LCF TECHNICAL PANEL MEETING – Minutes
Conference Call
Tuesday 31st March 2015, 2pm

Present
David Brett, 3M
Francis Cave, Consultant
Catherine Cooke, Westminster Libraries
Matthew Dovey, JISC
Mick Fortune, Consultant (Chair)
Katy Gibson, BIC
Ian Manson, Infor
Colin Parker, Bibliotheca
Phillip Sykes, Bibliotheca
Anthony Whitford, Capita

Apologies
Alaina-Marie Bassett, BIC
Mike Chambers, 2CQR
Marvin Crisp, D-Tech International
Karina Luke, BIC

1. Apologies and introductions
MF welcomed the Group to the meeting and delivered the apologies.

2. Minutes from previous meeting
The minutes from the previous meeting were approved.

MF informed the Group that the last LCF Review Group meeting took place in December and that the minutes were available on the BIC website. The next meeting of the LCF Review Group will be held on 10th June 2015.

4. Progress Reports:
   - 4.1 Github
     The Group noted that there had been no activity since Github was set up. The Group agreed that the infrastructure of Github was in place to support LCF but there was, as of yet, not much interest in the service. The Group noted that currently Github can capture issues but there are no issues coming in to be addressed. MF noted that he had meetings in Scotland to generate interest for LCF among public libraries and had been touch with the “M25” Consortium of academic libraries. He also informed the Group that he had plans to speak to the local SCL councils.

     The Group discussed that the aesthetics of Github are difficult to promote and therefore a user-friendly interface for its users, hosted by the new BIC website, is critical to the promotion of LCF.

     The Group discussed that there were two target audiences for LCF; the first being sales teams to increase their efficiency in sales reporting and the second, for technical staff to address and tackle specific issues.
The Group also discussed that any proposals for change must be raised in Github. They noted that any promotional material for the system must emphasise the accessibility of the system as a solution and a service.

**ACTION:** MF to write one page of promotional material for Github.

- **4.2 Explanatory text for website**
  MF noted that he had not yet drafted the wording for the new BIC website which is aimed at promoting LCF to non-technical but relevant employees. He noted that this would be written ready for publication on the new BIC website when it goes live.

  **ACTION:** MF to write up LCF description aimed at a non-technical audience to be published on the new BIC website as soon as it goes live.

- **4.3 LCF Promotion**
  The Group asked whether there had been any feedback from AW’s article (this was an introductory piece about LCF published in Panlibus Magazine 34 in their Winter issue 2014) but AW noted that he had not received any direct feedback. The Group did note that there has been some interest from other organisations. The Group discussed that it would be useful for AW’s previous article to be updated and re-published in CILIP’s Update magazine as a method of promoting LCF widely to libraries.

  MF also noted that, unfortunately, CILIP has turned down the LCF panel’s request to attend the CILIP Conference in Liverpool to promote LCF. This was because this conference is taking a focus on the digital sphere and libraries. MF noted that there was not currently any activity in the US with regard to LCF.

  The Group discussed that promotional activity could take place through BIC’s Training, Events and Communication’s Committee but noted that due to the Group’s contacts and knowledge of the system it would be constructive for the Group to take responsibility for promoting LCF itself. The Group agreed that they willing to do so and will approach their relevant contacts accordingly. The Group must consider who exactly their target audience is within organisations and what information needs delivering. The Group noted that further promotional activity needs undertaking with academic libraries on LCF and noted that SCONUL and RLA UK may also prove helpful contacts.

  **ACTION:** MF to contact CILIP over including AW’s article in an upcoming edition of CILIP’s Update magazine.

  **ACTION:** ALL to start promoting LCF among existing contacts within Libraries industry.

  **Post-Meeting Update: KL has approved the Group’s idea to start promoting LCF using their contacts and expertise.**

5. **Additions/amendments & Corrections**

- **5.1 Review of Process**
  The Group noted that it was currently considering the use of other technologies in the process, such as Java. AW and FC noted that they had previously discussed the
importance of user interfaces and consequently were going to trial XML as a test framework. They noted that they need potential implementers of this system for the trial.

6. **A.O.B.**
   The Group discussed that further promotion of LCF is vital to the work of this Group and that following further promotion technical issues may start to arise and will consequently be put to this Group for consideration.

7. **Date of next meeting**
   It was noted that the LCF Review Group will meet next on Wednesday 10th June 2015.

This Group decided it will arrange its next meeting after the Review Group’s meeting has taken place. However, these meetings may be bought forward if the circumstances around LCF change following further promotion.