

Minutes of the Meeting of the *GCG* Libraries Group held on 14 August 2003 at 1430 hrs. in Glasgow College of Nautical Studies

Sederunt: Andy Jackson, *GCBP*
 Kirsteen Dowie, *Central College*
 Linda Vaughan, *Stow College*
 Lorraine Forde, *Cardonald College*
 George Howie, *GCNS*
 Donald Morrison, *Langside College*
 Chris Rogers, *North Glasgow College*
 Tony Donnelly, *GCFT*
 Elizabet Minkova, *Anniesland College*
 Laura Thompson, *John Wheatley College*

In attendance: Craig Dowling, *GCG*
 Mark Clark, *GCG*
 Ruth Burkett, *Dynix*
 Moirra, *GCNS*

ITEM		Person	Date
1.	<p>Chair Election for Libraries Group and Roles for Group Members</p> <p>With the departure of Cathy Kearney, the Group needed a new Chair.</p> <ul style="list-style-type: none"> Lorraine Forde was nominated, seconded and accepted the appointment. Linda Vaughan will be minute secretary. Laura Thompson will be JISC Archives Hub Project contact. Caroline Cochrane will be COSMIC rep and feedback to the Group. HAIRST - Andy will attend the next meeting on 28 August. It is unclear where the line management for the post of Metadata officer will be. <p>Andy to investigate with HAIRST and Tom Wilson. Mark to check the paperwork on the post (which will be re-advertised).</p> <ul style="list-style-type: none"> Donald will continue to feedback on any GDL progress - not much at present. Tony will update the Group on CAFÉ issues. Lorraine will be rep for GALT. 	<p>LF</p> <p>LV</p> <p>LT</p> <p>CC</p> <p>AJ</p> <p>AJ</p> <p>MC</p> <p>DM</p> <p>TD</p> <p>LF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>28/8/03</p> <p>28/8/03</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
2.	<p>Minutes of last meeting</p> <p>Minutes of the meeting 24 June 2003 were agreed as a true record.</p>		
3.	<p>Matters arising</p> <ul style="list-style-type: none"> Netloan - Mark is awaiting feedback. 		

4.	<p>System Administration Duties</p> <ul style="list-style-type: none"> Mark has independently produced a paper for discussion at the Principal's Planning Group meeting on Tuesday 19 August which will be presented by Ian Mathieson. It lists duties that need to be undertaken as the Group moves into the operational phase of the project. <p>Mark to circulate his paper via email and comments to be emailed ASAP.</p> <ul style="list-style-type: none"> Tom Wilson has proposed a dedicated systems admin GCG post for 6 months. 	MC Group	ASAP ASAP
5.	<p>Horizon Issues Ruth Burkett joined the meeting.</p> <ul style="list-style-type: none"> Helpdesk - Dynix prefer to deal with one contact. In the short term, Andy has agreed to be the contact who will co-ordinate queries and log them with the Helpdesk. He will also disseminate information to the Group on how problems were solved. See Loraine for Staff accounts. Bimport - a problem with secondary IDs has arisen. Dynix is looking at automatically filling the field with the barcode number, as the 2 field need not have different data. Unity transfers for Bimport - anyone needing information can see Brian Gallagher. Barcodes - borrower duplication is inevitable using current number ranges. Horizon will prefix numbers with a location code; remember to key in location code before barcode when entering new borrowers. Barcodes - let Mark know if you need any borrower barcodes - remember to quote barcode length (see forms). Mark will order these ASAP. Item barcodes - Mark will re-send email about proposed codes and numbers. Group to get back to him. Mark to check budget before ordering. Borrower file - one borrower file exists for all 10 colleges. Staff should be made aware of the Data Protection Act and security concerning user details. Ruth will investigate whether views can be restricted to each college. Dates - are being displayed in US format. Andy to log this with Dynix. HIP - The browse scope has been switched on, but searches are not presenting home site's details first. Holdings records are inaccurate. Andy to log this with 	AJ Dynix Group Group MC MC/ Group Group RB AJ AJ	Ongoing ASAP Ongoing ASAP ASAP ASAP Ongoing ASAP ASAP ASAP

	<p>Helpdesk.</p> <ul style="list-style-type: none"> • IPAC customization - see Craig D. for technical help in doing this. • Training - Second Serials - possibly 2-3 October; names to Andy for those interested. • Training - Easyask - 1 day but 2 sessions needed. As Inventory will not be used immediately (2x ½ days), it will be used for second Easyask session. • Training - RPA - Ruth will check the content of this training before a decision is made. • Customizing notices - Andy will circulate a handout on this. • Bibliosource - an order has gone for the annual subscription and catalogue clean up. The live data needs to be agreed and signed off before Dynix can do the clean up. Local information needs to be allocated a tag. Loraine to collate tags/fields we wish to use. Andy to circulate handout on Bibliosource. • Day end - this has not been set up to automatically run, although it can be done at each location. Mark to check and setup the automatic running. • Client software - 3 per college i.e. 3 PCs to have Horizon software loaded. Let Mark know how many client PCs are needed at each college. • HUG - GCG will join HUG. • GCG User Group - to discuss operational issues. This will be an agenda item at next meeting. • Ruth will continue with her weekly update. • See Ruth's handouts. • Forms should be signed off and sent back to Ruth as soon as live data has been tested and approved. • Horizon Conference on 28/8/03 • Ruth unavailable 10 -29/9/03. 	<p>CD</p> <p>Group</p> <p>RB</p> <p>AJ</p> <p>LF</p> <p>AJ</p> <p>MC</p> <p>Group</p> <p>LV</p> <p>RB</p> <p>Group</p>	<p>Ongoing</p> <p>ASAP</p> <p>TBA</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>1/9/03</p> <p>ASAP</p> <p>Next meeting</p> <p>Ongoing</p> <p>ASAP</p>
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Date of Next Meeting: Thurs. 25th September at 14.30 hrs. in North Glasgow College.