

**JIBS User Group Committee Meeting – 8 July 2008,
at York University**

Minutes

1.	Apologies for absence: Ian Mayfield, Roger Hines, Marion Tattersall
	Present: Sue Cumberpatch [Chair], Liz Stevenson [Secretary], June Hedges, Maureen Richardson, Linda Humphreys, Malcolm Taggart, Adrian Smith, John Smith, Joan Bird, Fiona Bowtell, Mark Clowes
2.	<p>Minutes of the last meeting (21 April) and Matters arising</p> <p>Minutes approved</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Ebsco-copyright issues for coursepack use. LJH to pursue via LAWG [Action: LJH] • Shibboleth/ATHENS – query from Stirling – this has been followed up • Letter of thanks to new auditor – done
3	Welcome to Linda Humphreys
4.	Chair's report
	Walk In user meeting – successful event, but further work needed on events checklist
	Administration Manual – JB & LGS to assist with this
	Committee membership – Leo Appleton and Malcolm Taggart will be retiring from the Committee before the AGM. Warm thanks for their contributions are recorded.
	Shibboleth – JIBS should take more of a role or lead in this area. JH to look at case studies, but after August. Details to be posted via the Blog.
5.	Treasurer's report
	Update on funds in the current account and the reserve account. The Barclay's account is now closed and funds transferred to the current account. The handover of responsibility from IM is in process.
6.	Walk In workshop
	<ul style="list-style-type: none"> -summary of feedback useful - events checklist to be updated [Action: MR] - SC to send feedback to the University of Birmingham re signage and access to the venue; and the need for admin support [e.g. photocopying facility] [Action: SC] - the presentation slides to be posted on the JIBS website, and attendees notified - summary of final discussion to be written up [Action: LGS]
7.	AGM & Workshop
	To be held in November, LJH to check Diskus availability and circulate dates to the Committee. [Action: LJH]
	<p>Possible topics/presenters – to be followed up by LJH</p> <ul style="list-style-type: none"> - case study from Library School student - Primo [presenter tbc] - Encore [presenter tbc] - Aquabrowser [Edinburgh] - Breakout session – discussion topic: Best and Worst interfaces. Committee to provide suggestions ahead of the workshop [Action: All] - IM & CR to assist with organisation - Chair: tbc - Further suggestions/ideas – send to Linda [Action: All]
8.	Enhancement groups
	BSOL – written report from RH
	Ebsco – [MR] – expenses still due – suggestion that JIBS should reimburse, then make a single claim for the full amount. Actions also outstanding from initial meeting.

	Intute – [SC] – no meeting since January. SC/IM to review the role of chair of this group. [Action: SC/IM]
	MDL – [LJH] – more support needed from publisher. LJH to follow this up with Eduserv, to seek their support
	WoK – [JB] – JB to ask GH re the WoK development process [Action: JB] . JB to check with MIMAS if their progress reports can be circulated to the Committee [Action: JB]
	Ovid – [AS] – new release imminent
	Scopus – [Marion T] – written report submitted
	EDINA [Malcolm T.] – report in progress, to be circulated.
	Representation: new representatives will be needed for Edina and IBSS
9.	JISC Working Groups
	E-books – report due from JS [Action: JS]
	Geospatial [JB] – no recent meeting
	Images – no progress
	Journals [LS – written report circulated
	LAWG – met on 1 st May. Report on Additional Authorised Users, and Business & Community engagement
10.	JIBS Website & Blog
	CR will handle any updates. When circulating reports, committee members should clearly indicate what they are and whether they can be published. CR working on documentation. Query whether older documents are being archived – CR to confirm this with SC [Action: CR] Interface; Further review needed, to be discussed at the next Committee meeting.
11	Mailing list
	JIBS users – 325 members
	Committee – 25 members
	JB currently filtering for non-members with a view to marketing membership. JH & JB to review whether lapsed members should be followed up. [Action: JH/JB] Membership fees to be discussed at the next Committee meeting.
12.	Roles and Responsibilities
	New committee members will be needed, including a representative for FE
	SC to circulate a call for nominations [Action: SC]
	JIBS Advisors – SC to contact BA re NHS representation [Action: SC]
	The roles and responsibilities document is to be updated and reviewed by the Committee before circulation. [Action: SC]
13	Enhancement group gaps
	Proquest Gale/Cengage Notify SC of any other suggestions [Action: All]
	MIMAS are to confirm representation on the MIMAS Board
14	Logo and marketing
	Extensive review of Logo design. Revised brief agreed – FB to feed back to designer, and to the Committee. Speedy response needed, to ensure design is finalised.
15	Next meeting: September 19 th , Sheffield Hallam University. RH to chair.