

Minutes of the Meeting of the GCG Libraries Group held on 11<sup>th</sup> March 2004 at 2:30 p.m. in Anniesland College

Sederunt:           Andy Jackson, GCBP  
                           Caroline Cochrane, GCBP  
                           Chris Rogers, North Glasgow College  
                           Elisabet Minkova, Anniesland College  
                           Lorraine Forde, Cardonald College  
                           Kirsteen Dowie, Central College of Commerce

In attendance:     Mark Clark, GCG

ITEM		Person	Date
	<p><b>Apologies</b>            Alan Stanley, John Wheatley College;            Donald Morrison, Langside College;            Linda Vaughan, Stow College;            Margaret Scalpello, GCNS;            Tony Donnelly, GCFT;</p>		
1.	<p><b>Minutes of last meeting</b>            Minutes of the meeting 15 January 2004 were agreed as true records.</p>		
2.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Caroline and Kirsteen confirmed that they had contact with Glasgow Archives Hub. Caroline established that the only content they kept were internal committee meeting minutes. The group discussed the disparity in the availability of archive material between HE and FE libraries.</li> <li>• Lorraine raised the issue of acquiring a patch to help with the stability of the current HIP. Mark will follow this up with Dynix.</li> <li>• Lorraine established the problem Stow has been having with the time-out mechanism due to inactivity. Mark stated that Craig had previously changed the parameters and will ask him to advise Stow on their settings. The group also discussed whether it</li> </ul>	MC	ASAP

	<p>was secure to leave a system logged on and unused for a period of time.</p> <ul style="list-style-type: none"> <li>• Mark confirmed that the EASL keyword project was going ahead.</li> <li>• Elisabet and Kirsteen highlighted the difficulties they were having with PC Reliance. Mark will pursue this with Roger Hammersley at Dynix. Lorraine also suggested the necessity for producing a step-by-step guide.</li> <li>• The group discussed data protection issues. Mark has taken advise from JISC's legal advisory department. Caroline posed the possibility of some sites holding sensitive material within their borrower codes. Mark will ask for a written statement from Dynix if no future developments in data protection are available for the system.</li> </ul>	MC	ASAP
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3.	<p><b>System Administrator Post</b></p> <ul style="list-style-type: none"> <li>• Caroline confirmed that the system administrator post was dependent on Andy's position being filled.</li> <li>• Interviews for Andy's post to take place on Monday 22<sup>nd</sup> March.</li> </ul>	CC & AJ	Next Meeting
4.	<p><b>Horizon Upgrade</b></p> <ul style="list-style-type: none"> <li>• Mark and Andy raised some of the difficulties experienced with the upgrades here and in the US.</li> <li>• Andy enquired with Dynix about the upgrade but got no indication whether the new version would pose any problems working with the old version of HIP.</li> <li>• The group discussed whether to upgrade presently with the potential problems that may arise with the new version.</li> <li>• No date has been confirmed for the upgrade.</li> </ul>		

5.	<b>Training</b> <ul style="list-style-type: none"> <li>Andy issued a sheet of training dates and attendees.</li> </ul>		
6.	<b>Library of Congress Subject Headings</b> <ul style="list-style-type: none"> <li>The issue of whether to subscribe to OCLC or purchase books was discussed.</li> <li>Discussed the possibility of getting training as a group.</li> <li>Caroline will contact the company who did MARC cataloguing training and enquire if they could offer LCSH training.</li> <li>Andy will check for the availability of a free trial to OCLC.</li> </ul>	Group       CC  AJ	Ongoing       Next Meeting Next Meeting
7.	<b>GCG Cataloguing Guidelines</b> <ul style="list-style-type: none"> <li>Andy is currently working on creating cataloguing templates.</li> <li>Chris highlighted the need to work towards a set standard for MARC cataloguing and the group discussed this matter.</li> <li>Group agreed there was also demand for additional MARC training which Caroline will pursue.</li> <li>Andy will put forward a draft and e-mail it to others to get feedback and interest.</li> </ul>	AJ	Ongoing
8.	<b>Links with Glasgow City Libraries</b> <ul style="list-style-type: none"> <li>This topic will be examined at a later date.</li> <li>The new entry policy for Glasgow college students at Glasgow Caledonian University was highlighted.</li> </ul>		
9.	<b>AOCB</b> <ul style="list-style-type: none"> <li>The group discussed the implications to the Horizon system of John Wheatley College outsourcing to District Libraries.</li> <li>Caroline discussed her involvement on an SFEU short-life working group on</li> </ul>		

	College VLE's and metadata.		
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Date of next meeting    Thursday 22<sup>nd</sup> April, Cardonald College.