

HLISD Service Board

30th January 2013 (Wednesday)

Present:

Bertha Low (chair)	Chris Thornton
Richard Osborn	Angela Perrett
Andy Parrett	Julie Ryder
Jenny Toller	

Apology:

Andy Parrett

1) Minutes of last meeting

All agreed on last minutes.

BL has obtained from David Stewart a copy of the signed service level agreement with WHIS.

BL has asked libraries in the West Midlands about how they made use of Library News Alert (RSS facility) on HLISD. Two libraries have responded that they no longer make use of the facility, and the RSS is not displayed properly under MyLibrary. All agreed to check the latest activities of Library News Alert on the system as a final step to confirm that the facility is defunct.

JR reported that she has contacted WHIS re. removing those "lapsed" editors from the system. While it is not possible to remove "lapsed" editors completely from the system, WHIS has set up a separate group for these redundant entries to prevent them from being included in the list of active editors.

JR reported that WHIS would need larger versions of SHALL's and HLG's logos to be displayed on the top right corner of the homepage.

Actions

- JR to check any latest activities of Library News Alert on the system.
- BL to check with SHALL for a larger version of SHALL's logo.
- JR to compile a system administrator guide. *[carried forward]*

2) Report from Co-ordinating Editor

JR has circulated the editorial overview (1/2013 version).

Actions

- JR to ask group editors to tidy up entries of local editors and networks in summer 2013.

3) Technical Report

Discussed and no particular concern reported.

4) NHS access management system (AMS)

BL reported that the national AMS procurement for NHS England has finalised, but further details have yet to be announced.

BL also updated that NHS Athens re-structuring to accommodate the new NHS landscape is underway, and all the regions of NHS England should have identified the new Athens structure by now.

The changes in Athens org ids will affect the correct display of MyLibrary on HDAS which calls upon the web service of HLISD. There will be the need to update the authority list of Athens codes on HLISD and all the affected library entries.

Way back in autumn 2011, RO, as SHALL chair then, and BL have had discussions with Colin Davies of NHS Evidence to explore how HLISD could be linked into the HDAS redesign project; but heard no further news from NHS Evidence. While MyLibrary is still accessible on HDAS, NHS Evidence no longer maintains the page and supports its development.

All agreed to survey libraries' awareness and use of MyLibrary to inform the way forward with the maintenance of the authority list of Athens codes and related fields on HLISD.

[Note: MyLibrary is currently accessible via under My Account <http://www.library.nhs.uk/myaccount.aspx> in the logged-in HDAS area.]

Actions

- BL to survey library libraries' awareness and use of MyLibrary.

5) HLISD's remit

Further to last meeting, all agreed to draft a paper outlining the scope of HLISD, incl. objectives, governance, primary audience, inclusion criteria etc., to be ratified by SHALL and HLG in March. JT has shared an initial draft.

Actions

- All to comment on JT's draft paper by the end of Feb.
- RO and CT to present the paper to SHALL and HLG respectively.

6) Bookmark Your Library <http://www.bookmarkyourlibrary.org.uk>

BL reported that the Bookmark Your Library website is a collaborative effort between OCLC, the Society of Chief Librarians, Arts Council England, The Reading Agency, The Combined Regions, The Collections Trust and the RNIB. It aims to boost the visibility and usage of public library resources via a single digital presence. BL suggested a watching brief of this initiative.

7) SHALL representation for HLISD Service Board

BL announced that she will step down from HLISD Service Board after 2012/13. RO will take over the role of SHALL representative on HLISD Service Board.

8) HLISD Service Board chair

CT announced that she will step down from HLISD Service Board as HLG representative after 2012/13. She will ask HLG to nominate a new representative and seek their view if they can nominate a chair according to the terms of reference of HLISD Service Board.

RO agreed to be the interim chair and co-ordinate the next meeting.

Actions

- CT to discuss with HLG in March.
- BL to arrange with SHALL re. possible archive of HLISD internal documents.

9) HLISD 2013/4 finance

BL reported that WHIS agrees to provide the same level of system hosting and maintenance service at the same price for 2013/4.

JR is happy to continue as Co-ordinating Editor for 2013/4 and works the same level of hours at the same hourly rate.

RO reported that SHALL agrees to provide the same level of funding towards system hosting and maintenance and the post of Co-ordinating Editor in 2013/4.

CT reported that HLG will continue to fund the expenses of one face-to-face meeting, publicity, and additional work of Co-ordinating Editor in 2013/4.

Actions

- BL to draft and circulate for discussion a paper of HLISD 2013/4 finance to be ratified by SHALL and HLG in March.

10) HLISD RAID log

The risks in the RAID log were reviewed.

All agreed to add a new risk re. NHS Athens re-structuring.

Actions

- JR to update the outstanding issues in the RAID log.
- BL to update the risks in the RAID log.

11) Contract and finance

The contracts for WHIS and JR will be arranged pending SHALL and HLG discussions in March.

12) Any other business

JT raised the need to tidy up the authority file of Library Management System field. All agree to survey the current use of this field before deciding if it is worthwhile to tidy up the authority field.

Action:

- JR to survey the need of the Library Management System field in summer 2013.

13) Date and venue of next meeting

May or June.

Actions

- RO to co-ordinate.