

**BIC LIBRARIES COMMITTEE MEETING – Minutes**

**Location:** PLS, 1<sup>st</sup> Floor, Barnard's Inn, 86 Fetter Lane, London EC4A 1EN

**Date and time:** Thursday 14<sup>th</sup> December 2017, 2pm

**Minutes taken by:** Sophia Sophocleous

---

**Present**

Karen Carden, UAL London  
Catherine Cooke, Westminster Libraries (Chair)  
Rachel Dempster, Falkirk Library  
Mick Fortune, BIC Consultant (Guest) (dialled in)  
Andrew Hall, OCLC  
Paul Harrison, Norfolk Library & Info. Service  
Stuart Hunt, Representing CILIP  
Karina Luke, BIC  
Ian Manson, Infor  
Kathryn Pattinson, Askews & Holts  
Darren Ratcliffe, Bibliotheca (dialled in)  
Heather Sherman, Bertram's Group  
Sophia Sophocleous, BIC  
Terry Willan, Capita

**Apologies**

Alaina-Marie Bassett, BIC  
Niamh Doran, Civica  
Nick Forster, W.F. Howes  
Eric Green, Bibliographic Data Services  
Barbara Pacut, SirsiDynix

**1. Welcome and Apologies**

CC welcomed the Group and delivered the apologies. CC welcomed Nick Forster of W.F. Howes to the Committee as a new member in absentia. CC noted that Angelie Torne (AT) of Taylor and Francis had been invited to this meeting as a guest, to discuss ebooks in libraries, but was unable to attend. KL suggested inviting AT to the next meeting of the BIC Libraries Web Services Task & Finish Working Group (T&FWG).

- **ACTION:** KL to invite Angelie Torne (AT) of Taylor & Francis to join the membership of the BIC Libraries Web Services Task & Finish Working Group (T&FWG).

**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. 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 21<sup>st</sup> September 2017, were approved with one amendment to change the wording 'National Library' to 'single digital library presence' on page 4. The actions from the meeting were discussed as follows:

- EDI messages

The Group agreed the following action should be carried over until the new BIC website has been launched.

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

- RFID Privacy Task & Finish Working Group (T&FWG)

KL noted that AMB is looking into running a BIC Breakfast concerning technical issues when creating a single digital library presence. The Group agreed that the wording 'National Library' as it appears in the minutes from the last meeting of this Group, should be amended to 'single digital library presence'.

*Post meeting update: If this topic is related to the British Library's Single Digital Presence project then it will not be appropriate for BIC pursue an event on this topic. BIC will however run a BIC Breakfast on library web services once there are APIs to promote.*

- **ACTION:** SS to amend the minutes from the last meeting, changing 'National Library' to 'single digital library presence', and to circulate to the Committee.

- Update from the BIC Library Technical Implementation Clinic (LTIC) meeting

- **ACTION CARRIED OVER:** 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.

**4. 'Plan B' for the TEiLA accreditation scheme (in absence of the new BIC website)**

KL informed the Group that unfortunately plans for the new BIC website will not be going ahead. She noted that there will be a conference call meeting with the BIC TEiLA Accreditation Panel on Monday 18<sup>th</sup> December 2017, to discuss next steps for the Scheme to discuss and agree what can be achieved with the existing BIC website.

**5. Update on the latest meeting of the BIC Library Suppliers (Government TaskForce) Liaison Group**

MF noted that the Liaison Group had last met on 21<sup>st</sup> July 2017. Amongst other items, the Liaison Group had discussed their governance and Terms of Reference and agreed that BIC should govern the Group.

MF reported that the production of a refreshed specification for LMS procurement had been discussed by the Liaison Group. KL noted that the 2 options for BIC are: BIC could either be involved in producing the tender paper, or bid for the tender (as produced by another organisation) in order to carry out the project. KL and CC asked the Group for their thoughts on which of the two options BIC should focus on. CC noted that there is a risk that if BIC does not bid for (and win) the tender, the organisation that does may not know of BIC, and therefore BIC may have no involvement in its implementation at all. KC suggested that the Taskforce define the scope of the Project (i.e. write the tender paper) and BIC could then bid for the project. The Group agreed.

- **ACTION:** SS to circulate the minutes from the last meeting of the BIC Library Suppliers Liaison Group.
- **ACTION:** KL to let Kathy Settle (KS) and Ayub Khan (AK) of the Libraries TaskForce know the Group's decision that the TaskForce should write the scope/tender paper for the LMS review project, giving BIC the option to bid for the project.

## 6. Update of Review Groups

### - LCF Technical Panel

CC noted that the Panel had last met on Tuesday 26<sup>th</sup> September 2017 and that issues concerning LCF had been reviewed via the LCF page on GitHub. The LCF GitHub page can be accessed here: <https://github.com/anthonywhitford/bic-lcf>

### - LCF Review Group

CC noted that the LCF Review Group had last met on Thursday 28<sup>th</sup> September 2017. CC informed the Group that the Review Group had discussed LCF compliance and a draft comparison of NCIP and LCF by Francis Cave (FC), BIC Consultant, which will be circulated to the Libraries Committee once the comparison is more definitive.

CC noted that her case study on the promotion of LCF has been given to Nick Poole (NP) of CILIP which is a positive step.

KL noted that she had discussed NISO's FASTEN Group with FC and Matthew Dovey (MD) of Ceridwen. KL stated that it is essential to ensure that the work of NISO and BIC is not being duplicated by either NISO's FASTEN Group or the BIC Library Web Services T&FWG. She added that there will hopefully be call on Friday 26<sup>th</sup> January 2018 between BIC and NISO's FASTEN Group in order to check whether there is any crossover in work, which will include representatives from BIC's Library Web Services T&FWG and the LCF Technical Panel.

## 7. Update of Task & Finish Working Groups (T&FWGs)

### - TEiLA Review T&FWG

CC noted that, as discussed earlier in this meeting, the next meeting of the TEiLA Review T&FWG will take place on Monday 18<sup>th</sup> December 2017 to discuss the next steps.

### - Library Web Services T&FWG

KL noted that next meeting of the Library Web Services T&FWG will take place on Thursday 15<sup>th</sup> February 2018.

### - RFID Privacy T&FWG

KC informed the Libraries Committee that she has been undertaking some test Privacy Impact Assessments (PIAs) for RFID privacy. KL noted that she has liaised with the British Standards Institution (BSI) regarding BIC's RFID Privacy toolkit, and that though they are unable to endorse the toolkit since they were not involved in it, they are very enthusiastic about it. KL noted that while this is disappointing, BIC are receiving regular requests for the toolkit from a variety of organisations. KL noted that the next meeting of the RFID Privacy T&FWG will be on Friday 2<sup>nd</sup> February 2018.

## 8. Watching Briefs

### - Near Field Communication (NFC)

There was no update regarding NFC.

#### 9. Update from BIC Library Technical Implementation Clinic (LTIC) meeting

KL noted that the LTIC has not met since July's meeting, which was discussed at the last meeting of the Libraries Committee. The next meeting of this Clinic will be on Thursday 18<sup>th</sup> January 2018.

#### 10. Update from BIC Library Metadata Group

TW reported that the BIC Library Metadata Group had not met since June 2017. The next meeting will be held in February 2018.

#### 11. Update from the BIC Training, Events and Communications (TEC) Committee

KL informed the Group that the BIC Training Brochure 2018 is now available in print and online at the following link:

<http://www.bic.org.uk/files/pdfs/BIC%20Training%20Courses%20Brochure%202018.pdf>

KL reported that a BIC Breakfast on metadata in libraries had been proposed and will be explored by BIC.

*Post meeting update: This topic may not be appropriate for a BIC Breakfast as it could cannibalise BIC's Metadata Power training course. BIC agreed to find out more about what the Libraries Committee want the session to incorporate before making a decision.*

- **ACTION:** AMB to add Metadata in Libraries training course to the agenda of the forthcoming meeting of the BIC Libraries Committee.

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

CC noted that Westminster Libraries use UKSLC (which was based on BIC subject codes) and CollectionHQ (which uses BIC Subject Codes rather than UKSLC). CC went on to note that BIC Subject Codes have now effectively been replaced by *Thema*, which she does not consider to be compatible with libraries. KL noted that she discussed UKSLC to *Thema* mapping with BDS and Nielsen and their view is that this mapping is theoretically possible but perhaps not needed. KP noted that she is unaware of any libraries currently using *Thema* though some do use UKSLC. RD noted that Falkirk Libraries use the Dewey Decimal System. CC stated that *Thema* has been developed largely for and by publishers, so mapping for libraries would be necessary. KL raised her concern that since *Thema* is more developed than UKSLC, UKSLC may eventually become out of date, or at least, less effective. CC agreed to send KL her notes regarding mapping from UKSLC to *Thema*. CC added that the London Libraries Consortium use UKSLC and that libraries generally do not need the level of detail that *Thema* provides but a top-level mapping would be useful.

- **ACTION:** CC to send KL her notes regarding mapping from UKSLC to *Thema*.
- **ACTION:** KL to discuss the potential of mapping from UKSLC to *Thema* at the next meeting of the UK *Thema* National Group in March 2018.

#### 13. Update on EDI training

KL noted that she had discussed next steps for this training course with Simon Edwards (SE, BIC Consultant) and HS. KL informed the Group that the training course will go ahead in May or June 2018 and will take place in the CILIP building. There will be a nominal commitment fee for BIC members (and a higher fee for non-members). KL noted that BIC will begin marketing for this course in January 2018.

HS noted that a questionnaire will be sent out to attendees prior to the course taking place to establish their knowledge levels, experience, expectations of the course and so forth. KC and CC volunteered to help promote the course. KL noted that the marketing blurb for the course will be finalised by the end of January 2018.

- **ACTION:** KC and CC to promote the forthcoming BIC training course on EDI on LIS-LINK, once marketing blurb has been finalised by SE, KL and HS (January 2018).

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

KC noted that she has found the BIC website to be inaccessible and unclear, making it hard to navigate. KL agreed and stated that refreshing the BIC website and making it clearer and more accessible is a priority and on BIC's Strategy for 2018.

CC suggested keeping a watching brief on ISSN review and the Group agreed.

- **ACTION:** AMB to add 'Watching Brief on ISSN Review' to forthcoming agendas for this Group.

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

The Group did not have any other business to raise.

#### **16. Date of next meeting**

Wednesday 4<sup>th</sup> April 2018.