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LCF TECHNICAL PANEL MEETING – Minutes
Location: Conference Call
Date and time: Monday 24th October 2016, 2pm
Minutes taken by: Sophia Sophocleous

Present
Alaina-Marie Bassett, BIC
Francis Cave, Consultant
Mike Chambers, 2CQR
Catherine Cooke, Westminster Libraries
Andrew Daye, SOLUS
Matthew Dovey, Ceridwen
Mick Fortune, Consultant (Chair)
Neil Johnson, Insight Media
Karina Luke, BIC
Colin Parker, Bibliotheca
Sophia Sophocleous, BIC

Apologies
James Breakell, D-Tech International
Andy Chadbourne, Bibliotheca
Marvin Crisp, D-Tech International
Ian Manson, Infor
Phillip Sykes, Bibliotheca
Anthony Whitford, Capita
Ian Young, Axiell

Now resigned from the Group
David Brett, Bibliotheca

1. **Apologies and introductions**
   MF welcomed the Group to the meeting and delivered the apologies. MF welcomed two new members to the Group, Andrew Daye of SOLUS and Neil Johnson of Insight Media. It was noted that David Brett has now left Bibliotheca. MC noted that he is unable to attend PlugFest and stated that the organisation that 2CQR now work with are not attending either. AMB noted that the reason for this is because the representative of this organisation was a guest at January's Plugfest, as their organisation was neither a BIC member, nor an LCF Consortium member, and as such would not be able to attend again (unless they first join BIC and/or the LCF Consortium).

2. **Competition Law – Conduct Reminder**
   MF reminded the Group about BIC's Competition Law Policy, summarising what constitutes appropriate conduct (in relation to competition law) and noting that this conduct applies to all BIC meetings. Further information about BIC's Competition Law Policy can be found here: http://www.bic.org.uk/149/BIC-Competition-Law-Policy/

3. **Review of minutes and follow up on actions from the last meeting, 28th June 2016**.
   MF ensured that all members of the Group were familiar with and able to access GitHub for the purpose of this meeting. The actions were discussed as follows:

   - Issue #41
     FC noted that he had added documentation for Patron Category (0-1) and Patron Tag (0-n), both as string types and added Patron Expiration Date and Deposit Balance to LCF. MD noted that he has updated the schema, which can be added once it is reviewed. MF noted that at the last meeting of this Group it had been agreed that Issue #17: Investigate vCard

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support for Patron / Contact entity should be reopened. MF noted that AW, who was unable to attend today's meeting, may want to discuss this and as such MF suggested informal discussion at PlugFest. It was noted that minutes from the previous meeting of this Group (22nd September 2016) stated that "MD noted that this list is based on what was proposed in SIP3 protocol and that he has tried not to introduce anything without a use case". It was noted that this should read as follows: "MD noted that this list is based on what was proposed in SIP3 protocol; as the SIP3 working group did not introduce anything without a use case, these additions will have been based on real use cases from vendors". SS agreed to amend the minutes accordingly.

NJ noted that Lorensbergs had raised a related issue at the last PlugFest and asked whether this had been fixed. FC stated that all the issues raised at PlugFest should have been picked up, but advised that if there is concern that something has been forgotten to open it as an issue on GitHub.

➢ **ACTION:** SS to amend the minutes from the last meeting of this Group to reflect that, under item 5.1, 'the **SIP3 Group** has tried not to introduce anything into LCF without a use case, these additions will have been based on real use cases from vendors'.

- Issue #36: Selection Criteria Use Case
  MF noted that AW had amended the 'wontfix' tab for this issue and explained for the benefit of new members, that the 'wontfix' tab is attributed to issues that have been parked rather than closed.

- Issue #24: Verifying that the ID and PIN that the patron has provided are correct
  MF noted that this is a potential topic for PlugFest but discussion should be deferred for the time being.

- Issue #21: Providing a patron's user password upon creating a patron
  FC noted that a consensus has possibly been reached on this issue. He noted that a new password or replacements will be supplied in the plain text payload. FC added that it has not been determined whether a PUT or POST request will be used, and this may be worth discussing.

- Issue #9: Explain 'selection criteria' on 'Retrieve entity instance list' section in 'LCF 1.0 REST Web Service Specification' document
  AMB agreed to add use cases for this issue to the Plugfest agenda. FC noted that the Group has agreed that there are some specific use cases which can be handled using the correct functionality of LCF. FC noted that he has added function 26 to the REST Web Service Specification though other functions such as reserved items will need further discussion.

➢ **ACTION:** AMB to add use cases for Issue #9 to the Plugfest agenda.

- National Information Standards Organisation (NISO)

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KL informed the Group that she had met Todd Carpenter (TC) of NISO at the Frankfurt Book Fair 2016. She noted that their meeting was positive and that NISO are keen on working with BIC generally, but also expressed interest in *BIC Realtime* and Libraries Web Services, the project brief of which KL will send on to him. KL noted that with regards to LCF, TC was keen to have a face-to-face meeting with BIC at the American Library Association (ALA) though she suggested having a conference call first in order to gauge interest and attendance levels, to be certain whether meeting of this sort would be worthwhile. MF noted that this should be discussed further at the next meeting of the LCF Review Group.

4. **Discussion about the forthcoming LCF PlugFest**
   MF noted that the PlugFest should begin with a formal introduction from Capita. MF noted that a 'Review of outstanding issues on GitHub' should be added to the agenda and FC noted that he would be happy to provide a summary of where issues on GitHub stand at the moment.

   ➢ **ACTION:** AMB to add 'Formal introduction from Capita' to the Plugfest agenda.
   ➢ **ACTION:** AMB to add 'Review of outstanding issues on GitHub' to the Plugfest agenda.

   Compliance/Interoperability
   KL noted that testing for compliance had been discussed at previous meetings of this Group as a potential PlugFest topic and asked whether this will go ahead. FC noted that the more general topic of compliance is important but how this is done will depend on who attends PlugFest. MD suggested that in lieu of anything to test against, he has a Java implementation of a dummy server which will reasonably respond to LCF implementations. He noted that if any member of this Group wants him to implement anything between now and PlugFest to let him know.

   FC referred to the minutes from the last meeting of the LCF Review Group on 12th May 2016, noting that the Group had agreed that it would be useful to identify the profiles needed when testing LCF compliance. MD noted that he will try to put a list of profiles together as soon as possible. FC noted that what is really meant by 'compliance' is 'interoperability', and that this is what should be tested. FC suggested that the Group ascertain whether MD's list promotes any discussion first. MF asked whether the aim is to test these ideas against servers or simply discuss. FC suggested that CP, AW and MD discuss this further. CP asked whether LMS systems would be used for testing, as raised in the meeting of the 12th May. FC noted that it would be necessary to check which organisations are attending first.. AMB provided the Group with the names of the organisations attending PlugFest.

   Show and Tell
   FC suggested having a 'show and tell' item on the agenda and asking the 5 vendors in attendance what they are doing regarding work on implementing LCF. The Group discussed who of this Group would be best approaching the 5 vendors, to ask them prior to PlugFest whether they would participate in a 'show and tell'. MF agreed to get in contact and AMB noted that she will circulate the attendees list to this Group.

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PlugFest Agenda

MF noted that the agenda for the PlugFest needs to be outlined and that all who want to check this over to finalise it before it is circulated to the Group. MF added that this can all be done outside of meetings, owing to the lack of time before PlugFest.

➢ **ACTION:** MD to draft a list of profiles needed when testing LCF compliance at PlugFest.
➢ **ACTION:** CP to discuss testing compliancy / interoperability with AW ahead of PlugFest.
➢ **ACTION:** AMB to circulate the list of PlugFest attendees to this Group.
➢ **ACTION:** AMB to add 'Compliancy / Interoperability' to the PlugFest agenda.
➢ **ACTION:** AMB to add 'Show and Tell' to the PluFfest agenda (i.e. what are attending organisations doing regarding work on implementing LCF).
➢ **ACTION:** MF to contact the 5 LMS vendors attending PlugFest regarding the 'Show and Tell' item on the agenda.
➢ **ACTION:** MF, FC, MD and CP (and all who want to) to review the draft agenda and finalise it before it is circulated to the Group.

5. **A.O.B.**
There was no other business to discuss.

6. **Date of next meeting**
As required following PlugFest.