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BIC LIBRARIES COMMITTEE MEETING – Minutes
Location: CILIP Building, 7 Ridgmount Street, London WC1E 7AE
Date and time: Thursday 21st September 2017, 2pm
Minutes taken by: Sophia Sophocleous

Present	Apologies
Alaina-Marie Bassett, BIC	Angela Belham, Bertram Group
Karen Carden, UAL London	Rachel Dempster, Falkirk Library
Catherine Cooke, Westminster Libraries (Chair)	Niamh Doran, Civica
Mick Fortune, BIC Consultant (Guest) (dialled in)	Eric Green, Bibliographic Data Services
Paul Harrison, Norfolk Library & Info. Service	Andrew Hall, OCLC
Darren Ratcliffe, Bibliotheca (dialled in)	Stuart Hunt, Representing CILIP
Heather Sherman, Bertram's Group	Karina Luke, BIC Barbara Pacut, SirsiDynix
Sophia Sophocleous, BIC	Ian Manson, Infor
	Kathryn Pattinson, Askews & Holts
Resigned from this Committee	Terry Willan, Capita
Paul Dalton, Bibliotheca	Ian Young, Axiell
Catherine Williams, Buckinghamshire New Uni.	

1. **Welcome and Apologies**
   CC welcomed the Group and delivered the apologies. She noted that PD of Bibliotheca and CW of Buckinghamshire New University have now resigned from this Committee and on behalf of the Group expressed gratitude for their contribution to the Committee. CC welcomed Darren Ratcliffe of Bibliotheca to the Committee as a new member.

2. **Competition Law – Conduct Reminder**
   The Group was reminded about BIC's Competition Law Policy – please click the following link for more information regarding this policy: http://www.bic.org.uk/149/BIC-Competition-Law-Policy/

3. **Reviewing the new application to join this Committee from Nick Forster (NF) of W.F. Howes**
   AMB noted that ND, RD and KP (who were unable to attend today's meeting) approved NF's application via email. She commented that it would be useful to have an eBook retailer represented on the Committee.
   ❖ **DECISION:** The Group approved the application of Nick Forster.
   ➢ **ACTION:** AMB to inform Nick Forster that his application has been approved by the Group.

4. **Review minutes and follow up on actions from the last meeting**
   The minutes from the last meeting of this Committee, which took place on Thursday 18th May 2017, were approved without correction. The actions from the meeting were discussed as follows:

   - EDI messages
     ➢ **ACTION CARRIED OVER**: HS and SE to look into documenting the key elements for each EDI message once the new BIC website has launched.

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- RFID Privacy Code of Practice document
  The Group was informed that CC, CW and KC reviewed the wording of the RFID Code of Practice, in relation to academic and speciality libraries, following the last meeting of this Committee. CC noted that 42 individuals have registered to receive the BIC RID Code of Practice toolkit to date. AMB noted that she is pleased with the response rate. KC reported that Paul Dalton of Bibliotheca has been promoting the Code of Practice.

- CILIP Conference 2017
  CC noted that unfortunately the BIC Library Communication Framework (LCF) was not discussed at the most recent CILIP Conference, as the invitation to speak had been offered too late and volunteers were unavailable.

- Updating UKSLC in line with *Thema* codes
  ➢ **ACTION:** SS to circulate the minutes from the most recent meeting of the UK *Thema* National Group and a link to the *Thema* interactive browser to this Committee, ASAP.
    *Post-Meeting Update: SS circulated the minutes and link (*https://ns.editeur.org/thema/en*) alongside the actions taken from this meeting.*
  ➢ **ACTION:** SS to liaise with EG regarding his investigation into which organisations are currently supplying UKSLC, BIC and *Thema* codes in their feeds and to report back to this Committee.
    Post-Meeting Update: EG has asked BDS's IT team about this.

5. **Update on the latest meeting of the BIC Library Suppliers (Government TaskForce) Liaison Group**
   MF noted that the BIC Library Suppliers Liaison Group last met on Friday 21st July 2017 where its governance and membership was discussed; a meeting between BIC and LCF members on Tuesday 17th October 2017 will take place to discuss this further. MF reported that the British Library (BL) is now working on a project concerning single digital presence. He suggested that it may be useful to invite a delegate from the BL to the forthcoming BIC meeting to find out more about the project. MF requested that this Committee provide him with relevant contact details for the BL.

   MF noted that feedback from this Committee regarding the scope of the BIC Library Suppliers Liaison Group and its involvement with the BL project would be appreciated. He added that the British Library may appreciate BIC's involvement. The Group agreed. CC raised the importance of linked data in this regard, noting that SirsiDynix and Zepheira use linked data to help facilitate searches for books. CC noted that the World Catalogue is another option but the customer would need to be on the World Catalogue website in order to search. KC noted that single digital presence needs to be standards based. MF informed the Group that Get Book, recently released in the USA, appears on book searches in Google and allows the customer to borrow that book (this applies to eBooks rather than physical books).
   ➢ **ACTION:** ALL to provide MF with contact details for the BL.
   ➢ **ACTION:** MF, CC and KL to discuss the next steps for the BIC LCF Review Group after its next meeting on Thursday 28th September 2017.
   ➢ **ACTION:** SS to circulate the minutes from the most recent meeting of the BIC Library Suppliers Liaison Group to this Group, ASAP.
     Post-Meeting Update: SS circulated the minutes alongside the actions taken from this meeting.

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6. **Update of Review Groups**
   - LCF Technical Panel
   MF noted that this Technical Panel will meet next on Tuesday 26th September 2017. He provided an overview of the Panel's work to date, noting that the Panel developed LCF on GitHub. The LCF GitHub page can be accessed here: https://github.com/anthonywhitford/bic-lcf

   - LCF Review Group
   MF noted that this Review Group will meet next on Thursday 28th September 2017. CC informed the Group that she and PH had worked on a draft case study for billing and payments. CC noted that she thinks LCF would be the perfect solution for this issue.

7. **Update of Task & Finish Working Groups (T&FWGs)**
   - TEiLA Review T&FWG
   AMB informed the Group that the development of the new BIC website has been paused due to unforeseen circumstances and that the BIC Executive Board is currently deciding on next steps. AMB noted that the launch of the BIC TEiLA Accreditation Scheme is dependent on the new website. CC speculated whether the TEiLA Review T&FWG should delay accreditation for another year. KC noted that it would be a shame to wait another year and suggested attaching a web form to the current BIC website, as a temporary alternative to anything more sophisticated.

   Discussion was had regarding possible "Plan B" formats for the survey / application form including SurveyMonkey, PDFs, Microsoft Excel spreadsheets, etc. PH noted that using SurveyMonkey poses a risk in terms of the General Data Protection Regulation (GDPR). CC offered to find out how Westminster Libraries create its surveys and report back to the Committee. The Group agreed that the next meeting of the TEiLA T&FWG could wait until the BIC Executive Board reaches its decision about the BIC website.
   ➢ **ACTION:** AMB to liaise with KL and Simon Edwards (SE), BIC Consultant, to discuss the next steps for the TEiLA T&FWG, following the next meeting of the BIC Executive Board.
   ➢ **ACTION:** CC to find out how Westminster Libraries create its surveys and report back.
   Post-meeting update: CC informed BIC that Westminster Libraries uses ORC International to develop its CIPFA PLUS survey.

   - Library Web Services T&FWG
   CC informed the Group that this T&FWG is currently producing a definitive list of existing APIs which are in use in the UK. CC noted that the Group had identified the following areas as top priorities for BIC Library Web Services developments: EDI, quotes (including invoices) and price and availability. AMB reported that Matthew Dovey (MD) of Ceridwen had suggested that BIC should liaise with the NISO FASTEN (Flexible API STandard for E-content NISO) Working Group – which is currently in the process of identifying existing APIs also – in an effort to avoid any unnecessary duplication of work. She noted in addition that the T&FWG suggested at its last meeting that representative from Bibliotheca would be beneficial on the BIC project.
   ➢ **ACTION:** AMB to liaise with DR regarding Bibliotheca joining this T&FWG.

   - RFID Privacy T&FWG

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AMB noted that KL is liaising with Nick Pool of CILIP regarding the forthcoming CILIP Privacy Briefing 2017, which will take place on Tuesday 28th November 2017, to see whether BIC can present on RFID Privacy. AMB informed the Group that she will create a flyer for the BIC RFID Privacy toolkit for dissemination at this event.

➢ **ACTION:** AMB to create a flyer for the BIC RFID Privacy toolkit and circulate to the RFID Privacy T&FWG for feedback, ASAP.
Post-Meeting Update: The BIC RFID Privacy toolkit flyer was circulated to this T&WG on Wednesday 18th October 2017 for feedback.

MF informed the Group that he has received emails from Irish libraries regarding the issues they are facing as they create a National Library. MF speculated whether a standard for creating a National Library should be created. CC suggested running a BIC Breakfast on the topic, adding that this could also tie in with RFID and NFC.

➢ **ACTION:** AMB to look into running a BIC Breakfast concerning the technical issues when creating a National Library (which could tie in with RFID and NFC).

8. **Watching Briefs**
   - Near Field Communication (NFC)
   MF noted that there will be a NFC app for Android smartphones shortly and that Apple has announced that it will be releasing an NFC chip for iPhones. CC noted that Collection HQ is launching Gizmo (from SOLUS), an Android hand-held device which will have the ability to read RFID tags. CC speculated how long it would be before a similar app is created. DR noted that apps providing self-service are a long way off as not all library customers have smartphones. MF noted that while an app providing self-service may not replace kiosks it may replace mini-kiosks.

9. **Update from BIC Library Technical Implementation Clinic (LTIC) meeting**
   AMB noted that eBook ordering in EDI, which was previously being dealt with by BIC LTIC, has now been passed onto the BIC Library Web Services T&FWG. She noted that a survey was produced which suggested that libraries would be able to implement APIs into their systems in 1-3 years' time, as such BIC will not develop EDI further to facilitate eBook ordering. CC noted that older issues being dealt with by the LTIC, primarily those from 2013, have now been dismissed. AMB encouraged the Group to inform her of any issues their organisations and/or trading partners may currently be experiencing.

➢ **ACTION:** ALL to raise any technical issues (including EDI / TRADACOMS / APIs / etc.) which are currently being experienced by their organisation and/or business partners with the LTIC, ASAP. Please email AMB regarding these issues so they can be added to the agenda for the next meeting of the LTIC on Thursday 18th January 2018.

10. **Update from BIC Library Metadata Group**
    The most recent meeting of the BIC Library Metadata Group took place on Tuesday 13th June 2017. AMB informed the Committee that she received an email update from TW prior to this meeting. In summary, she reported that the BIC Library Metadata Group reviewed the outcomes from the last MARC Advisory Committee (MAC) meeting, into which the Group feed their comments on MARC update papers and the subsequent MARC format updates. These were mostly in line with the

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Group's recommendations. In addition, the BIC Library Metadata Group reviewed the papers on the agenda for the imminent MAC meeting. These included further developments to support the inclusion of URIs for entities referenced in MARC records, as well as proposals on some specific areas such as cartographic information and accessibility content. The Group also briefly exchanged information and opinions on BIBFRAME, which continues to development incrementally with no major news to report on it.

➢ **ACTION:** SS to circulate a link to the minutes from the last meeting of the BIC Library Metadata Group: https://docs.google.com/document/d/1zDX5dCkR2o_0RWFWWjQ9tTP4ntBUVpn2hLMO4wqm_IM/edit

11. **Update from the BIC Training, Events and Communications (TEC) Committee**
- BIC Breakfasts for libraries

AMB reported that the recent BIC Breakfast on RFID Privacy, which was kindly sponsored by Axiell Ltd, was well attended and had attracted a number of viewers on Periscope / Twitter. She added that feedback on the event had been very positive and gave her thanks to the speakers for this event (who included CC, KC, SE and PD). AMB informed the Group that a BIC Breakfast on EDI and Enhanced Metadata will take place Wednesday 27th September 2017, at which CC, Doug McMillan of ProQuest and John Garrould of the Bertram Group will be speaking. AMB encouraged the Group to consider and put forward suggestions for library-specific topics for future BIC Breakfasts.

➢ **ACTION:** ALL to provide AMB with suggestions for library-specific BIC Breakfasts in 2018, ASAP.

12. **Updating UKSLC in line with *Thema* codes**

CC noted that this topic was raised at her most recent meeting with CollectionHQ. She noted that Westminster Libraries use UKSLC, which does not currently line up with *Thema*. AMB noted that the production of a mapping for UKSLC and *Thema* may be possible and that BIC will liaise with Nielsen and BDS regarding this.

➢ **ACTION:** KL to discuss the next steps for UKSLC and to consider liaising with Nielsen and BDS regarding potential mapping from UKSLC to *Thema*.

13. **Update on EDI training**

CC noted that KL circulated an up-to-date spreadsheet of costs for the proposed BIC EDI training course prior to this meeting; this course could be either a face-to-face course or a webinar. It was noted that a webinar would be easier for public libraries to attend although KC suggested a hybrid approach could be adopted. CC and KC both offered to be involved in the event, if required.

14. **Round-the-table update from all Committee members on areas of interest for BIC libraries**

The Group did not have anything further to report.

15. **A.O.B.**

The Group did not have any other business to raise.

16. **Date of next meeting**

Thursday 14th December 2017.