**Minutes of the Pan Northern Document Delivery Agreement (PANDDA)**

**Held on Thursday 14th February 2019 at 10:00 am**

**HEE Leeds**

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| **PRESENT** | John Coulshed  Jenny Doran  Suzanne Ford  Steve Glover  Sarah Glover  Sue Hardy  Jane Shinn  Susan Smith  Sue Steele  David Watson  Ruth Woodcock |
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| **APOLOGIES** | Graham Breckon  Linda Ferguson  Dominic Gilroy  Hugh Hanchard  Joanne Naughton  Patrick White |

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Welcome and apologies** |  |
| 2. | **Book Loans to other INC networks**  The INC group have asked if we are ready to start book loans to the INC network. When PANDDA libraries were surveyed in 2017 about joining INC originally the number of services in favour of book loans was quite small. It was pointed out that some PANDDA libraries do not loan books within the PANDDA network.  Joining would alter the terms of book loans in the PANDDA protocol. At present the requesting library is responsible for the book once it leaves the supplying library. To bring our protocol in line with the INC network it would need to be changed to the supplying library is responsible for the book until it arrives at the requesting library.  Sue will email the PANDDA network to ask establish how many libraries would be prepared to join INC book loans. If this is agreed the PANDDA protocol will be updated as required and reissued. | Sue Steele |
| 3. | **Review of ILDS Protocol**  Protocol was reviewed by the group.  References to INC network were added where necessary as PANDDA is now a member.  From 1st April electronic copies can be supplied to patients and the protocol will need to be updated to reflect this.  A list of the INC Library codes would be added to the Union List webpage.  Links for the INC codes and rota will be added to the Appendix.  Protocol amendments will be made and circulated to the group for final approval. | Sarah  Sue Steele  Sarah  Sarah |
| 4. | **ILDS Statistics**  Changes to national data collection requirements mean that all loans and document copies are counted as a whole for each submitting organisation, rather than broken down by individual supplier institution. As a result we are unable to see any trend in local figures since joining the INC scheme.  The figures presented showed that there was a small decrease in loans received from other libraries. Copies received from other libraries have also declined despite a rise last year compared to 2015/16. |  |
| 5. | **Update from Copyright First Responders**  Susan gave a brief history and background to the Copyright Licensing Authority.  A frequent question is whether images in NHS owned books and journals can be used - they can as the copyright fee has been paid by the NHS.  From 1st April 2019 any clinician can supply a digital copy of an article or book chapter direct to a patient, carer or guardian. Libraries do not need to collect royalty data on these items.  The top journal requested by Acute Trusts for Copyright Fee paid articles is JAMA; and Cochrane for Public Health organisations.  Susan is preparing a presentation to the CLA in June about copyright issues in the NHS and is looking for any problems that users have encountered. Please contact her directly if you can help.  Susan explained that she is also the HEE representative on the UK Libraries Archives and Copyright Alliance Group (LACA). She gave some background to their current campaigns they were working on and circulated the following links after the meeting.   * There will be a survey to support response to the call for evidence: <https://www.gov.uk/government/publications/call-for-evidence-to-review-2014-copyright-changes>​ * Plan S: <https://www.coalition-s.org/> * Copyright if no brexit: <https://www.gov.uk/government/publications/copyright-if-theres-no-brexit-deal> * Librarians guide to the Marrakesh Treaty: <https://www.ifla.org/publications/node/71175>​ * Digital single market: <https://ec.europa.eu/commission/priorities/digital-single-market_en​> * **Article 13 – Upload Filter**    –      “Commercial sites and apps where users can post material must **make ‘best efforts’ to pre-emptively buy licences** for anything that users may possibly upload”;  –      “(…) all but very few sites (those both tiny and very new) will need to do everything in their power to **prevent anything from ever going online that may be an unauthorised copy of a work that a rights holder has pointed out to the platform**”; and,  –      “Should a court ever find their **licensing or filtering efforts not fierce enough, sites are directly liable for infringements** as if they had committed them themselves.”     * **Article 11 – Press Publishers’ Right**     –      “The final version of this extra copyright for news sites closely resembles the version that already failed in Germany – **only this time not limited to search engines and news aggregators, meaning it will do damage to a lot more websites**.”;  –      “**Reproducing more than ‘single words or very short extracts’ of news stories will require a licence**. That will likely cover many of the snippets commonly shown alongside links today (…)”; and,  –      “**No exceptions** are made (…)”. |  |
| 6. | **Recording of bibliographic data for Copyright Licensing Agency**  The data collection spreadsheet was circulated prior to the meeting. The CLA are looking for some volunteer libraries to collect data about document supply and book loans. In 2018 four libraries from the PANDDA network supplied data - Manchester University NHS Foundation Trust (MFT), Bridgewater Community Healthcare NHS Trust, Mersey Care NHS Foundation Trust and North Cumbria University Hospitals NHS Trust Cumbria. In addition 4 months’ worth of union list activity was also sent.  A number of services offered to submit data:   * Journal Articles - satisfied requests for own users from other libraries - supplied from Union List activity * Journal Articles - copies made internally by library staff for own users - Suzanne Ford (St Helens & Knowsley) * Book Loans- satisfied ILL requests received for own users from other libraries - Steve Glover (MFT) & Sue Hardy (Rotherham NHS Foundation Trust) * Book Loans - loans from own stock to own users - Steve Glover (MFT) & Suzanne Ford (St Helens & Knowsley) * Print Journal holdings held in own library - Steve Glover (MFT) * Print Books - reference books in own library - Sue Hardy (Rotherham NHS Foundation Trust) & Susan Smith (Mid Cheshire Hospitals NHS Foundation Trust) * E-Books available in own library - Steve Glover (MFT) & Sue Steele (Northern Care Alliance NHS Group - Pennine Acute Hospitals NHS Trust) * Top Titles Journals - Steve Glover (MFT) or extract data from Link Resolver. Sue Steele will contact Andy Craig as Regional Link Resolver Administrator & Steve will contact Helen Bingham about the Link Resolver contract and sharing of data.   Sue will contact and arrange with libraries which data they are going to supply and feed this back to Jenny Toller. | Suzanne  Steve  Sue Hardy  Steve  Suzanne  Steve  Sue Hardy  Susan Smith  Steve  Sue Steele  Steve  Sue Steele |
| 7. | **National streamlining and feedback from SINC meetings**  There was reminder to all libraries of the need to include the network name and library code when making any requests e.g. *INC scheme request from PANDA N-NOL.* If you are unsure of your PANDDA network code, contact the Union List editor.  The East of England are creating a training resource on INC and how it can be used.  There is on-going work with regards to national streamlining and possible a future collaboration with Wales and Scotland. |  |
| 8. | **Any Other Business**  Graham Breckon sent an email asking for clarity around the disposal of journals where the service is the only holder:  *I have been asked to raise a query about what happens when a library is the last place to hold a specific journal title.*    *I was asked to find out what the group thought as to whether such a library has any obligations or responsibility as the ‘last library standing’ and should those holdings be sent anywhere?*  This is covered I section 3f of the protocol. It was agreed that libraries are under no obligation to keep back issues but before disposal they should be offered out to other regional and national libraries. Libraries should also point out that they are the last library to hold the particular title  Sue will reply to Graham on behalf the group.  The protocol was updated to add in that libraries should indicate they are the last holder if applicable when disposing of titles. | Sue Steele |

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|  | **DATE & TIME OF NEXT MEETING** | TBC |