

Minutes of the Meeting of the GCG Libraries Group held on 16 December 2004
at 2.30 p.m. in Central College of Commerce

Sederunt: Tony Donnelly, GCFT
Andy Jackson, GCBP
Donald Morrison, Langside College
Kirsteen Dowie, Central College of Commerce
Linda Vaughan, Stow College
Lorraine Forde, Cardonald College
Margaret Scalpello, GCNS

In attendance: Mark Clark, GCG
Stephen Winch

ITEM		Person	Date
	<p>Apologies Elisabet Minkova, Anniesland College; Laura Thompson, John-Wheatley College; Chris Rogers, North Glasgow College.</p>		
1.	<p>Stephen Winch (SLIC)</p> <ul style="list-style-type: none"> • Stephen gave a quick run down on the next proposed phase of the CAIRNS project – namely including the GCG catalogue to the project. • He is at present working on Phase 2 – connecting public libraries to CAIRNS. • As the connection will allow users to examine bib records, there will be no impact on GCG's ability to restrict searches by location. • A firewall port will need to be opened and some configuration work completed. • Stephen will liaise with Mark in the New Year. • Stephen can be contacted at SLIC for further information on CAIRNS. • Stephen was questioned on HAIRST – it is possible to utilise HAIRST as a tool for data content management, but other systems are under investigation at present. 	MC/SW	Jan 05
2.	<p>Minutes of last meeting/Matters arising</p> <ul style="list-style-type: none"> • Minutes of the meeting 30 September 2004 were agreed as a true record. 		
3.	<p>Horizon System Administration</p> <ul style="list-style-type: none"> • The recent upgrade has highlighted the problems of having no-one in post as a dedicated systems administrator. • Discussion on how logs are processed 		

	<p>resulted in the agreed procedure:</p> <ol style="list-style-type: none"> 1. Each location logs problems using the log sheet and sends it to Mark with a copy to the Group, stating clearly that this has been logged. 2. Each location should check if the same problem is occurring and duplicate the log sheet and send it to Mark. This will clearly indicate how widespread the problem is. 3. Mark will then deal with the problem or forward it to Dynix. 4. Mark will circulate the log reply from Dynix. 5. Logs should be sent to nglog@gcg.ac.uk and copied to the Group. <ul style="list-style-type: none"> • Logs can be viewed online at the Dynix site. Andy will circulate access details to the Group. • Mark indicated that the Principals have agreed in principle to the post of Systems Administrator and need a strategic plan and operational plan to show the development of the post. • Mark does not have time to complete all of the work necessary. • Mark is no longer under contract to devote 50% of his time to Horizon – this ended with the signing off of the NGL Project phase. • The strategic documents have not been progressed as hoped due to Laura’s absence. • Andy has prepared a starter paper, which he will circulate to the Group. Group to provide ideas and feedback to Andy. • Mark, Andy and Chris will meet to draft a strategic plan and operational plan. Laura will contribute on her return, but should she not have returned by the next Network meeting in February, Chris will finalise the papers. • Mark suggested that emphasising the links of Horizon to the MLE and the need for a specialist in achieving this, would add to the paper. 	<p>MC Group</p> <p>AJ</p> <p>AJ/ Group</p> <p>MC/AJ/ CR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>ASAP</p> <p>ASAP</p> <p>Jan 05</p>
4.	<p>Horizon Upgrade Problems</p> <ul style="list-style-type: none"> • There was much discussion on various problems that had occurred. • Several have been resolved; others are still logged with Dynix. 		

	<ul style="list-style-type: none"> • Group should check requests are working when HIP 3.0 is installed. • Group should check searching for a borrower is possible when restricted to location. • Dynix is monitoring Day end until the end of the week. • Duplicate bib records have been discovered, with no items attached – from conversion from old system. Linda to log this. 	Group Group LV	ASAP ASAP ASAP
5.	<p>PC Reliance</p> <ul style="list-style-type: none"> • Langside used PC Reliance 3 December during the upgrade. • Donald has been unsuccessful in uploading files, but used the print out to manually enter transactions. • Dynix now have records to upload, but this may cause problems for Donald. Donald will check with those not present if they have any objections to these transactions being deleted, then contact Tracey at Dynix to arrange this. 	DM	ASAP
6.	<p>Data and Content Management</p> <ul style="list-style-type: none"> • The Data and Content Management sub group have seen a demonstration of Dynix's Horizon Digital Library. This product provided most of the requirements and a demonstration can be viewed on the Dynix website. Andy will circulate the URL. • The sub group will assess functionality and costings. • The sub group will make recommendations to the Principals Planning Group. • There is no timescale for this project. 	AJ	ASAP
9.	<p>AOCB</p> <p>There was no other business discussed.</p>		

Date of next meeting

Thursday 3 February 2005 2.30 pm at Langside College