



**Minutes of the Pan Northern Document Delivery Agreement (PANDDA)
Held on Friday 25th November 2016 at 10:00 am
HEE Leeds**

PRESENT	Graham Breckon John Coulshed Linda Ferguson Suzanne Ford Dominic Gilroy Steve Glover Sarah Glover Hugh Hanchard	Sue Hardy Joanne Naughton Kate Shepherd Jane Shinn Sue Steele Alison Thompson David Watson
APOLOGIES	Patrick White	

NO	MINUTES	ACTION
2.	<p>Overview of ILDS in NE, NW & Y&H</p> <p>Steve Glover gave a brief history of interlending and document supply in the North West. The union list started as a paper copy and is now on version 3 of the database. There were 49 sites in the North West but this has now increased to approximately 90 with the joining of the North East (NE) and Yorkshire & Humber (Y&H). There was an overview of document supply trends in the North West which showed a steady decline in the sourcing of items from the British Library and a peak of interlending when the NWOPAC was launched. The interlending protocol has been in place approximately 10 years and is reviewed on an annual basis.</p> <p>Hugh Hanchard gave a history of interlending in the North East and Yorkshire & Humber. This started as a voucher scheme with a printed holdings list. In 2003/4 it became web-based with real time updating and an ordering function. However it was expensive to update and lacked some statistical functionality. This led to the NE and Y&H joining the LIHNN scheme in 2016.</p>	
3.	<p>Update of Union List Database integration</p> <p>Following the LIHNN survey in 2015 a number of enhancements to the database were made. This included the autocompleting of library details, streamlining the search explanation and putting the holding years in bold. The option to limit the search by region was added this year. Work is currently on-going to add alternative names/acronyms for journal titles so these can be searched for as well e.g. NEJM. Administration and statistical functionality has also been improved.</p>	
4.1	<p>Role of the UL database editors</p> <p>The SLA for editorial work is given to a regional library service. This is currently Central Manchester University Hospitals NHS Foundation Trust (CMFT). Libraries contact the editors to request a copy of their holdings for updating. They are sent the holdings and a copy of the master title list. Once the holdings are updated they are returned to CMFT for checking and uploading. The master title list ensures that the title data and formatting are consistent. All holdings for the NE and Y&H have now been uploaded.</p>	
4.2	<p>Rotation of UL editorial work</p> <p>The SLA is awarded by the PANDDA group and is funded by HCLU. The funding is £3000 p.a. A member of the editorial library service is expected to chair the PANDDA group.</p>	

	<p>It was agreed that CMFT will continue with the SLA for a further 12 months. This will maintain consistency and give the next service a clearer idea of the workload involved over a full 12 month period following the increase in services. A request will be made to the network in the summer of 2017 to find a new editorial service. This will be open to any library service and is not restricted to those represented on this group. Pennine expressed an interested in taking over from CMFT.</p>	<p>Call for new editors will be made 2017</p>
5.	<p>Terms of Reference for new group</p> <p>The terms of the LIHNN group were edited and updated. It was agreed that the group will now take on copyright advice as the previous LIHNN group for this has been disbanded.</p> <p>David explained the role of Copyright First Responders (CFRs). The national document supply group is looking at ways of streamlining and found that often a barrier to efficient supply are questions around copyright. CFRs have been appointed across the country with 1-2 for each area. There will be a general email account which will be accessed by all responders and the response time is within 48 hours. The official launch of this service will be in December with a post on the Knowledge for Health blog and a document on the Library Services website. Responders for the North are David and Susan Smith.</p>	<p>Updated ToR to be circulated</p> <p>DW to write an article for LIHNNK Up about copyright & First Responders</p>
6.1	<p>Inter-Lending across the North</p> <ul style="list-style-type: none"> • North East - half the services are on OLIB and have a live fully shared catalogue. Three share a system/webopac called Libero. The "Libero" libraries are currently in discussions about joining the OLIB system. Of the 2 remaining services – one is on Heritage Cirqa the other is on Talis. • Yorkshire & Humber - mostly on Heritage and few of these are linked together. • North West - all on NWOPAC which is not a live catalogue. <p>NWOPAC is moving from OLIB to WorldCat over the next few months (Jan-Mar 2017) once problems with exporting MARC records from Heritage is resolved. Heritage records cannot be exported in MARC format unless the MARC module has been purchased. A number of options are currently being investigated. Option 1 - HCLU buys the module for all services although this adds approx.12% to the maintenance cost. Option 2 - HCLU buys the module for 1 service and gives them an SLA to convert all records.</p>	<p>LF to contact Jenny Toller about using WorldCat</p>
6.2	<p>OPAC expansion opportunities</p> <p>Once NWOPAC has moved to WorldCat services will be able to update holdings themselves when required.</p> <p>Adding NE and Y&H to NWOPAC isn't currently an option until MARC records are sorted out. Some ad-hoc interlending is already taking place although it was recognised that some services would be unable to post outside of their region due to cost restraints. Interlending will officially be launched on 1st January 2017.</p> <p>A page with links to all Northern OPACs will be created.</p>	<p>LF & StG to re-examine interlending data and inc. NE/Y&H</p>
7.	<p>Review of the LIHNN ILDS Protocol</p> <p>There was a discussion on a new name for the group. Steve proposed Pan Northern Document Delivery Agreement (PANDDA). This was seconded by Hugh.</p> <p>Linda will contact the website developers about editing categories for library closure and will check that all services are on the inter-library loans mailing list.</p>	<p>LF</p>

8.	Adoption of updated protocol Changes were made and agreed to the protocol. The new version will be circulated. David will write a section at the front about Copyright.	SaG & DW
9.	Review of North based ILDS mailing lists Address and links in the protocol will be checked and updated as necessary	SaG
10.	Annual Statistical returns From 1 st April 2017 loans and article requests in the North will included in LKDN statistics as 'local networks'.	
11.	Communication to local patches David and Steve will write an article for LIHNNK Up about the new group and protocol. A series of FAQs will be added to the Union List website. These will include copyright, contact information for technical problems, features of the new protocol, using the inter-library loan mailing list.	DW & StG
12.	ANY OTHER BUSINESS CMFT will email all services and ask them to update journal holdings within the following 12 months. Next year will see the launch of a national protocol and guidelines for interlending and document supply, with the idea of moving towards a national scheme. At present there are separate schemes for the North and South. Copyright cleared scheme - NHS bought licences for articles from the British Library so that these could be kept and go towards a national repository. Still a large number of licences left so libraries will be encouraged to order non-encrypted articles from BL at no cost and keep them. Libraries will need to keep the article locally until a central repository has been set up.	StG to inform Union List Editors to email out to services to update in 2017
	DATE & TIME OF NEXT MEETING To be advised	