

LIBRARY AND INFORMATION ACCESS GROUP  
Horizon Meeting

Minutes of the meeting held on 21<sup>st</sup> October 2003 at 2.00pm in Cardonald College.

Present: Ruth Burkett, Mark Clark, Tony Donnelly, Craig Dowling, Loraine Forde, Andy Jackson, Donald Morrison, Margaret Scalpello

Apologies: Kirsteen Dowie, Laura Thompson, Elisabet Minkova, Chris Rogers

1. EASL Keywords

Procedure for extracting relevant information from EASL is now known.

Mark has a sample disk from GCFT and is investigating pricing for the job. MC

Andy is waiting for feedback from Gordon Dunsire on most appropriate fields to use for this information and best practice re fields for keywords in the future. AJ

2. Horizon Support Phase

Dynix would like to move the group on from the project phase to the support phase. The main difference will be that Ruth as Project Manager will no longer be our contact. We will use the Help Desk as usual and refer unresolved problems to our Account Manager (Tracy Pushong with cover by Yvonne Riley during Tracy's maternity leave.) There will be a Project closure meeting attended by Ruth and Laura from Dynix, and Mark, Andy and myself to discuss outstanding issues and the overall implementation process. LF

3. System Administrator

Loraine and Mark will meet to finalise the job description and advertisement, which will initially be circulated internally within the 10 colleges. The SFEFC bid will still go ahead. MC  
LF

4. Bibliosource

Overlay complete. Errors in batch 32 appear to be for items where multiple records with the same ISBN exist. Ruth will look into this. RB

Some journal records downloaded appear to be out of date.

Temporary access problem should now be resolved and most locations seem to have access now. Problems still exist at NG, ST, JW MC

4. LCSH

Andy has had no response re the pricing of access to the OCLC disk. Other sources of access to the subject headings will also be looked at. AJ  
RB  
LF

5. Serials

Andy will organise a 1 day workshop on serials at GCBP, with Nick and Caroline available for support. AJ

A further workshop will be organised if desirable.

Predictions information already produced by GCBP will be circulated. AJ

Webex Training by Dynix may be accessed if further training is required.

Until the workshop each location should create records for serials for which they are the sole subscriber in the group.

6. Training

2 single days training for EasyAsk has now been arranged for 6<sup>th</sup> and 7<sup>th</sup> November.

Inventory training will take place towards next summer.

7. PC reliance

Software to be loaded on each client PC used for circulation.

MC  
CD

8. Item barcodes

Samples now available for trial at each location for distribution.

Mark will confirm our order if feedback is positive.

MC

9. Electronic ordering

Cardonald has permission to use Edifact ordering via Horizon. An account has been set up with Dawsons.

10. SLIC HAIRST, Horizon and Metadata event

Publicity material circulated by Cathy Kearney previously.