

SCOTTISH WORKING GROUP ON OFFICIAL PUBLICATIONS (SWOP)

Minutes of 8th Annual General Meeting, held 1.30pm Thursday 24 November 2011,
Edinburgh Central Library, George IV Bridge, Edinburgh.

PRESENT:

Brotchie, Nick (Scottish Law Commission)
Coburn, Andrew (SCOOP)
Dodson, Ariel (Scottish Government) (EG)
Guite, Candace (Univ. of Stirling)
Hawkes, Shona (TSO)
Hill, Paulette (Historic Scotland)
Laing, Fiona (National Library of Scotland) (Secretary/ BC)
Lynch, Neil (Scottish Government Library)
McAdam, Alan (MacRoberts (Services) Ltd)
MacDonald, Emma (Scottish Parliament)
McParland, Fiona (APS Group, Scotland) (Chair/
BC)
Mead, Darryl (National Library of Scotland)
Peters, Michael (Scottish Parliament)
Ravenhill, Donna (Dandy Booksellers)
Stevenson, Liz (Univ. of Edinburgh)
Stirrat, Edna (Scottish Parliament)
Tivey, Jill (SASA) (EG)
Usher, Jan (National Library of Scotland) (BC)
Valenti, Kirsteen (Univ. of Glasgow) (BC/EG)
Waldhelm, Roddy (Scottish Government)
Wilson, Sharron (Advocates Library)

1. APOLOGIES:

Borthwick, Helen (General Registrars Office, Scotland)
Chandler, Helen (Bodleian Library, Oxford)
Condie, Jane (Advocates Library)
Creeke, Helen (National Archives)
Cunnea, Paul (National Library of Scotland)
Evans, Jill (SCURL)
Higgison, Morag (Scottish Government Library) (BC)
O'Brien, Karen (Edinburgh City Libraries) (Treasurer/BC)
Phillips, Rob (National Library of Wales)
Ross, Alison (Scottish Government) (BC)
Ryan, Gareth (Univ. of Strathclyde) (EG)
Turkington, Sandra (Scottish Government)
Wright, Fiona (APS Group, Scotland)

BC – Business Committee

EG – Education Group

2. Minutes of previous meeting 1st Sept.

Sept. 2011 meeting – agreed

3. Minutes of 7th AGM 25th Nov. 2010 AGM

Corrections – Year missing from header. Incorrect spelling of Helen Creeke and Keith Meirs.

4. Matters arising:

House of Lords bid – Jan Usher reported that the bid had unfortunately been unsuccessful. There were 69 applications and only 9 awards. The feedback had been very positive although the area of ‘engagement with the community’ had been identified as slightly weak.

The partners – NLS, GUL, HL and BL will be seeking to identify other sources of funding to digitise this material.

Making open data real - Fiona McParland drafted a response on behalf of SWOP which had been circulated to members. As no comments were received this consultation response was submitted to the Cabinet Office.

Andrew Coburn reported that SCOOP had drafted a response however as it has to go through CILIPS first he was unable to confirm that it had been submitted.

5. SWOP Officers

We have a full compliment of office bearers. Fiona McParland and Fiona Laing will continue in their roles and Chair and Secretary for 2012 and will step down after the AGM.

Anyone wishing more information regarding either of these roles or would like to join either the Business Committee or Education Group should contact either Fiona’s for more information.

6. SWOP activities

7. SWOP Education Group.

Ariel Dodson reported on behalf of the Education Group. The Group had looked at Netvibes as an alternative to the Blog. After evaluation and little feedback from members it was decided that this was not going to be an effective tool for SWOP. The group will now be looking for future projects. One project that had been identified was the creation of a database for local SI’s. If members have any comments on this project or any other area that they would like to see developed please contact Ariel Dodson directly (Ariel.Dodson@scotland.gsi.gov.uk)

8. SWOP future activities

SWOP ran a very successful seminar ‘Social Media in the Workplace’ on 3rd March at the Scottish Government.

There followed a discussion regarding training in the future.

Roddy Waldhelm suggested the use of ‘Go to meeting’ where others can log in and see the trainers pc. and also Webex.

Roddy said that SWOP members would be eligible to attend training sessions put on by the Scottish Law Librarians Group, if places were available.

The drivers for future training have to be shared methodology.

As members can’t get a way to attend meetings so easily we need to look at other methods of increasing participation.

Emma MacDonald thought that Advocacy was key. She suggested looking at what Official Publications bring to a collection. Fiona McParland suggested posting ‘stories’ on the website from the users perspective – how they use OPs.

There was a discussion regarding the importance of continuing professional development.

Fiona Laing put forward two ideas for the coming year. The first was a proposal to organise short visits to member organisations. This is done very successfully by the Edinburgh Libraries and Information Services Agency within Edinburgh. The visits would be open to anyone within the member organisations.

The second idea was an exchange scheme. Last year the National Library of Scotland and the Scottish Parliament exchanged two staff for one week. Each felt that they had gained a great deal from the experience. It is hoped that the Scottish Government will join the exchange when it is run in 2012.

Anyway that would like to participate on either of these schemes or has any comments on the proposals should contact f.laing@nls.uk

Kirsteen Valenti reported on the impending changes to the SWOP website.

It will short be moving from frontpage to T4. This will allow images to be added to the site.

SWOP is very grateful to Kirsteen for all her work on this and to Glasgow University for hosting the website.

Kirsteen made a plea for anyone who has not updated their information on the SWOP Directory to do so as soon as possible. Kirsteen won't move any out of date details over to the new website so your entry will be lost if you don't act now.

Fiona McParland put forward two suggestions for 2012.

The first is a Suppliers Event where suppliers would be invited to come along and give a short demonstration of some of their products to members. This could be in May.

The second suggestion was a blogging session at the end of one of next year's meetings to promote the use of the blog.

There was a discussion on whether or not blogs were still a useful way of communicating.

Neil Lynch suggested using Communities of Practice for engaging members in discussion.

Fiona Laing will contact Jenny Foreman/Morag Higgison at Scottish Government for further information.

9. Reports

Education Group – already reported above.

Treasurer's report – not received. Fiona McParland reported that there have no significant withdrawals from the account this year. Report will be circulated with the minutes.

APS Scotland report – no comments.

Scottish Parliament report – no comments.

TSO report – no comments

NLS Electronic legal deposit update-

Darryl Mead updated the group. He reported that the target date for the legislation is now October 2012 however given that there will be a public consultation and consultation in Europe through the European Parliament it is realistically looking more like April 2013.

There will be a public awareness campaign. There will be an expansion of the Joint Committee on Legal Deposit to include two bloggers and a soft publishers. Anyone who would like to forward names should contact d.mead@nls.uk The Bloggers should be high profile and UK based.

There has been a public tender for software to allow secure, controlled access to e-legal deposit content from any computer within NLS however only one response was received and this was rejected as unacceptable. [Full report from Paul Cunnea is attached]

SCURL report

There was a short discussion regarding the success of the annual e-book conference held at the Piping centre in Glasgow. The talk on licensing was thought to have been particularly useful.

10. A.O.B.

Fiona McParland drew everyone's attention to the National Library of Scotland Bill which is looking to modernise the governance arrangements within NLS. Any questions regarding the Bill can sent to d.Mead@nls.uk

Roddy Waldhelm suggested a membership fee for SWOP to encourage a more involved membership. It was decided that this went against the remit of SWOP.

Fiona Laing reported that SWOP had 76 members at present representing around 35 different organisations across Scotland and also members from England and Wales through its links with SCOOP.

Podcast from Rob Philips at NLW [transcript attached]

Fiona Laing read a short report from Hannah Chandler on developments at the Bodleian Library, Oxford. [Report attached]

The meeting broke for coffee and mince pies.

Dates of meetings for 2012

Fiona McParland reported that the Business Committee would like to propose that the number of meetings per year be reduced from four to three. They would be held in February, May and November. The September meeting which has been held in Glasgow would be dropped as this has been very poorly attended over the last few years.

The meeting was followed by a two presentations by

Andrew Coburn on the work of SCOOP and Edna Stirrat on developments at the Scottish Parliament.

[Both of these presentations will appear to the SWOP website]

The chair closed the meeting by thanking members and guests who had attended and Edinburgh Central Library for hosting the meeting.



**Treasurer's Report to SWOP Business Committee meeting
on 24th Nov, 2011.**

**Balance in current account at 24th November
£3172.60 including £0.29 in interest.**

Expenditure since the last meeting

Catering costs - £70.67

**Gifts for retiring members of the group/committee -
£50.40**

Karen O'Brien

SDL – Edinburgh Central Library.

Jan. 2012.

APS Report for SWOP AGM – 24 November 2011



Scottish Government and Collaborative Partners

The following Scottish Government publications have published between the last SWOP meeting, 1 September 2011 and 23 November 2011;

	Printed	Online
September	14	87
October	5	61
November (up to 23 Nov)	7	49

**Online statistics include both web-only publications and those produced in both electronic and printed formats.*

Unless specifically stated in the Daily, Weekly or Monthly listing, Scottish Government publications can now be obtained from BookSource, 50 Cambuslang Road, Cambuslang Investment Park, Glasgow G32 8NB. Tel: 0845 370 0067, Fax: 0845 370 0068, Email: scottishgovernment@booksource.net

Scottish Parliament

Since the last SWOP meeting there has been the normal publication schedule of Business Bulletins and other core documents of the Scottish Parliament. Scottish Parliament will next be in recess from 23 December (pm) 2011 until 8 January 2012.

Scottish Parliament Bibliography

The Scottish Parliament Bibliography June 2011- May 2012 is currently under review and we would like feedback from SWOP on the Bibliography's current format.

- The last bibliography was available in print and pdf format, is one of these formats more useful than the other?
- What aspects of the Bibliography do you find useful and how often do you use it?
- How do you search the bibliography, do you find the title and subject indexes useful?

Please send any feedback to fiona.wright@aspgroup.co.uk



SCOTTISH PARLIAMENT REPORT TO SWOP MEETING – 24 September 2011

New Public Information leaflets

- **What do committees do?**
<http://www.scottish.parliament.uk/visitandlearn/44300.aspx>
This title explains how the committees work and their role in conducting inquiries, scrutinising legislation and holding the Scottish Government to account.
- **What happens in the Debating Chamber?**
<http://www.scottish.parliament.uk/visitandlearn/16697.aspx>
This title describes what happens in the Debating Chamber and provides some information about the Chamber's design.

Edna Stirrat
Collections Officer
Scottish Parliament Information Centre (SPICe)
The Scottish Parliament
Edinburgh
EH99 1SP
Tel: 0131 348 6023 E-mail: edna.stirrat@scottish.parliament.uk

**TSO REPORT FOR SWOP MEETING –
24th November 2011**

No Scottish primary legislation has published between the last SWOP meeting (on 1st September) and 24th November 2011.

There has been a total of 103 Scottish Statutory Instruments published since the last SWOP meeting, along with 61 corresponding Explanatory Notes, 6 Impact Assessments and 20 Correction Slips.

The Bound Volume of Acts of the Scottish Parliament 2010 published 28/09/11 (ISBN 9780118405126).

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NLS Electronic Legal Deposit Update for SWOP AGM, Nov 2011**Delay in regulation**

Due to a number of factors – DCMS staff changes, compliance with European regulation, a further UK consultation, and the parliamentary timetable – the earliest expected date for regulation is now autumn 2012.

A public awareness campaign is planned, and the impact of the delay on collecting content for the 2012 Olympics is being highlighted to the Secretary of State.

Expansion of the Joint Committee on Legal Deposit (JCLD)

JCLD is a publisher-library body which comments on legal deposit developments. Membership is being expanded beyond traditional trade representatives, and NLS has recommended that APS be contacted in relation to Scottish official publications.

Preparation

Shared Legal Deposit Infrastructure

As reported at the SWOP meeting in June, the storage and preservation element of the shared infrastructure is in place, and the NLS 'node' implemented. This node will hold a copy of all digital content collected under legal deposit, as well as content currently collected under voluntary arrangements.

A number of projects are ongoing to test and develop procedures and processes for harvesting and ingesting different types of digital content, such as e-journals, e-books, and websites.

We are currently importing metadata from the shared infrastructure into the NLS resource discovery platform, Aquabrowser. This will enable searching of the above content alongside other NLS collections.

The tied down terminals for providing restricted access to this content are being put in place in the reading rooms.

A separate project to offer a more flexible access solution is underway. The aim of this project is to allow secure, controlled access to e-legal deposit content from any computer within the legal deposit libraries.

NLS collecting activity

Despite the delay to regulation NLS is continues to contact Scottish publishers to collect their digital publications. This will allow us to continue to test and develop existing procedures, and to ensure that we that we are collecting Scottish publications as comprehensively as possible.

This is in addition to collecting arrangements already in place, e.g. for Scottish Government content.

As part of this activity we are endeavouring to reach agreement with publishers to provide unrestricted public access to their content wherever possible.

Where unrestricted access is not possible, e.g. for commercial content, access will be restricted to terminals in the reading rooms, as described above.



SCURL Report to SWOP 24th November 2011.

This report reflects activity from June to November 2011.

Scottish Library and Information Council Management Board.

The new Chair is Fiona McLeod, MSP for Strathkelvin and Bearsden, and who is a former librarian.

Scottish Universities Special Collections and Archive Group. The results of the survey are now available on the SCURL website with thanks to Karl Magee for his assistance.

<http://scurl.ac.uk/documents/SUSCAGSurveySummaryForSCURL2010.pdf>

Scottish Council on Open Scholarship.

SCURL participated in an event in September 2011 in the Royal Society of Edinburgh on Promoting Scotland's Research and is now investigating open scholarship, particularly for researchers in Scotland.

Forthcoming Event.

The Scottish Library and Information Council (SLIC) Annual Further Education Colleges' Conference Thursday 24th November 2011 in the City of Glasgow College. SLIC, with partners Scotland's Colleges and JISC RSC Scotland, have developed a programme on

Learner Landscapes: the future for FE Libraries, with Tom McMaster (Carnegie College) delivering the keynote paper on The Changing Learning Landscape: government proposals for post 16 education.

- Developing a Mobile Strategy will be presented by Karen Stevenson (Glasgow University Library)
- Boston College colleagues will present a paper on Using QR Codes in Library Induction
- The CLA will advise on copyright implications for librarians in the digital age.

Gordon Hunt of UWS is chairing the conference. The event is free to FE College representatives and other sectors are most welcome to attend: the cost is £50.00.

Booking information is available at

<http://www.slainte.org.uk/events/EvntShow.cfm?uEventID=2818>

Recent Events.

E-books Unbound. The E-books 2011 conference, 27th October 2011. National Piping Centre, Glasgow. The event was sold out within weeks of advertising. The programme focussed on:

- investigating different business models from Wendy Walker of Glasgow University Library,

- the licence aspects of e-books' use from Professor Charles Oppenheim
 - digital developments at the British Library from Nor Daly
 - e-book use within South Ayrshire Council by Jean Inness
 - Ken Chad shared the results of the JISC project on e-books use.
- Swets sponsored the event with a showcase on the development of their suite of products and Jason Miles-Campbell of JISC Legal chaired the conference. The programme was developed from the 2010 evaluation and SCURL collaborated with the Scottish Library and Information Council (SLIC) and other partners to deliver the event. The presentations are available at <http://www.slideshare.net/scottishlibraries>

SLIC Innovation and Development Day, 2nd November 2011, AK Bell Library, Perth.

SCURL received funding from the SLIC Innovation and Development Fund for a Walk-In Access project with a Task and Finish Group of colleagues from the University Libraries of Aberdeen, Glasgow, Robert Gordon, St Andrews, UHI, and colleagues from the National Library of Scotland, National Museums Scotland and also Glasgow Life.

Edinburgh Napier University Learning Information Services presented on Academic Libraries and Mobile Technologies which was a project in collaboration with UHI on the various aspects to which students use their mobile devices in a learning environment. Presentations are available at <http://www.slideshare.net/scottishlibraries>

GovCamp Scotland. 7th November 2011 in the University of Edinburgh. This event, supported by Microsoft, was based on an “internationally established model which applies a government context to evolving web technologies and examines innovative ways to improve service delivery and engagement with citizens.” John Swinney, Cabinet Secretary for Finance, Employment and Sustainable Growth, gave the keynote address on Scotland’s Digital Future by encouraging greater collaboration between the Scottish Government, academia, private, public and third sectors to deliver Scotland’s digital future. The facilitated sessions enabled the participants to engage with representatives of Microsoft, the Scottish Government, the HEIs, the NHS, Education Scotland, private sector institutions such as JP Morgan, and the Wise Group. I took the opportunity in the Education session to highlight SCURL’s collaborative achievements including SHEDL and spoke on the challenges which we are experiencing with respect to sustaining the SHEDL model. The event culminated in Cabinet Secretary for Culture and External Affairs, Fiona Hyslop, and the above sectors including the University of Edinburgh signing a declaration on Digital Chartership.

<http://www.egovmonitor.com/node/44508>

Procuring Content.

Scottish Higher Education Digital Library (SHEDL). The SHEDL Steering Group is developing a policy paper on the outcomes of institutions who may be subject to a merger or to a demerger etc and the effect on the subscription to SHEDL content. The negotiations to renew the first phase of the SHEDL content, ACS, CUP, and Springer

are in progress and discussions continue with the other publishers with whom we identified to negotiate.

SCOPNet Books and Periodicals Working Groups. The Chairs of the Groups presented a tendering paper recommending separate Invitations To Tender (ITT) for the future procurement of periodical and book content. Our colleague Michael McLaughlin of the Advanced Procurement for Universities and Colleges (APUC) will assist us in the process by advising a timetable for the new ITTs for a start date respectively of September and October 2012. The books ITT would offer 2 Lots: one for print and one for e-books.

SCURL and NHS. The Universities Scotland Health Committee has invited Professor Val Maehle, Dean of Faculty of Health and Social Care at Robert Gordon University, to chair the Steering Group for a scoping study to investigate collaborative procurement of health and medical content. Helen Durndell, Librarian of the University of Glasgow, and Richard Parsons, Director of the Library and Learning Centre at the University of Dundee, are representing SCURL on the Steering Group.

SCURL Business Committee.

The members are considering the following items at the meeting on 18th November: the SCURL Plan 2011/2012-2014, the SCURL Communications Plan, SCOUNL Shared Services project of an ERM/Knowledge Base+, Open Scholarship, the SCURL website, the NLS Bill, off-site storage, and the Scottish Digital Library Consortium.

Awards.

The Scottish Funding Council announced the **Green Gown Awards** with **Queen Margaret University** receiving a Highly Commended award for Beyond Thin Client: Green ICT at QMU. The Estate and Information strategy is combined to ensure both elements are recognised as inseparable. The **University of Edinburgh** received a Highly Commended for continuous improvement in social responsibility and sustainability measures. <http://www.greengownawards.org.uk/>

Customer Service Excellence Award. **Edinburgh Napier University Library** is the only Scottish academic library to receive this award which is the UK national standard of customer excellence for public sector organisations and is overseen by the Cabinet Office.

Duncan Chappell, Glasgow School of Art Library. Duncan was awarded the Information Literacy Practitioner of the year for a project called InfosmART which is a portfolio of online learning modules specifically designed for the Glasgow School of Art's learning, teaching and research communities.

Please contact me if you wish further information on any of the above items.

Jill Evans

SCURL Service Development Manager. November 2011

(SCURLReport2SWOP)

OFFICIAL PUBLICATIONS AT THE NATIONAL LIBRARY OF WALES

Staffing and Structure

The changes in 2010 didn't have long to bed down. We lost a member of staff who's worked on Welsh official publications and another member of staff from the purchasing & donations section moved to fill the gap. He is unfortunately leaving us at the end of the month, and will be replaced part time.

From January 1st we have 1 member of staff dealing with parliamentary, some UK government and UN publications 4 days a week, and 1 member of staff dealing with Welsh, Northern Irish, Scottish and some UK official publications 3 days a week.

Collection Development Policy

We have been gradually implementing the new Collection Development Policy, meaning cut backs in the amount of local publications taken from outside Wales. We are still collecting a full set of publications from the UK and devolved governments, but are no longer accessioning some duplicates (individual and bound SIs). We have retained our subscription to Public Information Online and UKOP.

NLW receives second copies from the National Assembly and the Welsh Government free of charge, and purchases a second copy of some official publications of Welsh interest published by TSO.

Welsh Government

Since the election in May, the Welsh Assembly Government is now known as the Welsh Government. All publications now carry the new logo and name "Welsh Government/Llywodraeth Cymru" as do organisations funded or part funded by the Welsh Government. There have been changes in departmental functions with a new Minister, Huw Lewis AM now responsible for libraries (including the National Library).

I have been meeting with Marlice Palmer (Head of Records and Library) and Aedden Davies (Head of Central Web Team) at the Welsh Government regarding capturing Welsh Government websites. The WG are working with their suppliers to deal with copyright issues around stock photographs to make allowance for web archiving.

The WG has also provided a provisional list of websites for which it is either directly or indirectly responsible. NLW is working with the WG on ensuring permission to archive these websites. Several meetings have been held, resulting in permission to harvest all Welsh Government websites.

With the abolition of the Welsh Language Board in March 2012, NLW has begun archiving 3 WLB websites in addition to the main website, which is now being archived monthly.

NLW has been discussing how we can ensure that web official publications can be preserved while we wait for legal deposit regulation. The Welsh Government is investigating whether it can add a requirement to the conditions for bodies which receive Welsh Government funds for them to make their websites available to archive.

Relocation of the Official Papers Collection 2010

The Official Papers section occupied a large area of the Underground Bookstore located between the Radcliffe Camera and the Old Bodleian in central Oxford. The reading room was not fit for purpose and as part of the reorganisation of the Bodleian Libraries collections the Official Papers collection was relocated to the Bodleian Law Library a 5 minute walk from the central site.

Over the summer of 2010 2.5 kilometres of stock was boxed and moved into purpose built cases on the ground floor of the Bodleian Law Library. The Official Papers collection not only compliments the Bodleian Law Library's collection but work is now going on to consolidate both collections by merging and removing duplicate stock where appropriate.

Dr Sarah Thomas, Bodley's Librarian, said, "Our Official Papers collection is one of the most important in the world and for too long it has been hidden away in a corner of the Underground Bookstore beneath the Radcliffe Camera. By uniting this collection with our Law collection in one building, the Libraries are able to provide readers with a single location for their research and cross referencing in matters to do with legal history, legislative history, medieval historical records, studies in international law and international organizations."

The Official Papers collection in the Bodleian Library consists of a comprehensive set of British parliamentary papers from 1801 to the present, as well as earlier records of the proceedings of parliament and non-parliamentary papers. Government papers of Scotland, Wales, Northern Ireland and the Republic of Ireland are also held. The publications of international organisations, notably the United Nations, GATT, WTO, OAS, ILO, ICAO, the Council of Europe and several other international bodies form the rest of this extensive collection.

[Hannah Chandler
2011]