

**BIC LIBRARIES COMMITTEE MEETING – Minutes****Location:** CILIP Building, 7 Ridgmount Street, London WC1E 7AE**Date and time:** Thursday 27<sup>th</sup> October 2016, 2pm**Minutes taken by:** Sophia Sophocleous**Present**

Mark Allcock, Axiell Ltd  
 Karen Carden, UAL London  
 Catherine Cooke, Westminster Libraries (Chair)  
 Rachel Dempster, Falkirk Library  
 Paul Harrison, Norfolk Library & Info. Service  
 Karina Luke, BIC  
 Barbara Pacut, SirsiDynix  
 Belinda Roker, Buckinghamshire New Uni.  
 (delegate)  
 Sophia Sophocleous, BIC  
 Terry Willan, Capita

**Apologies**

Alaina-Marie Bassett, BIC  
 Angela Belham, Bertram Group  
 Paul Dalton, Bibliotheca  
 Niamh Doran, Civica  
 Eric Green, Bibliographic Data Services  
 Stuart Hunt, Representing CILIP  
 Ian Manson, Infor  
 Kathryn Pattinson, Askews & Holts  
 Heather Sherman, Bertram's Group  
 Catherine Williams, Buckinghamshire New Uni.

**1. Welcome and Apologies**

The Group welcomed Mark Allcock of Axiell Ltd. and Belinda Roker, delegate of Catherine Williams of Buckinghamshire New University to the Committee and CC delivered the apologies.

**2. Competition Law – Conduct Reminder**

CC 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. Application to be reviewed – Andrew Hall of OCLC**

The Group approved the application of Andrew Hall of OCLC to join the Committee.

- **ACTION:** AMB to inform Andrew Hall of OCLC that his application to join the Committee has been approved.

**4. Review minutes and follow up on actions from the last meeting**

The minutes from the last meeting of this Group on 7<sup>th</sup> July 2016 were approved without corrections. The following actions were discussed:

- TEiLA (Technology Excellence in Libraries Award) promotion  
 KL noted that AMB has not received any other response from this Group regarding newsletters / magazines / conferences / open days / user groups that may be willing to promote the TEiLA Accreditation Scheme and other BIC Projects going forwards. CC suggested that a BIC Breakfast would be useful for promotion. KL agreed and added that any publications such as press releases etc.

would be beneficial.

- **ACTION CARRIED OVER:** ALL to contribute ideas for promoting the TEiLA scheme and send to AMB, ASAP.
- **ACTION CARRIED OVER:** CW to write an article relating to TEiLA.
- **ACTION:** SS to circulate the Statement of Benefits for TEiLA to this Committee once Simon Edwards (BIC Consultant) has completed it.

- JISC proposal regarding The Society of Chief Librarians (SCL) piloting the UK Access Management Federation (UKAMF)

KL informed the Group that she had been in contact with CC's contact Carol Boswarthack and had been directed to liaise with Ayub Khan of Warwickshire Libraries regarding the JISC proposal.

KL noted that BP had provided SS with details on which customers of suppliers were on the Single Sign-On (SSO) project with JISC, which SS then circulated to this Group.

- RFID Privacy Code of Practice

KL informed the Group that SOLUS have joined BIC and their representatives now sit on the LCF Technical Panel, LCF Review Group and Training, Events & Communications (TEC) Committee. KL informed the Group that Ex Libris are now part of ProQuest, who are BIC members. KL noted that AMB is chasing Ex Libris to join the RFID Privacy Task & Finish Working Group. BP suggested that BIC contact Robert Bley and PH also recommended Liz Robinson, both of Ex Libris. KL noted that AMB will talk to Alan Oliver of Ex Libris at the forthcoming BIC Breakfast on BIC *Realtime*.

- EDI Training Courses

KL noted that the possibility of creating basic and intermediate training courses on EDI did not make it onto the agenda of the BIC Library Technical Implementation Clinic (LTIC), but that she will raise the topic at the next meeting. KL noted that she would be speaking with Nick Poole (NP) of CILIP as this course may be of interest to CILIP members. KC noted that various groups of people would be interested in EDI training courses and that a general course may be of interest. CC noted that Systems Librarians less common in public libraries and that as such the Acquisitions Departments need to know about EDI.

MA suggested that the training course could take the form of a webinar. RD noted that there may be trouble creating a generic course that would suit all libraries as they all do EDI differently. TW suggested a focus on the business and data model side as this would be universal and would also fit in with BIC, as a standards organisation. The Group discussed how interest in training in this area could be gauged. KC volunteered to draft a message to post on LIS-Link and PubLib and share this with the Committee. CC speculated whether it would be possible to identify which libraries are not getting the full benefit of EDI, by going through applications received through the e4Libraries Accreditation Scheme.

KC suggested that the course should run at a low price, as some institutions may be unable to afford it otherwise. It was noted that if the course takes place at a BIC member institution, this could help bring the cost down as would securing sponsorship at some level.

TW suggested that webinars would be affordable for some institutions as there would be no travel cost. KL noted that there would still be a cost for BIC and asked what form the webinar should take. KC suggested that the webinar could be like a recorded presentation. MA added that BIC's use of Periscope to record certain events is working very well and that this might be an option for recording the training event for those unable to attend in person.

- **ACTION (CARRIED OVER):** KL to investigate the possibility of creating basic and intermediate training courses on EDI with the BIC Library Technical Implementation Clinic.
- **ACTION:** KC to draft a message to post on LIS-Link and PubLib to gauge interest in training courses for EDI and share with this Committee by Friday 4th November 2016.
- **ACTION:** KL to go through e4Libraries Accreditation applications to gauge which organisations may not be benefitting fully from EDI use.

*Post-meeting Update: The first meeting of the EDI Training Group took place on Wednesday 7<sup>th</sup> December 2016.*

## 5. Update of Review Groups

KL noted that the LCF Review Group has not met since 12<sup>th</sup> May 2016. KL noted that the last meeting of the LCF Technical Panel took place on 24<sup>th</sup> October 2016 and that this meeting had been largely concerned with the upcoming LCF PlugFest. KL noted that LCF PlugFest will be taking place on 1<sup>st</sup> November 2016 at Capita's offices in Birmingham and that 21 individuals from LMS to RFID suppliers have already booked places. KL informed the Group that potential topics for LCF PlugFest include coding and compliance with LCF. MA speculated what 'compliance' actually means and KL noted that Francis Cave (FC) of the LCF Technical Panel had suggested that what compliance means is interoperability. CC noted that an issue is ascertaining whether an organisation is compliant and how this can be proved. MA noted that a definition of what compliance looks like should come out of PlugFest. BP speculated whether the Open Source community has published anything to support LCF. KC and BP agreed that use cases are essential. CC noted that libraries do have certain requirements but are not aware that LCF can do it. KL suggested that a simple list of things that LCF is able to do should be put together. KC agreed that she would like to see a list.

BIC's LCF page on GitHub is available on the following link: <https://github.com/anthonywhitford/bic-lcf>

- **ACTION:** SS to add a link to LCF's GitHub page in the set of minutes from this meeting in due course.

## 6. Update of Task & Finish Working Groups (T&FWG)

- E4Libraries / TEiLA Accreditation Scheme T&FWG

KL and CC agreed that this Group is seeing a lot more applications. CC noted that the final stages of this project have been limited due to the importance of the BIC website to this project, as a web based scheme. KL informed the Group that the new BIC website should be up and running by March 2017. CC noted that a Statement of Benefits will be circulated once it is written.

- Library Web Services T&FWG

KL noted that this T&FWG is building on the success of the work undertaken trade web services, now named BIC *Realtime*. KL noted that the Project Brief for this T&FWG will hopefully be signed off by the start of November 2016 and that a call for volunteers will follow. The Group discussed a possible chair for the T&FWG. TW noted that John Garrould (JG) of Bertrams would be an asset, and noted his good work on BIC *Realtime*. KL agreed and stated that this would depend on the time he has available.

KL noted that the aim of this T&FWG will be to create new Library Web Services, and pointed out that while LCF is concerned within libraries, Web Services is external to them. MA noted that there should be agreement on governance once the project has been finished. KL stated that in reference to the question of governance, BIC *Realtime* is in the process of being handed over to the Trade Technical Implementation Clinic (TIC) and so, similarly, once work on the Library Web Services has been completed, it will be handed over to the Libraries TIC. MA suggested that this could also be introduced in to the e4Libraries / TEiLA Accreditation Scheme and KL agreed that this could be done in the future.

MA noted that XML is still being recommended as a mechanism for transferring data and speculated whether this is still relevant. TW agreed that this needs discussing considering that JSON is more lightweight than XML. He added that BIC should remain neutral and recommend using either XML or JSON. KL noted that she will add a note on governance and technical recommendations to the Deliverables of the Project Brief. MA suggested that compliance should be tested against a certain framework.

TW stressed that the business need is the first thing that Library Web Services need to focus on. BP stated that Library Web Services should be international rather than UK specific. KL noted that feedback on the Project Brief must be received by Tuesday 11<sup>th</sup> November 2016 and that she will ascertain whether JG is able to chair the T&FWG.

- **ACTION:** ALL to provide KL with feedback on the Project Brief for this T&FWG by Tuesday 11th November 2016.
- **ACTION:** KL to add a note on governance and technical recommendations (i.e. either/or XML or JSON) to the Deliverables of the Project Brief.
- **ACTION:** KL to approach John Garrould of Bertrams to act as Chair to the Library Web Services T&FWG.

- RFID Privacy T&FWG

KL noted that Simon Edwards (SE), BIC Consultant, had drafted a Code of Practice (CoP) for RFID Privacy and that she and CC had provided him with their feedback. CC noted that creating one generic CoP alongside 3 others, specific to academic libraries, specials and library stock suppliers, had been considered. KL noted that even with Britain potentially leaving the EU, the Data Protection Act will be updated anyway. Equally any organisation wishing to trade with EU countries will need to comply with EU regulations/requirements., so work on RFID Privacy is vital. KL noted that once SE's documents have been completed they will be circulated to this Group for review and then

publishing.

## 7. Watching Briefs

### - Near Field Communication (NFC)

KC noted that a relevant comment Mick Fortune (MF) had made regarding NFC is that there are RFID scanners but they are on the decrease and this may be because smartphones have them built in.

## 8. Update from BIC Library Technical Implementation Clinic (LTIC) meeting, 7<sup>th</sup> June 2016

CC informed the Group that this Clinic last met on 7<sup>th</sup> June 2016 and that no new issues had been raised which suggests – in theory at least - that everything is working. CC asked the Group to report any issues they may have to the Clinic. CC noted that the Library Web Services T&FWG may be able to address new issues in the future, if the LTIC are unable to. KL noted that a new BIC eBooks in EDI Sub-Group has been formed and will have their first conference call meeting on 17<sup>th</sup> November 2016. BP stated that she would like David Thomas (DT) of SirsiDynix to be a part of the Group and KL agreed to arrange for DT to be invited. The Group agreed that it would be useful for AMB to circulate Simon Edwards's (SE) information sheet he has put together, to this Group.

- **ACTION:** AMB to invite David Thomas of SirsiDynix to the membership of the BIC eBooks in EDI Sub-Group.
- **ACTION:** AMB to circulate information on the work of this sub-group written by Simon Edwards (BIC Consultant) to this Committee.

## 9. Update from BIC Library Metadata Group

TW noted that this Group has not met since their last meeting, which had been discussed at the last meeting of the Libraries Committee. He added that the next meeting will take place in January 2017.

## 10. Update for BIC Training, Events & Communications (TEC) Committee

CC noted that a potential topic for an event targeting public librarians might be along the lines of encouraging publishers to allow libraries to lend eBooks and why doing so would not have a negative impact on publishers' sales. MA suggested having publishers that do lend eBooks to libraries to speak at a BIC Breakfast, effectively as a use case.

KC speculated whether EDI and libraries would be too big a topic for a BIC Breakfast. KL and CC noted that an overview may be possible but the Group agreed that interest should be gauged in the meantime, as per the earlier discussion.

The Group discussed forthcoming BIC Breakfasts and BR suggested that a BIC Breakfast concerning customer analytics would be useful.

- **ACTION:** KL to explore the topic of Customer Analytics as a BIC Breakfast topic further with BR and AMB.

## 11. Endorsing Self-Service Libraries, Collection HQ and mobile applications as part of the e4Libraries /

### TEiLA Accreditation Scheme

The Group discussed endorsing Self-Service Libraries (SSL) and agreed that it is not BIC's place to endorse them.

The Group discussed Collection HQ which they agreed, as proprietary software, BIC cannot endorse, since BIC must always maintain a position of neutrality. CC suggested that there could be a question in the accreditation application form asking applicants to describe their use of stock management tools / technology they use for stock management. CC noted that at the moment there is no alternative to Collection HQ.

The Group discussed mobile applications. KC suggested that this should be explained further in the accreditation scheme by using examples in the application process. CC noted that a generic question concerning mobile applications could be asked. MA noted that a question such as 'do you use analytical tools?' could be asked.

TW added that LCF could also become a consideration for the new accreditation scheme. . KL stated that she will give this feedback to Simon Edwards (SE).

- **ACTION:** KL to give feedback of the Committee's decisions concerning these endorsements to Simon Edwards.

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

#### - Single Library Sign-On Liaison Group

CC noted that the main point in Mick Fortune's (MF) feedback from this meeting had been that nothing is clearly defined yet and read out MF's most recent email on this topic to the Group. CC noted that there is the feeling that the Liaison Group should come up with more ideas as there have been substantial changes in the country since it was formed (i.e. new Prime Minister, Brexit). CC informed the Group that the next meeting will take place in January 2017.

- **ACTION:** AMB to circulate MF's notes on the last meeting of the Liaison Group to this Committee.

KL stated that BIC's involvement with this Liaison Group has so far been to facilitating meetings. The Group discussed the issue of cost to BIC and participating organisations of any potential project in this area. MA stated that the full suite of services that libraries offer does need better, more compelling marketing. It was noted that Kathy Settle also wants something compelling. BP noted that it would be difficult to do anything until March 2017 due to the London Library Consortium tender.

### 13. A.O.B.

PH noted that Norfolk Libraries have started a project to extend Open Access libraries in Norfolk, adding that six libraries are underway.

### 14. Date of next meeting

Wednesday 1<sup>st</sup> February 2017.