

HLISD Service Board

Friday 7th June 2013

Present:

Richard Osborn (chair)

Bertha Low

Angela Perrett

Andy Parrett

Julie Ryder

Jenny Toller

1) Minutes of last meeting on 30th January 2013

All agreed on last minutes.

It was noted that the following actions would be carried over:

Actions

- JR to check any latest activities of Library News Alert on the system.
- JR to compile a system administrator guide.
- JR to ask group editors to tidy up entries of local editors and networks in summer 2013.

2) Report from Co-ordinating Editor

JR had circulated an update in advance of the meeting. She reported that WHIS have sorted out Athens Org ID field on HLISD. She noted the very good working relationship with Robert Podmore at Wirral and the Board agreed that RO should write to Robert, expressing our appreciation of his support.

JR has added new Athens Org IDs to the South West and East of England directory entries, and was about to start work on the London Org IDs.

JR reported that Matt Stevenson of NICE has also been very helpful, sending Robert the extra code which had been held back when HLISD transferred to WHIS from NHS Evidence.

Actions

- RO to write an email of thanks to Robert Podmore.

3) Technical Report

Discussed and no particular concern reported.

4) HLISD remit document

RO thanked JT for drafting this document and was grateful to everyone for their comments. It was agreed that patient information services would be excluded from HLISD, as the primary function of library and information services in the directory is to serve "the information needs of health care staff and/or health care students."

Actions

- RO to share remit document with Gary Birkenhead, HLG Chair.
- Document to be reviewed by the Board in early 2014

5) My Library survey

There had been over 200 responses to the survey. The feedback was mixed, with some libraries still making use of My Library and others saying that it was no longer a required resource.

JT had received a helpful response from Moira Laird and Matt Stevenson, clarifying how My Library links to HLISD.

Actions

- RO to share results of survey, first with SHALL and then with NICE (Moira Laird and Matt Stevenson). It was felt input from SHALL on this issue was vital.
- RO to ask whether Google analytics statistics for My Library pages were available and could be shared with the Board.

6) HLISD 2013/4 finance

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

HLG has agreed to fund the expenses of one face-to-face meeting, publicity, and additional work of Co-ordinating Editor in 2013/4.

Actions

- RO to check with David Stewart that the SLA between SHALL and WHIS has been signed.

7) HLISD RAID log

Actions

- RO to liaise with JR about updating the RAID log.

8) Board membership

AP announced that he wished to stand down from the Board as he was now working part-time and had many other commitments. RO was aware of Andy's long association with the Board and his enthusiasm and commitment to HLISD and thanked him for all that he had done.

Actions

- JR would approach Group Editors to see who might be interested in taking Andy's place on the Board
- JR would also approach Erika Gavillet, UHMLG Chair, to ask whether UHMLG wished to be represented on the Board.
- RO to include a review of the Board Terms of Reference on the agenda for the next meeting

9) Any other business

JT agreed to have full access to HLISD functionality, in place of Bertha.

It was noted that the postcode search in HLISD and My Library is not working

Action:

- JR to be given full administrative access to HLISD.
- Postcode search functionality to be investigated.

10) Date of next meeting

Wednesday 11th December, 3pm (by teleconference)