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BIC UKSLC REVISION TASK & FINISH WORKING GROUP (T&FWG) MEETING – Minutes
Location: GoToMeeting / Conference Call
Date and time: Tuesday 23rd July 2019, 10am
Minutes written by: Alaina-Marie Bassett

Present	Apologies
Alaina-Marie Bassett, BIC	Kate Farmer, Greenwich Leisure Ltd
Catherine Cooke, Westminster Library	Diane Gill, Peters Bookselling Services
Barbara Hall, Greenwich Leisure Ltd	Eric Green, BDS
Graham Jones, Askews & Holts	Liz Malone, Essex County Council Libraries
Sue Polchow, Capita	Anna Mead, Greenwich Leisure Ltd
Janet Pullan, Greenwich Leisure Ltd	
Karina Urquhart, BIC (Chair)	
Howard Willows, Nielsen	

1. **Welcome and apologies**
   The Group was welcomed to the meeting and the apologies were delivered.

2. **Competition Law – Conduct Reminder**
   The Group was reminded about BIC's Competition Law Policy – to find out more about this policy, please click here: https://www.bic.org.uk/149/BIC-Competition-Law-Policy/

3. **Review the minutes and actions from the previous meeting**
   The minutes from the previous meeting were approved; the actions were discussed as follows:

   - Nielsen's UKSLC-*Thema* mapping
     HW reported that the UKSLC-*Thema* mapping, which includes "not in English" for both Adults' and Children's books, is now complete. The mapping is now in-line for development and will be implemented into Nielsen's system in due course. KU noted that this mapping is for internal use only, i.e. the mapping will not be made available to other organisations.
     ➢ **ACTION**: HW to inform his colleagues at Nielsen that BIC will launch UKSLC V1.2 on Monday 30th September 2019 (to encourage the progress of Nielsen's implementation).

   - Deliverables
     ➢ **ACTION**: KU to revise the UKSLC webpage on the BIC website in due course to ensure it is user-friendly.
     ➢ **ACTION**: ALL to ensure that this project is completed by the end of September 2019.

   - Launch and socialising
     ➢ **ONGOING ACTION**: KU to continue liaising with EG regarding the prospective date on which BDS will be able to implement UKSLC v1.2.
     ➢ **ACTION CARRIED OVER**: KU to ensure that the final UKSLC press release is signed off by the BIC Executive and Operational Boards, ASAP.

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- ➢ **ACTION CARRIED OVER**: KU / AMB to ensure that the final press release is disseminated to CILIP, NAG, the Cataloguing and Indexing Group, Public Library News (PLN), UK consortiums and LMS User Groups.

- Statements of endorsement
  JP reported that Bromley Libraries will provide a statement of endorsement for the revised UKSLC standard since GLL doesn't use UKSLC codes at present.
  - ❖ **DECISION**: The statement of endorsements should not be included in the press release, in the interest of space; a link to the endorsement document on the BIC website should be provided instead.
  - ➢ **ACTION CARRIED OVER**: ALL to provide a statement of endorsement for their respective organisations regarding the revised UKSLC standard, sending the statements to KU and AMB by Monday 23rd September 2019.
  - ➢ **ACTION**: AMB to ensure that the endorsements are compiled into a document and added to the BIC website by Friday 27th September 2019; AMB should include a link to the endorsement document in the forthcoming press release.

4. **Review and sign off on the BIC UKSLC User Guide**
   - ➢ **ACTION**: AMB to ensure that all outstanding links to the BIC website are added into the BIC UKSLC User Guide in due course.
   - ➢ **ACTION**: KU to liaise with NAG regarding the outstanding link which should be included on page 3 of this User Guide, ASAP.

   CC and BH joined the meeting.

   - ➢ **ACTION**: KU to change all instances of "LGBT" to "LGBTQ+" in this document, ASAP.
   - ❖ **DECISION**: The BIC UKSLC User Guide was signed off, with minor amendments (above), during the meeting.

5. **Sign off on the BIC UKSLC revision press release**
   - ❖ **DECISION**: This press release should be disseminated on Monday 30th September 2019.
   - ❖ **DECISION**: The BIC UKSLC press release was signed off, with minor amendments (mainly typos), during the meeting.
   - ➢ **ACTION**: KU to amend the press release according to the feedback received.
   - ➢ **ACTION**: ALL to provide information about any further contacts / organisations / User Groups etc. which this press release should be disseminated to, to KU and AMB, before the end of the day on Monday 23rd August 2019.

6. **UKSLC-*Thema* Code List grids and worked examples**
   HW noted that all changes made to UKSLC v1.2 are highlighted in yellow in the 2 UKSLC grids.
   - ➢ **ACTION**: KU to ensure that all instances of "LGBT" are amended to "LGBTQ+" in the 2 UKSLC code list grids and worked examples document.

   - Worked examples

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❖ **DECISION**: The worked examples should not be incorporated into the UKSLC User Guide so that this stand-alone document can be updated easily in future.

➢ **ACTION**: ALL to provide any further examples of titles for the worked examples document to KU and HW, ASAP but especially by Monday 23rd August 2019.

7. **Update on the revisions to the BIC UKSLC webpage**

❖ **DECISION**: Only information about the revised UKSLC standard should be included on the UKSLC webpage of the BIC website.

➢ **ACTION**: KU to ensure that the historical information regarding UKSLC, which is currently included on the BIC UKSLC webpage, is removed and archived prior to the publication of the BIC UKSLC press release.

➢ **ACTION**: AMB to amend the BIC website accordingly by Friday 27th September 2019.

8. **UKSLC Revision Task & Finish Working Group (T&FWG)**
The Group agreed that the deliverables laid out in the Project Brief have now been delivered.

9. **A.O.B.**
The Group did not have any other business to discuss.

10. **Project closure**
This T&FWG is now disbanded. KU thanked the Group their participation on this project, and especially HW for his involvement in the creation of the UKSLC mapping and documentation.