

Company no. 02733294
Charity no. 1026543

RLUK (Research Libraries UK)
Report and Audited Financial Statements
31 July 2023

RLUK (Research Libraries UK)

Reference and administrative details

For the year ended 31 July 2023

Company number 02733294

Charity number 1026543

Registered office and operational address Room 257
Senate House
Malet Street
London
WC1E 7HU

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

C Banks
D Cutress
E Fay appointed 23 March 2023
J Gardner resigned 23 March 2023
J Harvell (Vice-Chair)
M Khokhar (Chair)
K Lingstadt appointed 23 March 2023
A O'Neill
C Price
T Stanley
J Taylor-Roe (Treasurer)
J Upton
E Waller resigned 23 March 2023

Chief executive officer and company secretary D Prosser

Staff M Greenhall, Deputy Executive Director (resigned 16 September 2022)
W Nixon, Deputy Executive Director (appointed 3 January 2023)
C Kamposiori, Executive Programme Officer
M Cheung, Executive Assistant

Bankers National Westminster Bank plc Barclays Bank plc
8 Park Row 79-84 High Street
Leeds Birmingham
LS1 1QS B4 7TF

Solicitors Veale Wasbrough Vizards
Second Floor
3 Brindley Place
Birmingham
B1 2JB

Auditors Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

The Trustees of Research Libraries UK (RLUK) present their annual report together with the financial statements for 1 August 2022 to 31 July 2023.

Since the company qualifies as 'small' under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Reference and administrative information set out on page 1 form part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, Governance and Management

a. Constitution

RLUK is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association of 21 July 1992, revised 15 January 2016. Charity number: 1026543. Company number: 2733294.

b. Our purpose

Our main objective is to work with our members and with our partners, nationally and internationally, to shape and to realise the vision of the modern research library. Our principal aim is that the UK should have the best research library support in the world.

c. Membership

RLUK is a membership consortium consisting of the following 39 major research institutions:

University of Aberdeen
University of Birmingham
University of Bristol
British Library
University of Cambridge
Cardiff University
Durham University
University of East Anglia
Edinburgh University
University of Exeter
University of Glasgow
Imperial College London
King's College London
Lancaster University
University of Leeds
University of Leicester
University of Liverpool
University of London
London School of Economics and Political Science
University of Manchester
National Library of Scotland
National Library of Wales
Newcastle University
University of Nottingham
University of Oxford
Queen Mary University of London
Queen's University Belfast
University of Reading

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

Royal Holloway, University of London
University of Sheffield
SOAS University of London
University of Southampton
University of Sussex
University of St Andrews
Trinity College Dublin
University College London
University of Warwick
Wellcome Trust
University of York

d. Recruitment and appointment of new Trustees

Members have the right to nominate a RLUK Member Representative, usually the directors of their institutions' library services. All Member Representatives have full voting rights.

The Board of Trustees (known as the Board of Directors) consists of up to 12 members and is elected from among the RLUK Member Representatives. The Vice-Chair is included within this number and is also elected by the members. Following a two-year period as Vice-Chair (or on the resignation of the Chair) the Vice-Chair takes the position of Chair for a period of two years. This ensures that the direction and activities of the consortium are guided by highly experienced members of the profession who share an understanding of the purpose and needs of the consortium and its members.

The period of office for Trustees is three years, with the possibility of re-election for a second consecutive three-year period. Once a Trustee stands down from the Board an interval of three years must pass before they may reapply to serve on the Board again. Appointment is by an electronic vote ahead of the Annual General Meeting.

The Board meets at least three times a year. One meeting, normally held in May, has a clear focus on longer-term strategy where the strategic plan is reviewed and evolving environmental factors are assessed.

There is a Members' Meeting, usually held in November, and a large-scale, international conference in March, which also incorporates the Annual General Meeting.

Trustees may chair or otherwise participate in the activities of one or more of RLUK's Working Groups, depending on their area of interest and expertise. They may also represent RLUK's interests with other organisations as members of committees and other groups, and through membership of relevant Project Boards, reporting to the RLUK Board where appropriate on matters relevant to RLUK.

e. Policies adopted for the induction and training of Trustees

On election, new Trustees receive information about the legal and governance requirements placed on them as Trustees and on RLUK itself. On appointment, new Trustees also meet with the Chair and Executive Director, who outline what is expected of an RLUK Trustee. The Executive attend training courses in charity law and review charity sector literature, in order to be able to refresh the Board's understanding and knowledge of regulatory, legal and environmental trends. We are also advised of relevant changes to statutory governance and financial regulations by our auditors.

f. Organisational structure

Governance of RLUK is carried out by the Board of Trustees (known as Directors) with the support of a central Executive of four members of staff, who are responsible for day-to-day administration. Financial services are provided by Dains LLP on a contract basis.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

g. Risks

A Risk Register outlining potential risks to the charity is maintained by the Executive and is reviewed regularly throughout the year by the Board. Risks include environmental, business, financial and operational factors. Where issues are identified, appropriate means to address them are introduced.

Objectives and Activities

a. Public benefit

The Trustees have taken due regard of the Charity Commission's directives on public benefit, and are satisfied that the work RLUK is undertaking is fulfilling its aims in terms of public good. The public good aspects of RLUK's work are emphasised below in the section on activities. According to the general public benefit aims set out by the Charity Commission, RLUK is active in the areas of the advancement of education and the advancement of the arts, culture, heritage and science.

b. Principal objective and aims

The objects of RLUK are to maintain, improve and promote library resources and services for research.

We work with our members and with our partners, nationally and internationally, to shape and to realise the vision of the modern research library. We invest in and develop strategic projects, reports and innovations that result in greater engagement with and services for the research community we serve. RLUK also has a role as an influencing and advocacy body.

Our priorities for activities are determined through strategic plans. The current RLUK strategy for 2022-25 was launched at a virtual Members Meeting held in January 2022 and was developed following a period of engagement with the RLUK membership and other stakeholders. The strategy seeks to drive change, enable dialogue, and promote collaboration across the research, information, and cultural sectors.

The major themes of the strategy are:

- **The role of the research library:** RLUK will work with its members to support and advocate for the diverse roles of the research library as places of experimentation, their role as partners and pioneers in the research process, and as catalysts for change within society and scholarship;
- **Digital shift:** RLUK will proactively support its members to seize the collective opportunities and face the shared challenges that new and emerging technologies and methodologies bring. It will do so with an emphasis on openness, inclusivity, and sustainability;
- **Open Scholarship:** RLUK will support its members in moving towards an 'open by default' setting through working for open access to research outputs, the development of Open Educational Resources, and advocating for openness and transparency across the entire research cycle;
- **Culture and heritage:** RLUK will work with members to maximise the scholarly and societal impact of their collections, support their innovative curation and presentation, promote the role that collections and the staff who care for them have as catalysts for cross-community and disciplinary discourse, and highlight their joint role in addressing key societal challenges; and
- **Collective collections:** By coming together, RLUK members and the wider community can introduce efficiencies into the processes underpinning support for research and look to set up collaborative collection management. RLUK will identify potential areas for collaborative actions, with a focus on those that can best be progressed by collectives at the scale of RLUK.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

And three cross-cutting themes, which represent key challenges to RLUK, its members, and wider society, and require us to be bold in our vision and disruptive and transformative in our activities:

- **Equality, diversity and inclusion:** RLUK members are committed to creating and maintaining inclusive organisations, structures, and spaces which celebrate diversity, welcome difference, and embed positive change. RLUK will work with its members, stakeholders, and partners to take actions across our community that challenge structural inequalities and biases in collections, services, and access.
- **Rights, copyright and licensing:** Urgent change is required within the UK's copyright and licensing frameworks. Whilst preserving the protections of rights holders, RLUK will work with its members, stakeholders, and partners to call for a reformed and functioning copyright and licensing regime for the UK that is appropriate to the complexities of current and emerging forms of scholarship.
- **Infrastructure:** Research libraries both contain and act as research and innovation infrastructure. They are places of experimentation for cross- and multi-disciplinary scholarship and collaboration, home to a diverse range of specialist skills and expertise, and hold diverse collections and technical facilities which form the bedrock of research. They are major pieces of cultural infrastructure, providing spaces, content, and skills for creative practice and innovation. In addition, there is a layer of infrastructure that sits above individual libraries and enhances the efficiency of all member institutions.

Progress against strategic themes is monitored at meetings of the RLUK Board. Activities are implemented through a combination of working and task and finish groups, with membership from the Board, Executive, the broader membership, and, where appropriate, the wider community.

In addition to those activities outlined below under *Achievements and Performance*, our significant activities include:

- Continuing the Digital Shift Forum as a high-profile series of cross-sector seminars exploring the opportunities and challenges of the digital shift in research library collections, services, and audience engagements;
- Research and evidence to support our members in decision making and awareness of current and future priorities in the sector; and
- Advocacy and representation on behalf of our members in sectorial projects, policy forums, and events.

Achievements and Performance

Review of activities

The following strategic activities, initiatives, services and projects linked to our strategic plan have been undertaken in the past year:

The role of the research library

Joint work with AHRC

Following the publication of the joint AHRC and RLUK report on *The role of academic and research libraries as active participants and leaders in the production of scholarly research* in July 2021, AHRC and RLUK have partnered on a number of activities to deliver on the recommendations within the report.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

The RLUK-AHRC Professional Practice Fellowship Scheme (PPFS) was announced in July 2021. The scheme is designed to develop and promote research capacity, capability, and confidence amongst colleagues working with research and academic libraries. This includes colleagues working within a broad range of disciplines, professions, and institutions, including archives, special collections, museums, and galleries that are housed within, or closely associated with, an academic or research library.

The majority of the first round of fellows concluded their projects by mid 2023, and in December 2022 a call was announced for applications to the second round of PPFS, which offered fellowships of up to £25,000 (80% FEC). 9 fellows will commence their projects from September 2023.

The *RLUK-AHRC Research Engagement Programme (REP)* consists of a tailored cohort training programme, open events, case studies, and resources to support colleagues working across the academic library community to develop their research confidence, skills and capabilities. The programme is open to colleagues working within both RLUK and non-RLUK member institutions. Oversight of the programme is provided by a steering group consisting of representatives from across the research library and academic communities.

REP includes the *Research Catalyst Cohort (RCC)* programme, a one-year skills and knowledge development programme to provide a comprehensive overview of the academic funding landscape and support participants develop their skills, confidence, and capabilities to submit highly competitive academic funding applications. Following a tender process overseen by AHRC and RLUK, ARMA were reappointed to deliver the second round of the RCC programme.

The second round of RCC was opened for applications in June 2023, with an announcement in September 2023 of 15 successful applicants from across the academic and research library communities.

As part of their well-established collaborative relationship, RLUK and The National Archives (TNA) announced the launch of the fourth (2023-24) round of the Professional Fellowship scheme for staff working in both institutions in November 2022. Two fellowships were awarded in December with work commencing on projects in February, exploring pressing issues around accessibility of and engagement with special collection and archive material as well as the role of libraries in digital scholarship and the needs that library and archive professionals have when supporting or collaborating in relevant projects.

RL Position Description Bank

Since October 2021, RLUK members have been able to contribute towards and search the ARL Position Description Bank (PD Bank, a database of over 10,000 position descriptions from North American and Canadian research libraries, and RLUK is the first consortium outside that region to join this resource.

In September 2022, the service was renamed the Research Libraries Position Description Bank (RL PD Bank) and RLUK joined its steering committee, alongside Association of Research Libraries (ARL), Association of Southeastern Research Libraries (ASERL), Canadian Association of Research Libraries (CARL), Research Libraries UK (RLUK), and the George A. Smathers Libraries of University of Florida. The new configuration reinforces the broad value of the RL PD Bank to the international research library community and establishes an equitable governance structure.

In April 2023, RLUK partnered with the National Library of Scotland (NLS) and SCURL for an AI symposium in Edinburgh. The event explored what the library and cultural sector can do to prepare for the future impact of AI across library operations.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

Digital shift

RLUK's Digital Shift Working Group (DSWG) met throughout the year to discuss the ongoing delivery of the digital shift manifesto's delivery plan, and to begin planning for a third series of the Digital Shift Forum (to commence in October 2023). In June 2023 the group launched an RLUK wide survey to establish the level of Digital Shift Maturity across members.

The Digital Scholarship Network (DSN) met throughout the year and hosted a number of events, including a joint event with the University of Birmingham on digitisation and the strategic drivers and rationale behind investing in digitisation resources.

Open Scholarship

RLUK continued its monthly virtual town halls, which are a constructive forum for members to discuss ongoing publisher negotiations and issues around future models for open access content, and to establish collective priorities and concerns.

The Open Access Publisher Process Group (OAPP) met during the year to discuss issues around publisher workflows.

RLUK is represented on a number of national and international committees and working groups moving open scholarship forward, including the UUK/Jisc Content Negotiation Strategy Group and Open Research Competencies Coalition (ORCC).

RLUK joined the Open Book Futures Consortium in March 2023, which is a project to develop and support organisations, tools and practices that enable both academics and the wider public to make more and better use of books published on an Open Access basis.

RLUK joined the new Learning Content Expert Group in February 2023. The group will work closely with the UUK Jisc Content negotiation strategy group to secure agreements that provide affordable and equitable access to learning content and solutions that enable excellence in teaching and enhance the student experience and learner outcomes.

Culture and heritage

Virtual Reading Rooms (VRRs) and Virtual Teaching Spaces (VTs)

RLUK continued its research into the development and delivery of VRRs and VTs amongst archives, special collections, and museums, with a third report on *Academic use and perceptions of Virtual Reading Rooms and Virtual Teaching Spaces* published in August 2022, which aimed to establish the academic awareness, experience, and perception of VRR and VTs and develop a better understanding of user needs and motivations behind the use of these services.

Christina Kamposiori and Matt Greenhall spoke at the Historic Libraries Forum Conference in November 2022 and Christina spoke at the LIBER 2023 Conference and the Digital Humanities 2023 Conference about RLUK's work to date on VRRs and VTs.

In October 2022, RLUK in collaboration with IARLA partners, held an 18-hour international sprint relay symposium on 'Creating a community-driven toolkit for the development and delivery of Virtual Reading Room services'. The event spanned the globe through a series of three connected, sequential, and iterative seminars in the region of Australia/ New Zealand, UK/Europe, and US/Canada.

It involved talks, discussions, and interactive breakout sessions which aimed to showcase the international experience around the development and delivery of VRRs as well as directly inform and shape the contents of a practical toolkit for the development and delivery of Virtual Reading Room services amongst collection-holding institutions.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

The outputs from this event helped to shape the VRRs Toolkit, a resource for all collection-holding institutions, including libraries, archives, and museums, which are interested in setting up a VRR consultation service or are at the early stages of VRR development.

The RLUK Decolonisation Group, consisting of members of the RLUK Special Collections and Heritage Network (SCHN) and the Collections Strategy Network (CSN), continued to run a programme of events to explore what decolonisation means in practice and investigate current practices in collecting, describing, presenting, and engaging with content in research library collections. The group aims to facilitate dialogue, shape strategic direction, and develop a shared understanding across the sector of what decolonisation means, what the criteria are for decolonising collections and what the role of different groups is in the process.

The group curates the Inclusive Collections, Inclusive Libraries Seminar Series, which launched in October 2022, and has welcomed Dorothy Berry (Smithsonian), Richard Benjamin (University of Liverpool), Mamokgethi Phakeng (University of Cape Town), Malik Al Nasir (University of Cambridge), Hannah Ishmael (Black Cultural Archives) and more to give talks on the decolonisation of collections and curriculums.

In January 2023, the Decolonisation Group launched an RLUK-wide survey to explore the current practices and needs of RLUK research libraries when making collections more inclusive, with a focus on decolonisation practices and understanding the training needs and skills. The outputs from the survey were published in a report, *Decolonisation practices and needs of research libraries* that was published in July 2023.

RLUK revived its Funders Network in December 2022, with the first meeting attended by representatives from Wellcome Trust, The National Archives, Arts Council England, Arcadia Fund, Leverhulme Trust, and Rothschild Foundation Hanadiv Europe, as well as members of the RLUK Board, Executive, and Networks. A second meeting of the network was held in June 2023 to discuss decolonisation and EDI in research libraries, and to hear from funders about how they have incorporated EDI principles in their organisations, strategies, and schemes.

Collective Collections

The main method by which RLUK addresses issues around Collective Collections is through the work of the Collections Strategy Network (CSN). The CSN has identified six main priority areas and set up sub-groups to progress action. These areas are: Print storage, Plan B (focussed on alternatives to journal Big Deals), Plan M (focussed on metadata), Reading and Publishing deals to promote Open access, Etextbooks, and Decolonising and Diversification.

The Print Storage group make recommendations to the RLUK Board on a series of actions to make progress, these were endorsed by the Board. Work around Plan M has centred on relationships with OCLC and plans to enhance Library Hub and create a right environment for metadata that encourages open sharing.

In September 2022, RLUK hosted an informal roundtable on Controlled Digital Lending (CDL), with Kyle Courtney, copyright advisor for Harvard University and one of the leading authorities on CDL. The wide ranging discussion compared the legislative environments in the US and UK and what the implications were for successful implementation of CDL; looked at some of the active litigation in this space (mainly aimed at the Internet Archive); considered which types of material might best lend themselves to CDL solutions; and thought about technological, legal, and 'sociological' changes that might help adoption of CDL in the UK.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

RLUK Space Programme

The RLUK Space Programme is a forum for RLUK members to engage in open dialogue and share their knowledge and experience around spatial redesign and capital builds. There were three Space events held during the year.

In December 2022, an event was held on Event: Equality, Diversity, and Inclusion in the Research Library Space. This event aimed to showcase how research libraries are designing and reinventing their buildings and spaces with the aim of becoming more inclusive places where people from various backgrounds can work, explore, and learn. The event entailed presentations by the University of York Library, University of Lancaster Library, and the University of Birmingham Library.

In March 2023, RLUK hosted an event on User experience and the research library space: current practices and approaches, which looked at the current practices and approaches employed by institutions to enhance the way users experience the research library space; from facilitating learning and scholarship to offering new ways to engage with collections.

Finally in July 2023, an event on Library spaces for scholarship: facilitating research, partnerships, and innovation explored what types of library spaces and places best support modern scholarship and what is attracting scholars in our physical space, despite the abundance of digital services and resources.

An RLUK Space Programme Survey was launched in April 2023 to document current interests and initiatives around space (re-)development across RLUK member libraries. The data from the survey were made available to members in June as a shared resource for the purpose of knowledge exchange, for the development of networking activities, and to provide peer-to-peer support.

Cross cutting themes

Three themes run through RLUK's strategy. They represent key challenges to RLUK, its members, and wider society, and require us to be bold in our vision and disruptive and transformative in our activities. These themes act as both a provocation and an opportunity, to think and work differently, build new partnerships, and help to address some of the key institutional and societal challenges we face.

Equality, diversity, and inclusion

The RLUK Decolonisation Group launched the Inclusive Collections, Inclusive Libraries event series and launched an RLUK-wide survey to explore the current practices and needs of RLUK research libraries when making collections more inclusive, with a focus on decolonisation practices and understanding the training needs and skills that professionals working in this area have.

As part of the RLUK Space Programme, Equality, an event was held in December 2022 on Diversity, and Inclusion in the Research Library Space, aiming to showcase how research libraries are designing and reinventing their buildings and spaces with the aim of becoming more inclusive.

The meeting of the RLUK Funders Network in June 2023 focused on the theme of decolonisation and EDI in research libraries. There was an opportunity to hear from funders about how they have incorporated EDI principles in their organisations, strategies, and schemes.

Emerging Leaders Programme

Emerging Leaders is a sector wide project that will explore the development of a transformative and sustainable Emerging Leaders' programme for colleagues from ethnically diverse communities. Project partners are RLUK, Libraries Connected, CILIP, SCONUL, WHELF, and SCURL, with funding also provided by Arts Council England. In November 2022 an ITT was issued for a scoping study, and following a formal review process, Evidence Base (Birmingham City University) were awarded the contract. The outputs from the survey will be made available at the end of 2023.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

In November 2022, RLUK published a report on *Equality, diversity, and inclusion in the research library. An analysis of RLUK institutions' job descriptions*. This piece of focused research aimed to investigate how issues around equality, diversity, and inclusion (EDI) are represented in the job descriptions of RLUK member institutions as well as how libraries apply EDI values to their recruitment practices. It also looked at whether new roles, including leadership positions, are being created to drive EDI initiatives and contribute towards culture change within institutions. Finally, the representation of EDI initiatives and roles amongst RLUK members was placed within an international context through a comparison to initiatives being undertaken by US and Canadian research libraries.

Rights, copyright and licensing

RLUK is a member of the Libraries and Archives Copyright Alliance (LACA) and has continued its engagement as a member of Copyright4Knowledge and as a member of the European Alliance of Research Excellence (EARE).

Infrastructure

RLUK is a named supporter of the Technician Commitment, to support and recognise the technical and specialist expertise contained across the research library community and higher education and research sectors. Research libraries, archives, and information institutions hold great technical skills and expertise, which form an essential infrastructure for the production of new knowledge through research, innovation, and experimentation. These range from research data managers to archivists, from software developers to conservators, from photographers to open access publishing professionals.

RLUK continued its research into the development and delivery of VRRs and VTs amongst archives, special collections, and museums, with a third report on *Academic use and perceptions of Virtual Reading Rooms and Virtual Teaching Spaces* published in August 2022. RLUK, in collaboration with its partners, has been tracking the development of these services since 2020 and investigating their potential as digital research infrastructure. A VRR toolkit was launched in February 2023 as a result of discussions held on the topic in October 2022, over an 18-hour international sprint relay symposium that RLUK organised in collaboration with IARLA partners.

RLUK signed the Green Libraries Manifesto in June 2023 joining an increasing number of organisations within the UK and beyond in setting our common values across the sector.

RLUK is committed to helping our members address issues around the environmental impact of physical spaces and digital collections and also to look at our own activity as a member organisation and seek ways to reduce our own environmental impact.

Partner Relationships

RLUK and AHRC

RLUK continued its very productive partnership with AHRC during the year with a second round launched of the Professional Practice Fellowship scheme and the Research Catalyst Cohort (RCC) programme, part of the Research Engagement Programme (REP).

Council on Library and Information Resources

Members of the RLUK Executive and Digital Scholarship Network met with colleagues from CLIR's Data and Digital Scholarship working group in August 2022 to discuss the ongoing collaboration between the two networks. The collaboration has included a series of highly popular joint events, delivered virtually since April 2021, and the creation of a Transatlantic digital scholarship skills directory.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

RLUK and The National Archives

RLUK has continued to work closely with The National Archives (TNA) on the TNA-RLUK Professional Fellowship Scheme, which facilitates shared learning between TNA and individual RLUK members with the purpose of overcoming some of the collective challenges facing research and cultural organisations. Professional fellowships last for a year and are structured around short-term visits to TNA, for RLUK fellows, and RLUK member institutions, for TNA fellows, underpinned by a longer period of peer-to-peer mentoring and knowledge sharing.

RLUK and Jisc

RLUK has continued to work closely with Jisc, being represented on the the UUK/Jisc Content Negotiation Strategy Group and the Jisc Content Expert Group, OA Stakeholders Group, Library Strategy Advisory Group, Digitisation for Digital Scholarship project working group, and Digital Archival Collections working group.

IARLA

We continued to work with international partners under the framework of the International Alliance of Research Library Associations (IARLA).

IARLA met throughout the year to discuss the impact of rising inflation, the political situation in Ukraine, staff wellbeing, and international efforts to support open scholarship.

The IARLA VRR Working Group held a successful international relay symposium and produced the Virtual Reading Rooms (VRRs) Toolkit.

RLUK Networks

Associate Directors' Network (ADN)

The RLUK Associate Directors Network is a professional network for RLUK members in a Deputy Librarian or Associate Director role. It aims to provide a forum for discussion and sharing of experience, the opportunity to participate in the business of RLUK and to aid succession planning. Co-convenors of the network are Fiona Courage (Sussex) and Phil Cheeseman (Lancaster).

The ADN met regularly during a series of monthly informal catch-up sessions. These provide a valuable touchpoints for meeting new members and providing broader network support.

In November 2022 the ADN met in Oxford for its first in person meeting since the pandemic. This meeting included a workshop on resilience.

The NDN and ADN held a joint in-person meeting in Sheffield in April 2023 to explore developing the future workforce and on the dynamics of leadership – both facing into the library and into the wider institution.

Collections Strategy Network (CSN)

The RLUK Collections Strategy Network (CSN) is a professional-peer network for colleagues who are responsible for collection strategy within an RLUK member library. It acts as a forum for discussion, knowledge sharing, peer development, and harnesses RLUK members' collective experience and expertise. Co-convenors for the CSN during this period were Katherine Rose (Imperial) and Gavin Beattie (Kings College London), who were succeeded by Suzy Cheeke (Bristol) and Jane Saunders (Leeds) in January 2023.

The network met both in person and virtually during the year to discuss moves towards a UK Distributed Print Book Collection, OA Monographs, publisher negotiations, modelling, IIL and rights retention.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

The network also hosted a monthly Read & Publish Coffee Morning with participation from the OSN and OAPP.

The OSN and CSN hosted an online demo of the Open Research Tracker in June 2023. The software was developed by the University of Manchester Library as a key part of their open research programme.

Digital Scholarship Network (DSN)

The RLUK Digital Scholarship Network (DSN) is a professional peer network for RLUK members involved in the development and delivery of Digital Scholarship services within member libraries, led during this period by Kirsty Lingstadt (Edinburgh) and Eleonora Gandolfi (Southampton), who were succeeded by Gavin Boyce (Sheffield) and Lorraine Beard (Manchester) in January 2023.

In October 2022 the DSN held an online symposium, with representatives from the international research library community, European library networks and the academic community, to explore the nature and extent of digital scholarship occurring within research libraries across the international research library community.

The same month the DSN held its first in-person meeting since the pandemic at the University of Southampton. The meeting focused on the new RLUK strategy and the future direction and contribution of the Digital Scholarship Network. Attendees had also the opportunity to visit the new Digital Humanities space at Southampton.

A second in-person meeting was held at Sheffield in February 2023 with lightning talks from members showcasing digital scholarship at their institutions as well as highlight areas where the DSN could provide support. This was followed by afternoon breakout sessions to focus on key priorities and action. It was a dynamic and active day which touched on a wide range of themes including AI and digitisation, digital preservation, skills and rights/licencing. A key outcome of this meeting was a strategic roadmap of work over the next two years.

An online joint Digitisation Workshop, held with the University of Birmingham, took place in July 2023. The event focused on the act of digitisation – the strategic drivers and rationale behind investing in digitisation resources and the choices behind what to convert to digital format. The event also focused on what to do with the materials once they are in a digital format and included examples from researchers on how they have supported their research.

The DSN also began to meet regularly during a series of bi-monthly informal virtual cafe sessions. These provide an opportunity for meeting new members and providing broader network support.

New Directors' Network (NDN)

The New Directors Network (NDN), continues to provide an informal forum for mutual support for recently appointed Library Directors at RLUK member institutions. As well as a heavily-used group mailing list, the NDN met virtually throughout the year.

The NDN and ADN held a joint in-person meeting in Sheffield in April 2023 to explore developing the future workforce and on the dynamics of leadership – both facing into the library and into the wider institution.

Special Collections and Heritage Network (SCHN)

The RLUK Special Collections and Heritage Network (SCHN) is a professional peer network for RLUK members leading cultural heritage activities within member libraries. Co-convenors during this period were Joanne Fitton (Liverpool) and Daryl Green (Edinburgh), with Gary Brannan (York) and Simon Dixon (Leicester) taking over from January 2023.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

The SCHN met in the Autumn of 2022 to discuss repatriation and restitution of cultural heritage collections. It held an in-person meeting in May 2023 at LSE on Funding and Collaboration. This meeting consisted of a morning in-person session where SCHN members discussed what RLUK libraries are doing well when it comes to special collections and outlined their priorities, but also the challenges they currently face and the opportunities for collaboration. The afternoon session was hybrid and entailed a presentation from LSE on their COVID Archive Oral Histories as well as presentations from TNA and some of the RLUK/AHRC and RLUK/TNA Professional Fellows.

Open Strategy Network (OSN)

The RLUK Open Strategy Network (OSN) was launched in 2022 as a professional peer network for RLUK members leading Scholarly Communication, Open Science, Open Research, Open Scholarship and related activities within member libraries. The network is co-convened by Kirsty Wallis (UCL) and Ruth Mallialieu (Oxford), with support from Niamh Tumelty (Cambridge/LSE).

The first meeting of the OSN took place virtually in September 2022, where the terms of reference, priorities, and ways of working were decided upon, and the network met again in January 2023 to formulate its priorities for the forthcoming year, and in May 2023 it held its first in-person meeting in Cambridge to scope out new working groups and strategic activities to take forward.

In May 2023, the OSN led an event on 'Bridging the Gap: Exploring Innovative Opportunities for Research Libraries to Reform Research Assessment.. The workshop reflected on the role of libraries in implementing the Declaration on Research Assessment (DORA) with case studies from Leeds, Leicester, Newcastle and Reading.

The OSN and CSN hosted an online demo of the Open Research Tracker in June 2023. The software was developed by the University of Manchester Library as a key part of their open research programme.

Digital Shift Working Group (DSWG)

In order to take forward the creation and delivery of the digital shift manifesto, RLUK convened a working group of colleagues drawn from its member networks with an interest in the digital shift. The working group is representative of the various interests of RLUK members and is drawn from across the membership and oversee and leads a programme of activity to realise its vision. It was convened by William Nixon (Glasgow) until the end of December 2022. He was succeeded by two co-convenors Claire Knowles (Leeds) and Tom Shaw (Lancaster) from January 2023.

The Digital Shift Working Group (DSWG) met throughout the year to discuss the ongoing delivery of the digital shift manifesto's delivery plan, and to begin planning for a third series of the Digital Shift Forum (to commence in October 2023). In June 2023 the group launched an RLUK wide survey to establish the level of Digital Shift Maturity across members.

Open Access Publisher Processes Group (OAPP)

The OAPP continued to meet throughout the year with individual publishers to advise on ways in which publishing workflows could be improved.

RLUK Members' Meeting

RLUK held its first post-pandemic in-person meeting of the whole membership in Manchester in November 2022. The meeting had as its themes sustainability and meeting carbon targets, and action around collective collections. The New Directors Network took advantage of so many of its members being present to also hold an in-person meeting.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

RLUK23 Conference

The RLUK23 Conference, *Partners and Pioneers: Reimagining the modern research library*, was held virtually in March 2023. Keynote talks were delivered by Matthijs van Otegem, University Librarian at Utrecht University and Elisabeth Long, Sheridan Dean of University Libraries, Archives and Museums at Johns Hopkins University.

Panel sessions explored Shaping Inclusive Libraries, The Open Library, Engaging through Collections, Skills and Partnership, Libraries as Partners in Research. The RLUK Decolonisation Group hosted a session on Developing Inclusive Collections and Practices. There were also two provocation sessions on Reimagining the Library for Open Access Books and Failure is Good (for the Future of Libraries).

The conference also featured a Wellbeing Showcase, highlighting the role libraries play in supporting students and staff through health and wellbeing initiatives.

Other strategic activities

RLUK continues to review its communications, and provide regular, monthly updates to members, through regular e-newsletter updates, and through news updates to the private members area.

Financial review

a. Principal risks and uncertainties

The Executive and Board carry out reviews during the year of the risks to which the charity is exposed. These include environmental, business, financial and operational factors. Where issues are identified appropriate means to address them are introduced. The key risks to RLUK at present are detailed in the *Structure, Governance and Management* section above.

b. Financial review

The net income for the financial year amounted to £138,491 (2022: £10,126). RLUK received additional funding from AHRC to support our joint projects as described above (p. 4-5). Spending on these projects covered both the 22/23 and 23/24 financial years. The majority of the £138,491 therefore represents restricted funds that will be spent in 23/24.

RLUK's income is obtained from membership subscriptions, member services and bank interest, together with any strategic investment funding received from partner organisations engaging in collaborative projects, studies and other work. Member organisations and partners may also provide indirect support via contribution of staff time via secondments and membership of working groups.

Income received has been used to support strategic activities, initiatives, services and projects as detailed under achievements and performance.

c. Reserves policy

As a charitable company RLUK has both maintained a prudent level of reserves and an enhanced level of funding to support strategic initiatives for the benefit of research support and to achieve its objectives in the future. RLUK has a three-year financial planning cycle to provide a longer-term framework for the management of both its general and strategic finances.

The reserves policy from 23 February 2018 was revised by the Board at its meeting of 10 February 2023. It was agreed that the total assets of RLUK (across all accounts and investments) should not fall below £300,000. This figure comprises two components, strategic spend and funds to cover a change in circumstances. The strategic spend component provides £50,000 for unexpected expenditure for projects related to the strategic plan, unplanned projects of importance to the membership, or unforeseen circumstances such as additional operating costs. The remainder of the reserve funds would cover a change in circumstances, providing funds to continue operating for a period of time, or to allow for the highly unlikely event of a wind-down and to meet the staff and service costs associated with this.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

It was further agreed that the Executive be empowered to make future investments, provided this reserve policy is not breached.

Total free reserves held by the charity, defined as unrestricted net current assets, at 31 July 2023 were £481,232 (2022: £461,591). The slight increase in unrestricted reserves resulted in part due to an underspend on salary costs. For three months the total head count was reduced from four to three as RLUK recruited a new Deputy Executive Director. Over the next five years the RLUK Board intends to set deficit budgets to spend-down levels of free reserves in a managed manner.

d. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

e. Material investments policy

As an incorporated charity, RLUK is empowered to set aside, disburse and invest monies at its disposal according to the provisions of its constitution. The main clauses covering the operation of this are Memorandum of Association clauses 3(g):

“To raise funds, whether by the levying of subscriptions, by means of donations, by private or public appeals or otherwise, and to seek any form of assistance, sponsorship or grant from public or private sources;”

3(r):

“Subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided to invest and deal with the moneys of RLUK not immediately required for its purposes in or upon such investments or securities and in such manner as may from time to time be determined;”

and 3(w):

“To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves.”

Our investment objectives are relatively straightforward, that is, to ensure that historically low rates of interest are counteracted in as low a risk way as possible; that is, through the mechanism of a short-term fixed-rate solution that will not jeopardise the capital invested as such. RLUK has £221,000 invested in a Natwest Treasury Reserve Deposit Account at year end.

f. Future developments

RLUK intends to push ahead with its activities around the new strategy, The Library Transforming, published in January 2022. Please refer to Principal objective and aims (p. 4-5) for an outline of The Library Transforming strategic plan.

RLUK (Research Libraries UK)

Report of the Trustees

For the year ended 31 July 2023

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Godfrey Wilson Limited were reappointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 16 February 2024 and signed on their behalf by

Jillian L Taylor-Roe

Jill Taylor-Roe – Treasurer

Independent auditors' report

To the members of

RLUK (Research Libraries UK)

Opinion

We have audited the financial statements of RLUK (Research Libraries UK) (the 'charity') for the year ended 31 July 2023 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

RLUK (Research Libraries UK)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

RLUK (Research Libraries UK)

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

RLUK (Research Libraries UK)

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Godfrey

Date: 19 February 2024

Alison Godfrey FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

RLUK (Research Libraries UK)**Statement of financial activities** *(incorporating an income and expenditure account)***For the year ended 31 July 2023**

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations	3	-	365,976	365,976	347,208
Charitable activities	4	384,000	14,150	398,150	248,057
Investments		-	6,244	6,244	586
Total income		<u>384,000</u>	<u>386,370</u>	<u>770,370</u>	<u>595,851</u>
Expenditure on:					
Charitable activities		<u>249,801</u>	<u>382,078</u>	<u>631,879</u>	<u>585,725</u>
Total expenditure	5	<u>249,801</u>	<u>382,078</u>	<u>631,879</u>	<u>585,725</u>
Net income and movement in funds	8	134,199	4,292	138,491	10,126
Reconciliation of funds:					
Total funds brought forward		<u>54,091</u>	<u>487,935</u>	<u>542,026</u>	<u>531,900</u>
Total funds carried forward		<u><u>188,290</u></u>	<u><u>492,227</u></u>	<u><u>680,517</u></u>	<u><u>542,026</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

RLUK (Research Libraries UK)

Balance sheet

As at 31 July 2023

	Note	£	2023 £	2022 £
Fixed assets				
Tangible assets	11		5,995	4,605
Current assets				
Debtors	12	56,941		35,513
Cash at bank and in hand		891,261		552,882
			948,202	588,395
Liabilities				
Creditors: amounts falling due within 1 year	13	(273,680)		(50,974)
Net current assets			674,522	537,421
Net assets	15		680,517	542,026
Funds	16			
Restricted funds			188,290	54,091
Unrestricted funds				
Designated funds			5,000	21,739
General funds			487,227	466,196
Total charity funds			680,517	542,026

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 16 February 2024 and signed on their behalf by

Jillian L Taylor-Roe

Jill Taylor-Roe - Treasurer

RLUK (Research Libraries UK)

Statement of cash flows

For the year ended 31 July 2023

	2023 £	2022 £
Cash used in operating activities:		
Net movement in funds	138,491	10,126
Adjustments for:		
Depreciation charges	2,012	732
Loss on disposal	63	-
Dividends, interest and rent from investments	(6,244)	(586)
(Increase) / decrease in debtors	(21,428)	14,937
Increase / (decrease) in creditors	<u>222,706</u>	<u>(21,930)</u>
Net cash provided by operating activities	<u>335,600</u>	<u>3,279</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	(3,465)	(3,815)
Dividends, interest and rent from investments	<u>6,244</u>	<u>586</u>
Net cash provided by / (used in) investing activities	<u>2,779</u>	<u>(3,229)</u>
Increase in cash and cash equivalents in the year	338,379	50
Cash and cash equivalents at the beginning of the year	<u>552,882</u>	<u>552,832</u>
Cash and cash equivalents at the end of the year	<u><u>891,261</u></u>	<u><u>552,882</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

RLUK (Research Libraries UK) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Contract income is deferred to the period in which services are delivered.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Member subscriptions are recognised over the period to which the income relates. Sponsorship or ticket income received in advance of conferences is deferred until the conference takes place.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

1. Accounting policies (continued)

f) Expenditure and irrecoverable VAT (continued)

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

g) Grants payable

Grants which have been authorised and paid are included as expenditure in the Statement of Financial Activities. Grants which have been authorised but not yet paid are accrued in the balance sheet and are included within creditors falling due within one year or after one year (as appropriate).

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. There has been no staff time spent on raising funds in either the current or prior year. Support and governance costs are therefore allocated in full to charitable activities.

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Equipment and furniture	25% straight line
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j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

1. Accounting policies (continued)

n) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no significant sources of estimation uncertainty in these financial statements.

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations	-	347,208	347,208
Charitable activities	207,832	40,225	248,057
Investments	-	586	586
Total income	207,832	388,019	595,851
Expenditure on:			
Charitable activities	203,439	382,286	585,725
Total expenditure	203,439	382,286	585,725
Net income and movement in funds	4,393	5,733	10,126

3. Income from donations

	2023 Total £	2022 Total £
Subscriptions	365,976	347,208

All income from subscriptions in the current and prior year was unrestricted.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

4. Income from charitable activities

	Restricted £	Unrestricted £	2023 Total £
AHRC Scoping Study	5,000	-	5,000
Conferences	-	14,150	14,150
Grants	379,000	-	379,000
Total income from charitable activities	384,000	14,150	398,150
Prior period comparative:			2022
	Restricted £	Unrestricted £	Total £
AHRC Scoping Study	7,832	-	7,832
Conferences	-	40,225	40,225
Grants	200,000	-	200,000
Total income from charitable activities	207,832	40,225	248,057

5. Total expenditure

	Charitable activities £	Support and governance £	2023 Total £
Audit and accountancy	-	19,634	19,634
Conference costs	42,649	-	42,649
Grants payable (note 6)	218,790	-	218,790
Member network costs	3,696	-	3,696
Office costs	-	17,801	17,801
Other governance costs	-	6,184	6,184
Outreach/subscriptions	455	-	455
Professional fees	-	2,285	2,285
Staff costs (note 9)	209,276	70,225	279,501
Strategic development costs	34,085	-	34,085
Travel and subsistence	6,799	-	6,799
Sub-total	515,750	116,129	631,879
Allocation of support and governance costs	116,129	(116,129)	-
Total expenditure	631,879	-	631,879

Total governance costs were £11,684 (2022: £11,197).

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

5. Total expenditure (continued)

Prior period comparative:

	Charitable activities £	Support and governance £	2022 Total £
Audit and accountancy	-	19,125	19,125
Conference costs	22,436	-	22,436
Grants payable (note 6)	194,125	-	194,125
Irrecoverable VAT	1,797	-	1,797
Member network costs	600	-	600
Office costs	-	16,644	16,644
Other governance costs	-	5,697	5,697
Outreach/subscriptions	755	-	755
Professional fees	-	8,318	8,318
Staff costs (note 9)	222,435	65,199	287,634
Strategic development costs	20,269	-	20,269
Travel and subsistence	8,325	-	8,325
Sub-total	470,742	114,983	585,725
Allocation of support and governance costs	<u>114,983</u>	<u>(114,983)</u>	<u>-</u>
Total expenditure	<u>585,725</u>	<u>-</u>	<u>585,725</u>

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

6. Grants payable

During the year, 13 (2022: 10) grants were awarded to 12 (2022:10) organisations to fund professional practice fellowships.

	2023	2022
	£	£
Grants payable to institutions:		
<u>Professional Practice Fellowship Scheme</u>		
Cardiff University	382	19,990
Durham University (2 (2022: 1) grants)	26,112	19,914
Leeds Beckett University	600	15,506
Manchester Metropolitan University	-	19,978
National Library of Scotland	17,812	-
National Library of Scotland	25,000	-
National Museums Scotland	24,480	-
The British Library	-	19,968
University of Bristol	24,268	-
University of Cambridge	24,942	19,963
University of Hertfordshire	24,718	-
University of Hull	-	19,824
University of Leeds	-	19,999
University of Lincoln	673	18,983
University of Northampton	24,880	-
University of Sheffield	24,923	-
University of Sussex	-	20,000
	<u>218,790</u>	<u>194,125</u>

Support costs of £4,353 (2022: £10,783) were allocated to grant-making activities.

7. Grant commitments

	2023	2022
	£	£
Grants committed during the period	218,790	194,125
Grants paid during the period	<u>(2,815)</u>	<u>(194,125)</u>
Grant commitments carried forward	<u>215,975</u>	<u>-</u>

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

8. Net movement in funds

This is stated after charging:

	2023	2022
	£	£
Depreciation	2,012	732
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (excluding VAT)	<u>6,500</u>	<u>5,500</u>

9. Staff costs and numbers

All staff are employed by the University of London. Staff costs are recharged to RLUK. The total staff costs (including employer national insurance and pension contributions) are as follows:

	2023	2022
	£	£
Staff costs recharged from University of London	<u>279,501</u>	<u>287,634</u>

The key management personnel of the charity comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £114,243 (2022: £109,713).

The average staff head count was 4 (2022: 4).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

11. Tangible fixed assets

	Equipment and furniture £
Cost	
At 1 August 2022	5,665
Additions in year	3,465
Disposals	<u>(249)</u>
At 31 July 2023	<u>8,881</u>
Depreciation	
At 1 August 2022	1,060
Charge for the year	2,012
On disposals	<u>(186)</u>
At 31 July 2023	<u>2,886</u>
Net book value At 31 July 2023	<u><u>5,995</u></u>
At 31 July 2022	<u><u>4,605</u></u>

12. Debtors

	2023 £	2022 £
Trade debtors	39,826	16,083
Prepayments and accrued income	3,289	8,006
VAT	<u>13,826</u>	<u>11,424</u>
	<u><u>56,941</u></u>	<u><u>35,513</u></u>

13. Creditors : amounts due within 1 year

	2023 £	2022 £
Trade creditors	4,849	32,999
Accruals	32,289	9,593
Deferred income (note 14)	19,708	5,000
Other creditors	859	3,382
Grants payable (note 7)	<u>215,975</u>	<u>-</u>
	<u><u>273,680</u></u>	<u><u>50,974</u></u>

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

14. Deferred income

	2023	2022
	£	£
At 1 August 2022	5,000	31,600
Deferred during the year	19,708	-
Released during the year	(5,000)	(26,600)
At 31 July 2023	19,708	5,000

Deferred income relates to subscription income and the RLUK & AHRC scoping study invoiced in advance.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	5,995	5,995
Current assets	404,265	5,000	538,937	948,202
Current liabilities	(215,975)	-	(57,705)	(273,680)
Net assets at 31 July 2023	188,290	5,000	487,227	680,517
Prior period comparative	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	4,605	4,605
Current assets	59,091	21,739	507,565	588,395
Current liabilities	(5,000)	-	(45,974)	(50,974)
Net assets at 31 July 2022	54,091	21,739	466,196	542,026

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

16. Movements in funds

	At 1 August 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 July 2023 £
Restricted funds					
AHRC	-	5,000	(5,000)	-	-
AHRC Fellowships	5,875	350,000	(219,803)	-	136,072
EBSCO	40,000	-	-	-	40,000
Emerging Leaders Fellowships	- 3,716	29,000	(23,480)	-	5,520 2,198
National Archives	4,500	-	-	-	4,500
Total restricted funds	54,091	384,000	(249,801)	-	188,290
Unrestricted funds					
<i>Designated funds:</i>					
DCDC conference	21,739	-	(21,739)	-	-
Emerging leaders	-	-	-	5,000	5,000
<i>Total designated funds</i>	21,739	-	(21,739)	5,000	5,000
General funds	466,196	386,370	(360,339)	(5,000)	487,227
Total unrestricted funds	487,935	386,370	(382,078)	-	492,227
Total funds	542,026	770,370	(631,879)	-	680,517

Purposes of restricted funds

AHRC

This fund represents monies received from AHRC for a number of projects including and related to the joint scoping study on the role of libraries in the production of research.

AHRC Fellowships

This fund supports the AHRC-RLUK Professional Practice Fellowship Scheme, which is designed to develop and promote research capacity, capability, and confidence amongst colleagues working across the research and academic library community.

EBSCO

This fund represents monies received from EBSCO for the purpose of developing a number of events and projects around the open source FOLIO services platform.

Emerging Leaders

This fund represents monies received from Arts Council England, SCONUL, CILIP, SCURL and WHELP for an emerging leaders scoping study.

Professional Fellowships Scheme

This fund represents funds received from The National Archives to facilitate knowledge sharing between RLUK and The National Archives.

RLUK (Research Libraries UK)

Notes to the financial statements

For the year ended 31 July 2023

16. Movements in funds (continued)

Purposes of restricted funds (continued)

The National Archives

This fund represents funds received from The National Archives to undertake a number of joint activities with RLUK.

Purposes of designated funds

DCDC conference

Funds ringfenced from the DCDC conference, contributed to JISC within the year, who now run the conference.

Emerging leaders

Funds transferred within the year as a contribution to the Emerging Leaders scoping study.

Prior period comparative	At 1 August 2021 £	Income £	Expenditure £	At 31 July 2022 £
Restricted funds				
AHRC	-	7,832	(7,832)	-
AHRC Fellowships	-	200,000	(194,125)	5,875
EBSCO	40,000	-	-	40,000
Fellowships	5,198	-	(1,482)	3,716
National Archives	4,500	-	-	4,500
Total restricted funds	49,698	207,832	(203,439)	54,091
Unrestricted funds				
<i>Designated funds:</i>				
DCDC conference	22,797	15,750	(16,808)	21,739
<i>Total designated funds</i>	<u>22,797</u>	<u>15,750</u>	<u>(16,808)</u>	<u>21,739</u>
General funds	459,405	372,269	(365,478)	466,196
Total unrestricted funds	<u>482,202</u>	<u>388,019</u>	<u>(382,286)</u>	<u>487,935</u>
Total funds	<u><u>531,900</u></u>	<u><u>595,851</u></u>	<u><u>(585,725)</u></u>	<u><u>542,026</u></u>

17. Related party transactions

Due to the nature of the charitable company's activities and the composition of the Board it is inevitable that transactions may take place with organisations in which a member of the Board may have an interest. All transactions involving organisations in which a member of the Board may have an interest are conducted at arm's length and in accordance with the respective organisations normal procurement procedures.