

Sherif User Group AGM 27th February 2018
AGENDA

1. Welcome from the chair
2. The minutes of the 2017 AGM and matters arising
3. Chair's report
4. User Groups and Liaison Activity
5. Treasurer's report
6. Constitutional changes
7. AOB

Minutes

1. Welcome
Elizabeth McHugh welcomed everyone to the 2018 AGM.
2. Minutes of the 2017 AGM were approved as a correct record.
3. The Chair's Report: Review of 2017

Welcome to the 2018 AGM, and thank you for attending.

sherif: shared electronic information resources forum

The sherif User Group is one of the major means of feedback for end-users of the UK's networked resources. It is the voice of the users speaking to the suppliers without any undue influence from the suppliers. The remit of sherif extends to electronic content of interest to HE and FE institutions available either via JISC's Information Environment (IE), or delivered independently by other sources.

This year, 2017 / 18, my third year as Chair is the first full 12 month period between AGMs under the sherif name, along with the new logo.

Across the sector concerns around the viability of business models for continued access to resources are topics of discussion. Journal price fluctuations, the impact of green and gold open access on budgets, and discoverability of the resources that institutions pay for, are amongst the hot themes of our sector.

Workshops

sherif hold two events a year. Last year the programmes were:

[Accessibility and eContent: is it fit for purpose for the 21st Century user](#)

This day investigated the challenges that librarians face when they are trying to obtain accessible content from publishers. It looked at how librarians recognise that publishers are trying to meet those challenges and the steps that can be taken by all sides to improve

accessibility for our end users. There was a cross section of speakers, including Alistair McNaught from JISC librarians from the Open University, Middlesex and Manchester Metropolitan University. Collaboration was a key discussion point throughout the day.

Developing approaches to simplifying licensing for partnerships

In a departure from sherif's usual style this day was a mix of presentations and round table breakouts. Blue skies thinking was encouraged. There was a lot of lively discussion during the round table sessions, which carried over into the breaks. Communication across the sector emerged as a key point, with institutions acknowledging the need to share ideas between themselves and suppliers in order to ensure licence agreements meet the needs of end users.

The events were well attended and we view this part of sherif activity as vital. We will continue to offer workshop places as part of the annual subscription for sherif. The cost of a sherif subscription and attendance at events, in comparison to other memberships and events, remain a very competitive price.

The sherif committee welcomes suggestions for topics for future workshops. Suggestions can be fed direct to the committee for consideration via the contact details on the sherif website.

User Groups and Liaison activity

Our enhancement and liaison groups including Proquest, EBSCO, BSOL, and Edina continue to take forward user feedback and have discussions around user needs. All of these groups, mentioned above or not, are a partnership between the sherif members who participate in them and the suppliers / committees. I thank both for their continued commitment to work together to improve resources for our end users.

If anyone is interested in taking part in one of these groups, please see a committee member. It is a great way to feedback your users comments directly to the supplier. We use the sherif Users and LIS-E-RESOURCES JISC Mail lists to ask for comments ahead of meetings.

Committee members continue to take a seat on the Edina Management board and the JISC Content Collections Strategy Group - formerly the Electronic Information Resources Working Group, EIRWG. We maintain our independent role and presence on these influential committees.

Full details of the groups and minutes from all of the groups and meetings are on our web site: <http://www.sherif.ac.uk/>

We welcome suggestions for new groups. You do not have to be a committee member to take part in an enhancement group.

Committee Meetings

sherif functions because of our members and the sherif committee. I thank the committee, consisting of members from across England and Northern Ireland, (with myself from Scotland we are just missing someone from Wales!) for their support throughout the year. I would not be able to do my role as chair without the invaluable commitment from committee and the roles they all play on it. All of the committee, with the support of their institutions, give their time to organise events like this, plus taking part in the ongoing work that sherif undertakes.

The sherif committee has met three times since the last AGM: March at the University of Middlesex, September at the University of Manchester and December at the University of Liverpool.

Minutes from all meetings, including the groups, are on our website.

Committee personnel

Elizabeth McHugh seeks re-election as Chair.
Elaine Mulholland seeks re-election as Vice Chair.
Jane Cooke re-election as secretary
Adam Edwards seeks re-election as treasurer.

In 2017 we welcomed John Taylor, representing the Research Councils, and (at long last) an FE representative: Amanda Parker - onto the committee.

Klara Finnimore is currently on maternity leave and Cath Broadley has had to leave us. As a result of Cath leaving us we currently have a spare space on the committee. If anyone is interested in joining the committee please speak to one of the committee members today or send us an eMail.

sherif prize

sherif offers an annual prize to a library school dissertation in the area of library information systems, bibliographic databases or other electronic technologies and how such resources or technologies are being developed or exploited.

This year (2018) the prize was awarded to Alex Keane. Now working at Freshfields Bruckhaus Deringer LLP as an Information Resources Assistant Alex did his Masters at UCL and produced an interesting dissertation looking at the mapping between MARC and Bibframe 2 proposed by the Library of Congress (LC) and the conversion of MARC records to Bibframe as implemented by the LC's conversion tool.

For future submissions:

As a reminder, the prize is £300, the prize winners give a short presentation of their work at the sherif AGM and a copy of the dissertation is posted on the sherif website.

Projects must meet a list of criteria and library schools are invited to nominate projects which fulfil the criteria. Previous winners are on our website:

<http://www.sherif.ac.uk/prize.html>

Elizabeth McHugh, February 2018

4. User Groups and Liaison Activity

BSOL Sherif enhancement group report for the AGM, February 27th 2018

Chair Fiona Bowtell. Open University.
Panel Members:
Alastair Sleat, University of the West of England.

Sherif AGM February 27th 2018

Claire Whittingham, Teesside University
Linda Gilbert, Science and Technologies Facilities Council, Rutherford Appleton Library

Elizabeth Martin., De Montfort University
Paula Goodall, University of Birmingham.
BSi representatives:
Thomas Pearsall – Senior Product Manager
Morgan Stolliday, Product Manager
Alban Smith – Head of Partners and Licensing
Simon Powell (SP) – Director of Product Management
Deborah Brown – Head of UK Sales
Tatiana Luboshnikova (TL) – Marketing Executive
Bob Shearwood (BS) – Marketing Manager

The group had last met in April 2016. The previous Chair moved to a new role and resigned the Chair. Following the 2017 Sherif AGM, Fiona Bowtell volunteered to take up the position. Other panel members also were not able to continue so a voluntary recruitment was conducted via Sherif Users email. A team of 6 librarians are now on place, representing a cross section of institutions across the UK. Two meetings were held in 2017, April and November. The minutes of both are available on our web site.

<http://www.sherif.ac.uk/bsol.html>

Thomas Pearsall was recruited during the year to be the senior product manager, he joined us at the November meeting replacing Robert Dunn. At both meetings, BSOL had a range of experts at the meeting, gave us an update on the current roadmap for the product and showed us some ideas for developments for the academic market. They were very keen to have our opinion and asked for us to input to the future development. They gave us a strong indication that they would like to develop a product suitable for the academic market, and Shibboleth authentication is now on their development list for 2018. . We took questions and comments to them from the Sherif community. I would like to have more comments and questions from the community. We have to assume that no news is good news, but it would be nice to be able to take more commentary with us.

Fiona Bowtell February 2018

Sherif Proquest Enhancement Group report to AGM 2018

The Sherif Proquest Enhancement Group met twice during the year, once in London at Proquest's offices and once at the new University of Birmingham Library. At the second meeting ExLibris were represented, as part of the Proquest family. Adam Edwards took over as Chair from Catherine Robertson at the April 2017 meeting.

Particular issues discussed with Proquest at the meetings included:

- New RefWorks and slow progress towards parity with Legacy RefWorks. This included discussions resulting from the two RefWorks User Days held in the same period, at Imperial College London and Glasgow Caledonian University.

Sherif AGM February 27th 2018

- The slides from these two events are available on the sherif website at: <http://www.sherif.ac.uk/refworks.html>
- Migration of libraries from Coutts MyiLibrary to Proquest Ebook Central following delays to the process, caused by delays in getting publisher agreements.
- Applied Social Sciences Index and Abstracts (ASSIA) and issues around its capacity for large volumes of data when doing systematic reviews.
- The problem of missing articles in full text resources and how Proquest has a team of people whose sole role is to track them down and ensure availability.

There were many other issues raised by member libraries, which can be seen from the minutes along with the news from Proquest on developments to their services and resources.

Adam Edwards

BSCO Enhancement Group

The Group met twice in 2017, in May and December, both times at the University of Birmingham. The following library representatives were present for at least one of the meetings:

Emma Hollinshead, Aston University
Amanda Quimby/Steve Bull, University of Birmingham
Liam Sullivan, Edge Hill University
Cathryn Peppard, University of Greenwich
Helen Buchanan, Imperial College
Julie Cleverley/Tom Vause, Leeds Beckett University
Elizabeth Gillespie, University of Liverpool
Sarah Robbins, Liverpool John Moores University (Secretary)
Beverley Delaney, Open University
Geraldine O'Beirn, Queen's University Belfast
Kerry Hadaway, University of Southampton
Sarah Thompson, University of York (Chair)

EBSCO have been represented at the meetings by Steve Giannoni and Richard Bramwell.

We always receive responses from the wider sherif membership when we put out a pre-meeting call for agenda items, enhancement suggestions and issues. We have been attempting to log these in Google Sheets in order to track progress, spot recurring issues and themes, and provide feedback to libraries who have raised issues, but it is proving quite cumbersome to manage. I'd be interested to know how the other groups handle this, and whether they get support from the publisher/supplier in doing so. Also, are there any plans to create a password-protected part of the website for sherif members? That would enable us to share the enhancement and issues list among members. If not, another option would be to make the list available in the Jiscmail list filestore area, and refer to it on the website. The committee's feedback on this would be welcome.

EBSCO appear to be making more effort to reach out to customer groups, and we are now

able to speak directly to the Product Management team (who are based in the US) during our meetings. The UK EBSCO representatives present also find this useful, as they are often hearing about developments for the first time! Typically, PM will give 2 to 3 short presentations on a particular theme, such as enhancements to the ebook platform or accessibility, and ask for our feedback and comments.

At the last meeting Steve Gianonni said that he sees us as a potential UK advisory board (I imagine he meant within EBSCO's advisory board structure) and would like to put us on a more formal footing. This would mean asking group members to sign non-disclosure agreements to allow them to 'fully contribute' to product development and strategy, because they could share confidential plans with us. He claimed that would enable us to have more online conversations between meetings. There was no particular enthusiasm in the group for adopting this approach, but it would be useful as group chair to understand if sherif have an official position on this that I can relay back to EBSCO.

On 19th February 2018 I attended EBSCO's European Advisory Board meeting for the first time. One issue raised by several attendees was the lack of cooperation and collaboration between Ex Libris and EBSCO, which has been a recurrent theme in our sherif meetings, and EBSCO were pressed to do more to improve the situation. One development which may help is the desire/intention of some Israeli libraries (they are moving from Aleph to Alma) to have EDS as their discovery layer in preference to Primo/Summon.

Sarah Thompson
21st February 2018

WOSEC: Web of Science Enhancement Committee

WOSEC met twice in 2017: February and November.

Web of Science

Topic of discussion in the meetings included:

- Slight decrease in subscriptions, with 2 FE colleges dropping their subscriptions.
- A change to the wording on the alternative login page had been done.
- A problem with analysing results in the 'all databases' search had been fixed.
- Enhancements to further acknowledgements and improved handling for retractions had been done.
- Enhanced outputs for analytics including open access: gold/ green / green published
- Filters introduced for ESI highly cited / hot papers
- Mark list can now take up to 50,000 records
- The Biosis taxonomic data help file has been improved and a Biosis awareness campaign has commenced.

Requests

- Citation Maps – now that it's been retired CA would like user feedback on it.
- Logins not being stored across different machines – CA investigating

- New output limits on documentation need clarified.
- Problem with getting links from WoS to JHCD when off-campus (unless on VPN).
- Request for better reporting of Biosis usage statistics, in particular number of alert *results*. Request for a new metric to account for individual contributions to papers – quantifying authorship to a finer degree.
- Request for ability to search by *publication month* to assist with REF. It may not be helpful as the REF wants *acceptance* date not publication date but will be investigated.

Forthcoming enhancements include:

- Content enhancements: the Emerging Sources Citation index will have a 10 year archive on the first 5000 titles by the end of Q3. They will continue to build ESCI until there are approximately 7500 titles. Emerging sources are defined as journals that don't fully fit criteria for inclusion into WoS, e.g. they have not yet established a strong citation pattern, but are deemed 'worthy'.
- Conference Proceedings Citation Index 'backfill': adding missing co-author addresses in proceedings and completing volume gaps and assigning authors to institutions.
- Expanding output of WoS data to export 5000 mini records at a time. Two new output fields will be available: open access and 'hot paper'.
- Expanding capability for marked lists, increasing size from 5000 to 50,000 references (e.g. to make it easier to upload into InCites)
- Open access identifiers (gold / green)
- Option to get daily alerts
- There will be a major redesign on the citation report to improve accessibility with full compliance targeted for the end of 2018.

Endnote

- EndNote X8 is or should be available.
- Beta programming is taking place for EndNote for Mac Word users
- The EndNote API will be made available in 2018
- Reference update has been streamlined.
- The iPad version update was released in January 2017 with improved file attachment handling. This freed up space by compacting the database.

EndNote improvements requested included:

- Endnote groups requested to be clearly displayed in the desktop version as they are in the online version and make the desktop and online versions more similar.
- Request for a clear indication when a reference is in the generic format because the EndNote style doesn't contain that particular reference type.
- Request for improvements to the style editor.
- Request to improve the searching of PubMed via EndNote.
- A need to have separate libraries – some to share and some not.
- A request for improvements in synching.

Publons – recently acquired by CA. Aim is to provide a platform that will enhance the

recognition of the peer review process and those who participate in it.

Incites:

- Research output of States/Provinces in Australia, Brazil, Canada and USA can now be evaluated
- Research output by the country of publication can now be evaluated
- ResearcherID & ORCID can be searched in the InCites Explorer or a report can be generated

Future changes

- Save up to 20 datasets and quickly export all documents
- 5 year groups of sources and citations provide stability in trend analysis
- Navigation updates to ESI and JCR

JISC Agreement Renewal:

The agreement was released at the end of October 2016, with options for an annual or three-year renewal. There were changes to the new agreement to streamline it. Further updates to the licence would be needed to reflect the new company – Clarivate Analytics

Sherif matters – new sherif reps. John Taylor from the sherif committee is now attending.

Groups unable to meet in 2017

Scopus

Since 2015 there has been a hiatus with the Scopus Enhancement group due to staffing issues in Elsevier. However, contact has been re-established with appropriate people in Elsevier and sherif hopes to convene a user group this calendar year, 2018. In the latest communication from Elsevier (21st February 2018) possible dates for the meeting are going to be provided by the company. It has been agreed that Elsevier will cover travel expenses, refreshment and lunch for the participants, with the meeting to be held at their London offices: 125 London Wall, London EC2Y 5AS, UK. Elizabeth McHugh, as nominal chair of the group to get it up and running again, will be contacting former committee members to see if they still wish to participate, and to ask for new committee members if any are needed.

IHS

The IHS Enhancement Group did not manage to meet in 2017 but hopes to meet in 2018.

Ovid

The Ovid Enhancement Group did not manage to meet in 2017, but now has a new chair who hopes to convene a meeting for March 2018.

The chair asked the members if they wanted to change the nature of the EBSCO enhancement Group as proposed by EBSCO (and documented in the EBSCO enhancement group update). There was a vote and this proposal was rejected.

5. Treasurer's Report

The treasurer explained that the membership had increased again this year and subsequently a healthy account balance. He also promoted the membership fee covered the attendance to the events therefore providing good value for money. The treasurer pointed to the introduction of the PayPal payment method to ease financial transactions. The accounts were proposed and seconded (see appendix A).

6. Constitutional changes

Adam Edwards proposed a number of constitutional changes were explained the rationale for these. Under enhancement groups an obligation to report back to the Sheriff and report to the AGM and the benefits to the wider community and membership. The changes were proposed and seconded (see appendix B).

7. AOB

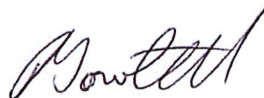
The Chair asked for a vote to retain the committee members in their current positions and to promote the vacant committee place and asked members if anyone would like to join then please send an email to chair or other committee member.

sherif

Annual Accounts 1st November 2016 to 31st October 2017

I hereby verify that I have independently Audited the Accounts and that they show a true and fair view of the underlying Income and Expenditure transactions.

Alan Bowtell
Honorary Auditor



Date

31/1/2018

Summary of Income and Expenditure 1st November 2016 - 31st October 2017

Balance at start of year	2016-17 £	2016-17 £	2015-16 £	2015-16 £	Change %	Change %
Income						
Memberships fees (1)	8,896.40		8,150.00		9.2%	
Workshop fees	1,400.00		1,100.00		27.3%	
Account Interest	11.03		20.23		-45.5%	
Other (PayPal test)	0.01		0.00			
Total income		21,888.37		21,556.97		1.5%
Subtotal		10,307.44		9,270.23		11.2%
		32,195.81		30,827.20		4.4%
Expenditure						
Committee expenses	3,407.47		2,974.03		14.6%	
Website expenses	234.00		234.00		0.0%	
Stationery costs (incl leaflet updating)	0.00		266.00		-100.0%	
Workshop expenses (incl venue hire, speaker expenses)	5,317.21		7,513.87		-29.2%	
Administrator expenses (Finance, Workshop + Auditor fee)	708.60		1,398.00		-49.3%	
Student Prize (incl. travel for winner to AGM)	0.00		0.00			
Bank charges	72.49		6.15		1078.7%	
Paypal charges	82.80		0.00			
Refund of payment in error	0.00		1,975.00		-100.0%	
Total expenditure		9,822.57		14,367.05		-31.6%
		22,373.24		16,460.15		35.9%
Accumulated Income less Expenditure						
Reserve account starting balance	21,632.75					
Current account starting balance	255.62					
	21,888.37					
Reserve account final balance	21,610.50					
Current account final balance	766.34					
	22,376.84					
Membership numbers (at 31/10/17)						
HE & RCs:	104	23	94	22	10.6%	
Of which paying for 3 years:						
FE:	6		3		100.0%	
Total	110		97		13.4%	



Constitution

As agreed at 2012 AGM

Ratified at 2013 AGM

Amended at 2017 AGM

Re-ratified at 2018 AGM

1. The name of the Group is sherif. The website address is www.sherif.ac.uk

Purpose

2. The Group serves the interests of e-resource users in the research councils, and higher and further education institutions in the United Kingdom (Great Britain and Northern Ireland). The e-resources are negotiated nationally (e.g. by JISC Collections, Eduserv CHEST, and various other providers such as Ebsco, Edina, Mimas and Ovid) and include bibliographic databases, e-books, data sources and any other similar resources.

3. The Groups activities may include workshops, email discussion lists, dialogue with service providers, exchange of information and special interest groups. sherif is concerned with content, access and enhancement of the user experience, rather than pricing.

4. The Group's membership is open to institutions in further or higher education or the research councils, on payment of the annual subscription fee. **Libraries outside the United Kingdom may join on payment of the appropriate subscription fee, but The Group does not undertake to represent them to providers other than in the UK.**

5. Committee papers will be retained for 5 years. Other materials of historic interest to the life of sherif will be archived.

Members

6. Institutions in membership shall have named representatives for communication purposes.

7. Individuals who are members of subscribing institutions are entitled to take part in the Group's activities. One person per subscribing institution may attend any one workshop as part of the annual membership fee.

8. Individuals who are members of subscribing institutions may seek election as Officers or as Committee members, as vacancies arise. They may also seek election as Officers or as members of the Enhancement Groups, as vacancies arise.

9. Individuals who are members of subscribing institutions are entitled to vote at the Annual General Meeting (AGM).

10. Membership fees shall be set annually by the Committee, including any administration fees to cover the costs of using third party financial services.

Committee

11. The Group shall have an elected Committee to conduct the work of the Group.

12. The Group shall have a Chair, a Treasurer, a Vice Chair, and a Secretary elected, or re-elected, for up to 4 years at the Annual General Meeting (AGM).

13. Other Officers shall be drawn from the Committee membership as required and may include a marketing officer, membership secretary **and website editor and webmaster.**

14. The Committee shall have up to 15 members, including the 4 Officers, Committee members being elected at the Annual General Meeting (AGM).

15. Officers and Committee members may serve for up to three periods of up to four years each consecutively. Committee members may become Advisors to sheriff if they wish, and may seek re-election to the main committee after one year.

16. sheriff Advisors are experts whom the committee may draw upon for advice or support on particular issues. They must take an active part in contributing to discussion via the LIS-SHERIF-ADVISORS and LIS- SHERIF-USERS e mail lists. There is no limit to the number of advisors.

17. The Committee may co-opt non-voting Advisors with special expertise. This would be to cover an area of expertise, for example accessibility advice.

18. Vacancies on the Committee may be left vacant, or filled by co-option, until the subsequent Annual General Meeting (AGM). If a person wishes to continue beyond the set term, the committee must agree by majority vote to the continuance. A balance of experienced personnel should be maintained within the committee membership.

19. The Committee shall meet at least 3 times in a twelve month period. Committee members should attend at least one meeting in each cycle.

20 The Committee shall arrange the Group's Annual General Meeting (AGM), to be held within 15 months of the previous AGM.

21. The Committee has a procedure for holding elections, calling upon the institutional membership to apply in writing to the sheriff Chair for any vacancy that arises.

22. The quorum for Committee meetings shall be five.

23. The quorum for the Annual General Meeting (AGM) shall be 25% of the membership body.

24. The Committee shall review and amend the Group's Constitution as necessary, and the constitution should be re ratified every 5 years. Amendments will be presented to the AGM for agreement and ratification.

Finances

25. The Group's funds shall be held in interest-earning UK bank or building society accounts.

26. The Committee shall promptly advise the Group's bankers of any change in the Officers of the Group.

27. Financial commitments in excess of 1000 GB pounds shall be approved by the Committee.

28. Payments of 500 GB pounds or less shall be authorised by one of three authorised signatories. Payments in excess of 500 GBP shall be authorised by two of the signatories.

Officers

29. The Secretary shall prepare and circulate agenda, papers and minutes for Committee meetings and for the AGM.

30. The Chair shall conduct the business meetings of the Committee and the AGM.

31. The Chair shall act on behalf of the Group at any time and then report to the Committee.

32. The Vice Chair shall act on behalf of the Group in the absence of the Chair and then report to the Committee.

33. The Treasurer shall provide regular account updates to the committee at ordinary meetings. They will also submit annual accounts, and arrange for their annual audit.

34. Job descriptions of all the committee roles are maintained and posted on the sheriff web site. Documentation of all administrative procedures are maintained and hosted in the login area of the sheriff website. Documentation may be made publicly available upon request to the Chair.

Enhancement Groups

34a. Each Enhancement Group shall elect a Chair who will then report on their activities to the Chair of sheriff.

34b. The Chairs of the Enhancement Groups (or their nominee) shall submit a short written report to the AGM on the key achievements of the Enhancement Group in the preceding year, focussing in particular on issues of benefit to the wider membership.

Constitution

35. The Constitution and amendments must be approved by a majority of members present at the Annual General Meeting.

36. Amendments to the Constitution may be proposed in writing to the Committee at any time, and ratified at the following AGM.

Winding Up

37. The Group shall be dissolved if the number of institutions in membership is less than 10 or if three consecutive Committee meetings are inquorate.

38. In the event of dissolution of the Group, the assets shall be made over to ~~UKeIG (UK eInformation Group), a special interest group of~~ CILIP, a body incorporated by Royal Charter & Registered Charity No: 313014.