

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

**Present:** David Bennett, Ann Chapman, Katrina Clifford, Andrew Coburn, Alan Danskin (chair), Birgit Fraser, Giovanna Hendel, Stuart Hunt, Heather Jardine, Debbie Lee (ARLIS), Gustavo Grandal Montero, Wendy Taylor, Andrew Watson, Catherine Williams, Helen Williams.

**Apologies:** Robin Armstrong-Viner, Paul Cunnea, Neil Nicholson, Penny Robertson, Diane Tough.

*NB: All following items are assigned a reference number comprising two digits for the year / serial number running from start of year.*

**10/52 Minutes of the last meeting 1<sup>st</sup> Sept. 2010)**

Approved.

**Action:** Ann to send to David for posting on web site.

**10/53 Matters arising**

10/37 (10/27) Changes to terms of reference for Alan Jeffreys Award were approved at the AGM on 14 Sept. 2010.

10/40 Rare Books Group Bibliographic Standards Committee notified that next CIG representative will be Robin Armstrong-Viner; his term of office begins Jan. 2011.

10/49 Andrew C represented CIG at the CILIP memorial event for Bob McKee on 28 Oct. 2010.

**10/54 Secretary's report**

Copy for monthly email to members requested by Monday 7<sup>th</sup> Dec. 2010.

**10/55 Treasurer's report**

The current account balance for statement date 8/11/2010 is £7555.22

The deposit account balance for the quarter ending 30/09/10 is £10,100

It is expected that CIG made a profit at the 2010 conference. Preliminary figures from UKOLN are as follows:

£16,903.15 Total income

£11,432.22 Total costs

£5,470.93 Interim balance

£1,143.22 UKOLN management fee (10% of costs)

£4,327.71 Final balance

Additional travel expenses claimed by speakers and the subsidised place equal £502.47 making the final profit expected to be £3825.24. The income from the 2008 conference was £8042.59

New CIG expenses policy (based on the general CILIP expenses policy). Proposed by Wendy; seconded by Alan; in favour – unanimous. [*Full text – see Appendix 1*]

**Action:** Wendy to upload to CIG committee microsite.

**10/56 Elections for CIG Committee 2011**

Only one nomination was received for each post so the following were duly elected to server for from 1<sup>st</sup> Jan. to 31<sup>st</sup> Dec. 2011.

Chair: Stuart Hunt

Vice chair: Diane Tough

Treasurer: Wendy Taylor

Secretary: Ann Chapman

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

Six nominations were received for the six member vacancies so the following were duly elected to serve from 1<sup>st</sup> Jan 2011 to 31<sup>st</sup> Dec. 2013

Member: Esther Arens, Celine Carty, Heather Jardine, Brunella Longo, Neil Nicholson, Lucy Seale.

**Action:** Ann to advise nominees of outcome, circulate the results in the monthly email, post on the blog and advise CILIP of officers for 2011.

Ann reported that another three people had expressed interest but had not submitted nomination papers. It was agreed that the committee co-opt these individuals if they are still interested. It was noted that in times of smaller and one-person cataloguing teams finding CIG members to propose and second nominations is getting increasingly difficult. Andrew C. noted that under the new Group Rules the group can propose (at the AGM or an extra general meeting) an alternative election process and vary the number of places available.

**Action:** Committee to draft new rules for consideration at AGM 2011.

### **10/57 Branch and Group Forum report**

Andrew C reported on the meeting held 11 October 2010. [*Report in full – Appendix 2*]

The meeting discussed the recent news that payment of capitation to SIGs will be suspended for 12 months. Questions were raised on (a) whether this might be extended to 2012 (and beyond), (b) what about members paying for additional groups (will the subscription model be revised) and (c) whether some groups will close – and what the impact of this would be on CILIP. It was noted that CIG Committee sought a mandate from this year's AGM to extend CIG membership to subscribing members; we were instructed to take back detailed proposals to members in 2011. CIG has sufficient reserves to run in 2011. Income from events and the biennial conference will become more important at a time when training budgets are being cut.

**Action:** Alan to send letter to Annie Mauger voicing CIG concerns. Copy this to Andrew C who will circulate to BnG Forum. Send letter to CILIP Update/Gazette. A new representative, preferably with experience of CIG affairs, is needed to replace Andrew C who is leaving the Committee.

### **10/58 Catalogue & Index**

**Editor:** Penny reported by email that Issue 161 is on schedule, awaiting one article from a member of the committee. Hope to have this ready for publication for Friday 17 December. Have had a few comments from members saying they prefer the new layout as it's easier to read online!

Have also had queries about announcement that next issue is available going on the blog, some would prefer it to coincide with the CIG emails sent by CILIP. If we can get the schedule for these emails we can work around this for publications.

For next year, do we keep to themed issues or make it less structured to see if that encourages more people to submit? Should we try to get a student or new professional to write an article/feature in each issue (injecting a bit of personality?).

The meeting supported the student/new professional feature and identified the following themes.

- 162 Promoting cataloguers initiative (Celine Carty and Venessa Harris). They are asking people to contact them about instances of promotion and creative cataloguing.
- 163 RDA – CILIP is planning 2 more Executive Briefings for spring 2011; CIGS is also running an event; LoC announcement expected June 2011.

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

- 164 Shelf ready acquisitions in academic libraries plus eForLibraries headings (*content coming from potential event – see below*).

**Action:** Ann to send these suggestions to Penny.

The meeting also proposed announcing the themes for the year in the Dec. and/or Jan. monthly mail and asking for submissions. Also that notification of publication should be sent to Update/Gazette for benefit of members who don't get the email bulletin or read the blog.

**Book reviews:** Neil reported by email that one review will appear in the next issue and four reviews are in the pipeline. Two titles have been requested from publishers for review.

**Subscriptions:** Andrew W reported that 133 former institutional subscribers were invoiced and 13 institutions subscribed for 2010, with £165 received in subscription payments. There are 2 new subscriptions for 2011. 6 individual CIG members receive C&I by post, 1 by email.

The Gmail email address for C&I subscriptions correspondence is now in use and working well.

**Action:** Andrew to add information to CIG microsite.

**Action:** Andrew to send details to David so web site can be updated.

The BACS payment system has been used successfully for one subscription.

**Digitisation of back copies:** Robin reported by email that he is making progress with the digitisation of C&I and hopes to have everything on the CIG web pages by the March 2011 committee meeting.

**Action:** David to correct the links on the publications page for Selected Issues which currently all misdirect to issue 157.

### **10/59 Website**

David (new web manager) reported that the main news pages have been brought up to date. The main news page now includes a link pointing to the CIG 2010 Conference presentations hosted on the UKOLN website. Catalogue & Index issue 160 has also been uploaded and linked to the secure publications access page. The approved 2009 AGM minutes draft minutes and draft 2010 AGM minutes are also uploaded and available online.

Issues 87, 89 and 107 of Catalogue & Index (back issues from the late 1987-8 and 1993) have been digitised and made available online.

The E-bibliography page has been updated, replacing the old content. The Tools & Resources page has been updated to include more resources. The RDA section and classification sections particularly have been expanded. Instructional material for creating courses using the Open University LabSpace platform to produce e-learning materials was written and disseminated.

The CIG editorial sub-committee met on 1 December, prior to the main Committee meeting to discuss, amongst other things, priorities and future plans for the website.

**Priorities:** Update the News and events page and archive old courses. Contribute the LabSpace instructions to the CILIP Communities CIG micro-site in due course: Pursue creation of LabSpace course materials.

Alan Jeffreys Award – create new page. Ann will provide text content. It may be possible to locate images for a few of the certificate presentations.

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

Minutes. This page to contain links to files for current year committee minutes and for AGM, the last approved year and current draft awaiting approval at next AGM. Older material is to be linked from a new 'older documents' page.

E Learning: With the platform LabSpace identified we need content. Alan reported that he is working on some content at present.

The Committee page needs updating, especially with details of new members. It was suggested that photos be included and links to Meet the Committee posts on the CIG blog.

Finally, the committee thanked Gustavo for his work over several years in managing the migration of content to the new CILIP content management system and laying the foundations of the current web site.

#### **10/60 CIG blog**

Heather reported that she has done some behind-the-scenes editing – removed some out-of-date links and finally got rid of all the old unpublished comments.

Views seem to have dropped – now typically between 200 and 400 per day. There have generally been good numbers of posts, although November was a bit low. We're still not getting many comments.

"Meet the Committee" posts tailed off, although two are in the pipeline: Robin for November (appearing early Dec) and David for December. Stuart will write as new chair in January.

CILIP have not responded to our query about why all the committee has started to get emails about unmoderated comments but these emails do seem to have stopped.

#### **10/61 CIG Scotland**

Paul reported by email that the committee last met on 22nd September.

Anne Mellor is retiring from BDS and is stepping down from the committee. The committee thanked Anne for her valuable contribution to CIGS over the years. Lesley Creamer has been co-opted as Anne's replacement on the committee.

The 4th Web 2.0 and metadata conference will be held at the National Library of Scotland in February 2011.

Seminars on RDA and linked data are being planned for later in the year.

The RDA Joint Steering Committee is meeting in Glasgow in 2011.

The CIGS committee's next meeting is on the 8th of December in Edinburgh.

The meeting thought that there should be reports on these events in C&I. It was suggested that we try to repeat the metadata event in the south – though it was noted that this has proved impossible to arrange mutually convenient dates for speakers and suitable venues.

#### **10/62 Action Plan**

The meeting reviewed how last years objectives were met and identified a number of changes to be made for the new action plan.

Providing CPD opportunities. Conference successful and made small profit. Offering two sessions at Umbrella 2011. Events run have been popular but it has not been possible to repeat any at alternative venues this year.

Web site: cannot track use as Google Analytics not available – this depends on CILIP.

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

Representing CIG views: represented on Rare Books Group Bibliographic Standards Committee, SCOOP and CILIP/BL Committee on RDA. Making the process of choosing new representatives more transparent.

Standards Forum: would be good to broaden this to cover standards other than MARC 21, RDA and Dewey.

Dissemination. E-journal target of 3 issues met in 2010 and digitisation of back run in progress. Conference papers made available from UKOLN web site.

Communication with members: the blog has not attracted many comments and only 58% of members are signed up to receive the email bulletin. Proposed that we consult the membership over best ways to communicate by setting up an online survey and promoting this via the monthly mailing, CIG blog, lis-link email list, Gazette, etc.

**Action:** Alan to update plan as discussed.

**Action:** Alan to draft survey questions.

**Action:** Ann to ask UKOLN events for feedback on 2010 conference.

### **10/63 Future programme**

#### ***Potential events***

- RDA training needs: Alan in process of writing up findings. This will enable us to identify what we might best offer.
- CIG/ARLIS event(s). One of the ideas is now part of an Umbrella session. Another idea is under discussion for sometime in 2011 but first need to sort out money issues, such as how initial costs and profits are split. ARLIS builds in 15% profit to calculations on price, CIG does not.  
**Action:** Alan to check progress with Diane.
- Retrospective cataloguing. As well as the speaker Alan has identified, Robin reported that Dunia Garcia-Ontiveros is willing to speak and Mike Mertens from RLUK is keen to be involved. Working towards a date in late spring/early summer. Assuming initial venue is London with a possible repeat elsewhere. The meeting wondered if it would work as a full day event by including re-classification as a second topic.
- Joint event with IAML. Andrew C thought he had contacted them but does not think he has had a response.
- Shelf-ready resources. Thought that this could also be source of content for C&I issue 174. Half-day event. Need to contact Janet Pryce-Jones at Birmingham City Univ.  
**Action:** Committee asked for volunteers to organise.

#### ***Visits***

- London Library (10<sup>th</sup> Nov.) – Diane not present to report.
- Poetry Museum (18th January 2011) (Heather)
- Lord's Cricket Ground – re-run in 2011 (Katrina in touch)
- Imperial War Museum – Birgit offered to take forward as Andrew C leaving committee.
- BL Sound Archive (Diane)

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

- Chelsea College of Art & Design – Gustavo confirmed this would be possible. Diane to contact.
- Leeds Metropolitan (Wendy to contact David Baron).
- Greenwich (Birgit to contact Nathan Newey)
- Tate Gallery and National Gallery – potential hosts

Katrina noted that her contact from the House of Commons Library visit, George Rowe, is willing to help if he can.

**10/64 CIG Conference**

The conference was held in September with nearly 70 delegates. The meeting placed on record its thanks to UKOLN's Events Team Natasha Bishop and Michelle Smith for all their work and support in ensuring that the event ran smoothly.

**Action:** Ann to pass on the vote of thanks.

**10/65 CIG at Umbrella**

Diane was unable to attend the meeting due to illness but reported that she has arranged for speakers for our sessions. She will send further details by email once she is back at work.

**10/66 Reports from representatives**

**BIC BSG & MARBI:** Has not met since last CIG meeting. Next meeting is scheduled for 14 Dec. 2010.

**CILIP/BL Committee on RDA:** Has not met since last CIG meeting. Awaiting date of next JSC meeting before scheduling its own next meeting.

**CILIP DDC Committee:** The Committee met only once this year in May, prior to the June Editorial Policy Committee meeting at OCLC. Caroline Kent provided the annual report on activity [*Appendix 3*].

**SCOOP:** Andrew C provided a report [*Appendix 4*]. He is willing to continue as CIG representative until we appoint a new one. Committee members are invited to express interest in this; please contact Alan or Ann if interested. There are three half-day meetings per year, usually at CILIP HQ.

**10/67 A.O.B.**

(a) Debbie raised the proposal of setting up a UK 'funnel' to allow people who don't have OCLC access to participate in NACO. This could be a joint initiative by CIG, ARLIS and Rare Books Group.

**Action:** Debbie to draft a proposal indicating what would be involved.

(b) The meeting noted with regret the recent deaths of Maurice Line and Edward Dudley.

(c) Ann asked for committee members to consider volunteering as Secretary next year.

(d) Alan thanked those members of the committee who are leaving for their time and commitment: Gustavo, Catherine and Giovanna. He also thanked Andrew C who is leaving after 25 years of service and 5 years as chair and presented him with a certificate recognising his contribution to the success of CIG.

**10/68 Date of next meeting**

2nd March, 1st June, 7th September and 7th December 2011

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

**Appendix 1: CIG Expenses Policy**

**Cataloguing and Indexing Group Expenses policy**

It is CILIP CIG's policy to reimburse individuals fully for authorised and reasonable expenses incurred on CIG's behalf. The reimbursement of expenses is meant to recompense claimants for expenditure levels over and above what they would normally incur, which arise in the course of performing duties for and on behalf of CIG.

CIG will reimburse members of the committee for the travel costs of attending CIG committee meetings, plus any meetings or events where the individual is representing CIG, as agreed by the CIG committee.

***Travel***

Claimants are asked to make all possible use of reduced fare arrangements such as day returns, Apex etc. The cost of first class travel is not reimbursed. Travel should normally be by public transport unless special considerations justify the use of a car or taxi. In the case of long journeys the cost of air travel may be reimbursed but, especially in this case, claimants are asked when at all possible to make their bookings sufficiently far in advance to take advantage of reduced fares.

***Food and drink***

Refreshments (tea/coffee and biscuits) will be provided at all committee meetings. Reimbursement of the cost of meals and drinks en route cannot be made as these are considered by the committee to be a cost the individual would normally incur.

***Claiming for expenses***

The expense form should be completed with receipts and details of the meeting/events attended and the expenses incurred. It should be sent to the Treasurer who will send payment by cheque via the post.

**Appendix 2: Branch and Group Forum 11 October 2010**

18 reps from branches or groups in attendance. There had been confusion about the date and agenda for the meeting. I think it could have been avoided and if the forum is to continue our rep needs to be vigilant.

Annie Mauger attended for the morning – it was her second week in post. She gave a sort of personal statement/ state of the nation speech and contributed to the discussion of the 'Developing Our Professional Future' (DOPF) report and CILIP budget.

***CILIP budget***

By the time of the CIG meeting we will probably know the results of the budget review that is going to Council. Four members of staff have already been made redundant (since the forum met) and I know that the Update/ Gazette operation is being 'streamlined' From what Annie and others have said we can expect more bad news of this sort. They will make a budget that takes no account of the implementation of the DOPF report, since the timetable for that is April In the first quarter there will be consultation on it which CIG (and the forum) should look out for and to which we should respond. Some of the savings in November were described as to be 'one off'...

***'Developing Our Professional Future' (DOPF) report***

The minute of the DOPF discussion includes the lines "A wide-ranging discussion on this ensued during which it was suggested that branches and groups might be encouraged to appoint link people for the three main thrusts of the DOPF report – advocacy, networking and qualifications/ training/ professional practice."

***BnG rules***

## **Cataloguing and Indexing Group Committee**

### **Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

Little discussion on these – they were a done deal.

#### ***Access to Membership Information***

There is still a strong feeling that BnGs should have more access to these and it was agreed that Norman Briggs (from ILIG) should discuss a revised proposal, which he had written, with CILIP staff. Annie was present for this discussion and offered to help try and resolve the issues. Personally I don't think they will get very far and there will be some unhappy bunnies next time round.

#### ***CIG issues***

I raised the 'appointment to outside bodies' protocol, the Archives and Copyright matters and the ability to include BnG fliers in CLIP course packs. On the first one, Council should agree it in November. On the second I need to re-send to Annie what I originally sent to Bob. On the thirds there was sympathy and Isabel Hood (Council member) agreed to make enquiries.

Next meeting - date to be arranged electronically. A mailtalk forum has been set up but it needs all the BnG forum members to join it. As I shall no longer be on the CIG committee a new rep is needed – this could presumably be done electronically when the new committee is officially in office. I would suggest that it needs to be someone with experience of CIG affairs.

*Andrew Coburn, 18 November 2010*

### **Appendix 3: CILIP DDC Committee 2010**

The Committee met only once this year in May, prior to the June Editorial Policy Committee meeting at OCLC. The usual autumn meeting was not required as the completed papers for Edition 23 meant no new material will be circulated for discussion until early in 2011.

***Committee membership:*** Caroline Kent, BL (Chair); Gill Cooper, BL (Minutes secretary); Terrance Mann, BL (BL Rep); Emma Rogoz, BL (Observer, BL Rep to EDUG); Gordon Dunsire; Anne Mellor, (BDS); Jo Maxwell (BDS); Ia McIlwaine (Observer, Specialist content); Andrew Dalziel; John Hood.

***People:*** Caroline Kent has officially replaced Stephen Homer as Chair; Stephen has retired from active involvement in DDC due to health concerns and wishes the committee well in the future

Anne Mellor retired from the Committee in autumn, and will be much missed for her proactive and detailed contributions. Anne will be ably succeeded by BDS colleague Jo Maxwell.

***Papers:*** Papers received this year have been final versions of the large scale changes that have taken place over the last several years, in the final schedule form that will be sent to publishers (November 2010) ready for publication of version 23 in early 2011, including the full Education schedules, Law schedules and other changed area in Computing and T2 in particular.

Further discussions were held on WebDewey 2.0 and how the interface could be improved for users (WebDewey 2.0 should be released in advance of DDC23 so that users have time to familiarise with the new interface before the contents change).

***Committee Activities:*** Caroline, Gordon, Kate, & Emma all attended EDUG (European Dewey User Group) to represent CILIP and the British Library.

Caroline will be secretary for EDUG for 2010/2011 and the next EDUG will take place in Sweden in April 2011

Caroline attended (as EPC Chair) DDC EPC at OCLC Ohio in June

**Cataloguing and Indexing Group Committee**  
**Minutes of the 171<sup>st</sup> meeting held on 1<sup>st</sup> December 2010 at CILIP HQ**

Please contact Caroline at caroline.kent@bl.uk if you have any questions,

*Caroline Kent, 30 November 2010*

#### **Appendix 4: SCOOP**

This was a standard length meeting but I only have detailed notes of two issues plus various bits and pieces – probably the result of being in the chair and thus not noting stuff I might have done otherwise.

***Paper Archives of Government Documents.*** There was more discussion of this which had not really moved on from last time. We are (and have now) trying to get SCONUL and SCL on board and both the BL and the parliamentary libraries are willing to help in co-ordinating efforts to compile registers of holdings.

***Availability of printed copies of Government Documents*** There is still concern about this – e.g. ‘The Coalition: our programme for Government’ was originally not available on paper. We are exploring various avenues to try to get government to acknowledge that not everyone is digitally enabled and even if they are may not want to read everything on screen.

***Bits and pieces*** SCOOP needs a Secretary – the last incumbent has just had her first child and her most obvious successor has had to resign from SCOOP because of work pressures. A number of other SCOOP stalwarts are also leaving/ retiring etc so we do need to recruit some new blood.

On that subject, as I will not be a CIG committee member next year it is open to CIG to nominate someone. As Chair of the Committee, ISG will pay my expenses so I don’t need to be nominated from elsewhere though if there is no-one forthcoming I will try and remember to report to CIG as I have in the past.

SCOOP has traditionally done a lot of training, ranging from ‘Official Publications for beginners’ to more specific things. The personnel are not there on our side and the money is tight for employers so we discussed e-training. I agreed to circulate the SCOOP members with details of Labspace as one possible route.

*Andrew Coburn, 22 November 2010*

END