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| **Item** | **Agenda** | **Action** | **By** |
| **1. Attendance & Apologies** | **Attendance:** Susan Thomson (*Convener*, Greater Dandenong); Pam Sheean (*Minutes*, Goldfields LC); Radmila Sekulic (Wyndham); Lachlan Turnbull (Wyndham); Julie McCulloch (Latrobe), Leanne Hornibrook (Casey Cardinia); Brandt Cook (Port Phillip); Neville Harley (Melbourne), Meredith Cullen (Bayside); Alison Carmine (Bayside); Trish Donovan (Frankston); Karen Bryan (Monash); Lynne Alderton (Whitehorse Manningham); Maresce Jones (Melton); Leanne Averill (Melton); Adam Cooper (Hume); Caz Smith (Darebin); Sherrill Harvey (Geelong ); Jenny Lawrence (Brimbank); Jane Grace (Mornington); (Phone link-up) Leah Walker (High Country)  **Apologies:** Barrie Gillespie (Kingston); Kristina Purcell (Kingston); Cindy Decker (GVRLC); Megan Ingle (Yarra City); Andrew McCrory (Stonnington); Michelle Donnelly (Maribrynong), Jenelle Colston-Ing (SLV) |  |  |
| **2. Confirmation of Minutes** | Reviewed and approved |  |  |
| **3. Business Arising** | No business tabled |  |  |
| **4. PLV Update** | * Shared Leadership ideas call due 15th March. Collection based suggestions welcome; * Libraries Change Lives PLV Conference 2019 – 16th to 17th September; joint SIG event.   We will be supporting the Conference by facilitating two collection-based workshops or similar. Volunteers and ideas are encouraged and most welcome. Please contact Susan with ideas and offers of assistance.   * Sponsorship support – clarification regarding vendor/supplier sponsorship of our SIG meetings.   The PLV mandate is to encourage and support vendors attending meetings. The vendors, whilst paying to attend a portion of the meeting are given the opportunity to promote new products, showcase innovative services or if new to the Victorian sector, introduce themselves and what they can offer. | Contact Susan with LCL PLV Collection Conference ideas/support | All |
| **5. Meeting our sponsor** | Vendor presentation by Jason Jordan (Bibliotecha): cloudLibrary overview presentation [uploaded to PLV Collections Meetings, Agendas & Minutes webpage]  Jason gave an overview of the CloudLibrary user interfaces, apps, content curation, marketing kits and reporting.  Some advantages of CloudLIbray include: -   * Ease of use * An extensive content selection tool * Pay Per Use option * Reasonable platform fees * Good analytics * Local contact * Cloudlink proposition   Introduction of CloudLink – initial Victorian public libraries involved and the potential growth of a state-based sharing model.  Five libraries are currently participating.  The CloudLink model includes: -   * Your collection size grows with a much bigger base * Owning library gets title priority * Many LMS partners catered for * Provides separate library reports * Potential for increase in user statistics * $1,000 per annum commitment to join CloudLink, plus a minimum buy per month from the Cat tool (Memorandum of Understanding in development).   There is much potential here for resource sharing and savings in eResource budgets. |  |  |
| **6. Meeting Themes for 2019 and September meeting location** | **Meeting Themes for 2019:**  9 May: Promoting collections and Reader engagement (Adam, Hume & Caz, Darebin)  It is important to engage staff to promote the collection, it is not enough to just provide the  collection. Please bring ideas regarding displays, useful tools, social media activity, program support, promotion plans or shared moments – and where possible linking in to our Library and Information Week themes of Truth; Integrity; Knowledge.  This meeting will be held at The State Library of Victoria.  Jenelle, SLV will be invited to give an overview of the SLV collection direction and development and ask if it’s possible to conduct a short tour after the meeting as relevant to interested numbers.  Attempt to finalise a Collections working group and brainstorm Collections ideas for September PLV Libraries Changes Lives conference related activities.  18 July: Book Clubs (Meredith, Bayside & Neville, Melbourne City – with Reader Development SIG perspective from Adam, Hume)  We will look at Book Clubs; how to manage and promote them, e.g. are online clubs successful?  Bring ideas that work for you. Adam has offered to act as a link between the Reader Development and Collections SIG group on this topic.  12 September: Collection maintenance – (Jenny, Brimbank & Brandt, Port Phillip)  Looking at the nitty gritty of: Deletions and weeding programs; Management and usefulness of CollectionHQ & LMS reports; Floating collections; Decommissioning of collections and deciding when a collection is obsolete or not?  Bring along successful policies, procedures of safe to fail project outcomes you are willing to share.  IFLA Collections related update – (Jane, Mornington Peninsula)  **September Venue: possibly new Sunbury Library (Adam will confirm closer to the date)**  14 November: Budget building tied in with advocacy of collections – (Jane, Mornington Peninsula & a volunteer please!)  Balancing competing needs and the ongoing challenge of spaces versus collection. | Follow up with Jenelle, SLV  Send interest to participate to Susan, Greater Dandenong  Sunbury Library meeting location TBC  Co-presenter required for Nov 2019 | Susan, Greater Dandenong  All  Adam, Hume  All |
| **7. Discussion / Topics** | **1.** **Raising the issue of removing books by authors convicted of criminal activity** – do libraries need a policy to cover this?  It was felt that we should judge the quality of the work and not make a moral judgement of the author.  Libraries have their own moral barometers and often removal of the controversial titles is customer driven or by natural attrition. But we still need to be mindful of small strident lobby groups.  **2. Sourcing Early Readers**  Discussion regarding selection of series, quality of content, shelving options and suppliers.  Most libraries prefer English publications, rather than US language editions. Could be worth checking with local Primary Schools for possible suppliers. Timely delivery can sometimes be an issue with traditional junior content vendors. Important to shop around. Jenny at Brimbank has some recommended UK series and Sherryl at Geelong has some photos of the boxes used for shelving the sets of readers, which works well. | Send out list of good UK series.  Photos of boxes used for storage | Jenny, Brimbank  Sherrill, Geelong |
| **8. Site Reports** | **Wyndham**   * Budgets set for next FYR * Early Years Reader project in progress   **Latrobe**   * CollectionHQ presentation – inviting feedback re use of CollectionHQ from those who have it * Looking at The Book House public selection tool   **Casey Cardinia**   * Revamped LOTE collection with floating and promotion * CloudLInk just started * Automatic renewals trialled with positive feedback   **Port Phillip**   * Building the children’s collection * Re-inventing the standing order plans for Junior titles * New IT Team – moved to Council but need more awareness of library issues   **Melbourne City**   * CloudLink has meant more borrowing from other libraries * Early plans underway for a relocated City Library   **Bayside**   * Extensive renovations planned at Sandringham Library, temporary location in a shop front * CollectionHQ working well for weeding, transfers and Dead on Arrival items * Looking at CloudLibrary, waiting to see if other vendors will offer similar sharing options. * Reviewing indigenous collection with the help of Maxine Briggs from the Koori Unit at SLV   **Frankston**   * Big weed undertaken on physical audio * Moved to Spydus LMS * RBDigital new   **Monash**   * Upgrading to Spydus 10 later this year * Recently acquired CollectionHQ and started training * Issues with sourcing quality of LOTE collections, particularly Arabic & Vietnamese * Recently acquired PressReader for eMags and newspapers   **High Country**   * Phonetics readers shelved in sets receive good usage   **Whitehorse Manningham**   * Chinese Literature festival for 2 weeks - Successful partnership with good press coverage   **Hume**   * New collection organized for Sunbury * The Book House public selection tool in use * Building a STEM learning collection * CollectionHQ getting back on track   **Darebin**   * New Library strategy in place * Working extensively with LOTE communities * Sourcing Arabic collections a challenge re: quality   **Goldfields**   * Refurbishments completed in Gisborne & Kyneton libraries * CollectionHQ training expanded – working well * Early Years Readers Project underway * Publication of book after writing workshops * uLibrary launched   **Geelong**   * Opened Leopold Library on 3.12.18 * Strong Adult Non-Fiction usage, selected from lists not reliant on profiles * Queenscliff Maritime Museum partnership with holdings added; much interest shown * Refurbishment planned for Chilwell Library – zoning the collection * Rolled out eCollections training/reskilling of branch staff * CloudLibrary PPU & CloudLink activated this year, already had increased uptake and loans * Kanopy launching 20th March   **Brimbank**   * Launched “Launchpad” collection in December; worth the investment but not going as well as expected * Looking at CloudLibrary and Kanopy * Review undertaken of Non-Fiction genres in 2 libraries * Evaluating the LOTE collection with community input   **Mornington Peninsular**   * Held an all staff Meeting with a key focus on Collections. * Signed up Flipster for Choice and Computer Choice online giving 24hr access from home * Novelist signed up and quite successful so far, with several staff champions * Reviewing online resources and removing Computer School and replacing it with Lynda.com * Signing up to Kanopy in the next few months * Local History discs now obsolete, will now go with Ancestry.com * Updating weeding guidelines   **Greater Dandenong**   * Rebuilding Library Technical Services Team * Launch of Hindi showcase collection January 2019 * Urdu will be next in mid-March – shifted the model to start small and build through community engagement suggestions * Planning in place for new Springvale Library opening March 2020 |  |  |
| **9. Other PLV/ALIA Conference updates** | ALIA Information Online Conference – Brief highlights on Collections. Adam has notes from the conference if anyone is interested. |  |  |
| **10. Next Meeting** | Thursday, 9 May 2019 at The State Library of Victoria.  Theme: Promoting collections and engaging readers, facilitated byAdam, Hume & Caz, Darebin  Other Agenda items by Thursday 2 May | Agenda items to Susan, Greater Dandenong | All |