

**JIBS User Group Committee Meeting – 18 September 2009**  
**University of Edinburgh**

**Minutes**

1.	<p><b>Present:</b> Sue Cumberpatch, Roger Hines, Fiona Bowtell, Mark Clowes, June Hedges, Andria McGrath, Elizabeth McHugh Ian Mayfield, Maureen Richardson, Adrian Smith, John Smith, Liz Stevenson, Liz West.</p>
	<p><b>Apologies:</b> Joan Bird, James Caudwell</p>
2	<p><b>Minutes of the last meeting (July 2009) and Matters arising</b></p> <ul style="list-style-type: none"> <li>• Minutes approved, with one change to item 6 [Website and Blog]</li> </ul> <p><b>Matters arising [not on main agenda]</b></p> <ul style="list-style-type: none"> <li>• Collaborative project with Springer – IM to check with LJH if this is likely to go ahead  <b>[Action IM]</b></li> <li>• JIBS Student prize for Research. – to be publicised via LIRG, and to be announced at the JIBS AGM. The prize value is £300, to be reviewed annually, and to be in line with the corresponding LIRG award.            Process – students will be asked to submit their research as a pdf, but if that is not possible, print submission will be accepted, and will be returned following the judging. The judging committee is: EMcH, RH, JH, MC, and FB.            RH has been leading on this but will step down next year – JH will take over responsibility.</li> <li>• Administration manual – sub group to convene to finalise work on this – SC, LS, JB, MR  <b>[Action: SC]</b></li> <li>• Membership list – revised list to be published once subscription payments are processed  <b>[Action JH]</b></li> <li>• IBSS – JH takes over as the JIBS representative</li> <li>• Shibboleth Survey – JH circulated the final report ahead of the meeting. It was agreed that contributors should be consulted, to ask for comment and to ask if they wish their responses to remain anonymous. <b>[Action JH]</b>            Once this is cleared, copies will be sent to EDINA and to JISC, and JIBS will seek a follow up meeting with JISC. <b>[Action JH]</b>            SC congratulated JH on the report, and suggests that this should be written up for publication.</li> <li>• Management Data Working Group – IM has drafted the terms of reference for the MDWG, and already has volunteers for the group, including at least one publisher. IM will circulate the draft terms of reference for comment <b>[Action IM]</b>            Agreed that JIBS would fund attendance at the first meeting. IM reported that he has been asked to comment on the proposed changes to some of the Eresource statistics questions from SCONUL</li> <li>• Discovery to Delivery – final report due by the end of September</li> <li>• RIN Group – JIBS have been offered a place, JH &amp; SC will volunteer for this, and alternate attendance <b>[Action SC &amp; JH]</b></li> </ul>
3.	<p><b>Chair's report</b></p>

	<ul style="list-style-type: none"> <li>Committee members encouraged to volunteer for new roles as they arise, or to notify Chair if they wish to stand down from existing roles, or if additional help is needed with workload.</li> </ul>
	<ul style="list-style-type: none"> <li>Any reports should be circulated at least 2 days ahead of Committee meetings</li> </ul>
	<ul style="list-style-type: none"> <li>AGM – LS will be on leave, IM to assist with arrangements for the AGM</li> </ul>
4.	<b>Treasurer's report</b>
	<ul style="list-style-type: none"> <li>Bank balances remain good.</li> </ul>
	<ul style="list-style-type: none"> <li>Any outstanding expenses claims should be submitted by the end of September, to ensure they are included in the audit for this year. <b>[Action ALL]</b></li> </ul>
6	<b>Committee roles</b>
	<ul style="list-style-type: none"> <li>IM is likely to step down from the Committee next year. It was agreed to specifically recruit an FE representative to replace him.</li> </ul>
	<ul style="list-style-type: none"> <li>New members: a number of applications were received for the current vacancies. The Committee voted 2 replacements, and SC will notify all candidates of the outcome. <b>[Action SC]</b></li> </ul>
7	<b>Website &amp; Blog</b>
	<ul style="list-style-type: none"> <li>Changes in roles – new contact at UKOLN, where the site is hosted, is Julian Cheal. SC will contact him to welcome. <b>[Action: SC]</b></li> </ul>
	<ul style="list-style-type: none"> <li>The website has undergone a number of changes over time, resulting in duplication of pages and information. Once the look and feel is updated, work will be done to improve the infrastructure.</li> </ul>
	<ul style="list-style-type: none"> <li>Work on the redesign is underway, and draft designs will be circulated for comment, with a view to making a quick decision.</li> </ul>
	<ul style="list-style-type: none"> <li>Blog – MC tabled usage data, based on reports from Google Analytics. Further data is available – contact MC for more information <b>[Action ALL]</b></li> </ul>
	<ul style="list-style-type: none"> <li>Secure area for confidential documents – MC investigating other options, to follow up with JB <b>[Action MC]</b></li> </ul>
8	<b>Accessibility</b>
	<ul style="list-style-type: none"> <li>TechDis is currently undertaking testing of ebook platforms, and any suggestions for testing should be passed on to FB. TechDis are keen to formalise links with JIBS. <b>[Action ALL]</b></li> </ul>
	<ul style="list-style-type: none"> <li>Accessibility guidelines for testing of eresources – GS reports that these will be published on the JISC site</li> </ul>
	<ul style="list-style-type: none"> <li>Any questions for GS should be sent via FB</li> </ul>
	<ul style="list-style-type: none"> <li>The Committee recorded thanks to GS; and will invite her to speak briefly at the AGM <b>[Action FB]</b></li> </ul>
9.	<b>November event</b>
	<ul style="list-style-type: none"> <li>Accommodation – JH has already booked a block of rooms, for those who requested them. It should still be possible to benefit from the early booking rate, contact the Days Inn, Manchester, for details.</li> </ul>
	<ul style="list-style-type: none"> <li>Event timings – for those who will be in Manchester early, meet at the venue at 9a.m. to help with set up</li> </ul>
	<ul style="list-style-type: none"> <li>Event start time 10:00 for 10:30, to finish by 16:00</li> </ul>
	<ul style="list-style-type: none"> <li>Event chair – Graham Stone [Huddersfield]</li> </ul>
	<ul style="list-style-type: none"> <li>Speakers confirmed so far – Tim Wales; Terry Bucknell; Nick Woolley</li> </ul>
	<ul style="list-style-type: none"> <li>RH to contact Nick Woolley to formally invite him – <b>[Action RH]</b></li> </ul>
	<ul style="list-style-type: none"> <li>RH to check with JC regarding the final speaker <b>[Action RH]</b></li> </ul>
	<ul style="list-style-type: none"> <li>Survey – ahead of the event, JIBS will survey libraries to ask which A&amp;I databases are being cancelled and why, this will inform AMcG's presentation</li> </ul>
	<ul style="list-style-type: none"> <li>Speakers will be asked to submit their powerpoints a week ahead of the event <b>[Action]</b></li> </ul>

	<b>RH/JC]</b>
	<ul style="list-style-type: none"> <li>• Fees – £55; but free to JIBS members</li> </ul>
	<ul style="list-style-type: none"> <li>• Agreed that there will be no refund if delegates do not attend; and JIBS members will be charged a fee if they do not attend.</li> </ul>
	<ul style="list-style-type: none"> <li>• Booking Form – MC to draft a web booking form [<b>Action MC</b>]</li> </ul>
	<ul style="list-style-type: none"> <li>• Publicity – event to be publicised via lis-jibs-users; lis-eresources; lis-link</li> </ul>
	<ul style="list-style-type: none"> <li>• Venue details – FB to verify that seating is available during the lunch break [ <b>Action FB</b>]</li> </ul>
	<ul style="list-style-type: none"> <li>• AGM – to be organised by SC / IM</li> </ul>
	<ul style="list-style-type: none"> <li>• JIBS flyers to be couriered to the venue [<b>Action FB</b>]</li> </ul>
9.	<p>EDINA meeting – Helen Chisholm and Ed Dee from Edina met with the committee. HC updated the Committee on a number of EDINA services, and brought early copies of the latest EDINA newslines - <a href="http://edina.ac.uk/news/newslines14-3/">http://edina.ac.uk/news/newslines14-3/</a></p> <p>There was very detailed discussion on a number of issues, in particular Digimap licensing and UKAMF.</p>
10	<b>Enhancement Groups [only where updates reported]</b>
	<p>-WoS – KCL testing InCites, the bibliometrics tool</p> <p>-Ebsco – Update on Harvard Business Review has already been circulated to the committee</p> <p>-BSOL – ongoing concerns regarding communications, and the timing of software updates. No forward publicity about the recent changes</p> <p>-Intute – uncertainty about the future, group on hold for now</p> <p>-MDL – group now closed</p> <p>-Scopus – no recent report, SC to check with MT [<b>Action SC</b>]</p>
11	<b>Working Groups</b>
	<p>Ebooks – report circulated</p> <p>Geospatial – meeting imminent</p> <p>Journals – report tabled [and has since been circulated to the Committee]</p> <p>Library Advisory Working Group – no recent report, SC to follow up with LH [<b>Action SC</b>]</p> <p>JISC Film &amp; Sound Think Tank – SC to ask if Linda Purdy could still contribute on behalf of JIBS. [Action: SC]</p>
12	<b>Liaison</b>
	<p>EduserV – EMcH has volunteered to be the JIBS rep. SC to send her a formal invitation. [<b>Action SC</b>]</p> <p>FE – Ebooks for FE - not a high take up, problems identified regarding the loading of MARC records, especially for sites using Heritage</p> <p>IBSS – meeting imminent</p> <p>Research Councils – report circulated</p> <p>SCONUL – SC querying the possibility of JIBS working more closely with SCONUL. Initial contact has been made, and is being followed up.</p>

13	<b>AOB – Online meetings</b>
	Not a convenient option for full committee meetings as most members do not have private space for extended ‘phone discussion. Agreed to look at reducing the number of meetings per year and to review the structure of meetings – currently the agendas are too long, with insufficient time for discussion. [Action SC/FB/RH]
14	<b>Date of next meeting</b> – not yet set, but Workshop and AGM are on 13 <sup>th</sup> November, in Manchester