Forum for Interlending and Information Delivery

Minutes of the Executive Committee Meeting 13th January 2016

**Attendees:** Sandra DeRoy(SD), Lesley Butler(LB), Kate Ebdon(KE), Marjory Lobban(ML), Joanne Docherty(JD), Dawn Downes (DD), Nigel Buckley (NB), Matthias Werner(MW),

**Apologies:** Karen Payne(KP), Graham Dix(GD), Natalie Guest(NG)

|  |  |  |
| --- | --- | --- |
| Agenda Item | Discussion/Decision | Action |
| 1 | **Minutes of previous meeting**  The minutes were accepted as an accurate record |  |
| 2 | **FIL @ London**  KE reported that there was no negative feedback for this event. Of the 32 completed evaluation forms almost half of the people attending had never been to a FIL event before. Some suggestions for future events included, an interactive event comparing experience, copyright, permission from publishers, balancing service for students with service for other institutions, saving money in ILL, e-delivery |  |
| 3  3.1  3.2  3.3  3.4  3.5  3.6  3.7  3.8 | **Interlend 2015**  Update on venue  SD will contact the hotel with regard to finalising details with regard to final numbers, payment etc. It was agreed that another site visit closer to the time of the conference would be beneficial.  Theme  Embracing Differences: Diverse Customers, Varied Methods, Same Goal (sub heading Best Practices for All)  Potential Speakers  DD suggested someone from Southampton to talk about e-prints or maybe someone from SWRLS  NB suggested Natasha from Proquest or maybe someone from Copac  KE offered to speak to Andy at BL for ideas for a Keynote Speaker on the subject of Continuous Improvement. Another suggestion was Graham Titley either as Keynote Speaker for day 2 or for a copyright talk.  LB suggested Phil Bradley from CILIP as a possible backup for Keynote Speaker.  Speaker Rates  It was agreed to continue to cover reasonable travel expenses and one night’s accommodation with a reduced rate for a 2nd night if required. Details are included in the Speaker Agreement  Sponsors/Freebies  Sponsorship packages were discussed and reviewed. LB will update and circulate.(Appendix 1) MW reported that he has had no response from OCLC but will try them again with details of the updated sponsorship packages. It was suggested that we should possibly target publishers – OUP, Emerald, Sage, Elsevier. DD suggested maybe trying some Historical Societies. Another suggestion was someone from Google with a possibility of a session on better web searching. It was also agreed that we should try and encourage companies to send us some promotional freebies even if they did not want to take a sponsorship package c100 items if possible to ensure we could put something in each delegate pack.  SDR advised that she still had some bags/folders etc and asked if anyone else had promotional items stored. It was agreed that we need to find out what we currently have and where it is to find out if anything needs to be ordered. It was thought that Tracey might still have some items. Everyone should check their office and let SDR know what they have (if anything)  Webpage  It was agreed that the Call for Speakers should be added to the webpage late Jan/early Feb and the ‘save the date’ should be added immediately. SDR will send NB the relevant info.  Timescales/Key milestones  A rough estimate for hotel timeframes is – final numbers by mid June, menus by previous week.  Call for speakers should be advertised by week beginning 18th Jan with the closing date as mid Feb.  Early bird bookings – open 1st March, closing mid April.  Normal bookings will close 3rd week in May to allow time for latecomers booking at the last minute.  Sponsored delegate place – applications should run at the same time as Early Bird, open 1st March, closing mid April. NB will email Library School list to advertise. It was also suggested to try contacting CILIP to see if they would be willing to allow us to advertise. LB offered to forward last year’s advert to the group to allow everyone to forward to lists etc as necessary.  Provisional programme should be in place by end of Feb. SDR will arrange a telecom in Feb to discuss speakers and to work out a provisional programme as it was felt a basic programme should be added to the web as soon as possible to help encourage attendance.  Pricing  It was agreed that the delegate pricing would stay the same as last year – Early Bird £245, Full £295/£325, Day £95/£125 | SD  DD  NB  KE/SDR  LB  MW, SDR  Everyone  NB, SDR  NB  LB  SDR |
| 4  4.1  4.2  4.3 | **Interlend 2017**  Sub-Committee  It was initially felt that the sub-committee would stay the same as this year but could change as time progressed.  Venue  Oxford has been pencilled in as our venue however it is more expensive than previous years. QHotels have been in touch with LB regarding possible venues for future events. As we have not placed a deposit with Oxford we will probably have to do this after our next meeting if we still want to go there. SDR will check the date for securing the booking.  Theme  It was decided that we would work on a possible theme at our next meeting. | SDR |
| 5 | **IFLA**  It was suggested that we contact IFLA with regard to a speaker for the conference or to ask for some freebies to promote them. However the UK contact information on their website appears to be out of date. |  |
| 6 | **FIL Journal**  DD reported that she was hoping to send the journal for publishing in the next few weeks to be ready for distribution in Feb. ML will request and up to date mailing list of all members from KP and send to DD. DD will contact Chris Beevers to check the final details before sending the journal to the publisher. She is hoping to produce a 2nd issue later in the year with a plan of March/December issues for 2017. | DD,ML,KP |
| 7 | **Treasurers report**  ML reported that in mid-Feb £15k will be returned to the main account from the fixed term account with interest. It was agreed that we should re-invest this money into another fixed term account and possibly add more to it after the conference in case we need to use some money to cover conference costs. ML is also hoping to get membership invoices sent out this week. There have been 3 cancellations since last year and there are 5 outstanding payments. Some members are paying via Ebsco but these payments don’t indicate who they are for and they are not always for the correct amount. DD will check with Ebsco re the Southampton payments. ML also reported that the BL event made £800 profit. She is currently working with KP to arrange a better workflow for changes/updates to membership info. It was also suggested that we should promote the benefits of membership by advertising on the lists and possibly by contacting non-members who attend events to try and increase membership numbers. KE will liaise with ML and will look into the possibility of obtaining an email contact list from the BL Directory.  (appendix 2) | ML, KP,KE, DD |
| 8 | **Membership report**  KP was not at the meeting but agreed to send the report via email. JD will chase.  **Updated** - Membership report :  Membership 161  Non-renewals 2  New members 2 | JD |
| 9 | **Web Officer report**  NB advised that he was currently receiving training in Google Analytics and may have some useful information at the next meeting. |  |
| 10 | **CONARLS report**  KE reported that no-one attended the last meeting but should have an update at our next FIL meeting |  |
| 11 | **BL Report**  KE reported that 300 locations are now using the new BL OnDemand service. NB advised that the email that is sent after registration can be confusing as readers think they need to contact their University to associate their account but this is not the case. (Appendix 3) |  |
| 12 | **AOB**  SDR reported that the Interlending Journal had been in touch to advise that they were expanding their content and that this might be useful for FIL to use them to promote/advertise. |  |
| 13 | **Dates of next meetings (incl telecom)**  Telecon Feb – SDR to arrange date/time  Next meeting – Wed 6th April 2016 |  |

**Appendix 1**

[**www.forumforinterlending.org.uk**](http://www.forumforinterlending.org.uk/)

**Interlend 2016**

**Sponsorship Packages**

|  |  |  |
| --- | --- | --- |
| Package Type | Sponsorship Opportunity | Cost (£) |
| **Platinum** | Sponsor Interlend 2016 to include one full conference delegate place, exhibition stand/space during refreshment breaks, leaflet space in delegate packs, pre-dinner drinks and conference dinner, company name on programme, plus provision of promotional material (eg. pens, notepads, post-it notes, USB sticks) | **1000** |
| **Gold** | Sponsor Interlend 2016 to include one day delegate place, exhibition space for one day, pre-dinner drinks and conference dinner, leaflet space in delegate packs, company name on programme, plus provision of promotional material (eg. pens, notepads, post-it notes, USB sticks) | **750** |
| **Silver** | Sponsor Interlend 2016 to include one day delegate place and lunch, leaflet space in delegate packs, company name on the programme, plus provision of promotional material (eg. pens, notepads, post-it notes, USB sticks) | **500** |
| **Bronze** | Sponsor Interlend 2016, including leaflet space in delegate packs, company name on the programme, plus provision of promotional material (eg. pens, notepads, post-it notes, USB sticks) | **250** |

Additionally, the following suggested promotional items may be provided by companies for inclusion in all delegate packs;

* Pens for delegate packs
* Notepads for delegate packs
* Post it Notes
* Memory Sticks
* Lanyards

This list is not exhaustive and companies are welcome to discuss their own sponsorship ideas with us.

**Appendix 2**

**Treasurer’s Report**

**FIL committee meeting 13th January 2016**

# Balance on 31st December 2015: £20,195.32

**Plus fixed term deposit @1.1% till**

**10th February 2016**  **£15,000.00**

**Membership Subscriptions 2016**

In process of sending out invoices, although am expecting some more PO numbers

3 Cancellations so far for 2016

Bangor University (92)

National Museum and Gallery, Cardiff (80)

Met office (can’t find any record of this one anyway)

**Membership Subscriptions 2015**

Income: £11,185.00

Still 5 outstanding invoices. Written to contacts to clarify their status

**Interlend 2015**

1 outstanding payment – final reminder sent out

**FIL@BL event 2015**

Expenditure for event: £302.90

Income received to date: £1,125.00

7 outstanding payments. 1st reminders sent

Decision to be made regarding fixed term deposit

**Appendix 3**

**FIL Executive Committee Meeting**

**Wednesday 15th April 2015**

**Document Supply**

**DRM Lite**

Following the launch of British Library On Demand’s delivery solution, DRM Lite, over 300 organisations are now using the service.

DRM Lite allows users to download orders from us without installing any third-party software. All users need is to be registered for [On Demand](http://www.bl.uk/on-demand) and have the latest version of Adobe Reader installed on their device.

Orders can be opened on multiple devices including MacBooks, laptops, tablets and smartphones offering a truly mobile delivery solution.DRM Lite still ensures you only use the item as permitted by copyright, so you and your users are always compliant.

To start using DRM Lite, select it as the Copy Encryption Format option in your business account preferences or contact [Customer Services](mailto:customer-services@bl.uk?subject=Plug-in-less%20DRM) to update your preferences.

**Enhanced Higher Education Supply Service (EHESS)**

Our current HESS provision will be retired at the end of April 2016. 52 customers are already taking advantage of the new Enhanced Higher Education Supply Service (EHESS) from [British Library On Demand](http://www.bl.uk/on-demand) and the [Copyright Licensing Agency (CLA)](http://uk.sitestat.com/bl/subjectsandservices/s?www.cla.co.uk.&ns_type=clickout&ns_url=http://www.cla.co.uk/). These customers benefit from joined-up content and licensing provision with the following service level for the supply of both print and born-digital content as standard:

* Copyright fee and out-sourced scanning options
* No digital rights management
* High-quality scanning as standard
* Optical Character Recognition (OCR)
* 48-hour delivery guaranteed

HEIs need to enter into a new supply agreement with the CLA. The BL account details (if applicable) will be sent to the British Library, who will then set up an EHESS account.

### Further details can be found at;

<https://he.cla.co.uk/your-he-licence/your-he-licence/enhanced-higher-education-supply-service-ehess/>

**British Library On Demand Twitter Account**

The British Library on Demand Twitter account has been up and running for a few months now. Under the handle @ondemandBL the service provides the latest updates and news from the On Demand team, as well as giving an insight to our vast collection.

The Twitter account allows our Customer Services team to provide immediate responses to customer queries and is being used to notify users quickly of changes or any disruptions to our service. There is also be a personal touch to the account, as the team send tweets about their personal highlights from the collections.

The account runs alongside other British Library accounts, but with the sole focus of informing customers about British Library On Demand and helping them get the most out of the service.

**BL Wide**

**Millions more items now available via our Boston Spa Reading Room**

We have now extended the range of accessible items for viewing in Boston Spa to include legal deposit and general reference books and serials held in London. This means that, for the first time, some 85% of the collection items requested in our London Reading Rooms are now also available to Readers in Yorkshire.

Readers at Boston Spa can now request:

* **Legal deposit collections held both in London and Yorkshire;**
* **General reference collections held both in London and Yorkshire, including purchased non-UK titles;**
* **Microfilmed newspapers;**
* **Print newspapers (where no surrogate copy is available);**
* **Document Supply collections.**

Electronic resources including the [British Newspaper Archive](http://www.britishnewspaperarchive.co.uk/) are also available.

**Acquisition: Kenneth Williams’ personal diaries and letters**

The British Library is delighted to announce the acquisition of the personal archive of Kenneth Williams, including 43 personal diaries and approximately 2,000 letters spanning his entire life and career from the age of 18 until his death in 1988.

He used the diaries he kept for more than 40 years as a half-serious threat to his friends (“You’ll be in my diary!” was a favourite saying whenever someone annoyed him), but kept the contents almost completely to himself. It is estimated that 85% of the newly-acquired archive is unpublished material never before seen by researchers, and the archive will be of huge interest to social historians of post war Britain, detailing the experience of a gay man both before and after the Wolfenden Report and the decriminalisation of homosexuality in 1968, alongside the mundane details of everyday life in London. The diaries and letters also record the actor’s experience of the dying days of the repertory theatre system and the growth of modern celebrity culture, something he seemed both to love and loathe.”

Material will be available to researchers in the Library’s Reading Rooms from March 2016. The 1950 edition of the diary, as well as a letter from the archive, is on display in the Library’s permanent exhibition space, the [Sir John Ritblat Treasures Gallery](http://www.bl.uk/events/treasures-of-the-british-library).

**Exhibitions and Events**

**Alice in Wonderland – Fri 20 Nov – Sun 17 Apr 2016 FREE**

To celebrate 150 years of the publication of Alice’s Adventures in Wonderland, this exhibition explores how Alice has captured our imaginations for so many years. Come and see Lewis Carroll’s original manuscript with hand-drawn illustrations, alongside stunning editions by Mervyn Peake, Ralph Steadman, Leonard Weisgard, Arthur Rackham, Salvador Dali and others.

**West Africa: Word, Symbol, Song - 16 Oct – 16 Feb 2016**

Last chance to visit West Africa: Word, Symbol, Song, an exhibition of literature and music which traces a millennium of the region’s history, from the great empires of the Middle Ages through to colonialism and independence, and right up to the cultural dynamism of today.

The exhibition includes an impressive array of West Africa’s literary history, from early illuminated Qur’ans and manuscripts to recent graphic novels. Playing alongside beautiful objects, books, artwork and textiles are fascinating historic and contemporary recordings. Starring a centuries-old drum language, recordings of Nigerian musician Fela Kuti and a modern performance of Sunjata, the medieval epic narrative, the exhibition reveals how West Africa’s literature has thrived and travelled through generations of oral history, as well as writing and symbolic systems going back many to the Middle Ages.

**Punk 1976-78 – May to Sept 2016**

Starting with the impact of the Sex Pistols in 1976, this exhibition will explore punk’s early days in the capital and reveal how its remarkable influence spread across music, fashion, print and graphic styles nationwide. Showcasing a range of fanzines, flyers, recordings and record sleeves from the British Library’s collections alongside rare material from the Jon Savage Archive at Liverpool John Moores University, the exhibition will celebrate the enduring influence of punk as a radical musical, artistic and political movement.

This exhibition is part of Punk London, a celebration of the 40th anniversary of this unique and exciting musical phenomenon.

**Shakespeare in Ten Acts – 15 Apr – 6 Sep**

To mark the 400th anniversary of Shakespeare’s death, this major exhibition seeks to cast new light on how Shakespeare became the cultural icon he is today through ten key theatrical performances – from the first performance of Hamlet in 1600 to a digital deconstruction for the 21st century from The Wooster Group.

Stand-out items from the British Library’s collections will be on display, including the only surviving play-script in Shakespeare’s hand, one of only six authentic Shakespeare signatures, and rare printed editions including the First Folio, as well as a range of film, paintings, photographs, costumes and props revealing backstage gossip and scandal.

Telling a story of struggles, set-backs and sea-changes, **Shakespeare in Ten Acts** will explore the changing nature of Shakespeare’s reputation - from the ‘bardolatry’ typical of the Romantic era, to well-known Shakespeare detractors like Tolstoy - ultimately proving that his course never did run smooth.

Kate Ebdon 11/1/16