

Minutes of the Meeting of the GCG Libraries Group held on 30 September 2004  
at 2.30 p.m. in North Glasgow College

Sederunt: Laura Thompson, John-Wheatley College  
Andy Jackson, GCBP  
Chris Rogers, North Glasgow College  
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

ITEM		Person	Date
	<p><b>Apologies</b> Elisabet Minkova, Anniesland College; Tony Donnelly, GCFT.</p>		
1.	<p><b>Election of New Chairperson</b> Discussion on the role of the Chair and possible candidates resulted in:</p> <ul style="list-style-type: none"> <li>• Laura Thompson accepting the role of chair (which she will review in December) – nominated by Lorraine Forde and seconded by Kirsteen Dowie</li> <li>• Chris Rogers accepting the role of vice-chair – nominated by Lorraine Forde and seconded by Laura Thompson.</li> </ul>		
2.	<p><b>Minutes of last meeting/Matters arising</b> Minutes of the meeting 3 June 2004 were agreed as a true record.</p> <ul style="list-style-type: none"> <li>• Only one matter arising under cataloguing – Andy will resend his final full cataloguing guidelines. He is still awaiting Dynix dealing with a log to have the final version of online resources catalogue guidelines completed.</li> </ul>	AJ	ASAP
3.	<p><b>Horizon System Administration</b></p> <ul style="list-style-type: none"> <li>• Ian Matheson's paper of 3/9/04 and the <i>Issues to Consider</i> paper (ITM 27/8/04) were discussed.</li> <li>• A Service Level agreement with CDLR/SLIC is no longer an option.</li> <li>• SLIC have offered to provide a person part-time for the post; GCG would fund the other half. CDLR would provide line management. The Group agreed this would be only treated as a fall back position as a full-time post</li> </ul>		

	<p>within GCG is preferred. Laura will investigate SLIC's offer in more detail.</p> <ul style="list-style-type: none"> <li>All documents relating to systems admin used over the last year will be used to form the strategy document for the Network Management group. Loraine to email relevant documents to the Group. Laura will draft the strategy document.</li> <li>Mark will notify the Group of the date of the next Network Management Group.</li> <li>Day end processing must be checked every day to ensure it has run correctly. Problems with overdues may be related to day end not running correctly.</li> <li>Mark is looking to automate the checking process.</li> <li>Neither Mark nor Craig can commit to checking this each morning.</li> <li>Laura will approach Tom Wilson about this as a matter of urgency.</li> </ul>	<p>LT</p> <p>LF LT</p> <p>MC</p> <p>LT</p>	<p>ASAP</p> <p>ASAP ASAP</p> <p>ASAP</p> <p>ASAP</p>
4.	<p><b>Horizon Upgrade</b></p> <ul style="list-style-type: none"> <li>Dynix is keen for this to go ahead soon.</li> <li>The October week was agreed.</li> <li>A maximum of one day's downtime is expected.</li> <li>Test database has been upgraded to 7.3 by Mark and seems to run fine. However, release 7.32 will need to be loaded and tested.</li> <li>The upgrade can be done remotely, but client software must be installed at each workstation.</li> <li>As 2 versions can be loaded onto a PC at simultaneously, Mark or Craig will load 7.32 at each college in readiness for the server upgrade.</li> </ul>	<p>MC</p> <p>MC/CD</p>	<p>ASAP</p> <p>Before 15 Oct</p>
5.	<p><b>PC Reliance</b></p> <ul style="list-style-type: none"> <li>A problem with John Wheatley's configuration was blocking use of PC reliance.</li> <li>Mark or Craig will look at this when loading the client software.</li> </ul>	<p>MC/CD</p>	<p>Before 15 Oct</p>
6.	<p><b>John Wheatley College</b></p> <ul style="list-style-type: none"> <li>Loraine read out Ian Matheson's letter regarding John Wheatley's position.</li> <li>John Wheatley and Glasgow City Council Libraries Public Library merger will go ahead, with both Galaxy and Horizon being retained, but with a joint search facility is in development.</li> <li>John Wheatley is still committed to the NGL</li> </ul>		

	Project.		
7.	<b>GALT – Reciprocal Access</b> <ul style="list-style-type: none"> <li>Loraine will continue to represent the Group at GALT meetings.</li> <li>A document on access for students to HE institutions is under way and Loraine will keep the Group updated with progress.</li> </ul>	LF	Ongoing
8.	<b>Data and Content Management Strategy (GCG)</b> <ul style="list-style-type: none"> <li>A short life working group has been set up to investigate systems which are suitable for digital repositories across GCG colleges. Donald, Tony and Chris have volunteered to be part of the group. The first meeting is scheduled 11 October 2004. Our representatives will keep the Group informed.</li> </ul>	DM/TD/CR	Ongoing
9.	<b>Meeting dates and frequency</b> Meetings will remain approximately 6-weekly and at 2.30 pm on Thursdays. A schedule will be drafted and emailed by Linda.	LV	ASAP
10.	<b>AOCB</b> <ul style="list-style-type: none"> <li>MyPC – an ITS product for booking PCs. ITS have been in touch with a few colleges regarding this product. There is a possibility of a Group discount should colleges wish to go ahead with a purchase.</li> <li>Kirsteen is hosting a demonstration 29 October at 9.15 am. All are welcome to attend if interested in seeing this product in action. Let Kirsteen know.</li> <li>Margaret highlighted to the Group that overdue notices are not being purged which generates a long listing of batches. Everyone is to make sure they purge batches regularly.</li> </ul>	Group  Group	26 Oct  Ongoing

**Date of next meeting**

**Thursday 11 November 2.30 pm at John Wheatley College**

**A huge vote of thanks to the retiring chair, Loraine Forde for her hard work and good luck to Laura and Chris in taking up the mantle! (LV)**