

Jibs User Group Committee Meeting 16th September 2010

UCL

Minutes

1. **Present:** Sue Cumberpatch, Louise Cole, Roger Hines, Joan Bird, Liz West, John Smith, Catherine Parker (minutes), Fiona Bowtell, Andria McGrath, June Hedges, James Caudwell, Elizabeth McHugh.

Apologies: Ian Mayfield, Mark Clowes, Liz Stevenson

2. **Minutes of the last ordinary meeting** (23 March 2010, Open University)

- Minutes approved

3. **Matters arising (not on main agenda)**

JISC Film and Sound Think Tank has been overtaken by 'Media Hub'.

FB has ordered more stationery for the next event.

Authentication details of Admin area of the website have been updated.

Ask MC for details if not sure.

AM contacted Proquest and Dan Dyer is happy for us to set up an Enhancement Group. If anyone from JIBS is interested please let AM know.

Representative details need to be updated on documents for the AGM – list of roles etc – **Action FB**

4. **Treasurer's Report**

Bank balances all healthy.

£3000 for stationery to be paid.

Sharing the June event with Eduserv paid off as we only paid £600.

FB and JC will be new signatories on the account in place of RH and IM.

Rooms booked for Hedley House hotel in York for December AGM and event at the King's Manor in York.

Renewal notices have been sent out to institutions.

5. **Admin issues; Finance; Constitution**

FB has written the final draft of the constitution which will then go to AGM to be ratified. Any issues need to be raised with FB before end October. **Action ALL**

JH suggested the minimum payment to be paid out without committee ratification should be raised to £400 - agreed

Admin support – Denise still hasn't invoiced for work carried out. JH to talk to IM about an appropriate payment. **Action JH and IM**

JH and FB are to have help with admin procedures at their institutions and they each have a member of staff in mind. Brief job descriptions will be drawn up and made into a formal relationship with an hourly rate agreed but no contract. SC to write formally to both members of staff.

Action JH, FB and SC

6. Committee membership and roles

Nominations for Vice Chair and Secretary have been agreed with Liz West taking the former and James Caudwell the latter. Discussion to be arranged between outgoing and incoming members to make sure everything covered. **Action FB, LW, LS and JC**

Discussion and voting followed regarding 3 new committee members. The three following new committee members were agreed: Catherine Robertson (Birmingham), Julie Hamley (West of England) and Nadine Edwards (Greenwich). It was noted that no one from FE came forward.

Marion Tattersall has stepped down from the Scopus Enhancement Group and Nick Woolley from Kings has stepped in. SC to write to NW about becoming a JIBS advisor **Action SC**

Liam Earney wants to set up a new enhancement group for IHS. RH happy to set up a group with a colleague as Sheffield has a strong construction subject area. RH to email **lis-jibs-users** to ascertain interest.

Action RH

SC reminded the meeting that the Journals and Ebooks group has been disbanded however Lorraine Estelle has asked JH to be on the new JISC E-resources group so we now need to nominate someone to be on the JISC Stakeholders group. SC will do it for a year. SC to write to Lorraine Estelle. **Action SC**

7. JIBS prize

RH had 4 submissions all of a high standard. An undergraduate Nicola Ransom won with 'Facets of user assigned tags and their effectiveness in image retrieval'. RH to invite NR to come to the December event and do a short presentation on it. Competition to be held again next year.

Action: RH

8. Follow up from June event held with Eduserv

71 people attended and 37 feedback forms received. Kept well to time, good venue and several comments on use of Twitter and laptops etc! Location of future workshops was discussed, Birmingham would be handy but London best for flights.

9. Meeting with Eduserv

Jenny Carroll was present at this part of the meeting and was thanked for helping organise the June event. JC then handed out her questionnaire results - better definitions of students and staff required, including franchise students. Need to meet with JISC to improve relationships. A discussion followed at length about licences and terminology. Jenny asked if an Eduserv person could be on the new Proquest group if it was formed; SRC said would need to be agreed by Proquest.

10. Events

Kings Manor in York has been confirmed as the venue for the December event with Garry Horrocks to chair. JISC have gone quiet about joining the event and will not contribute any finances towards it. Discussion of topic (Working together to manage e-resources in difficult times) and speakers. Publicity needs to be out by October. FB to put out emails to lists about the event. **Action FB**

Mini committee meeting on December 1st will be held at Kings Manor at 3pm. This will be a brief meeting which will not include any reports.

11. JIBS website and blog

MC sent apologies for this meeting so he will catch up at December meeting instead. JH will do demo of Google Docs which should be interesting **Action MC and JH**

12. Mailing lists

JB reported on the mailing lists situation. LW to be second in command to AM when JB steps down.

13. Reports on Enhancement Groups

A number of reports were circulated ahead of the meeting, so these were not discussed in detail.

WoS – mention of a Book chapters/citation info to be launched at Frankfurt Book fair. WoS version 5 out in January 2011.

14. Reports on JISC Working Groups

JH now rep on E-Resources Group, SC to be on Stakeholder Group.

MIMAS want to run workshops aimed at different levels of users and librarians. Next meeting to be held end November early December.

15. Reports on Liaison Activity

Education Image Gallery is to be merged with Film & Sound Online & News Online. As a result will get a very comprehensive package but will be costly.

16.**AOB** – there was no other business

17.**Date of next meeting** - 1st December King's Manor York at 3pm