

Minutes of the Meeting of the GCG Libraries Group held on 15 January 2004 at 2.30 p.m. in Glasgow College of Building & Printing

Sederunt: Alan Stanley, John-Wheatley College
 Andy Jackson, GCBP
 Caroline Cochrane, GCBP
 Donald Morrison, Langside College
 Kirsteen Dowie, Central College of Commerce
 Linda Vaughan, Stow College
 Loraine Forde, Cardonald College
 Margaret Scalpello, GCNS

In attendance: Mark Clark, GCG
 Cathy Kearney, SLIC

ITEM		Person	Date
	<p>Apologies Elisabet Minkova, Anniesland College; Chris Rogers, North Glasgow College; Tony Donnelly, GCFT.</p>		
1.	<p>Systems Administration</p> <ul style="list-style-type: none"> • The Group welcomed Cathy Kearney who outlined the SLIC/CDLR proposal for systems administration. • The current situation is that Andy's post at GCBP was not filled and so he could not be released to the new post. Andy has also withdrawn his acceptance of the systems post. He will also no longer provide systems administration for NGL on an ad hoc basis as of 30 April 2004. • Following discussion on the SLIC/CDLR proposal, it was agreed that during Cathy's meeting with the Principals Group 12 May 2004, she should put forward the proposal as follows: A service agreement with CDLR for a fixed period of time - probably 6-9 months - will be recommended by SLIC to provide systems administration on a full-time basis. This would be presented as an interim solution to the Libraries' problem and also demonstrate the potential development of the Library system, which would benefit all colleges. This would encourage the 		

3.	<p>Minutes of last meeting Minutes of the meeting 11 March 2004 were agreed as a true record.</p>		
4.	<p>Matters arising</p> <ul style="list-style-type: none"> • Patch for the HIP is still to be pursued by Mark. • Timeouts are dependent on each College's firewall. • PC Reliance - the software is not working and this is an ongoing problem for Mark. He has received information from Dynix, but it did not solve the problem. Mark will continue to press Dynix for a solution. • Data Protection - due to the 10 colleges sharing a borrower file, GCG would like assurances from Dynix that Dynix will not access personal data. Mark discovered that if Dynix in the USA accessed personal data from outside the EU, then this would breach Data Protection Act. He will contact Dynix for written assurances. • A new primary contact for Dynix is needed due to Andy's withdrawal as contact. Mark will assume the position as of Monday 3 May 2004. All problems should be logged with Mark. 	<p>MC</p> <p>MC</p> <p>MC</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
5.	<p>Training</p> <ul style="list-style-type: none"> • Inventory training will go ahead on 11 May 2004. • RPA training is for systems administrators and due to the technical nature of the training, Mark will attend. • Allegro will be able to provide LCSH and MARC training in July. Caroline will check if funding for the staff development will be withdrawn if not used by the start of the next financial year. Dates will be arranged which suit the majority. • OCLC Connection - Caroline reported on the demonstration she saw at a recent event of this resource. It will be investigated in the future. 	<p>MC</p> <p>CC</p> <p>CC</p>	<p>10 May</p> <p>ASAP</p> <p>ASAP</p>
6.	<p>GCG Cataloguing Guidelines</p> <ul style="list-style-type: none"> • Andy has prepared a draft. He will post this on email. 	<p>AJ</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> Loraine will schedule a meeting for Andy to provide a demonstration of his guidelines. 	LF	ASAP
7.	<p>Links with Glasgow City Libraries</p> <ul style="list-style-type: none"> As Tony was unable to attend the meeting, this item will be included in the agenda for the next meeting. 	LF	Next meeting
8.	<p>AOCB</p> <ul style="list-style-type: none"> Mark reported that the maintenance for Horizon (hardware, software and support) will be £17, 800. This will be passed to the Finance Committee, which will decide which budget pays for it. Mark has identified a number of useful URLs for FOI and will circulate these to the Group. Caroline reminded the Group of Gordon Dunsire's request for a FE partner for a CDLR bid for JISC funding to evaluate hairdressing resources. Replies ASAP to Caroline. Donald has been updating his staff procedure manual and is willing to circulate it to the Group. He will email the large PDF document to the Group. 	MC DM	ASAP ASAP

Date of next meeting Thursday 3 June 2.30 pm at Langside College.