BIC LIBRARIES COMMITTEE MEETING - Minutes
CILIP Building, 7 Ridgmount St, London WC1E 7AE
Thursday 11th December 2014, 2pm

Present
Mark Allcock, OCLC UK
Alaina-Marie Bassett, BIC
Karen Carden, UAL London
Simon Edwards, BIC Consultant (Chair)
Mick Fortune, BIC Consultant (Deputy Chair)
Eric Green, The BDS Group
Stuart Hunt, CILIP
Karina Luke, BIC
Ian Manson, Infor
Terry Willan, Capita

Apologies
Richard Butler, Peters Bookselling Services
Paul Dalton, Bibliotheca
Emma House, The Publishers Association
Kathryn Pattinson, Askews & Holts
Heather Sherman, Bertrams Group

1. Welcome and Apologies
The Group welcomed Mark Allcock of OCLC UK to this Committee and thanked him for volunteering to be a member of this Group.

AMB informed the Group that she has contacted Catherine Cooke of Westminster Libraries, Angela Belham of Bertrams, and Barbara Pacut of SirsiDynix about joining this Committee. AB noted that she will follow this up shortly. MF has approached the contacts from Surrey County Council Library and the Society of Chief Librarians (SCL) that were discussed at the previous meeting. Post-Meeting Update: Angela Belham has agreed to join this Committee: Angela herself or Heather Sherman will attend these Committee meetings henceforth on behalf of Bertrams. Catherine Cooke and Barbara Pacut have also accepted the invitation to join this Committee.

AMB noted that an email campaign to BIC’s Associate Members, encouraging them to join this Committee, will be sent out shortly.
ACTION: AMB to send a mailout about joining the Libraries Committee to all BIC Associate Members.

The Group were informed that Peters Bookselling Services’ Richard Butler has now resigned from this Committee owing to business commitments. Peters Bookselling Services regret that they will not be able to attend any meetings of this Committee henceforth.

It was noted that this is the third consecutive meeting that PD, EH and KP have not attended, and the second consecutive meeting that HS has not attended. KL reminded the Group that any Committee member who misses 3 consecutive meetings will be contacted by BIC regarding their...
attendance of this Committee and may be asked to step down. She noted that Committee members who are unable to attend meetings may, and are encouraged to, send a delegate in their place. **ACTION:** AMB to contact the above mentioned Committee members to discuss their attendance of this Committee.

2. **New chair to be elected for the Libraries Committee**
SE noted that this Committee is still in search of a permanent Chair. The Group suggested that Diana Edmonds of Greenwich Libraries and Leisure (GLL) should be approached to join the Committee whilst simultaneously being asked to take on the role of Chair. MF noted that he has had increased engagement from GLL Libraries over the past few months and this may lead to their further involvement with BIC in the near future. KC suggested that BIC should not contact either organisation until MF has heard back from GLL for this line of enquiry.

KL suggested sending out an email advertising the role of Chair and asking for volunteers. The Group agreed this should be done but commented that the email could be part of the ‘Join the Libraries Committee’ email that was previously mentioned. They noted that a Chair could be chosen from the applicants / volunteers. **ACTION:** AMB to add a call-for-volunteers for the position of Chair to the mailout for joining the Libraries Committee.

3. **Review minutes and actions from the last meeting**
The Group approved the minutes from the last Libraries Committee meeting with minimal corrections, namely to the acronyms used in one paragraph.

4. **Review Groups**
   - **Library Communication Framework (LCF) Technical Panel & Review Group**
     MF explained, for the benefit of MA, about the LCF framework, its origins and its aim to facilitate interoperability between systems. He then updated the Group on the progress of the LCF Review Group and Technical Panel. He noted that, since the last Libraries Committee meeting, the LCF Review Group met on 9th December 2014 and the Technical Panel – whose last meeting took place on 30th October 2014 – has put forward its formal recommendation to use GitHub as a way of recording any feedback and suggestions for requirements that are received. MF noted that, at their last meeting, the Review Group discussed the e4Libraries accreditation scheme with LCF in mind and questioned how BIC might go about accrediting organisations’ implementations of LCF within this scheme. He also noted that the Review Group agreed that the ownership of LCF belongs to BIC and, as such, anyone who wishes to be involved with this framework and submit their work to it must first sign a disclaimer to say that they are content for their work to be shared freely.

MF noted that the minutes for both the Review Group and the Technical Panel should continue to be circulated to this Group so that this Committee can track the progress made and offer comment on the activities being carried out.
**ACTION:** AMB to continue to circulate the minutes from the LCF Review Group and Technical Panel on a regular basis.

**ACTION:** MF to send a list of action points for this Group to the Libraries Committee members.

**ACTION:** KL to (each month) circulate all Monthly Project Updates for projects reporting into the Libraries Committee to this Group.

MF informed the Group that 10 out of 12 Requests For Proposals (RFPs) that he has seen have requested compatibility with LCF in their specifications / requirements. KC agreed, noting that she has requested this compatibility in her RFP for the University of Arts, London and is encouraging others to do the same. The Group questioned which suppliers are currently compliant. MF noted that the current status is more a statement of intent rather than actual compliance. KC noted that the University of the Arts, London has simply asked for others’ ‘engagement’ with LCF. KL suggested that this Committee needs to define what ‘compliance’ means in this context.

MF noted that the next stage in the promotion of LCF will be taking it to other regions, such as the U.S. He noted that this is now underway. KL commented that a case study will be needed. MF agreed, noting that librarians will drive the demand for LCF but they won’t necessarily know what to ask for until further information is released; and case study would be perfect for disseminating this information.

KC questioned whether there has been any progress on improved functionality of LCF. MF informed the Group that Bibliotheca had implemented LCF into their system in July 2014 and as such potential new requirements have been suggested.

AW informed the Group that he will be writing an article about LCF for Capita’s Panlibus shortly. *Post-Meeting Update: AW’s article can be found here:* [http://issuu.com/panlibus/docs/panlibus_34_r6](http://issuu.com/panlibus/docs/panlibus_34_r6)

The Committee members approved the actions of the Review Group and the Technical Panel. KL noted that there are no cost implications for the use of GitHub.

MA questioned whether a document exists that describes the benefits of using, and reasons why libraries should use, LCF. SE and KL noted that there is an LCF page on the BIC website which will detail this information and can be found here: [http://www.bic.org.uk/114/LCF/](http://www.bic.org.uk/114/LCF/)

5. **Task & Finish Working Groups (T&FWG)**

KL noted that Live Monthly Project Updates are being put together for every Task & Finish Working Group so that interested parties can track the progress of each Project on the BIC website.

- **E4Libraries – Project due to complete March 2015**

SE informed the Group that the new versions of the questionnaire, scoring mechanism and glossary of terms have been agreed upon by the e4Libraries Review Task & Finish Working Group. He noted that this new scheme will be a self-assessment of sorts and will provide
applicants with feedback on their application as well as a pass or fail outcome.

SE noted that this new scheme, like the current scheme, will be free to apply for and organisations do not need to be BIC members to apply. He also noted that the questionnaire for this new scheme will be hosted on the new BIC website once the scheme has been launched.

EG suggested that this accreditation scheme could be an incentive to all. He noted that even if an applicant fails the scheme to begin with, or their accreditation score diminishes over time, this scheme will encourage organisations to improve their systems and processes which will, in turn, benefit the entire supply chain. KL agreed. She noted that all of the e4Libraries Accreditation Panel members must be from accredited organisations.

SE noted that there are currently 45 accredited organisations on the current scheme despite the fact that many more could potentially pass the scheme with their current capabilities. The Group agreed, noting that there are over 100 public library authorities and many universities and other organisations who could apply. SE commented that nearly all the large suppliers and vendors are already accredited with a few important exceptions.

The Group were informed that a report on the new e4Libraries accreditation scheme was circulated to this Group before the meeting. SE noted that any feedback on this document should be sent directly to him. SE will report back to the Group about this document at the next Libraries Committee meeting.

**ACTION:** SE to collate any comments on the report and amend the documentation.

**ACTION:** AMB to circulate the amended document to this Group before the next meeting.

**ACTION:** AMB to include a walk-through of the new scheme plus a discussion about supporting materials for the e4Libraries accreditation scheme to the next Libraries Committee agenda.

- **Near Field Communication (NFC) – Project closed**
  At the last Libraries Committee meeting, the Group agreed that this T&FWG has drawn to a close. MF and SE noted that NFC usage is becoming increasingly popular due to smartphones and tablets, and that libraries should help themselves by monitoring these products’ usage in their organisation. They noted that some guidelines may need to be written in the future to address NFC usage. The Group agreed to keep a watching brief on the Information Commissioner’s Office (ICO) and NFC in general in case this topic needs to be revived in the future. The Group were advised that a BIC Bite on this subject is in the process of being written and will be launched in 2015.

**ACTION:** AMB to include this item on the agenda for the next Libraries Committee meeting under a heading of Watching Briefs. It should be removed from the T&F Working Groups section of the Agenda as it is no longer in existence.

- **RFID Privacy – Project due to complete May 2015**
  SE informed the Group that the last RFID conference call took place on Friday 5th December, where the deliverables for this Project were reviewed and amended. An official statement /
Press Release from BIC will be released shortly to provide advice about RFID and privacy laws. SE noted that two sets of guidelines will be written:

1) a signage requirements document
2) a privacy impact assessment requirements document

These two deliverables, in addition to others, are currently being worked on by the T&F Working Group.

It was noted that the ICO has stated that it is not currently planning to review its position on RFID Privacy but may do so in the future. At the call on 5th December, the T&FWG members discussed producing a spreadsheet which assesses RFID PIA within organisations. This will be investigated further by SE. It was noted that BIC cannot give legal advice with regards the EU mandate on this matter but can provide and promote examples of good practice.

SE noted that this Project will run until the end of May 2015, by which point the guidelines will be published and freely available on the BIC website.

6. **Library Technical Implementation Clinic (LTIC)**

SE noted that the LTIC’s next meeting is taking place on Wednesday 14th January 2015. He invited the Group to come to this clinic to solve any issues they may be experiencing. He noted that this clinic meet, on average, biannually. KL noted that any issues that cannot be resolved by the LTIC will be passed up to the Libraries Committee to determine if a T&FWG should be commissioned.

**ACTION:** AMB to circulate the minutes for this forthcoming clinic to this committee, once they have been written.

7. **Library Metadata Group**

TW informed the Group that the Library Metadata Group has not met since the last Libraries Committee meeting. As a result, there is nothing to report at this stage. The next meeting is scheduled for 20th January 2015.

8. **BIC Training, Events & Communications (TEC) Committee**

KL has approached the PA about the possibility of including a session on their eBook lending pilot at
the BIC Supply Chain Seminar at London Book Fair 2015. She noted that BIC has also been in discussions with PCL about holding master classes / training courses for libraries in 2015. KL noted that the new BIC website is currently being tested and should hopefully launch soon. She also noted that BIC Breakfasts are being arranged for 2015 and asked whether these might be of interest to libraries. MA noted that they might be of interest but suggested that London is a long way for some librarians to travel. He suggested that future BIC Breakfasts could be held in York or at OCLC UK in Sheffield instead. IA suggested that a BIC Breakfast could be held at the NAG Conference in September 2015, or other similar events. He noted that a large number of people would already be at the conference and would therefore be able to attend in spite of the cost restrictions that libraries have. KL commented that any ideas for potential BIC Breakfast topics and locations should be sent directly to AB.

**ACTION:** AB to add this discussion to the agenda for the next TEC Committee meeting.

*Post-Meeting Update: The first BIC Breakfast of 2015 will be Basic Metadata: Getting it right! Confirmed speakers at this event will include Dunia Garcia-Ontiveros of The London Library.*

MF noted that it is hoped LCF will be promoted at the forthcoming CILIP Conference in Liverpool, which is taking place on the 2nd and 3rd July 2015. To this end, BIC is awaiting the results of the paper submitted to CILIP to find out if it has been successful in securing a speaking slot.

**ACTION:** KL to discuss the attendance of BIC and the promotion of LCF with Jason Russell of CILIP.

KL commented that promotional ideas do not *have* to be passed onto the TEC Committee, and noted that this Committee can make arrangements for its own promotional ideas, if applicable. SE suggested that this might often be the case since the members of the Libraries Committee may have more expertise and contacts within the library industry than the TEC Committee.

9. **Public Library eBook Project**

At the previous Libraries Committee meeting, SE read out a report from EH on the initial results of this Project (after 3 months) which showed a significant increase in e-lending (but from a low base).

SE noted that this Project is now roughly half way through (it has now run for 6 months). He noted that two 7-day and two 24-day pilots are being run and they have collectively, for now, shown an increase in eBook lending. EH will update this Group on the progress of the pilots at the next meeting.

**ACTION:** AMB to circulate EH’s 6-month update to the Group with these minutes.

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

SH noted that the first meeting of JISC Bibliographic Data Roadmap Group is going ahead on Friday 12th December 2014. He noted that he will report back to this Group about this inaugural meeting at the next Libraries Committee meeting.

**ACTION:** AMB to add an update from SH for this Group to the agenda for the next Libraries Committee meeting under the heading, ‘Watching Briefs’.

MA suggested that linked data should be discussed more in this Committee’s meetings. KC
commented that a lot of organisations may not have a full understanding of linked data. MA suggested that KBART files (records for licensed data) should also be discussed. The Group commented that academic libraries and STM publishers should feature more prominently too. **ACTION:** AMB to add linked data and KBART files as items to the agenda for the next Libraries Committee meeting.

11. **A.O.B.**

KL informed the Group that the BIC Operational Board have agreed that, due to lack of interest, all work on Generation BIC should be discontinued so that BIC can better concentrate its time and resources on other more pressing projects.

KL noted that the RFID Privacy Statement has now been agreed by the RFID Task & Finish Working Group, and informed the Group that this statement will be released as a press release before 15th January 2015. She suggested that this Group should circulate this press release, once it is released, to their contacts so it gains traction. The Group noted that they are happy with the statement, which was previously circulated to the Group, and signed it off during the meeting.

12. **Date of Next Meeting**

Wednesday 18th March 2015.