

Committee Meeting, 9 May 2006



Present: Jenny Brine, Alan Cooper, Rose Goodier, Marjory Lobban, Betty Lowery, Carol Marshall, Peter Robinson, Penny Street

Kate Holliday attended as Conarls representative

Apologies for absence: Linda Cameron, Tracey Jackson, Mike McGrath, Nina Whitcombe

1. **Minutes of the Previous Meeting** on 10 January 2006 were agreed as a correct record.

2. Matters Arising

a. CILIP Update Jenny had not done an article for CILIP Update yet. However, she had written on behalf of FIL in response to a letter about interlibrary loan services in public libraries.

Action: Jenny to draft article

b. Event with OCLC/PICA There had been no action on a possible joint meeting with OCLC/PICA in Birmingham.

3. **Treasurer's Report:** Nina had submitted a preliminary report on FIL's financial position. The accountant was drawing up the official accounts for 2005, which would be sent to the Committee for approval in advance of the AGM. The balance at 31 December 2005 was £30,051.81. There had been small profits on the FIL/LNW BL Information Day in December 2004 and the FIL/LIEM event in September. The 2005 Conference in Swansea had made a profit of £2795.05. Unfortunately, Nina had uncovered a large number of unpaid invoices from 2005, i.e. 46 membership subscriptions (£2300), 14 conference invoices (£3915) and 2 FIL/LIEM invoices (£90). The committee agreed to ask Nina to chase up payment on these invoices. Carol offered to help Nina with the work.

The 2006 accounts would be made available shortly; it looked as if the FIL@BLDSC Day would break even.

Nina suggested that in future the committee should monitor the work of the Treasurer more closely. It was agreed that the new committee should consider new procedures.

The committee thanked Nina for the enormous amount of work she had done as Treasurer for FIL.

Action: Nina

4. Membership

a. Membership Report: Tracey had submitted a membership report, noting that we now have 235 members. She had corrected and updated membership records since the 2006 invoices had gone out.

b. FIL Promotion Plan: Held over for next meeting. Meanwhile, Kate would make publicity for FIL available through Conarls and Carol would do the same for the Southern Interlending Group.

Action: Carol and Kate

5. FIL Website: The FIL website had gone live in January 2006, and had received favourable comments from users. The Committee thanked Alan for his work in loading the website onto the CILIP server, and for uploading corrections and new material. It was agreed that one committee member should be responsible for collating material for the website and sending it to Alan at intervals. The committee had no objection to commercial organisations such as Talis or OCLC/PICA providing links to the FIL website.

6. Interlend 2006 Southampton: The Conference programme had been finalised by mid-February and publicity had gone out to all members and to lis-ill; Tracey had also contacted everyone who attended the 2005 Conference. Bookings were coming in slowly. Further publicity was required, including an item in CILIP Update. The committee asked Tracey to arrange this.

The committee finalised arrangements for charring sessions. It was agreed to book two tour guides for the Southampton Walls walk, and to ensure that a baggage room was available for early arrivals on Monday morning.

Tracey had asked for clarification on whether members of the FIL committee had to pay to attend the conference. It was concluded that FIL must pay for the Treasurer and the Chair to attend, as that was required by the Constitution. FIL would also pay for speakers, panel chairs and people organising workshops to attend. However the rest of the Committee should look to their institutions to cover their costs.

Action: Tracey and Conference Sub-committee

7. AGM Arrangements: There would be reports from the Chair and the Treasurer, and elections for new committee members. Linda and Nina had served for 4 years and so were not eligible for re-election. Mike and Tracey had served for two years and were eligible for re-election. There is 1 vacancy on the committee, giving 5 vacancies in all. Members would approach people not already on the committee who might be willing to serve.

8. Interlend 2007 King's College London: The committee confirmed that formal bookings could be made with KCL.

Action: Jenny

9. Past Events

a. FIL@BLDSC: This had been an enjoyable and informative day, and the feedback from those who had attended had been very positive. Future events of this sort should be held earlier in the financial year to enable more people from public libraries to attend.

10. Future Events

a. LNW Lake District Event, 11 August 2006: Information on this event had been circulated and it was agreed that Rose would attend on behalf of FIL.

b. FIL Event in Hampshire: Carol proposed organising a low-cost event aimed at interlending staff in public libraries. It was agreed that FIL would be happy to support such an event in every way possible, and Betty confirmed that the British Library would be happy to be involved.

Action: Jenny to send Carol details of similar LNW events; Carol to begin local discussions.

11. Union Catalogues: The committee updated each other on their plans for union catalogue subscriptions. It was clear that many institutions are maintaining links with Talis Source and with UnityUK.

12. FIL Newsletter: The committee noted that issue 46 had now appeared, and thanked Ros for organising the successful layout of the issue. It had been printed and mailed by Bristol University, as before. The committee agreed to thank David Orman for all the work he had done on the Newsletter in the past. Rose had received a satisfactory estimate for having the layout of the next issue done by one of her contacts.

Marjory had attended a workshop for Newsletter editors, which had been useful. Ros had passed material for issue 47 to Marjory and Peter. It was agreed to aim to have the next issue sent out at the end of June. One suggestion was for a regular Q&A column which might be called "Ask Doc Del".

The committee agreed that previous issues of the Newsletter could be made available on the FIL website; however the current issue should be sent out in paper form to members only.

Action: Jenny to ensure Issue 45 is on website; Marjory and Peter to work on next issue of Newsletter.

13. Orders for Stationery, Folders and Bags: Jenny reported that she had obtained fresh supplies of FIL folders and compliments slips. She had not yet found a supplier for FIL carrier bags, and Kate and Marjory offered to make enquiries.

Action: Jenny, Kate, Marjory

14. Book on Interlending and Document Supply: Jenny reported that the book had been received well, and sales seemed satisfactory. The editors were awaiting the publication of reviews.

15. Relations with CILIP – Oil Status: Alan updated the Committee on CILIP's review of Special Interest Groups. Jenny confirmed that she had written to the CILIP Chief Executive to report that FIL was interested in becoming an Organisation in Liaison.

16. Cambridge University Library and Barry Eaden's Retirement. The committee noted Barry's long service to IDS and agreed to send him a "Thank you" card and book vouchers.

Action: Jenny

17. IFLA Report: Penny circulated a written report. She told the committee about the new IFLA Guidelines for Best Practice in Interlibrary Loan and Document Delivery, which are now ready for publication. They will be discussed at the IFLA Conference in Seoul, where the Section's theme for the open programme is "Best practice in Document Delivery and Resource Sharing". Planning for the 2007 IFLA Conference in South Africa is well advanced.

The 10th ILDS Conference will take place in Singapore in October 2007. It was agreed that FIL would sponsor a representative to attend this meeting. FIL members will be informed once the date has been fixed.

Alan suggested that FIL and CILIP consider working together to offer the UK as a venue for the 2009 ILDS Conference.

Penny and Betty asked the committee to note that their terms on IFLA come to an end in 2007.

IFLA vouchers continue to be popular and IFLA makes a small profit on the service.

18. Reports from Groups

a. **Conarls:** Kate stressed that Conarls is keen to continue working closely with FIL. Its new website should be ready shortly, and it will launch its database of non-English-language fiction at that time. Conarls members are working on an advocacy document, intended to promote resource sharing and interlending to senior staff, especially in public libraries. The next meeting of Conarls is on 24 May in Peterborough, with John Dolan from MLA. It is hoped that FIL will be represented at that meeting.

b. **Libraries and Archives Copyright Alliance:** Alan reported that LACA had been busy with a number of policy initiatives, including responses to the European Commission's i2010 Digital Libraries consultation document and to its First Evaluation of Directive 96/9/EC on the Legal Protection of Databases. It has also submitted evidence to the UK Government's Gowers Review of Intellectual Property and put forward proposals for amendments to the Copyright Designs and Patents Act 1988 .

19. **British Library Report:** Betty reported that 35% of documents are now delivered by SED. Problems are being encountered when SEDs go direct to end-users, usually because the reader has not accessed the test document first, or does not print out the material immediately. Libraries and the BL must make more efforts to educate end-users. Prices for SED are being held from August 2006.

The British Library is examining the working of its "banker function", i.e. handling charges for third-party interlending. It requires two full-time staff and the BL has to review the cost of the service. A survey of users is under way.

British Library Direct is going well. A Library privilege service is coming closer, and with it the prospects of an agreement on electronic signatures.

Betty asked libraries to note that Customer Services are open 7am to 7pm on week days. The concentration of all BL customer enquiries on Boston Spa is continuing. Customer Clinics are being reintroduced.

The Electronic theses programme is progressing well.

Betty confirmed that there have been problems with the Intrays, and asked to be informed about any incidents where the BL was sending out incorrect messages.

Next meeting would be arranged by the new committee.

Any Other Business There was no other business.