

Minutes of the JIBS User Group Committee Meeting Wednesday 27th July 2005 at Queen Mary, University of London, 1pm

Present: Kathy Abbott, Joan Bird, Frances Boyle, Sue Cumberpatch, Alun Edwards, Linda Humphreys, Jill Lambert, Maureen Richardson, Liz Stevenson, Ruth Stubbings.

1. Apologies: Ann-Marie Ashby, Gary Horrocks, Ian Mayfield, Adrian Smith, Graham Stone, Malcolm Taggart

2. Minutes of last meeting

These were agreed as a correct record

3. Matters arising

- *Notes on E-books meeting:* MR had produced a good report. The meeting went well though the room was too hot.

- *JIBS representation on SCONUL HE:* LS has registered interest in JIBS representation with SCONUL

- *NHS representation on JIBS Committee:* Bertha Low would like to continue to report to JIBS on behalf of NHS

- *report from Sarah Stephens on Journals Working Group:* JB has asked Sarah

- *Ovid-Silverplatter Liaison:* has been actioned by Adrian Smith

- *Report on JWG:* LS has emailed Marion Tattershall to say that she was interviewed

- *NESLI, Ebooks and Proquest:* JB contacted Graham Stone but he has not replied on these topics –**ACTION: JB to contact GS again**

- *Name of Group:* A-MA not present. This topic is on the agenda for discussion today.

- *Sub-Group to review Constitution:* had been formed and reported to committee email list; see agenda today

- *Total membership and finances; review of where bank account held:* See Treasurer's report below

- *Meeting scheduling software:* see agenda today

- *JIBS flyer:* FB has all the flyers (some now passed to JB for September meeting)

- *Workshops:* see agenda. Gary Horrocks is interested in helping with a Google Scholar event

- *Future officers, Reps:* see agenda

4. Chair's Report

Name of Group

FB said that the comments she had received were in favour of keeping the existing acronym and the Committee agreed. Adrian Smith had suggested “**Joint Internet-Based Sources User Group**” and it was agreed that this would be put to the AGM in November

ACTION: Secretary/Chair for AGM notices

Constitution

Adrian Smith and Ruth Stubbings had formed a Sub-Group and produced a new draft which had been circulated for comment on the Committee email list. Ian Mayfield had sent comments. FB thanked the Sub-Group for all their work.

The new draft was discussed and some further changes were agreed. RS agreed to write up the agreed amendments and circulate the new version on the Committee email list. **ACTION: RS**

By the rules of the existing Constitution, for a new Constitution to take effect, it must be approved by two thirds of the votes cast by members. Therefore the new version agreed by the Committee would be circulated to the JIBS members prior to the AGM in November and would be voted on at the AGM. **ACTION: Secretary/Chair for AGM**

JL commented that if the Group wished to open a new bank account (see below) the bank would require a copy of the Constitution (a draft was acceptable) and that this must include an appropriate dissolution clause.

Committee Officers

FB and AE would stand down at the AGM in November.

The future Committee officers and roles were discussed. The addition of a person to take on a Membership/Mailing Lists role to assist the Treasurer was agreed. It was agreed that the addition of an officer of Vice-Chair to stand in for the Chair when necessary could be helpful. This should be proposed formally at the AGM.

Suggestions:

Chair: Linda Humphreys, Secretary: Ian Mayfield* or Joan Bird; Publicity: Gary Horrocks*; Treasurer: Jill Lambert; Membership/Mailing Lists: Ian Mayfield* or Joan Bird; Web Editors: Maureen Richardson, Graham Stone*

(* not present)

FB would contact all above to ask them if they would be willing to stand

ACTION: FB

It was agreed that an FE Representative on the Committee was required. Maureen Richardson proposed Leo Appleton. **ACTION: FB to contact him to ask if he would stand as FE Rep.**

The current JIBS Advisors list was reviewed and JB would send FB the list

ACTION: JB to send list, FB to contact advisors and ask if they wished to continue

SC would check with AS concerning a prospective Committee member whose details he had forwarded **ACTION: SC**

Expenses from Vendors

AS had queried whether JIBS members could accept expenses paid by companies to attend 'enhancement committee'- type meetings about company products. It was agreed this was acceptable as long as the expenses were specifically related to the work of the enhancement committee. **ACTION: FB contact AS**

Meeting Scheduling Software

It was agreed that we could use Meet-O-Matic internet-based software to arrange dates for meetings. **ACTION: MR to email URL to committee**

Website

FB asked all Committee to look at the JIBS website and notify any amendments to AE

ACTION: ALL

5 Treasurer's Report (JL)

At present there are 103 paid up member organisations. The following organisations have not yet paid for 2005 or been in contact re delays in payment :

University of Manchester
North East Wales Institute
University of Essex
Goldsmith's College
Kings College London
Rutherford Appleton
Anglo-European College of Chiropractic
Stockport College of FE and HE
West Thames College
Maryvale Institute

A reminder was sent by post in May. Final email reminders to JIBS reps (where these can be identified) have been sent this week.

ACTION : JB to check Rutherford Appleton Laboratory

JIBS bank account balance is c£39 400.

JL and IM had visited Barclays to discuss the existing account. Some aspects of the Barclays arrangements did not suit our requirements. JL had a meeting with Unity Trust Bank who were familiar with dealing with organisations like JIBS. (IM was unable to attend). The Committee agreed that we should move to Unity Trust Bank and open an account, but also keep the Barclays account open for an overlap period. Unity Trust offered two account options. JL would discuss these with IM and decide which option to go for. **ACTION:JL**

6 Reports from meeting attended

- JISC Working Groups

Learning Materials – had met on 28th June but SC was unable to attend. She would forward any report to the Committee **ACTION:SC**

E-Journals – no report

- JISC Collections Strategy – **ACTION: LH to contact and ask about future meetings of the group**

-Web of Science Enhancement Committee. KA and other Committee members have covered this in LH's absence. LH will resume the lead on this assisted by KA A new wish-list will be drawn up and feedback will be obtained from users. **ACTION: LH**

-SCOPUS. It was suggested an Enhancement Committee would be useful. KA to represent JIBS. **ACTION: FB to contact Elsevier; Secretary add to Agenda for 2006**

-Research Councils – no meetings attended

-NHS – Bertha Low had sent a report

-Ovid Enhancement Meeting. AS had attended and Ovid were keen for suggestions of additional datasets

7 JISC Chest Collections

-JISC/FE We are proposing to have an FE Rep

-Dialog User Group – the Committee had a visit from a Dialog representative a year ago. Wait to see what happens with BEI

ACTION: Coordinators of Enhancement Committees to update notes for JIBS website

8 Workshops

1. Institutional Repositories 15th September 2005 at British Geological Survey, Keyworth, Nottingham. Is being arranged by RS and JB who reported that proposed title is ‘Are Institutional Repositories taking over the world?’ ‘all day’ event, 6 speakers. It was agreed to charge non-members £30, members free.

Minibus transport and tours of the site would be investigated **ACTION: JB/RS**

2. LH suggested ‘Digitisation and Licensing’ as a topic for a half day meeting at the AGM in November, possibly in Leeds, organisers AS and SC. **ACTION: RS to contact AS to liaise with LH.**

3. ‘Supporting Libraries setting up Open Access journals’ March/April 06, half day, Bath

4. Google Scholar – July 06

The January Committee meeting would be a planning meeting and JISC and Eduserv would be invited.

9 AOB

JISC Collection Subject Groups **ACTION:KA to ask Liam Earney about these groups**

E-Library for Education **ACTION: SC to ask AS to keep us informed on this**

10 DON

Committee meeting, AGM and workshop (see above) in 3rd or 4th week of November 2005

Frances Boyle thanked Kathy Abbott for inviting us to QMUL and making all the local arrangements. The meeting closed at 3.30pm