

BIC LIBRARIES COMMITTEE MEETING – Minutes**Location:** CILIP Building, 7 Ridgmount Street, London WC1E 7AE**Date and time:** Thursday 18th May, 2pm**Minutes taken by:** Sophia Sophocleous**Present**

Karen Carden, UAL London
 Catherine Cooke, Westminster Libraries (Chair)
 Rachel Dempster, Falkirk Library
 Niamh Doran, Civica
 Simon Edwards, Consultant (dialling in)
 Paul Harrison, Norfolk Library & Info. Service
 Karina Luke, BIC
 Ian Manson, Infor
 Kathryn Pattinson, Askews & Holts
 Sophia Sophocleous, BIC
 Terry Willan, Capita
 Catherine Williams, Buckinghamshire New Uni.

Apologies

Alaina-Marie Bassett, BIC
 Angela Belham, Bertram Group
 Paul Dalton, Bibliotheca
 Eric Green, Bibliographic Data Services
 Andrew Hall, OCLC
 Stuart Hunt, Representing CILIP
 Barbara Pacut, SirsiDynix
 Heather Sherman, Bertram's Group
 Ian Young, Axiell

Resigned from this Committee

Mark Allcock, Axiell Ltd

1. Welcome and Apologies

CC welcomed the Group and delivered the apologies. She noted that Mark Allcock has now resigned from this Committee and on behalf of the Group expressed gratitude for his contribution to the Committee.

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

The minutes from the last meeting of this Committee on 1st February 2017 were approved with a minor correction relating to proposals for URIs in MARC being sent to the MARC Advisory Committee, rather than the American Library Association (ALA).

- **ACTION:** SS to amend the minutes from the last meeting of this Group to reflect that proposals for URIs in MARC were sent to the MARC Advisory Committee, rather than the American Library Association (ALA).
- **ACTION (carried over):** HS and SE to look into documenting the key elements for each EDI message once the new BIC website has launched.

It was agreed that the actions from the last meeting of the Group would be discussed under their relevant items on the agenda.

- TEiLA (Technology Excellence in Libraries Award) promotion

CW noted that she had written and sent a Sconul Focus article regarding TEiLA to AMB for approval prior to inclusion in the publication.

4. Sign off of RFID Privacy Code of Practice document

SE gave an outline of the documents created for this project, including three Codes of Practice and the policy document. SE noted that any feedback the Group have would be welcome.

SE informed the Group that the Information Commissioner's Office (ICO) will be dealing with the issue of RFID privacy and GDPR (General Data Protection Regulation) amongst other things. SE noted that he is not certain whether the ICO will endorse BIC's work on the issue of RFID Privacy but this work will be presented to them.

The Group discussed the risk that the RFID tag poses, whether or not personal information is stored on it. KC stated that the risk is that individual movement and what book a person is reading could be tracked and added however, that most libraries do not store personal patron details on RFID tags. KC noted that it would be helpful to have a face to face meeting with the ICO. KL agreed that this should take place once all documentation has been signed off.

CC, CW and KC agreed to review the wording of the RFID Code of Practice, in relation to academic libraries and speciality libraries.

- **ACTION:** CC, CW and KC to review the wording of the RFID Code of Practice, in relation to academic libraries and speciality libraries, by 26th May 2017 and ahead of the ICO meeting.

KP stated that suppliers do not always know which products RFID tags are placed in. CC noted that this point will be made during the meeting with the ICO.

SE noted that in April 2018 RFID privacy will be made part of the law, but as a part of the GDPR. SE stated that BIC will conduct an IPA assessment for one large library and one small library as an example that libraries will always have a 'high risk' result and there is no need to repeat this assessment hundreds of times on every library in the UK.

5. Update of Review Groups - LCF

CC informed the Group that Mick Fortune (BIC Consultant) had been invited to speak at the CILIP Conference 2017 on the subject of LCF, but is unable to attend. She asked whether anyone would be willing to volunteer in Mick's place. IM suggested asking Matthew Dovey of Ceridwen or Anthony Whitford of Capita.

- **ACTION:** KL to ask Matthew Dovey and Anthony Whitford if either of them would be willing to speak about LCF at the CILIP Conference 2017.

CC and IM noted that any technical issues relating to LCF should be added to GitHub on the following link: <https://github.com/anthonywhitford/bic-lcf>

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

- TEiLA Review T&FWG

SE noted that this Group is now closed and the TEiLA Panel has taken over their work. KL added that the launch of this refreshed scheme depends on the completion of the new BIC website. KL informed the Group that the estimated completion date had been March 2017 but has been moved forward to the end of June 2017. KL and SE discussed the issues, such as bugs, that arose during website testing of the new site.

7. Watching Briefs

- Near Field Communication (NFC)

CC read out MF's email update on NFC to the Group. MF noted in his email that NFC is essentially another form of RFID and was once seen as having great potential for libraries by both RFID chip manufacturers and library suppliers. There has not been a surge of commercial applications however, probably for two reasons: firstly because it would impact the existing self-service market heavily as many borrowers could use their own devices rather than expensive kiosks and secondly because it is a very short-range technology which restricts the issue process to item by item. Development of NFC applications has been slow and left to individual institutions with the resources to write the necessary code. MF noted that only the University of Manchester have to his knowledge gone public with their effort and added that Goldsmiths College (University of London), Gloucestershire Public and the City of Leuven in Belgium have expressed interest in using NFC in conjunction with their RFID collections. MF noted that he had an interesting meeting with the CEO of Invengo regarding UHF and its greater security in the face of threats from NFC at the end of 2016.

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

SE informed the Group that there is a solution for eBooks in EDI. KL noted that the BIC *Realtime* survey was recently circulated and will soon be circulated to the libraries community. CC asked the Group to raise any issues if there are any.

9. Update from BIC Library Metadata Group

TW informed the Group that there is very little to update the Group with at the moment as the next meeting will be on 13th June 2017.

- BIBFRAME

TW noted that BIBFRAME 2 has been published and the data model has been improved. He noted that tools have also been developed to convert MARC files into BIBFRAME.

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

- BIC Breakfasts for libraries

KL noted that the BIC Breakfast on 26th July, sponsored by Axiell will be concerned with RFID Privacy. She noted that it would be helpful if feedback from the ICO is received by this date. KL raised the idea of a BIC Breakfast relating to analytics, as proposed by MA. The Group agreed that this is not a topic suited to BIC.

- Breakfast / seminar on 'eBook supply for public libraries' (target audience = publishers)

KL raised the proposal of a BIC Breakfast or seminar relating to eBook supply for public libraries (with publishers as the target audience). She noted that the feedback from Anne Lewis-Lloyd (formerly of

TriBorough Libraries) had raised the concern that publishers may not attend the event as the topic may be contentious. KC and CC speculated whether the aim of the BIC Breakfast / seminar would be to persuade publishers to allow libraries to loan eBooks or aimed at those publishers that already do, with a focus on how to make the process easier.

- **ACTION:** ALL to raise any ideas for potential BIC Breakfast topics with the TEC Committee.

11. Updating UKSLC in line with *Thema* codes

KL noted that she had spoken to Graham Bell of EDiEUR regarding the relationship between UKSLC and *Thema*. She stated that BIC codes were originally the basis for *Thema* and UKSLC has many similarities with BIC Subject Category Codes and mapping should therefore be possible at some level. KL added that BIC Subject Category Codes will not be updated so there will now be many new codes that exist only in *Thema*.

The Group discussed libraries' use of *Thema*, UKSLC and BIC Subject Category Codes and KL agreed to circulate a link to *Thema's* interactive browser and provide this Group with updates from the UK *Thema* National Group.

- **ACTION:** KL to circulate a link to *Thema's* interactive browser to the Group.
- **ACTION:** KL to provide this Committee with updates from the UK *Thema* National Group.
- **ACTION** (carried over): EG to investigate which organisations are currently supplying UKSLC, BIC and *Thema* codes in their feeds and report back to this Group.

12. Update on EDI training

KL noted that she had circulated to this Group, a spreadsheet of costs to put this training course together (whether a face to face course or a webinar). KC noted that this should be a face to face course rather than a webinar and speculated that attendees may be prepared to spend £45-50 for the course. KL noted that ideally a sponsor would cover the development cost of the course. CC suggested finding facilities in a different location for the second running of the course (i.e. Manchester) in order to benefit from a different audience. KL noted that it may be beneficial to approach stock suppliers and LMS vendors for potential sponsorship. CC and KC agreed that training would be a benefit to stock suppliers and LMS vendors and sponsorship should be pursued.

- **ACTION:** KL to contact public and academic stock suppliers and LMS vendors regarding potential sponsorship of the EDI training course.
- **ACTION:** KL to review her figures on the cost of the training course to include potential sponsorship, and greater numbers of attendees. To also explore what would need to happen to bring the price down to £25 per head.

13. Round-the-table update from all Committee members on areas of interest for BIC libraries

The Group discussed the last meeting of the Libraries Task Force. CC noted that Ayub Khan and Kathy Settle had been present and the meeting was very positive.

14. A.O.B.

None.

15. Date of next meeting

Thursday 21st September 2017.