

Minutes of the Meeting of the GCG Libraries Group held on 3 February 2005 at 2.30 p.m. in Langside College

Sederunt: Tony Donnelly, GCFT  
 Andy Jackson, GCBP  
 Donald Morrison, Langside College  
 Kirsteen Dowie, Central College of Commerce  
 Linda Vaughan, Stow College  
 Elisabet Minkova, Anniesland College  
 Chris Rogers, North Glasgow College.  
 Margaret Scalpello, GCNS  
 Craig Green, John Wheatley College

In attendance: Mark Clark, GCG

ITEM		Person	Date
	<b>Apologies</b> Loraine Forde, Cardonald College		
1.	<b>Minutes of last meeting</b> Minutes of the meeting 16 December 2004 were agreed as a true record.		
2.	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• HAIRST – project will be completed by June 2005. No further input of data required from FE. There is one more meeting scheduled and Andy will report on project.</li> <li>• PC Reliance – files for 3 December 2004 deleted as Donald had input them manually. Discussion on the reliability of PC Reliance. Everyone will test PC Reliance by 11 February using staff and student records, to check transactions can be uploaded properly. Andy will circulate a help sheet for using PC Reliance.</li> </ul>	AJ  Group  AJ	Ongoing  11 Feb 05  ASAP
3.	<b>MyPC</b> <ul style="list-style-type: none"> <li>• Discussion on the product. Consensus was it was a good product, although the development of some features would add to the product. However, it was too costly to consider. We will watch for product developments.</li> </ul>		
4.	<b>GALT</b> <ul style="list-style-type: none"> <li>• Chris reported on the recent GALT meeting, which had one issue of interest to the Group: scanning licenses.</li> <li>• Discussion highlighted the new CLA license,</li> </ul>		

	<p>which covers paper copies and digitalization, but this must be purchased together. An audit of digitized resources will do doubt follow soon.</p> <ul style="list-style-type: none"> <li>• Tony will circulate information on digitization and copyright to the Group.</li> </ul>	TD	ASAP
5.	<p><b>Z39.50 capacity and connections</b></p> <ul style="list-style-type: none"> <li>• Mark has met with Stephen Winch re: CAIRNS.</li> <li>• No progress could be made until the HIP was upgraded.</li> <li>• Linking to CAIRNS will not affect our data; searching only will be enabled.</li> <li>• Configuration will be needed. Mark will liaise with Stephen and Dynix. Mark will keep the Group informed of progress.</li> </ul>	MC	Ongoing
6.	<p><b>CLA copyright workshops for FE colleges in Scotland</b></p> <ul style="list-style-type: none"> <li>• CLA is offering to run free workshops to groups of 12 on copyright – general background, question and answer sessions, etc.</li> <li>• CAFÉ Annual Conference is 3 March 2005. The digitization of materials and copyright issues will be covered, as well as demonstrations of the SFEU website and JISC Legal website.</li> <li>• Whoever attends CAFÉ should report back to the Group.</li> </ul>	Group	Next meeting
7.	<p><b>Horizon</b></p> <ul style="list-style-type: none"> <li>• HIP – upgrade was completed on 3 February 2005. However, a few problems have been noted: location selection not listed on front page; requests still not working at staffpac; requests can be made for available items. Mark will investigate if firewall ports must be opened to allow processing of reservations at staffpac. Andy and Chris will investigate if it is a global or location parameter, which must be disabled to stop requests being made for available items.</li> <li>• Borrower search – searching by location is still not working. Mark will check on log progress.</li> <li>• Location indicators – location codes at the start of barcodes have disappeared. Very important that this is dealt with urgently as some libraries are having problems with Horizon distinguishing between borrower and</li> </ul>	MC AJ/CR  MC	ASAP ASAP  ASAP

	<p>item barcodes. Mark to check with Dynix.</p> <ul style="list-style-type: none"> <li>• Systems Administrator – the draft document will be formatted to GCG layout before Andy circulates to the Group.</li> <li>• Chris suggested that the money set aside for Systems Admin post this year should be used to fund staffing for catalogue clean up for example. The Group agreed. Andy will contact Dynix to see if they can construct a SQL query to determine the scale of the clean up.</li> <li>• Chris also suggested that admin rights for all members of the Group should be granted to allow local amendments to be done at each site e.g. calendar changes. The Group agreed to this. Training will be needed. Mark to coordinate training by Dynix. The Group should prepare a list of the tasks we would like to be able to do at each site but do not have security rights to complete at present.</li> </ul>	<p>MC</p> <p>AJ</p> <p>AJ</p> <p>MC Group</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP ASAP</p>
8.	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• EasyAsk replacement is Webreporter. The Group would be interested in a demonstration of this product; however, it would be more prudent to wait until we see the type of reports, which can be generated when we all have admin rights.</li> <li>• The Group was advised that Laura is still on sick leave and no date for her return is known. Chris will continue as Acting Chair in the meantime.</li> </ul>		

**Date of next meeting**

**Thursday 17 March 2005 2.30 pm at Stow College**

**Happy Birthday to those who between them are a century old and don't look it!!!!  
Have fun on your special days. LV**