the University *in statu pupillari*, normally a graduate, co-opted by the Subsyndicate.

Members in classes (a)–(f) shall serve for four years from 1 January following their appointment.

Members in classes (g) and (h) shall serve until 31 December of the year in which they are co-opted or of the following year, as the Sub-syndicate shall decide at the time of their co-optation, provided that if a member in class (h) ceases to be *in statu pupillari* he or she shall thereupon cease to be a member in that class.

Medical Library Sub-syndicate.

9. The Medical Library Sub-syndicate shall consist of:

(a) four persons appointed by the Library Syndicate;

(b) one person appointed by the Science Libraries Sub-syndicate;

- (c) three persons appointed by the Faculty Board of Clinical Medicine;
- (d) not more than three persons co-opted by the Sub-syndicate, provided that it shall not be obligatory to co-opt any person or persons;
- (e) one member of the University *in statu pupillari*, normally a graduate, co-opted by the Subsyndicate.

Members in classes (a)–(c) shall serve for four years from 1 January following their appointment.

Members in classes (d) and (e) shall serve until 31 December of the year in which they are co-opted or of the following year, as the Sub-syndicate shall decide at the time of their co-optation, provided that if a member in class (e) ceases to be *in statu pupillari* he or she shall thereupon cease to be a member in that class.

Law Library Sub-syndicate.

10. The Law Library Sub-syndicate shall consist of:

- (a) four persons appointed by the Library Syndicate;
- (b) three persons appointed by the Faculty Board of Law;
- (c) not more than three persons co-opted by the Sub-syndicate, provided that it shall not be obligatory to co-opt any person or persons;
- (d) not more than two members of the University *in statu pupillari* co-opted by the Sub-syndicate.

Members in classes (a) and (b) shall serve for four years from 1 January following their appointment.

Members in classes (c) and (d) shall serve until 31 December of the year in which they are co-opted or of the following year, as the Sub-syndicate shall decide at the time of their co-optation, provided that if a member in class (d) ceases to be *in statu pupillari* he or she shall thereupon cease to be a member in that class.

Sub-syndicates.

11. (a) Each Sub-syndicate shall elect a Chairman from among those of their own members who are members of the Library Syndicate.

(b) No business shall be transacted at any meeting of a Sub-syndicate unless at least four members are present.

(c) The provisions of Statute K, 20 concerning reserved business shall apply to each of the Subsyndicates as if it were a body constituted by Statute; the election of the Chairman and the co-optation of members of each Sub-syndicate shall also be reserved.

(d) The Librarian shall act as Secretary of each Sub-syndicate.

Duties.

12. In respect of each of the dependent libraries the relevant Sub-syndicate shall have the following duties:

(a) to co-ordinate policies between the University Library and the dependent library;

(b) to submit recommendations to the Library Syndicate concerning the location in the dependent library of library material received under the Copyright Act;

(c) on behalf of the Library Syndicate, and subject to their approval, to make rules for the use of the dependent library;

(d) to submit to the Library Syndicate statements of needs for the dependent library. In the case of the Medical Library and the Squire Law Library such statements shall be submitted after consultation with the Faculty Board of Clinical Medicine and the Faculty Board of Law respectively.

Co-ordination of periodicals.

13. The Library Syndicate shall give advice, at the request of any Faculty or Departmental Library, or of the General Board, on the co-ordination of the holdings of periodicals in libraries within the University.

Staff of the University Library and the dependent libraries

Constitution.

1. The staff of the University Library, including for this purpose the dependent libraries (the Betty and Gordon Moore Library, the Central Science Library, the Medical Library, and the Squire Law Library) **and the Centre for Applied Research in Educational Technologies**, shall consist of the Librarian, the Deputy Librarians, **the Director and Assistant Directors of the Centre for Applied Research in Educational Technologies**, the Senior Under-Librarians, the Under-Librarians, the Assistant Under-Librarians, the Assistant Library Officers, the Graduate Trainees, the Medical Library Subsyndicate assistants.

Designated offices.

2. (a) This staff shall include officers designated by the Library Syndicate, on the recommendation of the Librarian, as follows:

(i) two officers designated respectively Keeper of Manuscripts and University Archives and Deputy Keeper of the University Archives;

(ii) three officers designated for duties in the dependent libraries, who shall be responsible for the management of those libraries.

(b) In addition to the officers specified in sub-paragraph (a)(ii) above, the Library Syndicate, on the recommendation of the Librarian, may also designate other officers for duties in any of the dependent libraries.

(c) The Library Syndicate may make appointments to such University offices of Curator as may be approved by the General Board, and may appoint such Honorary Keepers as they themselves think fit.

3. The number of University offices of Deputy Librarian, Senior Under-Librarian, Under-Librarian, Assistant Under-Librarian, Assistant Library Officer, and Graduate Trainee shall be determined from time to time by the General Board on the recommendation of the Library Syndicate, provided that there shall not be more than two offices of Deputy Librarian. The number of University assistants shall be determined from time to time in accordance with the regulations for employment by the University.

4. Appointments and reappointments to a University office on the staff of the University Library, other than the office of Librarian or an office of Curator, shall be made in accordance with the arrangements agreed from time to time by the competent authority.

5. Appointments and reappointments to an office of Graduate Trainee shall be for such periods as shall be determined under the arrangements in Regulation 4, provided that the total tenure of the office shall not exceed three years.

Residence.

6. The Librarian and the Deputy Librarians shall be in residence in the University during term **and for four weeks in the Long Vacation**, and shall not be absent for more than two nights in any week during Full Term without obtaining the permission of the Chairman of the Syndicate.

7. The Syndicate shall have power to appoint ~~the a~~ Deputy Librarian to be Acting Librarian during any period of absence from duty of the Librarian, or during any period when there is a vacancy in the office of Librarian.

8. It shall be the duty of the Librarian:

(a) subject to the direction of the Library Syndicate, to be responsible for the acquisition of books, manuscripts, periodicals, microfilms, and other materials appropriate to the University Library and the dependent libraries, for their cataloguing, classification, arrangement, and safe custody, for their binding, repair, and conservation, for making them available to users subject to any safeguards that may be desirable, and for the provision of such other services as may be appropriate;

(b) to perform, in relation to the University Library and the dependent libraries, the duties assigned to the Head of a Department by Statute C, V, 3(b) and (c);

(c) to act as the General Board's principal adviser on matters relating to libraries.

9. The holders of other University offices on the staff of the University Library and the dependent libraries shall assist the Librarian and shall carry out their duties in accordance with such directions as may be issued from time to time by the Syndicate or the Sub-syndicate concerned, as the case may be.

Curators.

10. The stipend, if any, of a Curator appointed under Regulation 2(c) shall be determined from time to time by the General Board on the recommendation of the Library Syndicate. The tenure of such an office and its duties shall be determined by the Syndicate.

Assistants.

11. Subject to the approval of the Syndicate, the Librarian shall assign to the University assistants their several duties.

B. CARET (S&O p634)

CENTRE FOR APPLIED RESEARCH IN EDUCATIONAL TECHNOLOGIES

Amended by Notice (Reporter, 2008–09, p. 812)

1. The Centre for Applied Research in Educational Technologies shall be an institution independent of any Faculty or Department, ~~within the University Library under the supervision of the General Board.~~

Committee of Management.

2. The Centre shall be under the general control of a Committee of Management, which shall consist of:

(a) a member of the Regent House appointed by the ~~Library Syndicate~~ ~~General Board~~, who shall be Chairman;

(b) ~~The~~ University Librarian *ex officio*;

~~(c)~~ the Director of the University Computing Service *ex officio*;

~~(d)~~ the Director of Continuing Education *ex officio*;

~~(e)~~ one member of the Regent House appointed by each of the Councils of the Schools;

(fe) not more than two members of the Regent House co-opted by the Committee. Members in classes (a) and (ed) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in class (fe) shall be co-opted in the Michaelmas Term to serve for one year from 1 January following their co-optation.

3. Five members of the Committee shall form a quorum.

Duties.

4. Subject to the powers of the Council and the General Board, and the Library Syndicate, the duties of the Committee of Management shall be:

(a) to determine the general policy of the Centre;

(b) to advise the Director on matters arising from the work of the Centre;

(c) to advise the General Board-Library Syndicate on matters relating to the activity of the Centre;

(d) to make an annual report to the General Board-Library Syndicate on matters related to the Centre;

~~(e) to constitute an Advisory Group comprising three resident members of the University and at least three persons who are not resident members of the University to meet at least once a year to advise on the broader strategy of the Centre and related activities of institutions within the University;~~

(ef) to receive reports of the Centre's activities;

~~(g) to receive regular accounts, and approve annual management accounts.~~

Staff of the Centre

Director.

1. There shall be a University office of Director of the Centre, which shall be held on such terms and conditions as the General Board after consultation with the Library Syndicate may from time to time determine. Appointments and reappointments to the office of Director shall be made by the General Board.

Duties.

2. The Director shall be the administrative Head of the Centre for Applied Research in Educational Technologies, and shall carry out such duties as may be determined by the General Board after consultation with the Library Syndicate ~~the duties assigned to a Head of a Department in Statute C, V, 3.~~

Assistant Director.

3. There shall be such number of University offices of Assistant Director of the Centre as the General Board may from time to time determine, on the recommendation of the ~~Director~~ Library Syndicate. The duties of the Assistant Directors shall be to assist the Director in all matters connected with the work of the Centre.

4. During any absence of the Director, or when the office of Director is vacant, the General Board may appoint an Acting Director on such terms and conditions as the Board may determine.