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| **PRESENT** | Cheryl Dagnall, Paula Elliott, Steve Glover, Emily Hopkins, Anne Roberts, Dan Livesey, Mary Hill, Gil Young; Katy Donnelly |
| **APOLOGIES** | Gill Earl; Stephen Edwards; Roshanara Nair; David Low; Matt Holland; Kieran Lamb |

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Welcome** |  |
| 2. | **Apologies** Received from: see above  |  |
| 3. | **Approve notes from previous meeting**The minutes from the previous meeting were approved. |  |
| 4.4a)4b)4c) | **Matters arising and review of action log**GM pages on the LIHNN web site = agenda itemCD has contacted DS about STPsSlides for DawsonEra presentation required = unable to send by e-mail | Report at next meeting |
| 5. | **Election of Vice Chair 2018 – 2020**The group discussed the possibility of changing the Chair and Vice Chair annually. It was decided to rotate the posts alphabetically by organisation (excluding universities). Due to known staffing changes, the people in post until 2020 will be:2018 – Chair will be Paula Elliott (Bolton); Vice Chair will be Mary Hill (Christie).2019 – Chair Mary Hill; the Vice Chair will be Anne Webb (Bridgewater)2020 – Chair Anne Webb; the Vice Chair will be Dan Livesey (Greater Manchester Mental Health)  |  |
| 6. | **Website design and terms of reference (TOR)**CD circulated a draft redesign of the group page on the LIHNN website. The group agreed the content and new format. Three meetings a year will take place with the option of a study day, if required.  |  |
| 7. | **Athens update – Anne Roberts (by e-mail)**There are problems accessing Cochrane Clinical Answers nationally.  The problems seem to be intermittent and access should not require a login when using English IP address.  This is being investigated.The NHS North West Regional eResources Statistical Report 2016-17 has now been submitted and hopefully will be on the LIHNN HCLU website by the time the minutes of the GM Librarians is published.There appears to be some problems with some of the Open Athens emails, including the activation email that is sent to users.  This has been reported. |  |
| 8. | **Exchange of information – news and good practice sharing (incl items received by e-mail); HCLU update****Cheryl Dagnall, Wrightington, Wigan and Leigh****Paula Elliott, Bolton NHS FT*** Staffing – Kelly Doolan has settled in her role as a part-time Library Assistant
* Human library – working with a Practice Education Facilitator and E&D Officer to run a Human Book Club to help students gather evidence for the communication element of their portfolios. This will not be an official Human Event and will be run more like a ‘speed dating’ event.

**Emily Hopkins, HEE NW****Steve Glover, MFT*** On the 1 October 2017 CMFT & UHSM became **Manchester University NHS Foundation Trust**
* We are merging the catalogue data from UHSM (Liberty) to Heritage Cirqa on 16 October 2017
* Olivia Schaff has replaced Joanne Whitcombe as Clinical Outreach Librarian
* Manchester University NFT & Lancashire Teaching Hospitals NFT were successful in being awarded the OpenAthens & Link Resolver Regional administration contact for 2018-19 to cover the North
* We have appointed to the vacant Band 5 position at Wythenshawe Hospital
* We are working with MFT Genomics to create only the third complete printed copy of the Human Genome within the UK.  The other two are at The Wellcome Trust and in Leicester.
* We are working with Philip Cooke at Manchester Public libraries to promote resources to patients and the public within the hospitals

**Stephen Edwards, Bridgewater = nothing to report****Daniel Livesey, Greater Manchester MH NHS FT**·         GMMH is currently going through a rebrand and so is the Library and Knowledge Service.·         Funding has been secured from Learning and Development to fund access to ClinicalSkills.net. Lead Nurse for Medicines Management is hoping to use the resource as part of the assessment for Health Care Assistants and the Care Certificate.·         Knowledge Service Assistant, Lorna Dawson was awarded a bursary from HEE to attend the International Clinical Librarians Conference and Outreach Librarian Rosalind McNally attended the GM Let’s Talk Research conference.·         Human/Living library event will be planned in partnership with the Trust PEFs for February 2018.**Matt Holland, NWAS*** Matt Holland, NWAS Librarian, is now a member of the newly formed NWAS Research and Development Team which aims to develop NWAS as a research centre in Prehospital care.
* NWAS LKS recently wrote and published a guide to using Twitter for research purposes.  A copy can be found here [https://www.networks.nhs.uk/nhs-networks/nwas-library-and-information-service/documents/twitter-a-guide-to-searching-for-research-purposes](http://sys215.boltonft.nhs.uk:32224/?dmVyPTEuMDAxJiY1MDBiNGEwZmI1NTA1OGFmZT01OUU5ODExNV8yMDYzXzMwMTRfMSYmMGY2YmYxMzg2YjhmMTlmPTExMjImJnVybD1odHRwcyUzQSUyRiUyRnd3dyUyRW5ldHdvcmtzJTJFbmhzJTJFdWslMkZuaHMtbmV0d29ya3MlMkZud2FzLWxpYnJhcnktYW5kLWluZm9ybWF0aW9uLXNlcnZpY2UlMkZkb2N1bWVudHMlMkZ0d2l0dGVyLWEtZ3VpZGUtdG8tc2VhcmNoaW5nLWZvci1yZXNlYXJjaC1wdXJwb3Nlcw==). Colleagues are welcome to reuse and re-purpose.

**Gill Earl, Pennine Acute and Salford Royal Foundation Trust** **Mary Hill, Christie*** World Mental Health Day – worked with psych-oncology to provide a number of poems to display by checking on copyright.  Jackie Kay, poet laureate for Scotland, spoke on the day.  The work of the library was verbally acknowledged by the organiser
* Dawsonera – stats sent out: monthly figures for borrowing and refusals by Trust, yearly to date borrowing and refusals, Counter figures by title, section and refusal.  Good news: sections have gone up, downloads have increased.  Refusals are interesting and we can see some titles need to buy.  Use Cancer money will buy ABC breast Diseases
* Bid has been made for management books for GM.  If successful, HEE and NWAS will join the group for this resource. GE has a list purchased by NHS Scotland which could provide suitable titles.

**Katy Donnelly, Manchester Met**Rolling renewals:All books are now issued for two weeks and are automatically renewed until the student brings them back or until someone reserves them.  Fines will in effect no longer be charged, unless an item is reserved and not returned.  The loan allocation of books has been raised; this includes books, DVDs and AV materials.  UG/PG students can now borrow 20 items and researchers and staff can borrow 30.**HCLU update*** The HCLU team has expanded to include Emily Hopkins and Katie Nicholas who will be providing a national HEE KM function. They will continue to be based at the HEE office in Manchester
* The full time, band 4 Office Manager post has gone out to advert. This post will be based in Wigan with David and Linda.
* Gil Young is now based at the HEE office in Manchester and has changed her job title to NHS LKS Development Manager - North West, to bring her role into line with that of Dom's (Leeds) and Joanne's (Newcastle). Her new phone number is 0161 625 7222.
* David's new line manager will be Susan Michael.
* HCLU passed on their thanks for all the received bids, statistic returns and LQAFs.
* A reminder that the best place to keep up with Knowledge for Healthcare is via the blog - [http://kfh.libraryservices.nhs.uk/](http://sys215.boltonft.nhs.uk:32224/?dmVyPTEuMDAxJiZhMTZjZGFmMzc5NDIzNzEzNT01OURFMUM3OV84ODMyNl8zODJfMSYmNzk3ODFkNzVhOWFkZGIyPTExMjImJnVybD1odHRwJTNBJTJGJTJGa2ZoJTJFbGlicmFyeXNlcnZpY2VzJTJFbmhzJTJFdWslMkY=)
* Bookings are currently open for the library assistant study days and the Motivation and Engagement course. The Christmas Study Day will take place in Warrington on the 5th December. Bookings will open in late October. All bookings can be made using the events calendar - [http://resources.lihnn.nhs.uk/new/Events\_Calendar/default.aspx](http://sys215.boltonft.nhs.uk:32224/?dmVyPTEuMDAxJiZiYTZkY2RlMTI1NTcyZDFlND01OURFMUM3OV84ODMyNl8zODJfMSYmYjhmYzZkYTU3OWFkZGE5PTExMjImJnVybD1odHRwJTNBJTJGJTJGcmVzb3VyY2VzJTJFbGlobm4lMkVuaHMlMkV1ayUyRm5ldyUyRkV2ZW50cyU1RkNhbGVuZGFyJTJGZGVmYXVsdCUyRWFzcHg=)
* As a result of the success of the MOOC HCLU has funded a project to turn the six existing modules, which made up the literature searching course, into 6 standalone e-learning modules. It is hoped that these will be ready for use in January 2018. A proposal has been approved to develop a Critical Appraisal MOOC and it is hoped this will run in early 2019.
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| 9. | **Future meetings and themes**The group decided on the following:Feb – public libraries and the health offerJune – LQAF/evaluation frameworkOct – Statistics (may link to a leadership programme project; possible Bolton Uni contact) | SG to contact Manchester PL; PE to contact Bolton PL |
| 10. | **Date of next meeting**PE suggested Thursday; Emily to check rooms for 8th or 15th Feb | 8th Feb, 2.00pm confirmed |