

**Forum for Interlending and Information Delivery Committee Meeting
Birmingham and Midland Institute, Birmingham
Wednesday 14 October 2009**

Present: Graham Titley, Sarah Washford, Gillian Wilson, Peter Robinson, Marian Hesketh, Joanne Docherty, Helen Trollope, Christine Shipman, Marie Lancaster, John Coe

1. Apologies

Apologies were received from Gerry Coyle

2. Minutes of Previous Meeting

The minutes were accepted as a record of the previous meeting. Proposed by Graham and seconded by Marian.

3. Matters Arising from Minutes of Previous Meeting

There were no matters arising.

4. FIL Committee Officers 2009-2010

Graham Titley was proposed and agreed as the new Chair. Sarah Washford will continue as Secretary, Joanne Docherty as Treasurer, Marian Hesketh as Membership Secretary and Gillian Wilson as Website Coordinator. The positions of Vice-Chair, Newsletter Editor/s and Marketing Officer are currently vacant. Peter Robinson offered to coordinate marketing, hopefully in conjunction with other committee members. Graham and Peter will begin work on the next newsletter with a new editor to be agreed at the next committee meeting in January. The position of vice-chair was not filled.

5. Financial Report

The current account balance is £37,150.00. All membership invoices for 2009 have now been paid or cancelled. 13 new members have joined but 12 memberships have been cancelled. All invoices from the FIL/LIEM event have now been paid with a total income of £700. There are still 2 outstanding invoices from FIL@BLDSC which are being investigated. All invoices from the 2009 conference have been paid with a total income of £16,440. It was queried how much the expenditure was for the 2009 conference and Joanne will circulate this information to the committee via the mailing list. The committee discussed making it clearer to members how much events are currently being subsidised from FIL funds and how we are working to kept delegate rates as low as possible.

As events are a useful way to attract new members it was suggested that the rate for non-members to attend events should be raised to make membership a more attractive alternative. It was agreed that this could be useful but should be agreed on an event by event basis depending on costs involved and type of event.

Action: Joanne to circulate conference expenditure information to committee.

6. Membership

Membership currently stands at 188.

The committee discussed the ratio of public to academic members and possible reasons for cancelling membership. It was agreed that it would be useful to know why members cancelled their membership and also why new members joined and how they heard about FIL.

7. FIL Website

The website has been updated with the 2008 AGM minutes and the nomination papers for 2010.

The useful links page has been amended to reflect changes to TCR and IFLA websites and the press release for TCR/Conarls has been added to the front page. All conference presentations received have now been loaded to the website. It was noted that not all speakers had provided follow up information. Future speakers who are paid to attend (rather than just having costs covered) should be asked to sign a contract outlining what they will provide for their fee, eg handouts and/or presentations in advance.

There was a discussion about the CILIP hosting of the site. It was noted that the 'organisation in liaison' status no longer exists but that CILIP appear still willing to host the site and are currently providing a significant amount of storage. Although FIL could consider transferring to a commercial website host it was agreed that the current arrangement is satisfactory.

Following concern about out of date documents on the website it was agreed that a document archive should be created. Any documents that are not current but worth archiving should be moved to this section. It is possible that some of the out of date research documents could be usefully updated. Committee members agreed to look at the documents with a view to offering support to an MA or Chartership candidate willing to take on research identified as useful. It was noted that this research should not replicate any work already being done on behalf of another organisation such as CILIP or the MLA.

The chair thanked Gillian for her hard work in keeping the website current.

Actions: Gillian to create a document archive on the website.

All committee to look at previous research and come up with suggestions for possible research in future

8. Interlend 2009 evaluation

A summary of the evaluation forms from Interlend 2009 was circulated. It was noted that all areas scored well and there were very few negative comments. The visits and the venue scored very well and it was agreed that it was worth using hotels rather than university accommodation in future. Negative comments mostly focussed on the equipment and it was noted that speakers need to be made aware of the importance of using a microphone and that projection needs to be tested in advance to make sure all presentations can be seen from the back of the room. It was noted that the committee members stationed at the bus stop and railway station were not really required. It could be possible to offer assistance in matching travel partners in advance for Interlend 2010 so that those who would like to share a taxi but are travelling alone could have contact details for someone else arriving at the same time.

Action: Sarah to circulate evaluation document to committee

Use some of the positive comments on the website to promote next year's conference

9. Interlend 2010

The conference sub-committee outlined the recent visits to possible venues and recommended The Nottingham Belfry. The committee agreed with the choice of venue and the dates of 28th - 30th June 2010 and the venue booking will now be confirmed.

A discussion was held on possible themes, topics and speakers.

A conference title of 'Meeting the Challenge' was agreed.

Topics to consider included:

Collaboration and cooperation

Advocating your organisation/service

Networking skills

The challenge of e-resources and licences

Providing a service when resources are slashed

Rethinking Resource Sharing Initiative

UK Research Reserve

Presentations on local, regional, national and international schemes

Library Loans Online (MLA scheme)

CatCymru

Danish Home Delivery Scheme

The committee discussed the issue of delegate rates and how much could be subsidised from FIL funds. It was agreed that committee members attending to carry out official duties should not have to pay to attend the conference. In the past not all committee members have been able to attend the conference due to lack of funding from the workplace even if they have made a significant contribution to the planning of the conference. Some committee members have only been able to attend by speaking at the conference and thereby having their expenses covered as a speaker. It was noted that as many committee members as possible should be present at the conference to ensure the successful running of the event. As this is a significant change from previous years when only the chair and treasurer have been awarded free places it was agreed that the full membership should be made aware of the proposed change and given the opportunity to respond before the end of the year. The change could then be formally approved at the 2010 AGM for future conferences.

In light of the current economic climate it was agreed that all delegate rates should be kept as low as possible. A slight increase is necessary but should be minimal. Rates for FIL members registering during the 'early bird' registration period will be £360 for full residential with £405 after the 'early bird' period ends. For non-members the price for full residential will be £405 early bird and £475 after.

It was noted that the supply of FIL folders is getting low and the committee agreed that a quote should be obtained for a further 1000 folders to include printing and folding.

Actions: Conference team to approach possible speakers

Full committee to suggest further speakers/topics

Graham to draft a statement to members about free conference places for committee members

Gillian to obtain a quote for 1000 FIL folders

10. Regional Events

a. FIL @ BL London

Leaflets and reminders have been sent out for this event and the booking form and programme are available on the website. There is also an advert in the latest copy of the newsletter. Delegate numbers currently stand at around 40 with two weeks left before bookings close. It was noted that we had confirmed a minimum number of 100 with The British Library and may have to pay a significant extra cost if the minimum is not met.

Action: Peter to check on any problems with minimum number of delegates
Peter and Sarah to email libraries in SE area to promote event

b. Welsh FIL Event

A 2010 FIL in Wales event is being planned for mid-May 2010. It was agreed that FIL would sponsor the catering again and that the event could be free for FIL members with a charge for nonmembers.

c. SEILL (South East Interlending)

SEILL is a new practitioner's group for the South East region. A website has been created and a training event is being planned for 2010. It was agreed that FIL would support SEILL events as necessary.

Following the roundup of regional events it was suggested that the committee consider holding a regional event in Northern Ireland to encourage FIL membership.

11. FIL Newsletter

Issue 53 was sent out to FIL members at the beginning of October. The position of newsletter editor is currently vacant and all committee members were asked to consider taking on the role. Peter offered to collate articles in the absence of a current editor and Graham will consider putting the next newsletter together if no other volunteer steps forward. It was agreed that FIL would fund the necessary Publisher software if necessary.

12. IFLA Report

There was no IFLA report.

Paula Luckett will be attending the ILDS conference in Hannover as a FIL sponsored delegate and will write a report for the newsletter and report to the committee at a future meeting.

13. CONARLS Report

Following the TCR/Conarls merger there is now a new TCR website with a dedicated area for Conarls at <http://combinedregions.com/Conarls>

Conarls is now a working group of The Combined Regions and the first meeting of the new group will be held in November.

It was noted that the following paragraph was omitted from the FIL Chair's report in the October FIL Newsletter:

A representative from the FIL Committee has attended CONARLS meetings over the course of the year. CONARLS merged with The Combined Regions (TCR) from 1st April 2009, and will operate as a working group within TCR. A new website is currently under construction. Reciprocal attendance at CONARLS and FIL meetings has continued to be mutually beneficial, enabling both organizations to keep up to date with new developments.

14. BL Report

The BL report was circulated to committee members prior to the meeting. From 1 January 2010 the BL will no longer send postal replies about Requests but will require customers to receive replies via the Replies In tray. FileOpen testing is now complete and customers will shortly be invited to begin using the service. The EThOS backlog has been cleared and digitisation of received theses is now taking place a maximum of 30 days from receipt.

The Collection Moves programme is currently underway and up to date information is being made available at the web page www.bl.uk/collectionmoves

Action: Peter to circulate full BL report to FIL members via mailing list

15. Dates of 2010 Meetings

Committee meetings will take place at the BMI, Birmingham on the following dates:

13 January 2010

28 April 2010

13 October 2010

In addition dates have been agreed for the following FIL events in 2010:

19 March 2010 - BL@DSC

28-30 June 2010 - FIL Conference

16. AOB

The positions of vice-chair and newsletter editor/s will be agreed at the next committee meeting.