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BIC LIBRARY SUPPLIERS (GOVERNMENT TASKFORCE) LIAISON GROUP MEETING – Minutes
Location: 1 Horseguards Road, London SW1A 2HQ
Date and time: Wednesday 29th November 2017, 2pm
Minutes taken by: Alaina-Marie Bassett

Present
Alaina-Marie Bassett, BIC
James Breakell, D-Tech International
Richard Burkitt, EBSCO (guest)
Catherine Cooke, Westminster Libraries
Andrew Daye, SOLUS (delegate)
Richard Debenham, EBSCO (guest)
Mick Fortune, Consultant (Chair)
John Garland, Bournemouth Libraries (guest)
Eric Green, BDS
Andrew Hall, OCLC
Kate Hayman, Civica
Neil Johnson, Insight Media Internet Limited
Ayub Khan, Warwickshire County Council
Charlotte Lane, DCMS
Karina Luke, BIC

Ian Manson, Infor
Barbara Pacut, SirsiDynix
Darren Ratcliffe, Bibliotheca (dialled in)
Kathy Settle, DCMS

Apologies
Andrew Appleyard, British Library
Sheila Bennett, DCMS
Colin Carter, Innovative
Julia Chandler, DCMS
John Kelly, Axiell
Foluke Oshin, DCMS
Karen Reece, Capita
Simon Richardson, DCMS
Neil Wishart, SOLUS

1. **Welcome and Apologies**
   The Group was welcomed to the meeting and the apologies were delivered.

2. **Review of minutes and follow-up on actions from the last meeting – Friday 21st July 2017**
   - Update from the Society of Chief Librarians (SCL)
     AK reported that the standard text (about suppliers having a single, digital sign-on solution) has now been agreed by SCL; library services will be advised to add this text to all of their tenders going forwards. This standard text will now be discussed as part of the single, digital sign-on pilot that is underway at Bournemouth Libraries, which SCL and JISC are collaborating on.

3. **Governance of this Liaison Group**
   MF reported that this Group will continue to be governed by BIC. Any representatives from organisations which are currently not in BIC membership will therefore need to join BIC in order to participate going forwards. KS and AK agreed. KL noted that a BIC Terms of Reference (ToR) document will now need to be written for this strategic Group, detailing its purpose, its timeline, its prospective achievements, etc. AK noted that this Group will form a metaphorical bridge between library suppliers and the work of SCL on digital aspects of the library supply chain. KS noted that the Group's intention should be to provide the best library service possible in the face of the government's recent funding cuts. The Group suggested that library suppliers will benefit from attending the meetings of this Group in order to gain insight into libraries' requirements (which will inform their long-term planning decisions), and to remain informed about the work of the SCL and

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the Libraries TaskForce. It was noted that this Group's discussion is based exclusively on topics relevant to public libraries.

❖ **DECISION**: This Group's progress should be reviewed on an annual basis.
❖ **DECISION**: This Group should continue to meet approximately every 4 months.
➢ **ACTION**: KL to produce a draft ToR document for this Group ASAP, and circulate it to this Group for their review and sign off.
➢ **ACTION**: KL to include the frequency of meetings for this Group in the ToR document.

4. **The British Library's (BL) Single Digital Presence (SDP) project**
On Wednesday 30th August 2017, the BL issued a press release announcing the 18-month timeline for its scoping project to establish the demand for and possible shape of a 'single digital presence' for UK public libraries. Full press release, here: https://www.bl.uk/press-releases/2017/august/single-digital-presence-announcement. It was noted that the Arts Council England (ACE) and the Carnegie UK Trust (CUT), which are both funding the BL project, are looking to establish the potential and scope for a UK-wide platform which will provide access to local collections and services. Once the BL's project is completed, a statement about the feasibility of a SDP will be released.

The Group was informed that the BL is now in the process of holding interviews for the SDP Project Manager, so the SDP meetings will begin in early 2018. It was confirmed that the BL is keen to engage with the work of this Liaison Group and will use it as a consultation mechanism going forwards. The Group agreed that it would not be possible to predict the outcome of the SDP project however libraries, library suppliers and stakeholders will need to buy-in to the solution that is produced (with an intention to adopt and/or maintain the standard / technology going forwards). They agreed that the solution will need to support both national and local organisations equally. MF also noted the BL will need to engage with other national authorities about the SDP project as an essential measure. The output of the SDP project will be a specification document. KS noted that the project will look to establish the financial viability / funding models for the SDP solution, including its future maintenance.

5. **New models for Library Management System (LMS) procurement – a proposal from Ken Chad (KC)**
On Tuesday 17th October 2017, a sub-Group of this Group met via conference call to discuss the production of a refreshed specification for LMS procurement. MF noted that he recently wrote a procurement document for Ireland which may be seen as a conflict of interest with this work and offered to leave the meeting (during the discussion of this item), however the Group agreed that, since the LMS procurement work will go out to tender in due course, MF's previous work does not pose an issue.

The Group was informed that KC has now proposed a review of stakeholder engagement with LMSs, which MF suggested may be more appropriate for BIC or SCL to carry out. The Group suggested that a list of deliverables for this procurement specification work should be produced which reflects libraries' capabilities and requirements. AK suggested that there is a possibility that SCL may fund the specification however, now this procurement proposal has general support, KS suggested a tender should be produced to obtain government funding instead. KH noted that the ideal candidate for this role will have experience in writing technical documents first and foremost (rather than library

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experience). It was suggested that BIC might apply for the tender however KL noted that this work would need to fit into BIC's strategy for 2018. It was noted that the proposed tender document should be more about outcomes, and that practitioner involvement is wanted in the process.

KS informed the Group that there is a standard template (2-pages maximum) for the tender. The Group suggested that submitting a bid for the tender could be carried out collectively by the BIC Libraries Committee in due course. They agreed that any refreshed LMS procurement specification cannot take potential new / forthcoming standards into account – only those currently in existence.

➢ **ACTION**: AMB to add "Writing a procurement tender document (for public libraries)" to the agenda for the forthcoming meeting of the BIC Libraries Committee.
➢ **ACTION**: MF to dial-in to the next meeting of the BIC Libraries Committee to participate in the discussion for this topic.
➢ **ACTION**: AK to collate and circulate a list of the individuals that will be involved in / on the Steering Group for the new models for procurement project.

6. **Developing a common platform to expose library holdings on the internet**
It was noted that JG will be employed by Jisc from January 2018 onwards to continue work on the single, digital sign-on pilot at Bournemouth Libraries. AK noted that SCL has produced a short video to explain what the creation of a single, digital sign-on will achieve; which the Group watched during the meeting. It was reported that a total of three libraries now have live pilots underway, which Capita, Civica and other library consortia are involved with. In addition, Axiell Ltd will dedicate time to the single, digital sign-on in December 2017 in order to begin a pilot.

JG noted that the single, digital sign-on solution should be fully automated to work without the need for intervention, and MetaValue will carry out an independent evaluation on the viability of the single, digital sign-on in due course. JG stated that the next Jisc meeting on this topic will take place on Friday 1st December 2017 and a representative will need to speak with KL regarding BIC's Library Communication Framework (LCF) as a matter of urgency. It was noted that SCL is in the process of writing to publishers to ensure they are well informed about the forthcoming changes for libraries. AK noted that the single, digital sign-on solution will be priced reasonably and that the Access Management Federation will also be involved.

- Impact of Westminster Libraries' implementation
CC informed the Group that TriBorough Libraries converted a copy of their catalogue data using BIBFRAME, which has been fully available since Tuesday 1st August 2017. Research was carried out on the three authorities forming TriBorough Libraries to ascertain the levels of use of the catalogue. CC reported that in 2016 the top referral website was WorldCat, whilst in 2017 it was BLUEcloud Visibility.
➢ **ACTION**: CC to send information about TriBorough Libraries' linked data to AMB for circulation.
Post-Meeting Update: This information was circulated to the Group on Friday 1st December 2017.

CC noted that in order to search the catalogue data, patrons do not need to be in Westminster, Kensington & Chelsea or Hammersmith & Fulham. She noted that MARC data cannot be used by Google, so linked data works well in its place. KS suggested that it may be possible to showcase

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the implementations going forwards to raise awareness about the benefits. KH and IM agreed, noting that both Civica and Infor have provided implementations to date. It was suggested that TriBorough Libraries could write a blog about its implementation to raise awareness also.

➢ **ACTION**: CC to liaise with her colleagues regarding the writing of a blog about the implementation and report back, ASAP.

- Impact of implementation at a Dutch library

   CC confirmed that she will circulate information about the impact of the Dutch library's implementation shortly; the library supplied a document previously containing monthly figures and carried out a presentation on its implementation at a recent SirsiDynix conference.

   ➢ **ACTION**: CC to circulate information about the implementation, ASAP.

7. **Establishing a single, eBook delivery platform**

   KL reported that the next meeting of the BIC Technology Excellence in Libraries Award (TEiLA) Accreditation Panel will take place on Monday 18th December 2018, where the Panel will discuss the plans for the new scheme. KL asked the Group to inform her of any additional questions that should be incorporated into the scheme. KH suggested that a question regarding any implemented APIs and which harvesting platform organisations use could be added to the scheme.

   ❖ **DECISION**: The Group agreed that the launch of the TEiLA Accreditation Scheme should not wait for the results of the BL's SDP project.

   ➢ **ACTION**: AMB to add "Inclusion of a question regarding APIs and the harvesting platforms being used by libraries" to the agenda for the next meeting of the TEiLA Accreditation Panel.

   It was noted that TriBorough Libraries' eBook data is successfully incorporated into its catalogue using the LMS harvesting application. AK confirmed that other libraries provide digital content from multiple suppliers. BP noted that the technology for authorisations already exists however access to eBooks will need to be improved going forwards as part of the BL's SDP project. KH noted that the barrier which needs to be overcome is the requirement for each organisation to have an account with each publisher, and for every library user to create their own individual account with each supplier offered by the library service to which they belong.

   - Better Connected Local Government (BCLG) report

     KS reported that further information regarding the BCLG report was not requested and further feedback was not received following the last meeting of this Group. As such a presentation will not take place on this report going forwards.

8. **Libraries Core Dataset (LCD) / Public Lending Rights (PLR)**

   A paper on this topic, kindly written by CL of the Libraries TaskForce, was circulated to this Group on Monday 27th November 2017. KS noted that the Libraries Taskforce will be running 4 pilots in early 2018 to support the development of the LCD, and that library suppliers will help to develop the schema in due course. She noted however that not all elements of the core dataset are able to be automated and that a discussion will need to be held to ascertain where LCF fits into the LCD. KS noted that the Libraries TaskForce is looking to support libraries in publishing their own data in a consistent format. This project will test the best ways to do so.

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➢ **ACTION**: CL to circulate a full list of the libraries (and suppliers / authorities if applicable) that are involved in the pilots for the core library dataset.

- Proposal for future product presentations

It was noted that the next Libraries Taskforce meeting will take place before the end of December 2017 – another meeting of the TaskForce (including guests invited from this Liaison Group by KS) will then take place in mid-January 2018 where suppliers and authorities will be invited to discuss the proposed schema and pilots further; it was noted that a representative from the BL and also BIC will attend this meeting, although it will not be a BIC meeting. KS suggested that the meeting could provide an opportunity for library suppliers to show their progress and/or showcase their products. KL noted that BIC must remain neutral so all library suppliers should be given the opportunity to present if a showcase is agreed upon. MF noted that a day of supplier presentations was proposed previously. The Group agreed that the presentations should not go ahead in relation to this BIC Group due to their commercial nature.

➢ **ACTION**: KL to include a statement relating to the exclusion of commercial presentations from meetings of this Group in the BIC ToR document.

9. A.O.B.

- Society of Chief Librarians (SCL)

AK noted that SCL has now agreed to join BIC as an affiliate member. KL suggested that she should attend the next SCL Executive meeting, once a date is secured.

➢ **ACTION**: KL to invoice SCL for its affiliate BIC membership from January 2018 onwards.

- Representation on this Group

AK asked whether more public libraries in BIC membership should be approached to attend the meetings of this Group going forwards. The Group agreed that further representation is not required at this time.

- Minutes from the last meeting

AK noted that SCL's project will be live in 12 months' time, i.e. in January 2019. He asked MF to amend the last met of minutes accordingly.

➢ **ACTION**: MF to amend the last set of minutes for this Group to reflect that the Single Digital Sign-On project will be live in approximately 12 months' time, i.e. January 2019.

10. Date of next meeting

➢ **ACTION**: KS to liaise with the BL regarding its SDP project and report back, in order for this Liaison Group to ascertain when its next meeting should be.