

Committee Meeting, 4 October 2006



Present: Rose Goodier, Gillian Wilson, Peter Robinson, Marjory Lobban, Joanne Findlay, Graham Titley, Tracey Jackson, Sarah Washford, Betty Lowry, Penny Street

Apologies: Carol Marshall, Mike McGrath, Alan Cooper

1. Vacant Posts

Vacant committee posts were filled as follows:

Secretary – Sarah Washford

Vice Chair – Graham Titley

Web Editor – Gillian Wilson

CONARLS Representative – Gillian Wilson

Carol Marshall is in the process of taking over from Nina Whitcombe as treasurer.

2. Minutes of Previous Meeting

The minutes of the previous meeting on 9 May 2006 were agreed as a correct record.

3. Matters Arising from Previous Minutes

No matters arising from previous minutes

4. Financial Report

The treasurer was unable to be present to present the financial report but the finances are healthy and thanks were given to Nina for all her hard work in sorting out the accounts. A financial report was presented at the AGM in July 2006 and the accounts were in order with a large balance in the bank of £41,426.

The committee discussed possible uses for the current balance including conference sponsorship. Next years IFLA ILDS Conference will be held in Singapore and it was suggested that FIL sponsor a place for this. The full programme had not yet been announced but the dates are 29-31 October 2007. It was decided that the opportunity should be open to all FIL members and a discussion took place on how to advertise it. Options include an email to all members, information on the website and an article in the newsletter all asking for expressions of interest. The attendee will be expected to report back to the committee on the conference and also write an article for the newsletter.

Action: Rose to email members

Gill to place information on the website

Peter to place information in the newsletter

Penny to receive expressions of interest by 1 January 2007

Follow Up: Rose has drafted a letter to go on the website and in the newsletter. Also to be publicised via the FIL mailing list and possibly LIS-ILL.

It was also decided to offer sponsorship again for a place at next year's FIL Conference. The current balance enables FIL to sponsor places for 2 library school students but there was concern about whether there would be enough interest for this. The committee discussed ways to advertise the places to library school students including placing an advert in Update and sending details to Fiona O'Brien (London Libraries).

Action: Gill to talk to CILIP about advertising on the CILIP website

5. Membership

Tracey reported that membership has gone up to 238 and that the membership database is now up to date.

There are still gaps in the membership – noticeably special libraries and libraries in Northern Ireland. An event in Belfast to promote FIL was discussed as was the possibility of holding FIL 2008 at Queens University Belfast. It was also noted that there are still fewer members represented from public libraries and from Northern Scotland.

Action: Alan will be asked about publicising FIL membership via CILIP

It was reported that Mike is still working on the marketing plan but he was unable to be present to report on this.

6. FIL Website

Gill is now responsible for collating material for the website which will then be submitted to Alan. The branding of the website was discussed and whether the style of the newsletter should be consistent with that of the website. The London Library has requested that a link to their website be included and this was discussed and agreed.

Action: Gill to add a London Library link to the website

7. Interlend 2006 Southampton

Tracey's report on the event was discussed in detail. The feedback was mostly favourable but there was significant dissatisfaction with the conference venue and the exhibition. The venue and facilities were described as poor by a number of people particularly in regard to the accommodation and reception.

The following were noted:

Poor reception on arrival at the accommodation – rooms not ready.

Poor communication between the conference office and accommodation staff.

Cleanliness – reports of an unpleasant smell in some areas.

Lack of hot water in some rooms and inadequate response from accommodation staff

to this.

The rooms allocated were different to those shown to the committee when arranging the conference.

The last night dinner was very rushed and lights were turned off before the end.

Feedback needs to be given to Southampton University and it was discussed whether there should be a partial refund as people were unable to get into their rooms on arrival.

There was also some difficulty with sponsors. OCLC Pica has offered to sponsor in future but are not keen on competitors being able to attend. The committee were in agreement that a variety of commercial exhibitors should be allowed to attend, as FIL has no special ties with any one commercial supplier. The lack of internet connection made it difficult for some exhibitors to demonstrate their products – the connection may have been possible but could not have been guaranteed. Some of the exhibitors aimed their information at decision makers rather than users and most attendees were users. There was good attendance at the exhibition and most exhibitors seemed happy with this. The committee discussed whether a specific timeslot for the exhibition would be better for next year but it was decided that there were not enough exhibitors to make this necessary.

The rest of the conference received good feedback especially the speakers and the workshops. Some people would have liked longer workshop sessions. The debate was less successful and this was also discussed.

The committee thanked Tracey for the considerable amount of hard work she put into making the 2006 conference a success.

Action: Rose and Tracey to write to Southampton University including the comments from attendees

9. Interlend 2007 Kings College London

Interlend 2007 will be held at Kings College London on 2-4 July 2007.

The deposit has been paid and a booking made for a lecture theatre and 3 seminar rooms for Tuesday 3 July. Rooms had not been booked for Monday and Wednesday to allow more time for visits. The venue is near Waterloo Bridge and accommodation should be closer to the main venue than the 2006 conference.

The committee discussed at length the timetable and subject of the conference and possible venues for the visits. The possibility of changing the room booking to include rooms for Monday and Wednesday was also discussed.

It was suggested that information on local pubs and social venues be included in the conference folder for Tuesday night.

A possible theme for the conference was discussed at length and the final decision was Accessibility – Document Delivery for All (official conference title to be decided). The committee also discussed possible topics and speakers, including the

possibility of asking a “celebrity speaker “such as David Blunkett, to do a keynote speech. Details to be agreed at the next committee meeting.

The draft timetable for the conference was drawn up as follows:

Monday: 2-4 pm Visit

4-4.30 Welcome

4.30-6.00 Keynote speaker in lecture theatre

evening Conference dinner and after dinner speaker

Tuesday: 9 am Welcome by KCL Librarian

9.15-10.00 Speaker

10-10.45 Speaker

10.45-11.15 Coffee

11.15-12.0 Speaker

12.0-12.30 AGM

12.30 Lunch

2-4 Visit

4-4.30 Coffee

4.30-5.15 Opportunity to Network

5.15-6.0 Speaker

Wednesday: 9.00-10.00 1st Workshop – exchange of experience

10.00-10.30 Coffee

10.30-11.30 2nd Workshop – subjects eg disability, technology, social inclusion

11.30-12.00 Round Up

Options discussed for visits included local public libraries, Lambeth Palace, KCL, the British Library and the London Library.

A conference sub-committee of Rose, Tracey, Sarah, Carol and Stephen Prowse will visit KCL in November to look at the venue and agree final bookings.

Action: Betty to check with BL London about a visit

Rose to arrange sub-committee visit to KCL

Follow Up: KCL visit has been postponed until January as the rooms are all in use during term time. Tracey is in contact with the conference department at KCL and is checking the booking information with them.

Peter has approached Jenny Craven of CERLIM about speaking on Tuesday morning.

10. Future Events

FIL @ BLDSC – Following on from the success of last year’s visit another FIL@BLDSC event is planned for Spring 2007. Speakers were discussed on subjects such as SED, music and newspapers. An exchange of experience workshop on SED would be useful including setting up SED and dealing with firewalls.

Action: Betty to liaise with visitor centre about this event

Event in Hampshire – Carol was unable to attend to speak about a possible event in Hampshire but the committee also discussed the possibility of Jean Bradford organising something for the south west in Bristol.

11. Union Catalogues

There was general discussion about the union catalogues situation and the introduction of UnityUK. UnityUK user groups are taking place in November and more information on the development of the software should be available after this. A new version of COPAC is planned for 2007, which should include updated BL data and remove the n shelfmarks (for books not on shelf at the BL but verified as existing). There are no known developments planned for Talis Source but a lot of holdings are being uploaded and new locations are being added. A large number of libraries appear to be using both UnityUK and Talis Source at present.

12. Article on FIL for CILIP Update

Jenny was writing this – no news at present on when it will appear in Update

13. FIL Newsletter

The content for the latest newsletter has been ready for some time but there have been difficulties with the production. Limited communication with the designer has led to a delayed newsletter. It was proposed that another method of designing the newsletter should be looked into. For example, a member of the BL staff could be asked, and, failing that, a commercial printer, such as a high street Copy Shop, could be approached. Marjory is willing to try designing and publishing the newsletter on her computer if FIL can finance a book to help. Articles are now needed for the next newsletter.

*Action: Peter to investigate asking alternative designers to produce a Newsletter.
Peter and Marjory to investigate different options for future newsletters*

14. IFLA Report

Penny is coming to the end of her term as FIL/IFLA representative and next year will be her last. A new FIL representative will be required and a nomination from the FIL committee should be submitted as soon as possible. Penny presented a report on this year's IFLA conference which was held in Seoul in July and gave information on next year's ILDS conference to be held in Singapore. Her report is attached to these minutes.

IFLA have published 'Guidelines for Best Practice in Interlibrary Loan and Document Delivery' on their website – www.ifla.org/VII/s15/index.htm

Action: Penny to organise draw for nominee for IFLA committee

Follow Up: Rose Goodier has been chosen as FIL's nominee

15. Book on IDS

Interlending and Document Supply in Britain Today was reviewed in ILDS, volume 34, number 3 by Maurice B Line. It was a mixed review but overall it was positive,

referring to the book as “a concise, well informed and clearly written account of interlending and document supply in the UK”.

16. Reports from Groups

a. Conarls

It was reported that this was a group worth attending and willing to work in partnership with FIL on common areas. Fiona O’Brien (LLDA) is happy to publicise information in the London area. There is currently no representative from Ireland.

b. Copyright Alliance

Alan was unable to be present to report on this group.

17. British Library Report

Betty’s report is attached to these minutes. The report covers the current situation with British Library Direct, changes to the Customer Services telephone service, chasers and renewals, the HE Project, retrospective conversion of UCB and ETHoS.

Archival sound recordings are now available free to people in HE or FE institutions via the BL website.

18. Date and Place of Next Meeting

The next meeting will be held on Wednesday 17 January 2007 at the BMI.

19. Any Other Business

There was no other business