

JIBS User Group Committee Meeting: Wednesday 2nd December. 2015

Taylor Room, Sydney Jones Library, University of Liverpool

Draft Minutes (Author Jane Cook)

In attendance: Elizabeth McHugh (chair), Adam Edwards, Maggie Johnston, Yvonne Cotton, Michelle Walker, Jane Cook, Cath Broadley, Nicola Tricker, Fiona Bowtell

	Notes:	Actions:
1.	Apologies for absence: Elaine Mulholland, Klara Finnimore, Julie Hamley.	
2.	Arrivals and departures – to include Enhancement Groups: Elizabeth welcomed Cath Broadly to the JIBs committee. Jane Cook agreed to take up the Secretary role from 2016, and Cath agreed to cover the mailing list administration while Klara is on maternity leave.	
3.	Minutes of the last ordinary meeting: agreed as a true record	
4.	Matters arising: one correction at item 10: the admin team should read 'Jisc Collections' not 'Cilip'. Item 6: Liz McH to chase Anna Vernon for an update. Other actions completed or are on the agenda.	EMcH
5.	Reports on liaison activity	
5.1	JISC Collections eResources Group (EIRWG) – Elizabeth McHugh: a report of a 7 th September meeting had been submitted prior to the meeting. Much of the content is confidential. Some difficult journal negotiations on going, with publishers seeming to be approaching institutions outside of agreements on a more regular basis. Jisc Collections continuing to work on behalf of the community to negotiate the best deals they can. Concerns expressed regarding Ebooks, and publishers identifying items as 'e textbooks' with 1 person user licenses. These are very difficult to manage in large institutions.	
5.2	EDINA – Elaine Mulholland – waiting for response from Edina: redacted minutes not yet available. Concerns expressed regarding the future of Jisc Media Hub and how that might be handled. Agreed it would be good to invite an Edina member to the next ordinary meeting in March (Post meeting note: EMcH has emailed Peter Burnhill to invite them)	EMcH
5.3	Eduserv – Nicola Tricker – Nothing to report	
5.4	Mimas – Julie Hamley – waiting on response from Anna Vernon, JISC Collections: a response had been received on this, and it appears that Mimas no longer have a Board as such, as they have been subsumed by Jisc Collections. Remove this group from the agenda and mark as inactive on our website.	EMcH YC
5.5	Research Councils – Maggie Johnston – reported that there has been a meeting and discussion of the future of the Research Councils, with cost reductions required. However, it is still unclear how this will look.	
5.6	FE: it is noted that we are again without an FE representative. The committee would like to try and keep up some engagement with the sector. (See item 11)	
6.	Reports on enhancement groups	
6.1	BSOL – Michael Whitton: no meeting to report.	
6.2	IHS – Frances Hyde – no meeting although they are trying to arrange one. Frances had said she was stepping down, but is still Chair at the moment. There is a possibility of Emma.Delaney@uwe.ac.uk taking over.	
6.3	EBSCO – Sarah Thompson and Ann Siswell – meeting 30 th November, so nothing new to report. (FB has asked ST if there were any headlines)	

6.4	<p>Ovid – Mark Clowes: no meeting. Post meeting email from Mark: The Ovid enhancement group hasn't met this year and I am uncertain of its future. Luke Collert (edited) has taken over as contact for the group.</p> <p>I have sent Luke (another) e-mail asking him to let me know whether he is willing to continue the group and that I would appreciate a response either way.</p>	
6.5	Proquest – Catherine Robertson : no meeting to report	
6.6	Scopus – Sarah Taylor / Klara Finnimore: no meeting to report	
6.7	<p>Web of Science – Michelle Walker- a meeting in progress at the same time as our committee meeting. Linda Humphreys attending on our behalf. There had been date changes at the very last minute, meaning that Michelle had already purchased train tickets to Liverpool and so did not feel she could attend. Linda was only going to be able to attend the first half of the meeting. Michelle also reported that they last minutes were not representative of the meeting, and points brought up by us had not been minuted. They had not been added later when requested. Issues do not seem to be being dealt with in the same way as they were historically. This group also do not pay expenses in the way other JIBs enhancement groups do, and the meetings are becoming more service updates than addressing comments and questions for the users. Discussion around terms of reference (TOR) for enhancement and liaison groups. Liz to contact Ross McIntyre to clarify the terms of reference for this group. For information: TOR for EIRWG: http://www.jisc-collections.ac.uk/About-JISC-Collections/Electronic-Information-Resources-Working-Group/Terms-of-Reference/</p> <p>It was noted that groups such as Proquest which were set up at our instigation, and with them agreeing our TOR for enhancements groups, seem to work and operate in a more mutually beneficial way.</p> <p>Post meeting note: our website information is out of date: http://www.jibs.ac.uk/wg.html</p> <p>Our terms of reference for enhancement groups are in our Google Docs committee folder but not displayed on our website</p>	<p>EMcH</p> <p>EMcH/YC</p>
7.	<p>Marketing and website: Yvonne reported that our email address info@jibs.ac.uk has gone wrong. It can no longer be hosted at UKOLN and RDM, who now host the website, cannot manage a forwarding email it seems. We had jiscmail recommended to us, but those addresses can not have emails sent to them by anyone. So not fit for purpose in this instance. Although we could just use our gmail. We wanted to keep the .ac.uk email address if at all possible. Our website is now displaying some personal work email addresses instead, for eg Adam's. The flyer is the only place where this is still visible. Yvonne will hide this on the website for now. It was also realised that a change of name for JIBs will render a lot more work in this area, so it was agreed to wait until after the AGM in February and then make more enquiries about what we could do. Renewals and invoicing though would be better handled with a generic address.</p> <p>Marketing ideas discussion: a rebrand will need a coordinated campaign. It was agreed that we would keep our colours and bubbles logo. This means that we will ask SeventyThree Design to help us again with making new items after the AGM. It was also agreed that everything would be electronic, no physical materials, apart from perhaps pens, would be made. (http://www.seventy-three.co.uk) Last time they supplied us with electronic letter headers and footers, a logo, a PowerPoint template and files for use on the website. We can't really do anything until after the name change is agreed, but the committee should all begin to think about the new design brief we will need for Vicki at 73. Other things to consider will be the Twitter fed, blog, website, jiscmail and name changes. We will need a communication plan.</p> <p>Jane found a toolkit n the University of Sunderland website: 7 points for developing your marketing strategy. http://www.slideshare.net/UniOfSunLib/toolkit-powerpoint-2013 http://sure.sunderland.ac.uk/3069/</p> <p>We could use this to develop our strategy.</p>	<p>YC</p> <p>ALL</p>

	<p>Discussion held around the things we will need to do to re brand and to raise our profile. What our USP? What matters most, events or liaison? How do we spread the word on the good and successful things we have done? Winning back lost subscribers, selling the benefits, re define our terms of reference?</p> <p>Agreed actions: Elizabeth will write to all University Librarians, all our existing members, and subscribers to JIBs Users. The main ideas would be: Voice of the users Collective voice of the community Independent Examples of benefits Examples of success eg BSOL Value for money on our price and what it includes Student level engagement</p> <p>It was also noted that we need to speak up more about the good things and successes. We need to report more to the community about what we do and be more visible. The AGM was recognised as a place to kick this off in Elizabeth’s Chair report. We also agreed to do a handout and a scrolling slide set Jane agreed to map our strategy to the 7 points of the tool kit.</p> <p>The last part of this discussion was around our accountability. Who should we be accountable to? This could help with raising our profile. Sconul seems an obvious place, though we expressed concern that there is no similar body anymore for FE. We agreed that co opting someone at director level to be our voice to Sconul would be a good thing. FB has talked to Nick Wooley about this in the past, taking in to account his former role with JIBs. Elizabeth to take this up with him again.</p>	<p>EMcH</p> <p>YC/FB</p> <p>JC</p> <p>EMcH</p>
<p>8.</p>	<p>JIBS Prize – update: 2 entries have been received. Maggie, Nicola and Elizabeth are reading them. Some discussion around eligibility of the entries. The TOR were discussed.</p> <p>http://www.jibs.ac.uk/prize.html</p> <p>It was agreed that these should be adhered to and a decision made by the judging panel regarding suitability of the entries.</p>	<p>EM, MJ, NT, EMcH</p>
<p>9.</p>	<p>Event Planning – for AGM / Workshop on 26th February: everything is in place for the event. Advertising has begun. Queries regarding fee payment: agreed that unusual request may be judged on merit by the Chair and treasurer. The admin post vacancy was discussed. Jane contacted Rachel Schulkins internally regarding the role. She came to see us, and has agreed to take the post. We need to supply her with log in information and list of what we want her to do.</p> <p>Hotel accommodation for those needing it needs to be sorted out. Nicola will coordinate the speakers information and details AGM: Elizabeth and Adam need to prepare reports. There is a set agenda and the draft minutes of last years are on the e website. Paperwork is usually supplied for the AGM. Discussion around if it could be emailed out in advance for people to print. Decided more secure to print and provide AGM details as it is for member sonly and we are likely to have none members attending. Agreed that event related eg the programme and evaluation could be emailed but AGM printed.</p> <p>July event: Elizabeth kicked off a discussion so that we can try and be ahead of the game as we will have a lot to do with the name change after the AGM. Week commencing 4th July was identified as a week to go for. Elizabeth will contact Jisc Collections about their space, which was ok, not perfect but free, and Nicola will contact ULU and Birkbeck about available space. The topic can be announced at the AGM: this will be on VFM, OA, APCs and research support. We decided we need: a directors view (suggestion Paul Ayris, UCL) A post 1992 institution experience (Middlesex) A Russell Group experience (Liverpool)</p>	<p>YC (Done)</p> <p>EMcH/FB</p> <p>All/AE</p> <p>NT</p> <p>EMcH</p> <p>NT</p> <p>EMcH</p> <p>AE</p> <p>JC</p>

	Jisc and APCs (Liam Earney or a someone he recommends) RLUK: approach David Prosser for a joint event and a speaker. A researcher: anyone know anyone??	EMcH EMcH ALL																								
10.	Treasurer's Update: accounts reported in good health. The closed year is with the auditor. Adam asked we bare in mind that 18 institutions took the 3 year deal. We need to try and keep up or increase our membership.																									
11.	Admin, finance, constitutional, roles, committee members, new name: mostly covered in other sections. Maggie will step down at the AGM as she is retiring next year. She will try and ID a Research Council replacement. We still have 3 spaces, we will hold Klara's space for her. We would like to have an FE person. Suggested that Elizabeth writes to our FE members to see if any would like to offer a person. A suggestion that they need not always attend, but be in touch electronically if that might help. Call for other volunteers at the AGM.	MJ EMcH																								
12.	Mailing list report: Cathy will take over the admin side of the lists. Klara to pass on relevant information.	KF																								
	<table border="1"> <thead> <tr> <th>List</th> <th>Members</th> <th>Subscribers joining in last 90 days</th> <th>Leavers in last 90 days</th> <th>No of posts in last 90 days</th> <th>No of posts in last year</th> </tr> </thead> <tbody> <tr> <td>LIS-JIBS-ADVISORS</td> <td>22</td> <td>0</td> <td>1</td> <td>4</td> <td>22</td> </tr> <tr> <td>LIS-JIBS-CTTE</td> <td>11</td> <td>0</td> <td>0</td> <td>303</td> <td>1115</td> </tr> <tr> <td>LIS-JIBS-USERS</td> <td>347</td> <td>9</td> <td>5</td> <td>28</td> <td>129</td> </tr> </tbody> </table>	List	Members	Subscribers joining in last 90 days	Leavers in last 90 days	No of posts in last 90 days	No of posts in last year	LIS-JIBS-ADVISORS	22	0	1	4	22	LIS-JIBS-CTTE	11	0	0	303	1115	LIS-JIBS-USERS	347	9	5	28	129	
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13.	AOB: <ul style="list-style-type: none"> JUSP and COUNTER4 compliance and ebooks raised by Nicola. Will ePub 4 help? Are publishers going to do it? A good kick off question for the AGM, also to pass to enhancement groups with ebook content eg ProQuest, Ebsco. Expenses: Adam reminded people posting expense claims to him to write DO NOT SCAN on the envelope so that he receives the originals. Requests from publishers for early commitment and payment on existing deals raised by Michelle. (BVD and Passport given as examples). Check if EduserV know about this, are publishers trying to get round existing deals and get cash up front? 	MW																								
14	Date and place of next meeting: AGM and event, University of London Union, Malet Street, London, WC1E 7HY, 26 th February, 2016 Next ordinary meeting: Middlesex University, Hendon, London. NW4 16 th March 2016																									