

Minutes of the Collections Special Interest Group held on Thursday, 17 March 2016

at Geelong Library & Heritage Centre

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| **Item** | **Minutes** Susan Thomson (CGDL) **Chair:** Sherrill Harvey (GRL) | **Action** | **By** |
| **1. Attendance & Apologies** | **Apologies**: Katie Norton, ([Katie.Norton@wml.vic.gov.au](mailto:Katie.Norton@wml.vic.gov.au)), Tania Barry ([taniab@hume.vic.gov.au](mailto:taniab@hume.vic.gov.au)), Pat Egan ([pegan@yprl.vic.gov.au](mailto:pegan@yprl.vic.gov.au)), Sue Gray ([sue.gray@boroondara.vic.gov.au](mailto:sue.gray@boroondara.vic.gov.au)), Sandra Jeffries ([sandraj@wgrlc.vic.gov.au](mailto:sandraj@wgrlc.vic.gov.au)), Sarah Hopkins ([shopkins@bayside.vic.gov.au](mailto:shopkins@bayside.vic.gov.au)), Jenny Lawrence ([jennyl@brimbank.vic.gov.au](mailto:jennyl@brimbank.vic.gov.au)), Julie McCulloch ([Julie.mcculloch@latrobe.vic.gov.au](mailto:Julie.mcculloch@latrobe.vic.gov.au)), Lachlan Turnbull ([lachlan.turnbull@wyndham.vic.gov.au](mailto:lachlan.turnbull@wyndham.vic.gov.au)), Libby Kotschet ([ekotschet@murrundindi.vic.gov.au](mailto:ekotschet@murrundindi.vic.gov.au))  **Attendance**: Debbie Tate ([debbie.tate@melbourne.vic.gov.au](mailto:debbie.tate@melbourne.vic.gov.au)), Cherry Byford-Sibbing (Yarra Plenty), Anita Catoggio ([acatoggio@yprl.vic.gov.au](mailto:acatoggio@yprl.vic.gov.au)), Karmel Savahl (Greater Dandenong), Susan Thomson ([susan.thomson@cgd.vic.gov.au](mailto:susan.thomson@cgd.vic.gov.au)), Naomi Barr ([NaomiB@egipps.vic.gov.au](mailto:NaomiB@egipps.vic.gov.au)), Terry May ([terrym@melton.vic.gov.au](mailto:terrym@melton.vic.gov.au)), Pam Sheean ([PamP@ncgrl.vic.gov.au](mailto:PamP@ncgrl.vic.gov.au)), Kristina Purcell ([Kristina.purcell@kingston.vic.gov.au](mailto:Kristina.purcell@kingston.vic.gov.au)), Karen Vardon ([kvardon@hobsonsbay.vic.gov.au](mailto:kvardon@hobsonsbay.vic.gov.au)), Cathy Bryceland (Hobson’s Bay), Steve Richards (Hobson’s Bay), David Tun (Hobson’s Bay), Caz Smith ([carole.smith@darebin.vic.gov.au](mailto:carole.smith@darebin.vic.gov.au)), Rosa Serratore ([rserratore@mvcc.vic.gov.au](mailto:rserratore@mvcc.vic.gov.au)), Zoe Velonis ([zvelonis@moreland.vic.gov.au](mailto:zvelonis@moreland.vic.gov.au)), Marcela Russnak ([marcella.russnak@cclc.vic.gov.au](mailto:marcella.russnak@cclc.vic.gov.au)), Teresa Wight ([teresa.wight@cclc.vic.gov.au](mailto:teresa.wight@cclc.vic.gov.au)), Hayley Martin ([hayley.martin@boroondara.vic.gov.au](mailto:hayley.martin@boroondara.vic.gov.au)), Neville Harley ([neville.harley@melbourne.vic.gov.au](mailto:neville.harley@melbourne.vic.gov.au)), Beth Luppino ([beth.luppino@maribyrnong.vic.gov.au](mailto:beth.luppino@maribyrnong.vic.gov.au)), Michael Byrne ([michael.byrne@maribyrnong.vic.gov.au](mailto:michael.byrne@maribyrnong.vic.gov.au)), Michelle Donelly ([michelle.donelly@maribyrnong.vic.gov.au](mailto:michelle.donelly@maribyrnong.vic.gov.au)), Jenny Horne ([hornejs@mornpen.vic.gov.au](mailto:hornejs@mornpen.vic.gov.au)), Robyn Fisher ([fishra@mornpen.vic.gov.au](mailto:fishra@mornpen.vic.gov.au)), Sherrill Harvey ([sherrill.harvey@grlc.vic.gov.au](mailto:sherrill.harvey@grlc.vic.gov.au)), Michael Hanify ([michael.hanify@wavesound.com.au](mailto:michael.hanify@wavesound.com.au)) |  |  |
| **2. Confirmation of Minutes.** | No minutes received from October 2015 meeting to confirm. |  |  |
| **3. Business Arising / Welcome** | Michael Byrne thanked Sherrill for taking on Convenor role for Collections SIG and thanked Brandt for his past contributions to the role.  Ongoing Collections SIG meeting arrangements on today’s agenda. |  |  |
| **4. Michael Hanify, Wavesound presented on new developments and some products** | * Large Print and Talking Books packed/presented in themed groupings in support of selection and standing ordering. * Wavesound is a publisher not just a supplier, so exclusive content and licensing rights acquired as part of this business model. * Wavesound imprint moving from 3 to 6 titles from July 2016. * Comics plus online streaming product directed to J/YA audience. No mobile app available. Possible mobile app development later in 2016.   Sherrill thanked Michael Hanify and Wavesound for sponsoring the meetings morning tea. Michael remained in attendance for the full meeting. | Michael Hanify will be in contact with individual libraries leading into the new financial year. | July 2016 |
| **5. Group discussion on meetings** | **How many? How long? Same format or different? Themed meetings & Vendor Presentations**    Michael Byrne Community Access/PLVN representative - Preface for discussion - to encourage new library professionals/people, and those representing collections and access to collections be allowed to attend meetings. For public library staff to feel it is worthwhile attending. Lobbying with Library Managers and Supervisors to allow staff attendance to this SIG.  PLVN have no prescribed arrangement or meeting guidelines. Group discussion and alignment today.  Initial thoughts/discussion raised:  Operational versus strategic structure? Marketing - what other libraries are doing?  Not all meetings suitable for all to attend meetings - or all day.  Information services incorporated  Terms of Reference (TOR) update  More formalised agenda and minute taking arrangements  Site reports useful - topics – speakers to be invited  Themed meetings:   * Agreed we like themed meetings. Believe they were previously successful and required involvement from group attendees, not just the Convenors’ involvement.   Suggested themes for 2016:   * Collection sustainability - discoverability (marketing)   Michael Hanify, Wavesound commented that Clayton Wehner (from Boomerang Books) is working as a consultant with Public Libraries SA on their Digital Strategy.   * Reference collections and services * Guest speaker - new SLV CEO Kate Torney? Sherrill to check Kate’s availability. * Local history and heritage collection decision making – what to collate and digitise? - put to PLVN Local Studies SIG? * eBook publisher advocacy   Frequency and timing: Tighter meetings? - 2 hours focussed topics then a networking lunch?   * General consensus that the 3 hours with an opt-in post lunch catch-up for meeting attendees.   Formalise arrangements including updating of TOR, agenda, minute taking and site reports:   * Meetings will continue 10am-1pm * Take turns, pre-arranged minute takers. Group members to nominate when they can take minutes and table of meeting information to be include in these minutes for future meeting information. If minute taker can’t attend, then they need to arrange for someone else to take the minutes in their place. * Forward minutes to Convenor – no later than 2 weeks after meeting – this in to be added into the Terms of Reference * Expression of Interest (EOI) will be coming out for a small Working Group to assist with updating of Collections Terms of Reference * Support for emailed site reports 2-3 points only, as topics arise, with a short Agenda time frame for relevant discussion on these points.   For TOR - e.g. 2 weeks before - call for agenda items and site reports  Sherrill will book meeting dates at MAV, City unless the group is otherwise invited to library locations. Neville (MLS) suggested Melbourne Library Service’s (MLS) Kathleen Syme Library and Community Centre, Carlton and Hobson Bay Libraries’ (HBL) Newport branch, possibly in November, TBC by Karen (HBL).  New/suggested ideas for Collection progression - 5 years time? Longer?  Karen (HBL) is on the committee for the pending Collection Summit – which stemmed from state-wide project initiatives  Proposal for a - How to write a collection development policy - one day - and then a half day in-practice Collection presentation? More information pending.  Our role as a special interest group is to 'Lobby' - eBook, ereference, vendor support with marketing and content aggregation and so on. Next meeting we’ll address feedback from ‘Redefining reference in a digital world’ workshop session on 8 February 2016.  Advocacy role important for this group - OverDrive User Group session on 23 February 2016 was a great example of information sharing directly with publishers; initiated by OverDrive Specialist Collection Development representative Marla Levine.  Agreed that the September meeting topic is to be decided based on follow on from the mid-year Collection Summit.  Proposed 2016 Meetings:  19 May - Debbie & Rosa - Reference & information services. Where to from here? Invite representatives from relevant Shared Leadership Groups who completed associated Action projects.  21 July - EBook Advocacy and possible Guest Speaker Kate Torney  15 Sept - post Collection Summit  Nov 3rd Thursday - Discoverability / Marketing - Karen (HBL) & Caz - However, don’t forget to connect with your internal marketing person and acknowledge what is our role in promoting collections.  Reach non-user of resources? Talking to other Council departments to internally promote our resources.  Vendor presentation - each meeting?  Okay if relevant to the topic and/or if it’s something we're interested in and presented within an agreed Agenda timeframe.  Okay if vendor would like to approach the group to promote their products, InfoBase for example. However, also agreed vendors of interest could be invited, possibly Solus representative?  One meeting for Library Ideas - Kyle Wiseman in early May at MAV - Sherrill to contact and suggest a group meeting idea. Follow up information to the group pending. | Michael B/Sherrill to call for EOI for a small Working Group to update SIG TOR.  **Note for ALL:** Provide Convenor, Sherrill with nominations for minute taking at remaining 2016 meetings.  Sherrill Meeting room bookings at MAV.  Neville (MLS) to follow up with possible 2016 meeting at Carlton MLS library site.  Karen (HBL) November meeting at Newport library branch.  Sherrill to add ‘Redefining reference in a digital world’ follow up actions to next meeting agenda  Sherrill to circulate Rosa’s (MVLS) summary of concerns/feedback from OverDrive User Group to SIG and then to OverDrive post group feedback.  Debbie/Rosa – to Invite Shared Leadership Group representative/s to participate in Reference/information services themed meeting.  Sherrill to speak with Debra Rosenfeldt regarding Kate Torney’s availability.  Sherrill to follow up with Kyle Wiseman re: early May group presentation idea. Follow up information will be circulated to the SIG. | March/early April 2016  March 2016  March 2016  March 2016  September 2016  April 2016  March 2016  March 2016  March 2016  March 2016 |
| **6. Review and Update of Australian Public Libraries: Standards, Guidelines and Outcomes**  **Australian Public Library Alliance & Australian Library and Information Association**  **Survey discussion** – raised by Anita (YPRL) | **Collection SIG survey feedback on the proposed Standards, Guidelines and Outcomes**  Survey closes 31 March 2016. Library Managers/CEOs would have received this Survey and will be responding on your library’s behalf.  Anita suggested the Collections SIG advocate on Collections points in the survey. Michael telephoned I & J Management Services Consultant to confirm if the Collections SIG could submit a collections specialist voice to the survey.  Yes, Michael confirmed this was possible. SIG to concentrate on collection related questions.  Recommendations from group members as soon as possible. Survey will be emailed to all by Sherrill, forward your feedback, which will be collated and submitted by Anita on the SIG’s behalf. | Sherrill to circulate Survey to all for your input on Collections questions.  Anita to consolidate responses and complete Collection survey questions on SIG behalf. | Before 31 March 2016 |
| **7. Collection Management** | **Managing ‘stack’ collections – points raised by Rosa (MVLS)?**  **Repurposing of disposed items**  **Collection rooms vs. Dewey**  Meeting was running behind schedule, so these Collection points to be circulated by Rosa through the Community Access e-list for feedback and/or added to future meeting Agenda’s as relevant.  For those who didn't attend - Rosa (MVLS) summarised the OverDrive User Group event. Content access and availability a key issue discussed. Those who attended voiced frustration with content availability for patrons.  Advocacy/feedback to OverDrive and publishers arising out of discussion.  Circulation of Rosa's feedback will occur and can be added to, then to be forwarded to Marla at OverDrive. | Rosa (MVLS) to follow up through PLVN discussion list and possibly following up Agenda ite/s.  Sherrill to forward OverDrive summary to group. All note: Prompt reply with any additional feedback for OverDrive from Collection SIG. | April 2016  March/April 2016 |
| **8. Library Tour** | Thanks to Sherrill and Geelong Regional Library Corporation for enabling a meeting space and tour of the new Geelong Library & Heritage Centre. |  |  |

**Future Meeting Dates and Information**

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| **Date** | **Location** | **Theme / Guest speaker / Vendor presentation** | **Theme facilitator** | **Minute taker**  **Volunteers required** |
| 19 May 2016 | Kathleen Syme Library & Community Centre, Carlton (MLS)  251 Faraday Street Carlton | Reference & Information Services – Where to from here? | Debbie (MLS) & Rosa (MVLS) |  |
| 21 July 2016 | MAV Flr 11 or 12,  60 Collins St, Melbourne | eBook advocacy  Collection Summit topic/s for September meeting | Sherrill (GRL) & Anita (YPRL) |  |
| 15 September 2016 | MAV Flr 11 or 12,  60 Collins St, Melbourne | Topic based on Collections Summit outcome/s | TBA |  |
| 17 November 2016 | Newport, Hobson Bay Libraries or MAV - TBC | Discoverability and Marketing | Karen (HBL) & Caz (DLS) |  |