Minutes of the meeting of the NHS SHALL Content and Collections Development Group (CCDG) held on Thursday 13 September in Senate House

Present: Lyn Edmonds (Chair), Helen Bingham, Sue Austin, Alison Bramley (Secretary), Celestine Johnston (NHS Evidence), Tricia Ellis, Richard Osborn, Laura Coysh, Richard Marriott, Bertha Low, Moira Godbert-Laird (NHS Evidence), Ben Taplin (JISC), Ingrid Evans (NHS Evidence), Betsy Anagnostelis (HE), Anne Jenkins (CHILL),

Apologies: Michael Rowe (MOD), Jenny Collieson (SCIE), David Stewart, Mike Roddham, Tim Staniland, Jenny Toller, Andrew Fenton

2 Notification of AOB
There were no items of AOB

3 Copyright Update
Helen informed the group that the CLA Licence for NHS England has been renewed for the period April 2012 - March 2013. The new licence, explanatory leaflet and copying guidelines notice are all available on the CLA website at http://www.cla.co.uk/licences/licences_available/nhs/nhs_england

Key points to note are that:

- The definition of ‘licencsee’ has been extended to include organisations and persons established under or pursuant to the Secretary of State for Health’s powers under the 2012 Health and Social Care Act. This means that everyone who was covered under the previous licence is covered under this one too, even if they have transferred their employer (e.g. public health staff). Equally, the new licence does not cover anyone who was not covered under the previous licence.

- In all other respects, the licence is unchanged, except for changes that the CLA have made to all their business and public sector licences in the last 12 months:
  - Some changes in relation to copying, scanning and digital use of material published in the USA: for the detail see http://www.cla.co.uk/licences/licences_available/nhs/NHS_england/nhse_usa
  - Inclusion of a clause (2.3) which states that we should only create our own digital copies (by scanning) after making reasonable endeavours to check that we don’t already have access to a digital copy (e.g. via subscription)
  - Some additions to the lists of photocopying and scanning mandate territories

ACTION:
- Helen will prepare a communication for library networks.
- Helen will continue to work with the Department of Heath on the matter of “ownership” of the licence.

Post Meeting Note:
- Helen has sent a communication to library networks.

4 Implications of the Finch Report

The government has announced that it will accept the report’s recommendations to make publicly funded scientific research available for anyone to read for free. Betsy and Richard Osborn outlined the report’s implications for NHS libraries and it was noted that Dr Paul Ayris will present a paper on this report at the SHALL PLUS meeting on 20th September 2012. A copy of his presentation can be found at http://www.libraryservices.nhs.uk/shall/shall_meetings.html

ACTION
- Betsy will share her analysis of the GMC survey with group members.
| 5 | **Access management issues:**
  | **New NHS organisations**
  | Helen reported that a small task and finish group comprised of herself, Richard Osborn, Kim Wilshaw and four Athens Administrators has been established. This group will produce a set of guidelines which will provide a clear and consistent message for NARAG administrators and ensure that the Athens "org ID" structure is fit for purpose by 2013. A transition plan is now in place and the group will have a set of recommendations ready for the next meeting of the Content Group in November 2012. It was agreed that Emma Webb should be asked to join the task and finish group.
  | It was noted that Emma Webb is preparing a paper on standardising naming conventions across the NHS. This will be finalised by 30th September 2012 and then circulated to NARAG. It will then be sent to the Content Group for final agreement and “sign-off”.
  | **ACTION:**
  | Moira will ask Emma to contact Helen about joining the task and finish group.

| 6 | **Annual review of CCDG Terms of Reference (ToR)**
  | David had circulated the final ToR to group members. This was ratified by the group.
  | **ACTION:**
  | Alison will post the amended copy on the SHALL website.

| 7 | **Notes of last meeting (26th April 2012)**
  | Several corrections were agreed.
  | **ACTION:**
  | Alison will amend the minutes and post them on the SHALL website.

|  | **Matters arising not on agenda**
  | **CCDG ToR**
  | **ACTIONS CARRIED FORWARD:**
  | Celestine will ask her contacts in Wales and Northern Ireland if they would like to see notes from the group.
  | David will ask Ann Wales (Scotland) if she would like to receive notes from the group.
  | David will refer the question of whether or not to include representation from Public Health England in SHALL groups to the SHALL Co-Ordinating Group.
  | David will ask the DH if they wish to be included as a corresponding member of CCDG.

|  | **MyiLibrary platform fee**
  | Coutts were obliged to withdraw the Maudsley Prescribing Guidelines (11e) from the ‘national’ core content e-books collection because the new publisher, Wiley, decided not to make it available for national (or SHA-level) purchase.

|  | **SIMTG**
  | Celestine reported that NHS Evidence have asked those suppliers who are currently upgrading their platforms (Ovid, bmj.com, AMA) to provide a summary of service functionality on IE6.
  | **ACTION:**
  | Celestine will share this when she has had the opportunity to collate the information.

|  | **BIR Reports**
  | **ACTION CARRIED FORWARD:**
  | Moira, Lyn and Helen will work on a new definition of “search” for the BIR.

|  | **AMA New Platform**
  | It was noted that Kieran Lamb will survey the use of IP addresses.

|  | **Budget Statement for Core Content Resources 2011-2012**
  | **ACTION Carried Forward:**
  | Moira agreed to send David details of actual spending relating to the three year plan.

|  | **AOB**
  | Mental health and learning disability resources
ACTION CARRIED FORWARD:
David will discuss this with Alexia Tonnel, who led on the Evidence Hubs.

Train the Trainers
ACTION CARRIED FORWARD:
Ingrid will discuss this initiative with Anne Weist and report back to the group.

HE Athens Registration Programme
ACTION:
Betsy will check with Chris if this report has been amended and shared with NHS library networks. Laura will send Moira a statement relating to student registration and the use of a different email address for inclusion on the wiki.

8 Evidence Resources
Core Content Re-procurement
It was agreed that it is the role of the Content Group to identify a purchasing strategy in preparation for the re-procurement of core content resources from 2014 onwards. This strategy must include:
- The core needs of the NHS
- A clear description of individual products so that comparisons can be made
- User requirements
- A synopsis of current NICE purchases
- A synopsis of current SHA/local purchases
- Details of the “top” titles
- Details of costs per download

Moira reported that:
- Celestine will manage the re-procurement process on behalf of NICE.
- NICE will support the Content Group in the development of a purchasing strategy and the re-procurement process.

It was noted that there could be a funding gap as the current core content contract expires on 31st December 2013 and the new funding will not commence until April 2014.

It was agreed that a working group should be established to oversee the re-procurement process. One of its first tasks will be to submit a paper to the National Workforce Commissioners’ Group emphasizing the value for money that the current contract provides and to make the case for future funding.

ACTION:
David will convene this group.
Richard Osborn, Richard Marriott, Helen Bingham, Laura Coysh and Betsy Anagnostelis agreed to be members of this group.
Moira will check with NICE to see if the funding gap (from January – March 2014) could be overcome.
Moira will check with the User Research Team to see if they can supply any useful information to inform the purchasing strategy.
Ingrid will send David the information she has received from Ovid relating to cost per download.
Ingrid and Celestine will provide David with other statistical information to inform the purchasing strategy.

Core Content
Commissioning Manager reports
Celestine had circulated a summary business intelligence report which included data up to July 2012. It was noted that, overall, use of core content resources is declining.

ACTION:
Moira will ask Lancet how to obtain statistics of usage.
Celestine will investigate the statistics from an East of England Trust.
Laura will send Celestine a note for inclusion in the Science Direct interface.

Ebsco
It was noted that Ebsco have now provided a project plan which outlines their proposals to overcome the missing full text problems. Ingrid asked the group to consider whether or not the
key performance indicators included in the Core Content contacts are acceptable. In order to inform this decision Celestine will summarise the problems and include Ebsco’s response.

**ACTION:**
Ingrid will prepare this report.

**ProQuest/Ovid/AMA**
All are performing well.

**BMJ**
It was noted that the BMJ App only gives access to six of their titles. BMJ is not included.

**ACTION:**
Lyn will send details of the BMJ App coverage to Celestine. 
Celestine will ask BMJ for statistics showing use via their App.

**HDAS**
Moira updated the group on HDAS. There will be a small new release when the Link Resolver is implemented but the next major revision will not take place until October 2013. However there will be on-going maintenance; the “orphan” page will be refreshed and more information will be added to the FAQs.

It was noted that Alexia Tonnel will be giving a NHS Evidence update at the SHALL PLUS meeting on 20th September 2012.

Andrew Fenton’s offer to send teams into Trusts to test problems with HDAS was noted.

After discussion it was agreed to hold another meeting specifically to discuss HDAS problems. Lyn offered to host and chair this meeting. Moira remarked that it would be useful for NHS Evidence to know SHALL’s priorities in relation to fixing HDAS problems. Group members agreed that it is important to report back to library networks about this matter as soon as possible.

**ACTION:**
Lyn will convene this meeting
Moira will check who from NHS Evidence is able to attend.

**Link Resolver**
It was noted that:
- The new version will be implemented in October 2012
- A member of OCLC’s staff is now dedicated to this project
- User testing has been completed
- FAQs will be available

**Framework Agreement**
Celestine reported that:
- Responses have been received from nineteen bidders
- An evaluation team has been set up and briefed
- A draft final agreement will be sent to Richard Marriott, David Stewart and Helen Bingham for comment
- The Agreement will “go live” at the beginning of December 2012

**NHS Evidence Planned Downtime**

**ACTION:**
David will ask Gil Young, Chair of the Staff Development Group, for clarification of this matter and then discuss it with Moira.

**Resources**

**TOCs**
Kieran Lamb had circulated a paper outlining progress on this.

**ACTION:**
David will ask Kieran to provide detailed information about a possible functioning product and indicative costs for the next meeting of the Content Group.

**E-Books: weeding of the National Collection**
David to ask Mike Rodham for an update to be sent to group members as soon as possible.

**Coutts e-books contact point**
Helen reported that she has asked Coutts for usage statistics by the end of December 2012.
**ACTION:**

Ingrid will send David the full list of e-books and their MARC records. These can then be posted on the SHALL website.

**National List of print journals**

Helen reported that she has been asked to discuss with the group the possibility of a national list of print journals. It was noted that the new Link Resolver could provide the opportunity to produce an alphabetical list of print journals held by NHS library services. It was noted that this topic had been discussed at the SHALL Co-Ordinating Group meeting on 26th January 2011. At this meeting it had been agreed that this was not a priority and would not be a cost-effective option.

**Dates of next meetings**

Thursday 29th November 2012. Room STB 6 Stewart House