

JIBS User Group Committee Meeting – 23 March 2010
The Open University

Minutes

1. **Present:** Sue Cumberpatch, Joan Bird, Fiona Bowtell, James Caudwell, Louise Cole, June Hedges, Roger Hines, Andria McGrath, Catherine Parker, John Smith, Liz Stevenson, Liz West
Apologies: Mark Clowes, Elizabeth McHugh, Ian Mayfield
2. **Minutes of the last meeting (January 2010)**
 - Minutes approved
3. **Matters arising [not on main agenda]**
 - Invoicing for administrative assistance, still outstanding – **Action SC**
 - Revised guidelines on expenses to be circulated – **Action JH**
 - JISC Film & Sound Tank – SC to write to JISC about their longer term plans for media products and services – **Action SC**
 - Mailing lists – handover to AMcG is in progress
4. **Treasurer's report**
 - Balances good
 - 60% of members have renewed so far
 - JH is logging changes to contact details on the shared spreadsheet
 - Some sites continue to pay to the old bank account – JH to follow up – **Action JH**
 - Reminders to be issued once the due date is past
5. **Admin issues; Finance; Constitution**

A number of admin documents were tabled, and the Committee were asked to review and comment back to FB. The documents included – procedures for ordering stationery, management of mailing list; admin updates for the manual – **Action ALL**

So far, Googledocs is working well for recording and sharing invoicing details, but other shared workspace is needed for these documents, some of which could be public, but some should be in a password protected admin area of the website, and the password should be changed regularly. FB to follow this up with MC – **Action FB**.

Stationery – JH queried if the headed paper is available as a word doc, currently available as a pdf – FB to query this with supplier – **Action FB**
FB reminded Committee that she has supplies of all stationery items.

Constitution

The Constitution is still in draft, dating back to 2005. Further changes are needed, and these should be ratified at the next AGM. FB will bring a draft to the September meeting.

– **Action FB**.

The terms of duty should be revised, but until this is in force, SC, JB and LS are co-opted to the Committee, as they have already served for the maximum period. This was approved. It was also recommended that vacancies can be filled by co-opting new members, as required, particularly as the Committee is about to lose a number of long serving members. It was agreed that the roles of advisors should be reviewed, as this group continues to grow. It is proposed that an Advisors' mailing list should be set up, to be used when appropriate - SC & AMcG to liaise on this – **Action SC & AMcG**

6 **Committee membership and roles**

The roles of Vice Chair and Secretary fall vacant at the AGM. Those interested in either role should contact FB or SC – **Action ALL**

- Research Councils – JB is stepping down from this role, a replacement has been approved, and Maggie Johnston will join Joan at the September meeting. JB will become an Advisor and continue as Geospatial rep
- SC has agreed to continue as an ordinary Committee member for a further year, during the transition period
- This leaves 3 vacancies, which should be publicised to both JIBS Advisors, and the wider JIBS membership – **Action SC/FB**
- It is critical to find a representative from Further Education
- Publicity for new committee members should go out ahead of the September meeting, inviting applications which will be ratified at the AGM, with a view to taking up membership from January 2011

User Groups

- BSOL – eventually the new Chair of the BSOL Group will become a new JIBS Advisor. RH to discuss with SC. **Action RH/SC**

7 **JIBS Prize**

The administrative work would normally be handled by CILIP, but currently there is no one to assist with this. Physical addresses for submissions will be required. The joint announcement should be revised to give equal prominence to JIBS, and should incorporate the JIBS logo. Details should be publicised prominently on the JIBS website, and should also be disseminated to all LIS Departments. RH to follow up with MC, re the announcement on the website – **Action RH**

There will be a presentation at the JIBS AGM.

8 **Meeting with Geri Smith, to discuss accessibility issues.**

GS updated the Committee on work which has been undertaken by JISC TechDis on Ebook platform accessibility guidelines. This is due to be published in April, but details are available on the TechDis site [search for ebooks]

Details of the platforms tested are not provided, but the report includes information about the issues and challenges, the navigation issues, and provides guidelines on good practice. CM [JISC Collections] confirmed that the new guidelines are to be incorporated into new licence agreements.

9 **JISC Collections [Caren Milloy] joined the meeting**

JISC Working Groups – changes

The ebook and journal working groups are merging, as increasingly the separation of formats becomes less significant, as more publishers provide all content on a single platform, and as business models, and user requirements change.

A Knowledge Bank is proposed, to gather information and feedback, to ensure that expertise is still available beyond the working group. Volunteers are sought for the KB, and JISC Collections will also co-opt members as required.

Task and Finish Groups will be set up, with specific terms of reference

The revamped JC website will include details of this.

The Stakeholder Group – this includes membership from right across the supply chain, operating at a strategic level.

Communications with JC – CM confirmed that the two offices, London and Oxford, work closely together, and there should not be gaps in communication. A new telephone system is

in place.

Film & Sound Think Tank/AV Portal – the work on this should be completed by June, providing materials to help with the incorporation of AV materials in teaching and research. Discussions and consultation underway around VSM resources and services, with the possibility of a digitisation on demand service. CM plans to arrange workshops, and hopes that there will also be a steering group.

Accessibility – TechDis testing applies across many platforms. In future negotiations and liaison with suppliers it is hoped to incorporate this at an early stage of discussions.

JIBS Group – there was discussion about the possibility of further close working between JIBS and JC, and some way of establishing how best to take this forward. JC wish to ensure that customer service is at the forefront of discussions with vendors. JIBS could provide an intelligence role – with feedback on targets for work in this area.

JISC Collections website

Soft launch imminent – each institution will have individual login, and there will be the option to set up separate accounts within institutions, for different roles.

All processes will be automated – ordering, licensing, invoicing, and eliminating the need for paper submission of orders. Some more complex resources may still be handled separately. Full details will be sent to the primary account holders initially.

Usage Statistics portal

JC keen to progress work on this, if funding is available.

[CM left the meeting following this discussion]

10 **JIBS/Eduserv joint seminar**

- Keynote speaker – Owen Stephens
- Chair – to be finalised, names have been put forward.
- Venue – not yet arranged, to be handled by Eduserv. Anticipate up to 100 delegates.
- Charging – Eduserv do not charge for events
- Administration of event, bookings etc – JH to follow up with Eduserv – **Action JH**
- Publicity – if possible, Fliers to be available for UKSG in April

11 **December event** – planning deferred for now. SC invites feedback on ideas – **Action ALL** Agreed that event will be held in York, date to be confirmed.

12 **JIBS website and blog**

MC continuing to work on the site. There are some outstanding issues with accessibility and some of the shades/colours. Launch should be soon, and in time for the June event. Any final feedback on content or layout should be sent to MC as soon as possible, but no later than 9 April. FB will ask Geri for clarification about colours – **Action FB**

Blog – it was agreed that this should be re-named JIBS News, and should be a major item for discussion at the September meeting.

13 **Mailing lists** – now handed over to AMcG, but there should be backup – possibly FB?

14 **Reports from Enhancement Groups**

A number of reports were circulated ahead of the meeting, so these were not discussed in detail. Members should have received these.

AM to find out whether a Proquest Group is possible, at forthcoming Proquest event – **Action AM**

15 **Reports from JISC Working Groups**

LAWG now defunct. Journals WG and Ebook WG now combined into new Eresources WG.

SC to ask Liam if both ES and JS can be on new E-resources group. – Action SC

16 **Reports on Liaison Activity**

SC/FB to write to new chair of SCONUL about replacement for LizS as JIBS rep

17 Next meeting to be in September, in London, venue and date to be arranged [16th Sept, at UCL]