

Minutes of the Meeting of the GCG Libraries Group held on 13 November 2003 at 2.30 p.m. in Glasgow College of Food Technology

Sederunt: Andy Jackson, GCBP
 Chris Rogers, North Glasgow College
 Alan Stanley, John Wheatley College
 Donald Morrison, Langside College
 Linda Vaughan, Stow College
 Lorraine Forde, Cardonald College
 Margaret Scalpello, GCNS
 Kirsteen Dowie, Central College of Commerce
 Tony Donnelly, GCFT

In attendance: Mark Clark, GCG

ITEM		Person	Date
	Apologies No apologies were received.		
1.	Minutes of last meeting Minutes of the meetings 25 September and 21 October 2003 were agreed as true records.		
2.	Matters arising <ul style="list-style-type: none"> Mark has circulated budget figures for the NGL Project. Discussion on some of the lines in the budget. 		
3.	Systems Administrator <ul style="list-style-type: none"> The vacancy has been posted to all Group members and college personnel departments. Closing date is 24 November 2003. The location base for this new person has yet to be decided, but the post holder will need access to the Horizon server at GCBP. Mark to mention this to Tom Wilson and see if a solution can be found. The bid to SFEFC will go ahead although; a lead College is still required. Cardonald may be the lead. The strategic aims for each college is required for the bid document. Lorraine will circulate Cardonald's information and the Group should provide college information to her. 	MC LF/ Group	ASAP Next meeting
4.	Rebarcoding stock and Item Barcodes <ul style="list-style-type: none"> New barcodes are on order and expected within 		

	<p>the next 2 weeks. Mark will circulate as soon as available.</p> <ul style="list-style-type: none"> • Rebarcoding will be needed at GCFT and GCBP due to the forthcoming merger, and will hopefully be carried out by the start of next session. • The Group agreed to start using the new barcodes when available and rebarcode at their discretion. • Mark will order more barcodes to allow rebarcoding where needed. 	MC	ASAP
		MC	ASAP
5.	<p>EASL Keywords</p> <ul style="list-style-type: none"> • Discussion on the keyword situation. • Tony and Mark had met and agreed a sum to cover the inputting of keywords at GCFT. £3,440 had been estimated to complete at least 2,000 records. • The 590 tag would be used for keywords. • Mark pointed out that an extra 26% on top would be needed to cover pension, NI contributions etc. • Discussion on the utilising of funds for this project. • All members who feel they would benefit from funding for this type of project should cost it for the next meeting. 	Group	Next meeting
6.	<p>Horizon Project Closure Meeting</p> <ul style="list-style-type: none"> • This will take place on 9 December 2003. • Ruth will no longer be our contact, as the Project phase will be completed. • Tracy will be the new contact. 		
7.	<p>LCSH</p> <ul style="list-style-type: none"> • Andy is awaiting a reply from Stephen Winch (metadata officer) at SLIC as to whether we can access OCLC via the SLIC subscription. • OCLC will offer the Group a 50% discount on a year's subscription, but this will still cost £3,500. • Margaret suggested it would be cheaper to purchase a set of books. She will source these and price them. 	MS	Next meeting
8.	<p>Serials Workshop and Further Training</p> <ul style="list-style-type: none"> • As we have one day's training still to use, Mark will contact Dynix to arrange another Serials training day. 	MC	ASAP

	<ul style="list-style-type: none"> Serials workshop will still go ahead on 18 November, and Donald will collate the topics the Group needs covered by the trainer. 	DM	After 18/11/03
9.	<p>Software Installation: EasyAsk/PC Reliance</p> <ul style="list-style-type: none"> Both have been installed in only a few colleges. Mark will co-ordinate the installation. The Group should contact Mark with suitable times. 	MC/ Group	ASAP
10.	<p>HAIRST</p> <ul style="list-style-type: none"> Cathy Kearney has invited members of the Group to the Metadata event on 17 December 2003. Everyone should contact her to inform her if they are attending. Webpace - following discussions, Andy is to investigate papers passed to him from Cathy Kearney to establish if indeed NGL Project has been allocated space on the CDLR server (GCG provide funding to Strathclyde University). 	Group AJ	ASAP Next meeting
11.	<p>COSMIC</p> <ul style="list-style-type: none"> Caroline Cochrane provided booklets for distribution. Donald will distribute to those who had already left the meeting. 	DM	ASAP
12.	<p>SFEFC Quality Toolkit Launch</p> <ul style="list-style-type: none"> Awareness of this forthcoming event at GCBP and run by SLIC, was raised. 		
12.	<p>AOCB</p> <ul style="list-style-type: none"> Glasgow Digital Libraries project has now finished. Donald circulated a leaflet from CDLR and will demonstrate this at the next meeting. Donald also highlighted that CDLR will help any lecturer who wants to digitise materials/collections. Donald suggested that a directory of e-resources for the Group could be linked on the IPAC. This will be something for the Systems Administrator. 		

Date of next meeting Tuesday 18 December, GCBP.