

## ShERIF User Group Committee Meeting: 12<sup>th</sup> September 2018

Location: Middlesex University Library

**In Attendance:** Fiona Bowtell, Adam Edwards (Treasurer), Kerry Hadaway, Elizabeth McHugh (Chair), Brett Moodie, Elaine Mulholland (Vice-Chair), Amanda Parker, John Taylor, Sarah Taylor, Nicola Tricker, Michelle Walker

By Skype: Jane Cooke

Apologies: Klara Finnimore (maternity leave)

		<b>NOTES</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence –</b>	Klara	
<b>2.</b>	<b>Arrivals and departures – to include Enhancement Groups:</b>	The committee recorded thanks to Yvonne Cotton who has stepped down from the group. New members were welcomed and everyone gave a short over view of their work role and their Sherif role. EMcH said she will step down as Chair and from the committee <b>at</b> the AGM but will continue with the Scopus group. FB will step down after the November meeting. EMcH explained how the Sherif year works out and detail about the activity with liaison and enhancement groups.	
<b>3.</b>	<b>Minutes of the last ordinary meeting</b>	Agreed as accurate.	
<b>4.</b>	<b>Matters arising</b>	<b>Point 4:</b> EMcH had not invited a SCONUL member to join us. We rolled this action and Elaine will identify someone as she is on the Sconul directors list. <b>Point 5.5:</b> AP had still not been invited to JCCSG. Picked up in the FE agenda item. Point 13: Michelle has taken over management of the mailing lists.	<b>EMul</b>
<b>5.</b>	<b>Reports on liaison activity</b>		
5.1	<b>JISC Content Collections Strategy Group (JCCSG) – Elizabeth McHugh:</b>	Notes from a meeting in May were provided to the group. EMcH notes that the group is more director than practitioner level now. TNE is regressing though is still amber. Partnership negotiation remains difficult, with publishers asking for huge increases in order to include these users.  The JCCSG felt that it would not be appropriate for AP to attend a JCCSG meeting as the committee felt the JCCSG is focussed on HE rather than FE subscriptions. However, many FE colleges have HE students. (See 5,5 of these notes.)	<b>AP</b>

		EMcH asked AP to write an overview of the issues faced by FE with the Jisc changes to a subscription model.	
5.2	<b>EDINA</b> – Elaine Mulholland –	EMcH attended a skype meeting for EM in March. No minutes have been provided. Their funding had changed though it is not clear now how they are managing their services. Some services are being discontinued eg open url. Many of us took Digimap again as the pricing was noticeably reduced following Jisc Airbus pricing being released. Many of us have taken both products as the Jisc offer has a free trial period (Note post meeting: that trial has been extended until 31/7/2019) No further meeting dates have been agreed.	
5.3	<b>Eduserv</b> – Nicola Tricker	NT met with Eduserv on August. Her notes and a report from Eduserv was provided. They have offered us their space either for a meeting or for an event. It was thought Bristol could be an option as it is a good location for travel. The offices are a 10 minute walk from Temple Meads station.	
5.4	<b>Research Councils</b> – John Taylor	JT explained that the research councils are now merged as one entity and that it remains to be seen how things will progress. There has not been a meeting but there is one on November the 6 <sup>th</sup> .	
5.5	<b>FE:</b> Amanda Parker	AP talked about the FE Digifest in March. This is usually a key event for FE but was lacking in speakers and the theme was set from the get go by Jisc announcing their FE subscription model. No banding or pricing was included and the membership element is way too expensive for many. Many are opting out and making other arrangements for their IT and authentication. <a href="https://www.jisc.ac.uk/membership/further-education-subscription#">https://www.jisc.ac.uk/membership/further-education-subscription#</a> for information) Changes in student numbers have also had an impact. Numbers were down so funding was reduced. But following changes at 6 <sup>th</sup> form level in schools, AP thinks many are seeing a late surge in students, but they now have inadequate funding for those students. ESOL has seen a dramatic increase. Many FEs have had their library service removed unless they have diversified in much the same was as the public sector, offering a range of community service to the students. BTEC and Access course are the most popular, and over 24s with the introduction of loans for them.	<b>AP</b>

<b>6.</b>	<b>Reports on enhancement groups</b>		
6.1	BSOL – Fiona Bowtell – rep. for the group for discussion	FB noted that notes from the June meeting are on the sherif website. <a href="http://www.sherif.ac.uk/bsol.html">http://www.sherif.ac.uk/bsol.html</a> FB noted that BSOL are trying to engage more with the academic community, but don't always get it right. Eg managing individual log ins for personalisation. The next meeting is planned for Nov./ early December. Though FB noted that it could possibly be annual. There was not much feedback from users.	
6.2	IHS – <a href="mailto:Emma.Delaney@uwe.ac.uk">Emma.Delaney@uwe.ac.uk</a>	No meeting but one is being planned before Christmas.	
6.3	EBSCO – Sarah Thompson and Robbins, Sarah < <a href="mailto:S.J.Robbins@ljmu.ac.uk">S.J.Robbins@ljmu.ac.uk</a> > (new secretary)	Notes were provided though they are as yet unapproved by Ebsco so are not for further publication yet.	
6.4	Ovid – Delyth Morris <a href="mailto:MorrisD13@cardiff.ac.uk">MorrisD13@cardiff.ac.uk</a>	Notes were provided from the reconvened group in March. They will meet annually.	
6.5	Proquest – Adam Edwards	Notes were provided. Refworks is being separated out again to the EPUG <a href="https://epuguki.org/about/">https://epuguki.org/about/</a> [Begg the question what about Primo and Alma, and why is Robert Bley now on the group....] The groups are about user feedback, while EPUG is more technical.	
6.6	Scopus – Elizabeth McHugh / Klara Finnimore:	Notes were provided from the reconvened group. EMcH had chaired and asked that they adopt our meeting TORs. This was agreed. They will meet again in November.	
6.7	Web of Science – John Taylor / Karina Bradshaw: <a href="mailto:K.Bradshaw@bath.ac.uk">K.Bradshaw@bath.ac.uk</a>	Notes were provided. JT said that they are very engaged and like to get user feedback. They worked through all support enquiries they had had.	
<b>7.</b>	<b>Marketing and website:</b>	Brett is taking over from Yvonne as webmaster. He has had some handover and can edit the website. He needs to contact JANET and his IT at UWE so that the site can be moved to UWE. He will also ensure all minutes are uploaded but asked that Chairs provide a url of the location in the site until he is up to speed. It was noted that the website structure may need tweaking as the enhancement groups are rather hidden. Brett also volunteered to Tweet regularly for the group. We had a brief discussion regarding mailing lists we use to advertise. Cilip and UKSG may also advertise events for us. EMcH to find out.	<b>BM</b>  <b>BM/ all group chairs</b>  <b>BM</b>  <b>EMcH</b>

		It was noted that our new members need access information for our Google Docs. EM to send that out.	<b>EM Completed 14.09.18</b>
8.	<b>Sherif Prize – for discussion : where to promote and the changes proposed for the criteria</b>	<p><a href="http://www.sherif.ac.uk/prize.html">http://www.sherif.ac.uk/prize.html</a> url for information. We had previously discussed a slight change to the criteria for submission, as we have not had so many entries the last couple of years.</p> <p>‘It is restricted to the area of library information systems, bibliographic databases or other electronic technologies and how such resources or technologies are being developed, used or exploited; practical projects that exploit such technologies (e.g. for research or teaching or enhancing the student experience generally) or are user experience (UX) studies may also be submitted. Submissions on other subjects, such as general information literacy topics, are not appropriate and will not be considered.’</p> <p>We agreed this change. A tight schedule is required but we decided to go with that:</p> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> to 14<sup>th</sup> September letters are sent out to course directors</li> <li>• Entry deadlines for 2018 must be received by noon on Monday 12<sup>th</sup> November</li> <li>• The selected panel will read the entries, discuss and select a winner at the next meeting (27<sup>th</sup> November, at JISC)</li> <li>• Winner is notified and invited to the AGM</li> </ul> <p>Projects will be judged by EMch, EM, NT and KH and ST.</p> <p>It was also agreed that we should let institutions know if they win, but also let others know what did win too. A tweet could be sent out to advertise the prize, but should indicate that applications must come via the Library School.</p>	<b>Prize committee/ BM</b>
9.	<b>Event Planning – February 2019 event:</b>	Event and AGM Monday 25 <sup>th</sup> February 2019 at Cilip HQ. A discussion was held regarding ideas for the February event. The call for papers was partially successful for the July meeting. It was deemed to be worth using though as it upturned things we would otherwise not have known about, and then events do become rather centric to the committee institutions and people we know. In the end, a student	

		<p>experience theme was tentatively agreed, pending some horizon scanning, a papers call with a tight brief, and email discussion as we explore options ourselves. Ideas were:</p> <ul style="list-style-type: none"> <li>• Reading list technology )(Leganto, Talis)</li> <li>• The academic viewpoint to reading lists</li> <li>• Skills: has teaching changed in the era of discovery tools?</li> <li>• Induction: unprepared students when they arrive at Uni and new ways of delivering induction</li> <li>• Mobile and tablet access</li> </ul>	<b>ALL</b>
<b>10</b>	<b>Changes to the constitution</b>	Ratified at the AGM and we do not think any further changes are currently required.	
<b>11.</b>	<b>Treasurer's Update: For discussion – expenses policies and forms</b>	AE reported a healthy bank account and increased membership. FB confirmed that AB will continue as Auditor. Some adjustments to expenses description to give better clarification of what is acceptable, and a slight increase in subsistence allowances were discussed and agreed. Confirmation that the auditor will accept scanned receipts for expenses claim so that email can be used for claims was welcomed.	
<b>12</b>	<b>Admin, finance, constitutional, roles, committee members:</b>	<p>EMcH explained the named roles, and that she will step down from the role of Chair and from the committee in February 2019 at the AGM.</p> <p>EM will take over as Chair, leaving the Vice role vacant.</p> <p>AE would like a change of role after 4 years as Treasurer and is stepping down</p> <p>JC is the current secretary and her work in this role is much appreciated. The committee discussed whether having 2 secretaries might be helpful to allow for the minute taking to be shared, a d to help with remote attendance</p> <p>Job descriptions for all roles are on the Google Docs. Current holders please check the details, and anyone interested can then read over the requirements.</p> <p>AE is happy to talk to anyone who is interested in being treasurer regarding what is required. AE has help from his finance</p>	<p><b>EMcH, EM, AE, JC</b></p> <p><b>All</b></p>

		<p>department for invoicing and payments. Whoever takes the Treasurer role could do with finding an assistant to help. Their time is paid as an expenses payment. Again, there is a job description, or talk to AE for more information.</p> <p>If we can agree who would like to take over the role of Treasurer and possibly by November, then there is some handover time to work side by side.</p> <p>Please express an interest in any of the above roles to EMcH in the 1<sup>st</sup> instance., and if an election is needed EMcH will co-ordinate</p> <p>Adam Robinson our admin assistant did a good job in July. He attended our event and our understanding is he is happy to continue.</p>	
13	<b>Mailing List : For discussion: jiscmail – re. advisors lists</b>	<p>MW has figures for the traffic. Her only concern is the Advisors list which has some legacy members but has very little traffic. It was agreed that this closed list could be used by enhancement chairs, and perhaps one other from each group, to help them support one and other. The legacy people should be quietly retired from the list. MW to make the changes.</p>	<b>MW</b>
14	<b>AOB:</b>	<b>None</b>	
15	<b>Date and place of next meeting</b>	27 <sup>th</sup> November 2018, Jisc Collections offices, 15 Fetter Lane, London EC4A 1BW	