

**BIC LIBRARIES TECHNICAL IMPLEMENTATION CLINIC (LTIC) MEETING – Minutes****Location:** GoToMeeting / Conference Call**Date and time:** Tuesday 22<sup>nd</sup> January 2019, 2pm**Minutes written by:** Alaina-Marie Bassett

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**Present**

Alaina-Marie Bassett, BIC  
Paul Bradley, W.F. Howes  
Catherine Cooke, Westminster Libraries  
Niamh Doran, Civica  
Simon Edwards, Consultant (Chair)  
Graham Jones, Askews & Holts  
Gary Lovett, Nielsen  
Anil Panchal, W.F. Howes  
Wendy Robson, British Library  
Williams Scott, Bertram's  
David Thomas, SirsiDynix

**1. Welcome and Apologies**

SE welcomed the Group to the meeting and the apologies were delivered.

**2. Competition Law - Conduct Reminder**

The Group was reminded about BIC's Competition Law Policy – please click here for more information regarding this policy: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

**3. Review of minutes and actions from the last meeting**

The minutes from the previous meeting of this Clinic were approved; the majority of the actions for that meeting are discussed under Item 4 (in the action grid, overleaf).

- LTIC mailing

AMB confirmed that a mailing was sent out a month prior to this Clinic meeting, to all BIC members, to encourage further attendance.

**4. Current EDI issues (TRADACOMS and EDIFACT)**

See the action grid, overleaf.

Title of Issue	Brief Description of Issue	Actions (if any)	Responsible for Action	Issue resolved? Yes / No
<p><b>4.1</b> Consolidated Invoices and Invoices for Fulfilment-only <b>Raised by</b> AC, Essex Libraries <b>Date raised</b> 11/11/13</p>	<p><b>Andrew Coburn (AC) of Essex Libraries raised this issue in 2013, noting that direct deliveries can result in numerous invoices being authorised by recipient organisations because their Library Management Systems (LMSs) cannot accept consolidated invoices. The librarians present at the meeting agreed that they would like to receive consolidated invoices from their suppliers; DT and GJ informed the Group that their respective organisations can provide consolidated invoices. It was suggested that a change to the EDIFACT INVOIC codes may be necessary, however the Group subsequently identified an existing invoice type for consolidated invoices – Code 385 – which is not presently in use. A draft advisory / introduction to EDIFACT Code 385 was written by SE which the Group was actioned to provide feedback on previously.</b></p> <p>AMB reported that feedback on the draft advisory was received from PB, CC, ND, WR and DT following the previous meeting of this Clinic; this feedback was subsequently circulated to SE on Wednesday 19<sup>th</sup> September 2018 with a view to the advisory being amended accordingly. SE noted that the advisory recommends that organisations should liaise directly with tax authorities (regarding best practice in relation to tax) as this is out of scope for BIC. DT informed the Group that his feedback (a Word document) contains a proposal for how to enhance the EDI INVOIC message. SE suggested that this information should be incorporated into the draft advisory. The Group agreed that, if possible, the advisory (which will be a standalone document) should instead be referred to in the EDIFACT standard documentation. AMB noted that BIC will need to liaise with EDItEUR about this matter.</p>	<p>SE to incorporate this Group’s feedback into the advisory document, sending it to DT for his approval ASAP.</p> <p>SE to ensure that the final advisory (complete with DT’s feedback) is sent to AMB no later than 14<sup>th</sup> February 2019.</p> <p>AMB to circulate the advisory to the BIC Libraries Committee and add “Signing off on the Brief Note on Consolidated Invoices (LTIC)” to the agenda for the next meeting of this Committee.</p>	<p>SE</p> <p>SE</p> <p>AMB</p>	<p>No</p>
<p><b>4.2</b> Standing Orders in EDI</p>	<p><b>In June 2016, WR raised this issue regarding the British Library (BL)’s invoicing process for standing orders. WR and GJ reported that their systems cannot invoice without firstly having received an order of some sort; as such, standing orders are dealt with outside of EDI. The Group discussed whether the BL would benefit from using the EDI Quotes message to cope with standing orders. WR liaised with</b></p>	<p>None.</p>		<p>Yes</p>

Title of Issue	Brief Description of Issue	Actions (if any)	Responsible for Action	Issue resolved? Yes / No
<p><b>Raised by</b> WR, The British Library <b>Date raised</b> 07/06/16</p>	<p>the BL's suppliers about Quotes and reported back that test files need to be exchanged to complete this process. She noted however that the solution required must show whether each order has been fulfilled or not. The BL has now implemented EDI for and its solution has gone live (i.e. EDI invoicing is loaded to the series order with an invoice line created for each volume received – a description of which volume has been paid for is also included). The BL is looking to implement EDI invoicing with its other suppliers and is investigating if there are other efficiencies to be gained from EDI quotes functionality. The Group agreed that the BL operates Standing Orders in a different way to other libraries. The possibility of developing a BIC Library API for Standing Orders is under consideration by the BIC Library Web Services Task &amp; Finish Working Group (T&amp;FWG).</p> <p>WR confirmed that this issue has been resolved and can be marked as closed.</p>			
<p><b>4.3</b> Potential new issues to be addressed</p>	<p>The Group did not have any new issues to raise.</p>	<p>None.</p>		<p>Yes</p>

#### 5. Update on the *BIC Realtime Review Group* meeting, Thursday 10<sup>th</sup> January 2019

SE noted that this meeting took place recently to review the *BIC Realtime* standard (a suite of web services / APIs for the book trade). *BIC Realtime* enables computers to communicate with each other via the internet in real-time, allowing organisations to request information for business functions and receive an immediate response. SE explained that *BIC Realtime* APIs were used as a basis for BIC's library-specific APIs which have been developed by the BIC Library Web Services T&FWG – more information about the pilot (v0.9) Library APIs and can be found, here: <http://www.bic.org.uk/205/Library-Web-Services/>

SE noted that evidence of good industry implementation of the BIC Library APIs will need to be identified before the development of any new APIs will be considered; he suggested that libraries should speak to their systems vendor and stock suppliers to request the APIs' use. The BIC Library Web Services Implementation Guide is now in the final stages of being produced and will be published in February 2019.

- **ACTION:** AMB to circulate the registration link to receive a copy of the BIC Library Web Services Implementation Guide to the members of this Clinic as soon as it is available.

SE noted that the BIC Libraries Committee will govern the BIC Library APIs going forwards.

#### 6. Governance of the BIC Library APIs

SE noted that the BIC Libraries Committee will govern the BIC Library APIs going forwards.

*Post-Meeting Update: At the most recent meeting of the BIC Library Web Services T&FWG, it was agreed that the pilot BIC Library APIs will be reviewed in July 2019 (depending on the level of adoption obtained). The APIs will be reviewed on an annual basis thereafter, in January each year.*

#### 7. BIC Technology Excellence in Libraries Award (TEiLA) Accreditation Scheme

SE noted that the first BIC TEiLA Accreditation Panel meeting took place in July 2018 and that applications to this Scheme are accepted on a quarterly basis. The application form will be transposed to an online platform in due course. To date, 25 organisations have gained an award on this Scheme. AMB noted that the next application deadline is Thursday 28<sup>th</sup> February 2019. Find out more, here: <http://www.bic.org.uk/191/Technology-Excellence-in-Libraries-Award/>

- **ACTION:** ALL to consider applying to the BIC TEiLA Scheme in 2019.

#### 8. Update on the BIC EDI for Libraries training course (EDIFACT and TRADACOMS)

SE reported that this course took place twice in 2018 in June and November; an additional session was held in-house for The British Library in September 2018. This course will take place next on Tuesday 21<sup>st</sup> May 2019. Find out more, here: <https://www.eventbrite.co.uk/e/bics-edi-for-libraries-half-day-training-course-tickets-52302565381>

SE noted that the course is especially useful to individuals who have 'learnt on the job' and organisations that have lost their main EDI representative (i.e. due to retirement, staff changes, etc.) whose knowledge was not passed down. ND reported that Civica has received positive feedback from its customers and/or business partners that attended this course in 2018.

**9. Clinic closure**

The BIC Libraries Committee agreed previously, on Wednesday 1<sup>st</sup> August 2018, that this Clinic should be disbanded due to a prolonged lack of identified issues. SE and AMB thanked the Group for its participation on this Clinic. AMB noted that BIC will be in touch shortly to advise its members on how / where to report any technical issues that may occur going forwards.

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The BIC Library Technical Group ListServ is at  
<http://uk.groups.yahoo.com/group/librarytech/>

LCF specific tweets can be found at: @BIC\_LCF

As always any comments, corrections etc. by email please to  
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