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LCF TECHNICAL PANEL MEETING – Minutes
Location: GoToMeeting / Conference Call
Date and time: Wednesday 2nd May 2018, 2pm
Minutes taken by: Alaina-Marie Bassett

Present	Apologies
Alaina-Marie Bassett, BIC	James Breakell, D-Tech International
Francis Cave, Consultant	Marvin Crisp, D-Tech International
Catherine Cooke, Westminster Libraries	Paul Crisp, D-Tech International
Andrew Daye, SOLUS	Matthew Dovey, Ceridwen
Mick Fortune, Consultant (Chair)	Phil Farrell, 2CQR
Tony Halford, 2CQR	Ian Manson, Infor
Neil Johnson, Insight Media	Sophia Sophocleous, BIC
Karina Luke, BIC	Phillip Sykes, Bibliotheca
Colin Parker, Bibliotheca	Ian Young, Axiell
Dave Rowe, Somerset County Libraries	
Anthony Whitford, Capita	

1. **Apologies and introductions**
   MF welcomed the Group to the meeting and the apologies were delivered. TH of 2CQR was welcomed as a new member of the Group. It was agreed that a projector should be supplied for any future, face-to-face LCF Technical Panel meetings so GitHub can be displayed onscreen.
   ➢ **ACTION**: SS / AMB to ensure that a projector is provided for future, face-to-face meetings.

2. **Competition Law – Conduct Reminder**
   The Group was reminded about BIC's Competition Law Policy – to find out more about this policy, click here: http://www.bic.org.uk/149/BIC-Competition-Law-Policy/

3. **Review of minutes and follow up on actions from the previous meeting, 31st January 2018**
   The minutes from the previous meeting of this Group were approved without corrections.

4. **Review of activity and issues raised on GitHub**
   - Issue #76 – Referencing digital materials (rather than physical)
     FC noted that this is a new issue. He explained that this topic (relating to communications between libraries and content providers) was discussed at the most recent meeting of BIC and the NISO FASTEN Group (see Item 5, below), particularly in relation to the authentication of digital loans. He noted that a Uniform Resource Identifier (URI) will need to be provided to patrons to allow a digital product to be checked out. FC reported that a solution to this issue is required urgently for the NISO FASTEN Group. AW noted that digital products are typically catalogued at work-level rather than attributing them to a loan, however AD commented that SOLUS is provided with a temporary URL to check out digital products.
     ➢ **ACTION**: MF to forward the recent presentation on this topic to this Group, ASAP.
     ➢ **ACTION:** ALL to review MF's presentation and resolve this issue via GitHuB, ASAP.

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- Issue #75 – How should a manual charge be created?
  The Group signed off on the proposed solution to this issue.
  ➢ **ACTION**: FC to close this issue on GitHub, ASAP.

- Issue #68 – Authority ID
  AW noted that authority, in the context of this issue, relates to the identity of an authority; the issue is therefore regarding how to associate patrons with an authority and/or home-site. CC suggested that it would be advantageous for libraries to be able to associate a patron with both an authority and home-site, if required. FC noted that the entity which was set up previously to address this issue allows authorities to specify any number of locations and/or associated authorities. He questioned, however, whether items and patrons need to be referenced in the authority data model.

  AW stated that authorities should be contactable, although the 'Contact' functionality has not been fully implemented in LCF to date. FC agreed to add digital location (for digital products) to the 3 existing types of location that are available in LCF presently. The Group agreed that a contact entity in location is required also.
  ➢ **ACTION**: FC to draft the proposed changes for this issue and circulate to this Group / add it to GitHub for comment, ASAP.

- Issue #60 – Two-phased transaction process for payment
  It was noted that MD has added a milestone to this issue, as such a solution is not urgently required. The Group agreed not to discuss this issue for the time being for this reason.

- Issue #59 – Add notification mechanism
  FC noted that there are now 4 message alerts types in place for this issue, as well as a priority code, display type and audience code. CP noted that a flag is also required to indicate when a message has been read. AW noted that the flag would need to be assigned to each individual message, not the patron / authority. CC agreed, noting that libraries need to be able to send both bulk and targeted messages, and ascertain which recipients / patrons have read the message.
  ➢ **ACTION**: FC to add a flag to show which patrons a message has been read by.

- Issue #55 – Patron authorisations request
  FC noted that this issue – a solution for which was written up following the last meeting of this Group – relates to privileges rather than authentications. The issue is linked to #24 and #56. FC noted that any request for authorisations will receive a list as part of the payload; if a patron does not have any authorisations, an empty list will be sent. The error message '404' would only be returned in the event that a patron does not exist. The Group signed off on the proposed solution to this issue.
  ➢ **ACTION**: FC to close issues #24, #55 and #56 on GitHub, ASAP.

- Issue #54 – Add support for Family / Group patron accounts

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FC informed the Group that he has now added Patron Group and Patron Type within the patron entity to help detail associations; there are 4 association types currently however more can be added in future, if necessary. A label for Patron Group identified can be assigned to a whole group and a Lead Patron(s) can be assigned.

- ❖ **DECISION**: Some groups may not want to specify their type so it should be possible to leave this field empty, however the specification of a Lead Patron should be mandatory.
- ❖ **DECISION**: Consent (when joining a group type) does not need to be exposed in LCF.
- ➢ **ACTION**: FC to ensure that the LCF Group Type element is optional, and the Lead Patron element is mandatory.

5. **Update on BIC and the NISO FASTEN Group**

The Group was informed that a Sub-Group meeting took place on Tuesday 1st May 2018 to discuss next steps for the BIC & NISO collaboration. (See Item 4, Issue #76, above for more information about what was discussed during the meeting). MF noted that the actions taken from this meeting were circulated to the Sub-Group directly after the meeting.

6. **UK library data set / SOLUS' requirements (i.e. new elements / possible values) in order to build their app using LCF (NB: this app will be supplied free of charge and as open source)**

AD reported that he has not received feedback from this Group on SOLUS' requirements for LCF to date, however he noted that the addition of Contact to Location for Authority IDs (see Issue #68, above) will help. AD reported that SOLUS has been making progress with the government's Libraries TaskForce. The Group agreed that FC should review SOLUS' proposed solution, ASAP.

- ➢ **ACTION**: FC to provide feedback on SOLUS' proposal by Thursday 17th May 2018.

7. **A.O.B.**

- LCF extensions that have been developed without REST

It was agreed that the guidance for creating LCF extensions should be restated to ensure that organisations are aware that RESTful developments are recommended by the BIC LCF Technical Panel. Any new extensions should be submitted to this Panel for discussion, as per the LCF mandate. FC noted that there are two policies: one for non-RESTful developments and another for functionality that isn't catered for by LCF at present. MF suggested that the "How Do I Register an Extension to LCF" and "FAQ" LCF webpages should be promoted fully going forwards. In addition, this information can be included in the forthcoming LCF newsletter.

- General Data Protection Regulation (GDPR)

The Group agreed that GDPR should be addressed by this Panel as a priority going forwards since LCF's encryption / security will prove useful. AW noted that by addressing GDPR, LCF will be able to seize this marketing opportunity.

- ➢ **ACTION**: CC to reference LCF's encryption in her presentation at the forthcoming CILIP Conference in July 2018.

- LCF PlugFest

The Group agreed that, now Patron Authorisations Request (see Issue #55, above) has

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been signed off, this event should be discussed more fully. KL suggested that the event should take place in autumn 2018.

➢ **ACTION**: AMB to ensure that the LCF PlugFest is included on the agenda for the next meeting of the BIC LCF Review Group.

- LCF v1.0.1

NJ suggested that the BIC LCF Review Group should look to sign off on LCF v1.0.1 and that this measure may encourage further adoptions of the LCF standard and may indirectly assist with LCF extensions. KL suggested that a schedule of work should be written to identify the steps that need to be carried out in order for the v.1.0.1 to be signed off. AW noted that this Group has 9, remaining, open issues but suggested that only 5 should be incorporated into v1.0.1.The Group considered whether documentation for v1.0.1 is required, noting that all the relevant information is available via GitHub presently.

➢ **ACTION**: Going forwards, ALL to agree a schedule of work for the publication / release of LCF v1.0.1 and agree whether this work needs to be documented on the BIC website.

➢ **ACTION**: AMB to add "LCF v1.0.1" to the agenda for the next LCF Review Group meeting with a view to v1.0.1 being signed off during that meeting.

AW noted that SOLUS' proposal would not currently be included in v1.0.1 because it hasn't been raised as an issue on GitHub. NJ suggested that a conference call on this topic should be held once FC has reviewed the SOLUS proposal document.

➢ **ACTION**: AMB to set up a Sub-Group conference call to discuss this item which must take place after 17th May but before 31st May 2018.

Post-Meeting Update: This Sub-Group meeting will take place on Tuesday 22nd May 2018.

➢ **ACTION**: ALL interested parties to attend this Sub-Group meeting, once scheduled.

8. **Date of next meeting**

The next meeting of this Panel will be scheduled following the forthcoming meeting of the BIC LCF Review Group on Thursday 31st May 2018.