

Forum for Interlending and Information Delivery

Executive Committee Meeting Minutes

Minutes of the meeting held on 20th April 2011
Royal Britannia Hotel, Birmingham

Present: Graham Titley (GT) [Chair], Gerry Coyle (GC) [Minutes], Christopher Beevers (CB), John Coen (JC), Kate Ebdon (KE), Gareth Johnson (GJ), Christine Shipman (CS), Helen Trollope (HT), Gillian Wilson (GW)

Apologies were received from Linda Cameron (LC), Rose Goodier (RG), Marie Lancaster (ML)

Minutes of the last meeting

The minutes from 19th Jan were approved as a correct record.

1. Matters Arising from meeting held on 19th January 2011

1.1 Online banking

CS has received the new FIL debit card; a card for GT is being prepared. GC has not yet submitted application for online banking service.

Action
GC to submit application.

1.2 FIL website

Contract received from site provider but HT is sole representative of FIL. Committee felt Chair, Secretary, Treasurer and Web Editor should all be named on contract. In view of this the content of the contract would be reviewed after the meeting and ESP contacted.

Action
JC, GT and GJ to review contract and contact ESP Projects.

[From GT: on review the contact names HT as the sole representative for the purposes of providing information, reviewing proposed suggestions/arrangement/colour schema etc, and selecting final design. There is no suggestion that HT is the contracted party, only the 'sole representative'. This makes absolute sense for the website developer, reducing potentially conflicting instructions. For clarity, GT has suggested that the Forum's name is added at the end of the contract and that HT signs as a FIL representative. This is an 'operational contract' rather than a 'commissioning contract'.

1.3 FIL document storage/archive

Lancashire County Libraries has electronic archive of FIL-related documents. Those that provide an historic record of the organisation should be retained.

Action
GW to save archive to CD and send to GC, who will upload historical documents to online repository.

1.4. Interlend2011

Carried over to agenda item 4

1.5 BL hospitality charges

KE confirmed BL events booked through her would be treated as BL events and not subject to room hire charge. However bookings would be limited to Mondays and Fridays and ample advance notice would be required to secure dates.

1.6 Guidelines regarding lost items

The Committee agreed that responsibility for loaned items should remain with the sending library until items are received by the requesting library. As this is contrary to the best practice guidelines on FIL website it was agreed that the question be put to the membership at the next AGM; if agreed the best practice guidelines will be amended accordingly.

Action

GT/GC to draft amended guidelines for consideration at AGM.

1.7 FIL-sponsored place at ILDS conference

Carried over until after consideration of the Treasurer's report (see 2.2).

1.8 E-resources survey and FIL statement

The Committee agreed that it would be useful to co-publish the results of the survey (which are anonymous) on the FIL website along with a recommendation that libraries should not be discouraged from applying for e-only material. It was acknowledged that creating a database of titles would be problematic in view of the different platforms used. There was agreement that a SherpaRomeo type solution would be useful.

Action

GW/HT to liaise regarding publication on website. GW to raise with CONARLS FIL's recommendation to develop some sort of permissions database in the future.

Agenda items

2. Treasurer's Report

2.1 CS presented the Treasurer's report (see A1). It was noted that 7 institutions have declined to renew their membership, some citing financial constraints as the reason.

2.2 It was noted the organisation will have c£21000 at bank once FIL@BLDSC has been paid for. It was therefore agreed that providing a sponsored place at ILDS is within the organisation's current budget as well as its remit, and would demonstrate the benefits of membership. It was also agreed that anything less than full sponsorship (costing c£1500) would not be useful and applications would be accepted from FIL members only. It was agreed that an invitation could be sent to library directors (institutional members) although it would be made clear that the sponsored place will be available only for practitioners in the ILL/Document Supply areas of library and information services. It was decided a maximum of two entries will be allowed per institution and that committee members will be excluded from applying in the interests of transparency. Allocation will be determined by the conference keynote who will draw names out of a hat at conference.

Action

GC/GT to draft advert and distribute to various mailing lists, directors of institutional member libraries and display in FIL newsletter.

3 Membership report

HT has taken over as membership secretary following Marian Hesketh's departure, and reported that membership had remained static apart from those institutions identified in the Treasurer's report.

4. Committee Officers

4.1 Marian Hesketh has taken early retirement and has left the committee. GT had already thanked Marian for her contribution to FIL during her term in office. GW presented Marian with a gift on behalf of the Committee

4.2 It was confirmed that GT will come to the end of his second 2 year term at next AGM. GJ has expressed an interest in replacing him as Chair.

4.3 JC will come to the end of his first 2 year term at AGM and announced he would not be standing for re-election.

4.4 As a result of these changes there will be three vacancies at next AGM. Following GT's email to LIS-FIL, GC has received expressions of interest from Tracey Jackson (Herts) and Su Fagg (Worcester). GT requested committee consider other potential candidates for committee vacancies, being mindful of the need to maintain balanced sectoral composition on the committee. GT requested suggestions by end of April if possible.

5. Interlend2011

5.1 JC/CB presented an amended programme, revised to compensate for the insufficient space in the breakout rooms. It was agreed to add ten minute breaks after two sessions to allow for room reconfiguration.

5.2 It was agreed that where necessary locations of sessions should be amended to minimise IT/AV expenses, taking into account speaker requirements. (It was noted one speaker has yet to confirm IT requirements.) It was agreed committee members would provide laptops where possible.

Action

JC to confirm AV prices/provision with hotel.

CB to chase up outstanding speaker requirement details.

5.3 GC reported that 15 full delegate and 3 day delegate bookings have been received so far. The committee agreed on the necessity to re-publicise the event although it was agreed that this uptake was reasonably high.

5.4 It was agreed that delegates be provided with brief descriptions of sessions and speaker bios, both in delegate packs and advance publicity.

Action

GC to contact speakers to collect bios and session abstracts

5.5 It was noted that delegates may need to pre-order meals if the hotel requires this.

Action

JC to contact hotel regarding the need to pre-order meals

5.6 It was felt it would be helpful to ask delegates to choose breakout sessions in advance in order of preference, to ensure attendance is balanced across the programme.

Action

GC to ask delegates to choose sessions (and meal options if required)

5.7 It was agreed GT and ML will travel to Conference on 26th to help with preparations.

5.8 It was noted that parking provision at hotel needs to be investigated so delegates and speakers can be advised in advance if necessary.

Action

JC to contact hotel about parking

5.9 It was also noted that FIL will need to purchase indemnity insurance if the hotel does not provide this.

Action

JC to contact hotel about indemnity insurance

5.10 GC reported he had received four applications for the FIL-sponsored place at conference. The committee agreed all applications were of similar merit and so following a random draw Kaz Razynsky was selected as the recipient. It was agreed the unsuccessful applicants would be offered the conference early bird discount as a consolation. This to apply whenever conference application is received.

[The draw that took place at this meeting was subsequently declared null and void as a further application was subsequently received prior to the closing date. A further draw was made by an independent third party within the University of London and Isobel Hoskins was selected.]

Action

GC to contact applicants

6. CONARLS report

6 GW reported that CONARLS had not met since the last report presented to FIL. The CONARLS rate and the future of the Joint Fiction Reserve is to be discussed at the next meeting. The committee also requested that GW take FIL's recommendations in relation to e resources (item 1.8).

7 IFLA report

No report was presented.

8 BL report

8.1. KE presented a British Library Report (A2)

8.2 GT alerted KE to an email sent to a mailing list that expressed dissatisfaction with the BL's asbestos removal strategy in relation to impact on the healthcare sector. KE requested GT forward this message to her so she can reply.

Action

GT to forward email to KE

9. Any other business

9.1 GT presented a summary of feedback from delegates on FI @BLDSC. It was noted that the event was well attended and generally very well received. Catering emerged as a problem area, particularly in respect of dietary requirements. KE agreed to feed this back to Peyton, who manage hospitality at BL.

Action

KE to feedback to Peyton Events

9.2 The committee agreed that owing to the relatively low attendance at FIL @ BL St Pancras last year, this event will not be held in 2012. The committee favoured an 'exchange of experience' event similar to those held in Wales in recent years. Birmingham was thought a suitable venue as relatively central, and the need to involve members in non-HE was emphasised.

Action

Committee to consider ideas for events by May 2011.

10 GJ is working on a plenary review paper for ILDS about the state of interlending in the UK and requested input from the committee on content.

Action

Committee to feedback any ideas to GJ

Date of next meeting

Wednesday 20th October 2011

1030am

Royal Britannia Hotel, Birmingham

Appendix 1 Treasurer's Report

Pending

**Forum for Interlending and Information Delivery
Executive Committee Meeting
Wednesday 20 April 2011**

Document Supply

Potential delays to Document Supply services

As reported in January, access to some of the collection items held at the Library's Boston Spa site has been affected by the discovery of small traces of asbestos in some areas.

A major programme of asbestos removal and management is now in process which is expected to last for much of 2011. Our priority is to get higher use collection items back in service as quickly as possible. The programme timetable is running to schedule, with some of the most heavily-used material already back in use.

As an interim solution, we have introduced a number of initiatives to complete customer orders from alternative sources – in particular fulfilling requests from e-journal resources where licenses for document supply are held, and making greater use of duplicates in our London stock.

The increased numbers of document supply requests we are now routing to London is inevitably impacting on our speed of service. To ensure you are kept informed of the progress of your requests we will use the interim reply code LONDON if we feel that there may be a delay in our response times.

In cases where we are unable to satisfy requests for items held in our collection, we will ask you to reapply, unless you have requested an Extended Search. Suggested reapply periods will be based on the asbestos removal programme timetable.

We will make every effort to continue to minimise disruption to customers and provide regular updates.

British Library Document Supply Service

Work is progressing on the new British Library Document Supply Service. We are currently completing user acceptance testing and then final acceptance testing will begin.

We have just signed off an approach to system deployment which will drive our customer migration programme. A 3 month period of 'pre-deployment' will then commence, during which we will prepare for the system to go live. This will involve finalising preparations for staff training, communicating with customers including preparation for customer switch over, developing supporting documentation, etc.

We will then start incremental deployment. Commencing with a small number of users e.g. HE User Panel, being given access to the system with a proportion of the functionality. This will steadily grow, with the number of users and functionality gradually increasing. Functional expansion will be:

- 1) Auto-ordering (ARTEmail, where we would expect little or no impact on our customers)
- 2) On-line administration (including order tracking, fixing request formats, selecting possible matches, etc.)
- 3) Web ordering (the whole system)

Colleagues from FIL can expect to start going live sometime between July and October depending on which deployment group they belong to. We won't be making our system available until it is robust and offers a good service, so we do reserve the right to delay these dates if need be.

A programme of customer communication, including roadshows, is scheduled prior to the service going live. This will give customers ample opportunity to consider the options available in using the new service.

Copyright Fee Paid Service (April 2011)

From 1 April 2011, where we don't have a direct licence with a publisher, our Licence covering the provision of copyright fee paid copies from print items has changed. This change restricts the provision of copyright fee paid copies from items according to country of publication. Regrettably this will reduce the amount of material that can be copied for commercial document supply customers, or be supplied in response to copyright fee paid requests from our non commercial customers.

Where applicable, if we are unable to supply a copyright fee paid copy we will offer you the alternative of reapplying for a loan copy. In these instances you will be given the Reply Code RCOP – LOAN? To enable customers to maximise the use of our Loan service we will be suspending the 6 month loan ban on all publications.

Our Licence also restricts the supply of items published in France by electronic document delivery methods. Requests for electronic delivery will be returned to you inviting you to reapply for a mail, fax or loan copy. The Reply Code we will send you is RCOP – MAIL/FAX/LOAN?

The supply of copyright fee paid copies from publications where we have a direct licence with the publisher and copies supplied via our library privilege service remain unaffected. We continue to work with Publishers and other Reproduction Rights Organisations to increase direct licensing agreements and minimise the impact of these changes to our customers.

Reprints and ePrints

One of the most frequently requested enhancements to our document supply services are Reprints and ePrints. The British Library can source original quality reprints and eprints direct from the publisher on your behalf.

Reprints – Original quality documents, typically used for training and sales & marketing materials.

ePrints – Electronic documents, downloaded from the publisher’s secure server. Customers can order copies of individual articles that can be distributed as an electronic PDF.

BL Wide

Free e-book downloads

In the spring the [British Library](#) is to make thousands of classic 19th century works available as e-books completely free of charge. In a joint venture with [Microsoft](#), some 65,000 works will be offered as free downloads to owners of the Amazon Kindle as special digital “first editions”, complete with the original typeface and illustrations.

The titles, all officially out of copyright, will include works by authors such as Charles Dickens, Thomas Hardy and Jane Austen. Besides well-known 19th century literature, the selection will also include so-called “penny dreadfuls”, such as JM Rymer's *The Dark Woman* and *Black Bess* by Edward Viles. Around 40 per cent of the titles on offer aren't available in any other library and are difficult to find in second-hand or internet bookshops.

Alongside the digital titles, supporting paperback editions of many of the works will go on sale through [Amazon](#) for around £15 apiece, also featuring the original typeface and illustrations.

Family History Records

The British Library and family history website [findmypast.co.uk](#) are to digitise 5 million pages of family history records held by the Library, making them available online and fully searchable for the first time.

The project will involve the scanning of UK electoral registers from 1832 onwards, along with records of baptisms, marriages and burials drawn from the archives of the India Office. When available online, these collections will enable historians, genealogists and family history researchers to make connections and track down details of ancestors and others at the click of a mouse.

The resources will become available via [findmypast.co.uk](#) and in the Library’s Reading Rooms from early 2012. Online access will be available to [findmypast.co.uk](#) subscribers and pay-as-you-go customers – access to users in the Reading Rooms will be free.

Exhibitions and Events

Census and Society: Why everyone counts - On March 27 2011 we saw the 21st census held in Britain since they began in 1801. In conjunction with this, from 7 March – 29 May a new exhibition is running entitled *Census and Society: Why everyone counts*.

Since their beginning, each census has generated intense interest and controversy for a wide variety of reasons. This exhibition will examine the controversy, ask why we collect population statistics, look at what the results tell us, and illustrate the issues behind the questions over the past 210 years.

Out of this World: Science Fiction but not as you know it – From 20 May – 25 September a new exhibition entitled Out of this World will be running.

The exhibition will explore science fiction through literature, film, illustration and sound. As well as challenging visitors' perceptions of the genre by uncovering gems of the Library's collections from the earliest science fiction manuscripts to the latest best-selling novels.

Growing Knowledge: The Evolution of Research – running until 16 July, growing Knowledge explores the use and value of digital technologies to support academic and other researchers. It showcases some never-seen-before innovative digital research services and tools. With researchers and visitors invited to join the debate and tell us what they think about these tools and technologies, and the services they want to experience from the library of the future.

Ask a Reference Team

We are currently introducing a new 'virtual' reference service, called 'Ask a Reference Team', offering an online enquiry facility. You can select the Reference team most suited to answer your query, and complete an online form that is sent directly to that team. Through this service, we're developing greater information partnerships with other reference services using this system within Higher Education, public libraries and some national libraries.

The current email links on the [Help for Researchers](#) pages on the Library website will be replaced with a link to the 'Ask a Reference Team' online form. This service will be fully available by the middle of May 2011.

Kate Ebdon 11/4/11