

**SHINE Committee Meeting  
Thursday 13 November 2008  
10.00am Out of Hours Room Glasgow Royal Infirmary**

**Attendees:** Joanna Ptolomey (Chair), Alison Bogle, George Dougary, Liz Garrity, Paul, Manson, Amanda Minns, Ruth Robinson (Minutes), Margaret Theaker, Suzanne Wilson

**1. Apologies**

There were no apologies.

**2. Minutes of Last Meeting**

Approved.

**3. Matters Arising**

**3.1 Away day**

JP reported that all actions against her name relating to the away day had been completed.

**3.2 Wiki**

It was noted that there continues to be issues with access to the wiki for some individuals. This will be addressed as part of the eSHiNe project.

**4. Committee Members**

The Chair welcomed three new committee members. This was followed by introductions from everyone. JP provided a recent history of the committee explaining that a number of people stepped down at the last AGM, providing an opportunity to re-address where we are and where we want to be.

AB advised that she will be stepping down at the next AGM as she has served six years, however she would like to see the eSHiNe project completed.

AM also informed the committee that she intends to step down at the next AGM.

**5. Stirling SHiNe Committee/Group Away Day**

JP mentioned that one of the factors of the away day was to bring everyone together as she sometimes felt that the groups and committee work in isolation. She stressed that it is important to ensure we work towards the same goals. In order to achieve this it is necessary to understand what these goals are, therefore enabling us to use our time effectively and efficiently.

There followed a brief overview of the away day. Reference was made to Elspeth Lee's talk and it was noted that she was the only applicant for the bursary last year. The group questioned why this might be and what could be done in future to reach a wider audience. JP reported that Neil Paterson from Elmwood College in Cupar talked about his recent move into the information profession and the challenges he faced. He also spoke about his interest in customer care.

Partnerships was another topic that was considered. It was noted that the CILIP Information Literacy Group (ILG) had approached JP with regard to partnership working. There was also a discussion about the legal status of SHINE. JP advised that the legal status of the group must be concluded this term.

LG reported that the away day provided a very good basis for further meetings, and that we should encourage more members to attend future events. JP advised that the away day was also about raising visibility. It was agreed that if there are subsequent away days it would be beneficial to open them up to more members.

AB suggested applying some of the elements of the away day to the AGM, such as Neil Paterson's or Elspeth Lee's talks, or having break out groups or sessions. It was noted that Neil had spoken at the Grampian Information conference.

JP asked the committee if they thought SHINE should have an event similar to the away day on an annual basis. The committee was in favour of this.

## **6. Short Updates**

### **6.1 Treasurer's Report**

GD tabled the accounts from 1 April 2008 – 24 September 2008. He reported that there is still money in the account, although it is expected that a substantial amount will be deducted next month to cover the AGM, SLIC fees, and the away day.

JP advised that SHINE was likely to return to the Scottish Health Management Centre for the AGM. GD advised that the AGM last year was costly, and a substantial proportion of this was spent on podcasting. GD advised that for the 2008 AGM the cost of podcasting was initially £350 + VAT, however this rose to over £700. He reported that without podcasting the AGM was usually between £1000 and £1200.

AM asked if the availability of podcast technology was dictating which venues could be used. She then questioned whether or not the extra amount paid to podcast was justified by the number of views. JP advised that this was the second year in which podcasting had been used. She agreed that it was very expensive for the number of views the podcast got. The committee considered whether or not the cost was justified. SW asked how well attended the AGM is, and questioned is it necessary to podcast if there is representation from member organisations.

JP confirmed that the podcast can only be viewed by members, therefore is not used as a marketing tool. AM suggested having a report in Information Scotland as an alternative. This could also act as a marketing tool and raise awareness of SHINE's work. JP suggested using the money saved by not podcasting to develop eSHINE.

It was noted that MT is interested in the Treasurer's post. She will work with GD with a view to taking over the role following the next AGM. The official handover will be at the AGM.

**ACTION:** GD is to send a copy of the Treasurer's report to RR.

### **6.2 Membership and Marketing**

LG tabled an update paper for this group.

She advised that Jacki Stewart from Lochgilphead had enquired about the possibility of SHINE waiving her subscription as she is currently working voluntarily without funding. It was noted that she had retired, and the hospital was scheduled for closure. There followed a discussion as to whether or not SHINE should waive her fee.

AM suggested that this would mean SHINE providing a service to the NHS without any financial or professional recognition. AM suggested that the hospital will not have yet realised what they have lost because they are still receiving the service. RR asked if clinicians within NHS Highland could be re-directed to another library in the same health board area. The

group did not know to what extent NHS Highland libraries work together. RR suggested that there might be internal politics that prevent Lochgilphead staff from using other libraries. She then asked when the hospital was due to close, and whether or not this was imminent. LG suggested that one option was to waive Lochgilphead's subscription until March 2009, therefore giving Jacki time to inform users

PM suggested seeking clarification on the closure date, and finding out if there is back-up provided by other NHS Highland libraries. LG agreed to draft something to Jacki Stewart for approval from the committee before sending. The committee agreed to acquire more information from Jacki Stewart before making a decision.

LG also reported that the Initiative for Maternal Mortality Programme Assessment (University of Aberdeen project) had not paid their subscription for 2008. JP advised that if they have not paid their subscription they will not be able to benefit from the inter-lending scheme.

LG advised that new members of this group include Edith McKenzie (NHS Greater Glasgow and Clyde) and Isabella Leese (NHS24). JP provided some background to the Membership and Marketing group, explaining that when Malcolm Dobson left, LG and JP agreed to take over. This was during the last financial year. At that point it was just the two of them who were involved. Recently Isabella Leese and Edith McKenzie expressed an interest.

LG is looking for someone to get involved with membership list. There are instructions on the website. Someone can be co-opted for this role. LG agreed to send out an email via LIS-SHINE to ask for volunteers.

**ACTION:** LG to draft something to Jacki Stewart for committee approval.

**ACTION:** LG to send an email asking for volunteers to work on the membership list.

### **6.3 Union List**

LG tabled an update of the Union List working group. She reported that the group has a new member, Denise Melville from Ninewells Hospital.

LG reported that there was a project to tidy up the union list, and that the group proposed to meet in December to discuss the redesign of the website. JP suggested that we remind members to keep their holdings up-to-date.

AM advised that Shelcat might have an impact on this, as NES have requested use of the SHINE database to update the Shelcat serials acquisition module. In order to do this all records must be up-to-date. Acquisitions serials in Shelcat are due to go online in February 2009. It was noted that most SHINE members are Shelcat members. Shelcat was discussed in more detail later in the meeting.

### **6.4 CPD**

AM reported that the CPD group had not met since the last committee meeting. She advised that the study day on Evidence-based Librarianship, run by Andrew Booth was scheduled for Friday 21 November in Glasgow. She also mentioned that project management is being considered as a future course topic. Sandra Wilson had sent an email to LIS-SHINE asking for volunteers with project management experience to consider being involved in a study day.

The next CPD group meeting is scheduled for 5 December. Preparatory work for the AGM will be the main focus of this meeting. It was noted that the AGM date has been confirmed as 5 March 2009. AM said that she would like a decision regarding podcasting prior to this meeting, as this may dictate the venue. She also required confirmation regarding the format, for example do we want a theme to the day.

JP suggested having the AGM first, and asked if a theme was necessary or preferable. MT mentioned that it was the theme that attracted her to the previous AGM. AM suggested having a broad theme which could cover many topics. JP suggested using a different venue

for the AGM, such as the Lighthouse in Glasgow. It was noted that not all members of the CPD group were in favour of this. AM advised that the group were considering the Scottish Health Centre in Edinburgh. AM will contact the CPD group to find out which speakers have confirmed. JP agreed to enquire about the Lighthouse as a venue.

The committee agreed not to podcast the AGM. JP mentioned that if members are dissatisfied with the absence of a podcast it can be reinstated next year. AM iterated that decisions concerning the AGM need to be finalised on 5 December.

**ACTION:** JP will enquire about the Lighthouse, Glasgow as a venue.

**ACTION:** AM will find out which speakers have confirmed.

## 6.5 eSHINe

AB reported that the first meeting of eSHINe took place on Thursday 6 November. She received some comments suggesting that the project timescale was ambitious. A number of points were raised, including the eSHINe logo. Holding a competition for Glasgow School of Art students to design a logo was discussed. JP spoke to a GSA lecturer, who confirmed that they have done this in the past however on this occasion the timescale might be problematic. MT advised that Medical Photography at NHS Ayrshire and Arran do illustrative work. AM confirmed that this also applied to NHS Lanarkshire.

AB advised that there is currently no requirements specification, however it is planned to have this completed by December. It was acknowledged that this is required before approaching designers. Points to note included clearly specifying what we want and what we do not want, the ability to easily reproduce electronically or in print using colour or black and white, and something that won't date quickly. It was agreed that SHINe want to purchase the copyright. AB agreed to draft a specification and send it to the group. There then followed talk about freelance graphic designers. It was agreed that all committee members would investigate options for graphics design.

The union list and membership databases were also discussed. It was noted that it might be necessary to change the interfaces to keep them in line with the new website. This might be something that will require assistance from Gordon Dunshire. It was agreed that the membership database should be made available.

AB reported that it was hoped to have the structure of the new site completed by December 2008. It was noted that the budget for this is approximately £8000. JP agreed to investigate further funding options such as through the SLIC innovation fund or CILIPS. The committee agreed that the more work we can do in advance, and the more information we can provide, the more we can keep costs down.

It was agreed that the priority for all members is to have a think about web companies, good examples of existing websites, design and ways to acquire funding.

**ACTION:** AB is to circulate the web requirements document.

**ACTION:** ALL are to investigate logo design options, examples of good websites and funding opportunities.

## 7. Elmwood College, Cupar

JP advised that Neil Paterson from Elmwood College had kept in touch with her after speaking at the SHINe away day. At the away day he gave a talk about this journey into librarianship from the retail sector, and how he is currently looking for a professional post.

Elmwood College run health and social care courses, and are keen to connect with other people in health and social care. They would like to learn more about SHINe. JP has arranged to visit Elmwood College to speak to Neil and his boss, Christine, with the possibility of the college becoming a member of SHINe.

There then followed a discussion about customer care which is Neil Paterson's area of interest.

**ACTION:** JP to visit Elmwood College, Cupar.

## **8. SLIC News**

JP mentioned that she recently attended the SLIC annual business planning day. The day was enjoyable and included a group work session in the morning. This is the second SLIC meeting that JP has attended. It was noted that SLIC are keen on SHINe being members of SLIC.

## **9. Shelcat**

AM had forwarded an email to JP which she received from Andrew Jackson (NES), saying that some Shelcat members' details were out of date and asking if SHINe could alert NES each time members update their details. NES would like to extract members' details from the SHINe database.

NES are setting up a Shelcat implementation group, and Andrew Jackson has asked AM to be the SHINe representative on the group. It was noted that AM will be on leave from March, however one option was for Paul Herbert to take on this role. She asked if the committee if they were happy for her to be the official link between SHINe and Shelcat, however during a further discussion AM questioned whether or not it was appropriate for her to represent SHINe and perhaps all SHINe requests should go via the Chair.

AM suggested that there might be a data protection issue as members provide SHINe with their data for SHINe business, and not for NES business. LG asked if NES are asking for all member details including non-Shelcat libraries such as universities and NHS Greater Glasgow and Clyde. AM questioned who owns the holdings once they are on the SHINe database. Is it the library or SHINe? AM advised that she had provided NES with her own library's holdings.

JP advised that she contacted Lynn Easton and Andy Jackson (Dundee University) to ask if there had been a previous agreement to support Shelcat. They confirmed that no-one had asked permission to use SHINe data for this purpose in the past.

The committee acknowledged that by taking on the role of data providers, the administrative burden and responsibility was potentially huge. MT mentioned that although the information is available on the website we do not guarantee the accuracy of it. PM added that if we were to provide NES with the information an update exercise would need to take place first.

JP will contact Andrew Jackson stating that we support Shelcat and encourage people to give NES their holdings information, however as a voluntary body SHINe cannot take on the administrative role of maintaining and supplying the data.

**ACTION:** JP will draft a response to Andrew Jackson and send to the committee for comment.

## **10. Tracey McKee's Chartership Request**

Tracey McKee, previous SHINe Secretary, had asked if she could use the minutes she took while in post as evidence for her chartership. She had agreed to anonymise them and was happy to show us the edited version prior to submission. The group agreed to support Tracey. It was important to encourage professional development.

## **11. ACOB**

RR tabled a brief paper with a procedure for meetings. JP advised that such a procedure had not previously existed, and it was felt that the Chair and Secretary would find this beneficial when preparing for meetings.

AB asked the new members to provide their contact details for the website.

It was agreed that photos of the committee members were required for the new website. It is likely that these will be taken at the next committee meeting.

**ACTION:** MT, SW and PM to provide contact details to AB.

## **12. Date & Venue for next meeting**

Wednesday 28 January 2009, GRI Out of Hours Room, 10.00 am – 2 pm.

Thank you to GRI for their hospitality.