

**JIBS User Group Committee Meeting – 19 September 2008,
at Sheffield Hallam University**

Minutes

1.	Apologies for absence: Mark Clowes, Sue Cumberpatch, Marion Tattersall, John Smith
	Present: Roger Hines [Deputy Chair], Liz Stevenson [Secretary], June Hedges, Ian Mayfield, Maureen Richardson, Malcolm Taggart, Adrian Smith, Joan Bird, Fiona Bowtell, Chris Roberts
2.	<p>Minutes of the last meeting (8 July) and Matters arising</p> <p>Minutes approved</p> <p>Matters arising</p> <ul style="list-style-type: none"> -Shibboleth case studies: email JH with any issues/examples, within the next month. She will review which are good exemplars to write up as case studies [Action: ALL] -Walk in workshop – LGS to circulate summary of final discussion [remaining actions covered in meeting report]
3.	<p>Chair's report</p> <ul style="list-style-type: none"> -SC to continue in role of Chair for a further 2 years -RH will continue as deputy -SC has been invited to join the JISC Discovery to Delivery Reference Group -Administration manual – aim for first draft by January 2009 [Action: SC; JB; LGS] - New committee members: Committee selected 2 new members. RH to notify successful candidates [Action: RH]
4.	<p>Treasurer's report</p> <ul style="list-style-type: none"> -Update on funds in the current account and the reserve account. -The Committee agreed to maintain the current membership fee -Progress on handover to JH – once the financial year end is past IM will pass on the relevant spreadsheets. -There is a quantity of archival material, some of which must be retained for legal reasons, but IM and JH will weed as much as possible. Could some records be scanned, or must the originals be retained – auditor to advise. -The locus of these, and other JIBS administrative resources, should be reviewed.
6.	<p>November AGM & Workshop</p> <ul style="list-style-type: none"> -Event publicity – range of mailing lists to be targetted. RH to email LH to ask her to publicise this widely. [Action: RH] -JISC Collections – LGS to ask JISC to publicise [Action: LGS] -Library School students – RH to offer up to 5 free places [Action: RH] -Badges – MR to pass these to Denise W. [Action: MR] -Assistance at the venue – a number of Committee members will be available from 9a.m. to assist with set up and registration [RH; IM; JH; AS]
7.	<p>Web site & Blog</p> <ul style="list-style-type: none"> -Workshop booking form set up by UKOLN -CR reported very few requests to add documents to the web site or blog. Committee members are reminded to indicate if messages or documents should can be added to the Web site, and if they should be held in the members' area -CR has drafted some admin documentation, to be added to the members' area

	<p>-Login details – contact CR if new login details are required</p> <p>--Archive – items are automatically archived on a monthly basis</p> <p>--Visits are down by 30%, to be expected over the summer period</p>
8.	<p>Logo</p> <p>--Design 4 accepted by the Committee</p> <p>--FB to circulate the latest draft of the JIBS circular, for final comment, and feedback on inclusion of images/logos/photos [Action: FB]</p> <p>--FB & CR are to review the images, in conjunction with those on the website [Action: FB/CR]</p>
	<p>Stationery</p> <p>--FB seeking local supplier for stationery [Action: FB]</p> <p>--Items suggested are: flyers; folders; pens; A5 notepads</p>
9.	<p>JIBS representation</p> <p>Vacancies – the following changes were agreed: EDINA – FB IBSS – MR Malcolm Taggart will notify both groups of these changes.</p> <p>There was discussion around representation on JORUM – JH volunteered for this, if the group continues.</p>
10.	<p>Mailing lists</p> <p>--list numbers remain steady.</p> <p>--rather than target members of the mailing list, IM will review the list of institutions/members who have not renewed, and send a reminder [Action: IM/JH]</p>
11.	<p>Enhancement groups [only those mentioned at the meeting are included in the report]</p> <p>BSOL – no recent meeting --concern over reimbursement of expenses – to be followed up as a formal complaint [Action: SC/RH]</p> <p>EBSCO --concern over reimbursement of expenses – to be followed up as a formal complaint [Action: SC/MR]</p> <p>Intute --SC no longer the Chair. The group has not met recently, and it was agreed to seek a new chair for the group. IM to email lis-jibs-users to seek volunteers [Action: IM]</p> <p>WoSec -- progress reports are on the MIMAS website</p>
12	<p>JISC Collections Working Groups</p> <p>E-books: report circulated by JS</p> <p>Journals: next meeting 2nd October</p>
13	<p>Special item</p> <p>This was Malcolm Taggart’s last meeting ahead of his retiral from the University of Keele. The Committee recorded very warm thanks to Malcolm for his long and dedicated contribution to the work of JIBS. We wish him well for his new life in France, but will miss him on the Committee.</p>
14.	<p>Next meeting: British Geological Survey at Keyworth, date to be confirmed</p>
	<p>Following the meeting, the Committee met with Sean Dunne from MIMAS . Sean circulated a very full report ahead of the meeting, and talked to the various services and projects listed. There was useful discussion with the Committee, and SD agreed to take feedback to MIMAS.</p>