

Present: Keith Devrill (KD), Ian Johns (IJ), Keith Wilson (KW), Frances Hyde (FH), Davina Omar (DO), Stuart Heaton (SH), Emma Delaney (ED), Michael Smith (MS)

Chair: Frances Hyde

Minutes: Davina Omar

Apologies: Louise Graham (LG),

1) Welcome to new members and reminder of protocols

The meeting welcomed Davina and Emma to the group and all members introduced themselves. Frances reminded the group to keep all confidential matters internal to the committee membership and of the importance of being able to speak freely.

2) Matters arising from previous meeting

These have already been passed around the group and been agreed.

Additional comments on the minutes:

Academic survey: Agreement that this would be useful and could include similar questions to the standard one. This committee would then review the results.

Action: KW to put a document together and circulate to the group

3) Resource discovery systems

It was noted that some students/staff may be missing out on the publications included in CIS due to it not being currently integrated with RDS. Noted that librarians do promote it as another tool to use and the students/staff do find it beneficial. It was accepted that the academic community use CIS differently to the commercial environment and the need for all users to be able to access other information that is available from the home page. The situation is complicated by there being more than one RDS which may need different settings/protocols. Also within CIS there are documents that are not mainstream articles/reports that might not lend themselves to an RDS environment.

Discussion of a hybrid model of having mainstream documents within RDS systems and having value added documents only available through the CIS native database.

Noted that the platform for OHSIS will be changing over the next 12months (approx.).

Action: KW and MS to continue to look into this

4) CIS updates

Following changes to the CIS database, a handout has been produced to highlight the changes to users.

Action: Davina, Frances and Emma to send content to HD about specific things they think should be highlighted

RefWorks – Preliminary testing has been done with Endnote to see whether they can create a method of users being able to save records to import into reference management systems. This may require a lot of retrospective work for some of the older records. At the moment, they are not working on an export button from the database itself.

Action: MS and KW to work out a timescale for this work and investigate whether they can create a more seamless way of users exporting records.

They have received good feedback on the recent changes and will be reintroducing an advanced search option. Minor tweaks have been done to the search options, including changing the default to AND rather than OR and changing how the facets display.

Feedback from the main survey will be fed back to this group.

5) OHSIS updates

As noted earlier, the current platform will be changing. It will be on the same platform as IHS standards expert which may allow more integration of the products at a later stage.

IHS has recently acquired CyberRegs.

There have also been a number of changes to the management structure in IHS.

6) Communication of forthcoming updates and enhancements

It was noted that it is difficult to contact academic users as they don't have a personal username and password.

Possible solution is to have two reps per academic subscription in the model of Edina. One would be the finance team/subscriptions office and the other would be the librarian responsible for the product who would then be able to circulate the changes to the product to the users at the university.

Action: Frances to contact Edina about how they administer this

7) Promotion of HIS services via university intranets

Agreement that the posters are useful and could be placed on intranets/ university blogs etc.

Changes: Is it possible to have the contacts box amendable so each library can add their own contacts and web addresses for the product? Is it possible to have it in postcard format? Is it possible to have more snippets of publicity that can be used by universities in their social media (for example "85% of practitioners use CIS every day")

The publicity material could then be sent to the contact list (as described in 6 above)

Action: IJ to progress

8) AOB

Videos – IHS have a collection of over 100 videos (5 – 15mins long) that could be added to CIS if they would be useful.

Action: KW to send a demo to Frances, Emma and Davina

CIS have been having discussions with NEC3 to see whether they can negotiate including their produce in CIS.

AJBL – this is not going to be able to be added to CIS following discussions.

Direct links to Architects journal – is it possible to do this if it is made clear that the product is being provided by CIS?

Ian reminded everyone of the importance of educating users not to add their content to file sharing sites. More details are in the T&C of the license.

9) Date of the next meeting

Agreement to have meetings at the beginning of July and 2nd half of January.