



Minutes of the LIHNN Inter Lending and Document Supply Group

Held on 12th March 2012 at 2.00pm

Learning Centre Library, Royal Blackburn Hospital

PRESENT	Graham Breckon John Coulshed Linda Ferguson Jeanine Fielding Suzanne Ford Sarah Glover Steve Glover Frances Sim Alison Thompson
APOLOGIES	John Addison Michael Cook Riz Zafar

NO.	MINUTES	ACTION
1.	<p>Welcome</p> <p>The following people left the group: Jenny Brine Colette McKeever Jen Sowerby</p> <p>New members of the group were introduced: John Coulshed Riz Zafar</p> <p>A replacement, preferably from the HE sector, is needed for Jenny Brine.</p>	StG
2.	<p>Apologies</p> <p>The list of apologies was read out.</p>	
	<p>Matters arising from last minutes</p> <ul style="list-style-type: none"> • <i>Email inter-lending mailing list to ask if LIHNN codes are still required - no</i> 	
3.	<p>New Chair and Secretary of the Group</p> <p>Jeanine Fielding was appointed as the new Chair. Proposed by Steve Glover and seconded by Frances Sim</p> <p>Sarah Glover agreed to continue as Secretary.</p>	
4.	<p>Review of ILDS Protocol</p> <p>The protocol will be drafted with the agreed changes and circulated to members before final acceptance.</p> <p>The new document will be placed on the LIHNN website. An email message to the LIHNN, Library Manager's and inter-library loans</p>	<p>SaG</p> <p>StG</p>

	mailing lists will be issued to alert library staff to the key points.	
5.	<p>Union List – editorial update</p> <p>56 libraries have returned holdings, and 9 are still outstanding despite chaser messages being sent.</p> <p>It was suggested that libraries who still haven't updated could be prompted at the next Library Manager's meeting.</p> <p>Linda and Jeanine to be copied into emails to the libraries being chased and not following updating instructions.</p> <p>Linda will also raise the issue at the Library Manager's meeting. Jeanine will investigate with the Library Assistant's the problems with uploading; it could partly be Microsoft compatibility issues with different versions of Excel. (<i>Report attached</i>)</p>	
6.	<p>Union list - Usage and Functionality</p> <p>Requests through the Union List account for 25% of all inter-library loan requests.</p> <p>Questions were raised as to what data requesting libraries are using, as some supplying libraries have received requests for titles they no longer hold and have updated the Union List. This appears to be due to the delay in Winchill holdings being updated. Winchill is currently only updated once a year but could move to twice in the future. Remind Winchill libraries to check holdings on Union List and just use Winchill for requesting.</p>	
7.	<p>NHS NW ILDS Trends</p> <p>The figures for inter-lending and document supply were circulated and a general discussion followed.</p> <p>There was a slight increase in document supply within the North West on the previous year.</p> <p>There has been a small increase in documents supplied outside of the LIHNN network by other libraries, but a small decline in items supplied by the British Library.</p> <p>There has been a continued increase in inter-lending within LIHNN. Inter-lending within the North West as a whole and items supplied by the British Library have seen a significant reduction.</p>	
8.	<p>Copyright</p> <p>NHS Copyright licence runs until 31st March 2012. A continuation of this is currently being negotiated with the CLA by the Department of Health. The advice at present is continue as usual from 1st April and the new licence will be back dated.</p>	

	<p>ANY OTHER BUSINESS</p> <p>John Addison submitted an email regarding the number of requests received at Oldham that they have been unable to supply. The points he raised were covered during the discussion on item 6. The email was also passed to Jeanine to follow up if necessary.</p> <p>The Forum for Inter-lending and Document Delivery annual conference is 25th - 26th June in Worcester. http://www.forumforinterlending.org.uk/</p>	
	<p>DATE & TIME OF NEXT MEETING</p> <p>To be arranged</p>	