Minutes of Steering Group meeting – 23rd August 2004
INSPIRE England

Held at MLA West Midlands
Grosvenor House, 14 Bennetts Hill, Birmingham

Present:

Mary Heaney (University of Wolverhampton)
Andrew Green (Coventry City Libraries)
Nicola Siminson (MLA NorthWest)
Yvonne Hamblin (LISU Consultant)
Fiona O'Brien (London Libraries Development Agency)
Margaret Croucher (MLA Council)
Sue Valentine (Libraries North West)
Geoff Warren (MLA West Midlands)
Lindsay Tulloch (MLA West Midlands)
Stuart James (SCURL)

Apologies:

Sue O'Hara, Elizabeth Heaps, Stephanie Kenna

1) Minutes of last meeting (03.06.04) and matters arising

(3) YH confirmed that a representative from Kirklees attended the event at University of Warwick. There is some training left to complete in the North West, not now in Stafford. Also SV to deliver a briefing on 24th September to chief librarians in NW who were unable to attend previous sessions.
MH presenting to Libraries NE in October.
(7) NS – there will be a newsletter from MLA North West publicising the Inspire website.
(10) Re 'Cornucopia' – MC had emailed information to the Steering Group regarding progress; version 3 of Cornucopia is now available to view at http://www.cornucopia.org.uk/
Also see http://www.cornucopia.org.uk/html/news/000453.html for further information, including editing rights and support assistance available.
MC referred to an article in Ariadne by Chris Turner, ICT Adviser at MLA which gives a full account of the Cornucopia project - http://www.ariadne.ac.uk/issue40/turner/.
YH mentioned the 'DiadEM' collections descriptions project (sponsored by EMRLS and supported by EMMLAC and MLA Council), which feeds information into Cornucopia and has now recruited a Project Manager.
FO'B said that CONARLS had expressed interest in contributing to a "bigger piece of work" as above, ie mapping and recording collections online.
SJ – Scottish archival collections are on SCONE (Scottish Collections Network Extension) - cross-sectoral but not cross-domain - http://scone.strath.ac.uk/.

2) Reports

- LISU progress report was discussed, no queries were raised. Financial report OK; LT to resolve budget questions from MLA with Toby Bainton at SCONUL.
  Marketing – Inspire logo is confirmed (Inspire with 'sunray' above lower-case i), following comments from all.
  Inspire Draft Report to DfES – YH described the key findings; ALLIS has been contacted for more information. P13 kite mark has been accepted and endorsed.
  MH said that a Report to the funders was a condition of grant and that its contents needed to comply with the DfES requirements.

FO'B suggested mention might be made about the reach of public libraries – there is a new DfES initiative for Community Learners and LLiL will be hosting an event in September.
AG – there should be a bigger executive summary to include recommendations and part of the introduction.
MC requested that MLA Council should be referred to throughout as "MLA nationally" and not "*MLAC*".
Section 7.1 – need to describe possible timescale to expect.
Section 7.2 – take out "informal local".
Section 7.3 – "Some adult users do not recognise the term *learners*".
Recommendation - should clarify that access doesn't equate to 'Learning' in the mind of the user (although the impetus for the project is "Learning").
Minor changes were discussed and agreed, YH to update report and reissue.
Action: YH

- Response to "letters of engagement" – only from Bolton, Bury Metro, Blackpool Borough, Birmingham & Walsall so far. Health libraries keen to be involved, SV to follow up.
- Mystery Shopper feedback from NW – no response back as yet. SV/NS
  MH mentioned the Yorkshire Mystery Visitors scheme currently being trialled by public and academic libraries in Leeds, which Black Country public library services and the University of Wolverhampton were considering.

3) Inspire Next Steps *(order differs from Agenda)*

- 1. Operational Management arrangements:

  Inspire WM SG to be based on a reconstituted Access West Midlands group (currently covering only academic libraries) with 3 reps from HE Libraries, 3 reps from Public Libraries, 1 or 2 from FE, possibly to be sources from MLA West Midlands FE consultative group, 1 or 2 from Health, 1 Workplace rep, rep from MLA West Midlands (will probably be Michael Cooke, new Access & Learning Development Manager).
  The WM model might prove useful for other regions.

  NW – Cumbria group will hold final meeting at the end of September; SV & NS have discussed drawing on existing groups, Health Service Library want to be involved.
- 2. Endorsement of "kite mark" – the Logo and Criteria document should be sent to MC at MLA and Stephanie Kenna at BL, and to SCONUL and SCL executives.
- 3. Publicity and launch of Inspire in NW and WM – agreed this needed to await sign-up of a significant number of library services.
- 4. Evaluation material – YH distributed copies of a draft 'postcard' and there was discussion around the questions to be posed. **Action: YH to re-draw.**
- 5. Composition of England SG 2004-6 – funding from two sources, MLA nationally and RLAG. MC will represent MLA, RLAG chair will either be a member or nominate a member, 2 reps from RA/MLAs, Clare Connor to be asked to nominate on behalf of all 9 RAs. MH & AG to seek reps from SCONUL and SCL, British Library rep (SK &/or other), LSC (Sue O'Hara), plus "devolved administrations" SJ for Scotland plus Wales & Northern Ireland, 1 or 2 from *Aimhigher,* subject to funding being approved.
  FO'B would like to rebrand and integrate LLiL into INSPIRE gradually by year end,(esp. in context of 'Learner'); there should be a structured migration over time to include the LLiL website.
  Regional Agencies which have already expressed interest in participation – North East, Yorkshire, East Midlands and South East.

- 6. RLAG Proposal – approved, funding allocated for first and second year; MH to amend proposal document to reflect two-year funding. MC explained the background and how the matched funding came about. F4F has engaged a company called Provocateur as marketing agent liaising with Sue Meeson, a part-time member of MLA staff who coordinates marketing activities.
- 7. Recruitment of National Partnerships Manager – MH explained the advertising and the recruitment process. Will be posted in CILIP Gazette, RAs' newsletters and e-alerts. The one-page advertisement (with SCONUL as employer) was distributed.
- 8. *Aimhigher* proposal – MH explained the latest iteration of *Aimhigher* – the Inspire National Roll-out document. There being no further comments from the group, MH will finalise and send to *Aimhigher.*
- 9. Interim arrangements – YH is to continue with support one day per week to the end of October 2004 to keep things on track until the new group's instigation.

4) AOB and date of next meeting

YH asked about the report being drawn up by Carter Small – MC said that this is not yet complete; when it is finalised it will be made public and put onto the website.

The next meeting (of the new group) is likely to be end-October, date to be advised when representatives are established.

MH recorded thanks on behalf of SCONUL and SCL for the contribution of all Steering Group members, project officers and staff in the pilot projects for their work to advance the Inspire concept towards full implementation.

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7th September 2004