



NEWS

March 2011 - Issue 24

CLSIG 2011 AGM

This year's AGM was held in the rather splendid City of London Business Library. A good number of members turned up for the event. The evening started with some choice nibbles to get the networking flowing. Penny Bailey brought the meeting to order, and after apologies for the absence and the circulation of last year's minutes opened with her report....

Chair's Annual Report 2010

Thank you everyone for coming along tonight. We even have a visitor from New York who, whilst I would like to think she has flown over especially for our AGM - she hasn't - is nevertheless very engaged with the situation for information professionals this side of the pond and asked to meet up with us. Do please make Stephanie Gross feel welcome and have a chat with her about things in New York.

Thank you to our hosts: City Business Library for providing such a wonderful venue - it's very smart. Thank you Goretta Considine!

2010 has been another 'interesting' year, as the Chinese say, with challenges for library and information professionals in all sectors. Against this background CLSIG has continued thrive and survive with a robust set of professional and social events and steady membership levels. We have, I hope, continued to listen and respond to the topics and issues that our members want. Please do complete the questionnaire left on your seat because it informs us what you would like CLSIG to do over the forthcoming year and beyond. Various members of the CLSIG team notably **Jo Cowell, Oriole Newgass, Sue Edgar, Sandra Ward** and myself been representing CLSIG at various CILIP forums and advocacy consultations at a wider level.

CLSIG's use of social media is lively, principally LinkedIn, Twitter and email forums. Our LinkedIn Group now has 238 members at last count and has a

very active discussion board. Remember you do need to sign up to at least one form of electronic communication, such as the CILIP website or opt-in to receive our emails directly, otherwise you will not hear from us as we cannot afford to do postal mailings.

In March last year we repeated the popular **Web 2.0** seminar in Birmingham.

Last year's AGM Professional Development Club seminar was on **Negotiating contracts and firm-wide licences** and was delivered by Fiona Fogden.

In June some members benefited from a free trip to see **Behind the scenes at WestLaw** in Hebden Bridge and **Irena Valouchova** organised two popular tours of the **Middle Temple Library**.

One of the outcomes from last year's questionnaires was that members would like to see more visits to other libraries and once again more regional events. Unfortunately in the autumn we had to cancel the **Library Safari** offering visits to a number of different types of libraries because we did not have sufficient capacity to staff this event which is a real pity. Likewise regional events can be difficult to organise if we don't have local help. Please, please consider helping with just one event so CLSIG can offer more of what its members want.

In July we held a joint seminar with NetIKX on **SharePoint** and as we feel this joint venture worked we will be seeking further joint seminars with this organisation.

BIALL and CLSIG invited graduate trainees, first jobbers and student librarians to a successful **Graduate Trainee Open Day** on Thursday 28th October 2010 at Friends House.

Another seminar in CLSIG's series of Profession Development Club seminars was held on 16th November 2010, and was on the topic **Managing**

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The CLSIG Committee invites you to a celebration

CLSIG 40th Celebration

Friday 10 June 2011

Marble Hall, Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG

Doors open 6.00pm, Carriages at 10.00pm

2011 marks the 40th Anniversary of the Commercial, Legal and Scientific Information Group (CLSIG). CLSIG (The group formerly known as ICLG - and a Special Interest Group of CILIP), has been serving its members for forty years...and we think that is a definite cause for celebration.

Join us at the prestigious Marble Hall in the Royal Society for an evening reception on Friday 10th June.

Ticket price: CLSIG members: £18, Non-members: £25, Students/concessions: £10. *Dress code:* Evening attire.

For information and to be added to the guest list: events@clsig.org.uk. *Cheques:* made payable to CLSIG and sent to Tracey South, TFPL Intelligent Resources, 160 Queen Victoria Street, London EC4V 4BF. *Payment:* to be received by 1st June 2011. *Cancellations/refunds:* received one week or more before the event for a refund to be made. The event has been kindly sponsored by:



CLSIG Positions Available

Honorary Secretary

The role of Secretary of CLSIG is a very fulfilling and interesting one. From being Secretary for the last two years I have learnt an awful lot about organisation, teamwork and our profession as well as made many new friends. From the CILIP branch and group rules the role is described as:

“The Secretary of the Special Interest Group is responsible for all other aspects of the governance and administration of the Special Interest Group”.

CLSIG News is published bi-monthly electronically. Back issues are available on www.clsig.org.uk

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Views and opinions expressed in CLSIG News are not necessarily endorsed by the Editor, the Committee or the Group.

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This is a very good description as basically it is your job to keep the administration side of the group going. Some specific tasks through the year include:

- CILIP Yearbook Entry - Aims and objectives, achievements and activities
- Annual Return
- Organise committee meetings including attendees and venue
- Prepare agenda for each meeting. (call for items 2 weeks before, circulate 1 week before)
- Accept apologies from those not able to attend the meeting and report at meeting

- Take minutes of the meeting and circulate as soon as possible after meeting
- Agree the minutes of the previous meeting at the next meeting
- Organise the AGM
- CILIP contact for enquiries
- Circulate emails from CILIP to the committee
- Administer the committee@clsig.org.uk email address and amend the CLSIG area of Google Docs appropriately for any starters or leavers to the committee

Time taken for the post is very fluid, as there can be a week where no work is needed, another where an hour or so to write up the minutes after a meeting is required, and the annual return and yearbook entry takes a little while longer. The committee is very supportive so if you need any assistance, any clarification, or wish to run anything by the team they are happy to help. Hopefully the above task list gives you an idea of what is required. If you are interested in the post I am very happy to discuss any questions you may have on secretary@clsig.org.uk.

Publicity Officer

Owing to a change of career of the present post holder, we are now in need of a new Publicity Officer to help with the following:

- The role of the Publicity Officer is to ensure CLSIG and its activities are well publicised.
- Place advertisements for meetings and visits in all appropriate outlets:
- Ensure CLSIG events and news are included in

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your Career and widening your horizons presented by Sue Edgar.

CLSIG had a joint stand with NGLIS at the **Online information Show 2010** at Olympia in December. It was a very successful event for us providing a platform at which to talk to existing members, recruit new members and communicate with our partners. Annie Mauger joined us for a drink - sponsored by Sue Hill Recruitment and Services Ltd - which was the first opportunity for some of us to meet our new CILIP Chief Executive.

No Chair's Annual Report would be complete without a big thank you everyone involved in the CLSIG committee team.

Those involved in 2010 were:

- *Chair:* Penny Bailey
- *Hon. Secretary:* Joanna Hudson
- *Hon. Treasurer:* Sue Edgar
- *Membership: Secretary:* Penny Bailey/Rebecca Davies
- *Webmaster:* David Griffiths
- *Deputy Website Editor:* Christopher Mullan
- *CLSIG Newsletter Editor:* Alison Thorne
- *Editorial Assistant:* Suzanna Rickeard
- *Publicity Officer:* Angela Battistini
- *Sponsorship Co-ordinator:* James Mullan
- *Committee Member (Events):* Jacky Berry
- *Committee Member (Events):* Irena Valouchova
- *CLSIG Branches & Groups Forum Rep:* Oriole Newgass
- *CLSIG CILIP Sector Panel Rep:* Sandra Ward

Not only have the Events Team worked really hard to produce these events but we have also had vital help from **David Griffiths and Chris Mullan** who worked hard at keeping our **web site** up to date, and **Alison Thorne and Suzanna Rickeard** who produced six **CLSIG Newsletters** with very topical content, scooping an interview with Integreon's Mark Jewell about outsourcing of information and knowledge services. **Sue Edgar** has got our accounts efficiently wrapped up and under control!

In 2010 and early this year a couple of people left the team owing to career changes, increased workloads or changes in personal circumstances. I would like to especially like to thank **Jacky Berry** for her help with events over a number of years and contributing greatly to the success of these events. Currently we have vacancies for Vice-Chair, Honorary Secretary and Publicity Officer.

A vital person in our team is our **Honourable Secretary, Jo Cowell** (nee Hudson), who has been fulfilling this role admirably for the last couple of year with untiring enthusiasm. However Jo married

in 2010 and not now she's expecting a baby - I am not sure if the two are connected. So we need a new Secretary very soon and the group cannot legally operate without one and today we are seeking volunteers. Please think hard if you think you can help us with this role.

During 2010 **Rebecca Davies** joined us as **Membership Secretary** and **James Mullan** as **Sponsorship Co-ordinator**. In 2011 **Norman Briggs** has come on board as **Membership Liaison** while **Tayo Ajibade and Tracey South** are helping with events. **Abigail Philips** is giving a very welcome hand to Alison Thorne with our Newsletter, and two people have come forward to hopefully help David Griffiths with our web site.

Thank you to our venue providers: British Medical Association, City Business Library, *Freshfields* Bruckhaus Deringer LLP, Hammonds LLP, Macfarlanes LLP, Marks & Clerk LLP over the year without whom we would not be able to cater for increasing numbers attending our events and meetings.

I'd also like to thank our loyal sponsors make all the difference when putting on our events and socials: Bailey Solutions Ltd and Sue Hill Recruitment and Services Ltd.

Looking forward we have the following **forthcoming and event ideas for 2011:**

- May - another SharePoint seminar jointly with NetIKX
- June - 40th Anniversary party
- September - Susie Kay on Time Management
- December - stand at Online Information Show 2011
- More library visits

2011 is the **40th anniversary of CLSIG's first meeting in 1971**. This landmark should not go un-celebrated and so we are planning a party at the Royal Society's Marble Hall in June together with a publication about the history of CLSIG. I hope to see you there along with some former members.

Finally, I need to mention in my Annual Report the forthcoming review of the structure of CILIP's Branches and Groups which will have an impact on the future of CLISG and the CILIP umbrella. This is a separate agenda point so there will be a separate report and consultation by survey on this important topic.

*Penny Bailey, Chair
23rd March 2011*

Treasurer's 2010 AGM Report

Opening Bank Balance (01/01/2010) £2,795.61
 Closing Bank Balance (31/12/2010) £3,955.78

The 2010 financial year our balance was £2795.61 and 31st December we had a closing balance of £3955.78. At this time there are no major outstanding cheques pending clearance to significantly alter this balance.

RECEIPTS	£	PAYMENTS	£
CILIP capitation	2162.00	Other Travel/Subsistence	1390.89
Subscriptions	1888.16	Conferences/Meetings/Seminars	1578.12
Bank adjustments	145.00	Stationary/Printing	520.62
Sponsorship	615.14	Bank charges	43.54
		Misc	116.96
TOTALS	4810.30		3650.13

2010 has been another successful year for CLSIG in terms of attendance at the programme of seminars organised by Jacky, Jo and Irena. CLSIG partnered with BIALL in November hosting a Graduate Day at Friends House which was well attended by an enthusiastic crowd who, despite the heat of the venue, kept their contributions coming. Thanks to our speakers for that event who gave some great case studies on how their careers had progressed through to current day. Thank you to all the speakers at our 2010 seminars for making them so successful.

Capitation from membership via CILIP annual subscription has increased in from £2121.00 (2009) to £2162.00 (2010).

CLSIG also holds reserves as required by CILIP and they amount to £7930.63 as at 31/12/2010.

This year CLSIG invested in seminars following on from the last AGM. CLSIG responded to suggestions for the membership by offering a varied programme, hosting a seminar in Birmingham and hope to consider events outside the London area.

Susie Kay's AGM presentation: Members Report



Tina Reynolds

On the 23rd of March. I attended a CLSIG seminar on professionalism. It was a really interesting event although I was disappointed at how rushed the networking aspect of the evening ended up being.

Susie Kay was the speaker and asked us to write down the answers to a few questions by grading how important certain things were e.g. how important the opinion of other people is to you. She asked us to decide what we would do if we were running late because of some home emergency and had the choice of doing our hair and looking well-presented or calling in late and taking the time to tidy yourself up. I confess I immediately thought that I would dash to the nearest bit of transport & tidy up on the way or nip into the loos at work and sort myself out before getting to my desk but obviously that is missing the point - we had to think about



what is more important to us - being reliable or being presentable!

She also pointed out that we are always being watched and that respect needs to be earned. You want to be and be seen to be

trustworthy. She also mentioned the possibility of potential employers seeing pictures on Facebook that they wouldn't like. This sparked some discussion later as I felt that although I treat Facebook as personal it wouldn't actually be a problem if my boss had a look. There are some pictures of me out on the town enjoying myself but none of me in compromising or embarrassing positions. To be honest, any employer than disapproved of the occasional gin and tonic is clearly not somewhere that I would want to work. This is particularly the case as I really enjoy the occasional night out with my colleagues and if an employer didn't allow that then I suggest team morale and bonding would be significantly inhibited.

Susie spoke about implementing a framework with excellence as the baseline and ensuring compliance

3 Good Reasons

- 1 This is about you – be marketable in difficult economic conditions
- 2 The benefits of professionalism - at work & in your private life
- 3 For individuals and organisations - same issues, different benefits

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CLSIG Report of 16th February 2011 CILIP Branch and Group Meeting

SWOT analysis of CLSIG

Strengths

- Reasonably large group
- Innovative and adaptable
- Responsive to members
- Watch trends
- Pro-active
- Communicative
- Professional Development Seminars
- Seal of Recognition
- Experienced committee
- Sector and subject diverse
- Good financial reserves
- 40th anniversary

Weaknesses

- Mixture of subject specialists and sectors - wide remit
- Committee personnel turnover - difficult to retain knowledge
- CILIP infrastructure frustrating to work with, e.g. closure of MSU, admin handicap, lack of access to data, monthly mailings not frequent enough, web site inflexibility, etc
- No formal income
- Operations and events tend to be London centric

Opportunities

- Mergers offer opportunity to pool committee resources and knowledge with other groups
- Clear sector focus - easier to communicate and define goals
- Clear focus for professional relevance
- Easier for employers and press to identify the sectors
- Larger group - gain new / different members
- Regional events through collaboration with branches
- Joint events with Branches and Practice Groups

Threats

- Loss of members if they disagree with re-structuring emphasis
- Demise of CILIP, e.g. reduction in membership and economic viability
- Recession generally
- Fragmentation of the information profession generally
- Lack of respect for IPs
- Lack of awareness of Chartered status among CLS employers
- Lack of relevance of CILIP/ CLSIG to IPs
- Competition from other IP groups - SLA, BIALL, CLIG

Discussion generally about the possible outcomes for CLSIG/CILIP

The re-structuring is seen as an opportunity to make some improvements to the B&G format and work more closely with the CILIP Umbrella and other members across CILIP.

Summary

CLSIG action points

- Report on this meeting to AGM - chair
- Talk to other groups - chair and working party
- Consultation workgroup to formulate questions to members
- Survey of members - using a tool like survey money
- Collate results
- Put proposal to members via social media like a LinkedIn discussion

Suggestion / Ideas for Branch and Group Restructuring:

Branches / regions - no ideas

Sectors to bring together professionals from similar work environments and with similar clientele

- Public & Outreach Libraries including community services, prison, local studies, branch & mobile libraries and the not-for-profit sector
- Government Information Centres including central and local government units
- National and International Libraries
- University, College & Research Libraries
- Schools and Youth Libraries including 6th Forms and FE colleges with emphasis on working with children and young people
- Medical, NHS & Health Libraries
- **Specialist and Professional Sector (SPS)** including those in legal, tax, accountancy, patents & trademarks, finance, science, engineering, construction, aerospace & defence and other sectors. Formed from **CLSIG** and potential mergers with other sector groups.

Practice Groups with emphasis on practical 'how to' advice for all sectors

- Training and Education - including career development
- Personnel, HR, Equality & Diversity
- Marketing and Public Relations
- Cataloguing & Indexing
- Multimedia, Technology and Social Media
- Management of Electronic Information Resources
- Specialist Collection Development and Preservation - including rare books and

- historical collections
- Regulatory & Compliance including copyright and data protection
- Retired Members Group

‘Speed dating’ day

- Each Group in turn explains what they currently do and other groups can ask questions
- Each Group then explains how they see themselves in the future and with which other groups they might like to talk about merger or collaboration
- Breakout into informal discussions so Groups can have discussions with other Groups
- Reconvene for results
- Further consultation with members

One bank account for each Branch / Sector / Theme with structured cost codes

- Events
- Publications including subscription / affiliate income
- CPD and training
- Advocacy
- General expenses like committee meeting travel expenses, postage for communications to members and other misc expenses

CLSIG would like to see from the CILIP umbrella:

- Facilitation of collaboration between Branches / Sectors / Practice Groups, e.g. ‘event matching board’ to facilitate regional events by Sectors and Practice Groups
- Sectors could set up buddy system to help people in their sector achieve Chartered / Professional Qualifications - mechanisms facilitated by CILIP umbrella
- Transparency and clarity around such liabilities as staff pensions and buildings
- Better return on investment - the membership fee is quite expensive - clear message about the benefits of joining CILIP
- Restoration of capitation for membership at some point and recognition that B & Gs are an important reason why members join CILIP

- and can make a valuable contribution
- A sound administrative infrastructure so B & Gs can feel confidence in the future of CILIP, including membership support and web site
- New member details sent automatically to B & Gs - this could be done as an automated email from CILIP’s membership database?
- Guidance on standard welcome to new members
- Leaver details sent automatically to B & Gs so B & Gs don’t waste resources like postage to non-members and charge correct rates to members and non-members for events and other chargeable items - again as an automated email?
- Equitable division of resources among Branches, Sectors, Practice Groups and the home nations, for example home nations get weekly membership updates, access to email addresses and capitation whilst B & Gs get none of this
- Equitable access to forums for Branches, Sectors and Practice Groups
- Training courses which accrue points towards professional accreditation and continuing development
- Review of the relevance of professional qualification to careers in different sectors with B & G assistance and input
- Realistic charges for validation of LIS courses and accreditation

Addendum

In light of Annie Mauger’s paper CLSIG would like to be considered at the Council meeting 17th March as one of the pilot groups for the new way of working. We would like to know more about what this involves.

If you would like to share your views with the CLSIG committee, with regards to this report, please send your comments to the editor at: newseditor@clsig.org.uk

For the full report please see the CLSIG website.

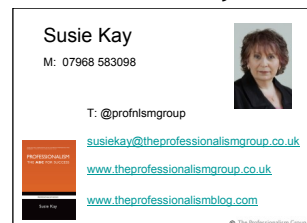
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which sounded a little strong but I can see where she was coming from.

She finished up with asking us to check if we were dehydrated by pulling our skin (I’m not) and asking what we would change if we had 30 days left to live? What our legacy would be? I confess that I really struggled with this - I have a great boyfriend, wonderful friends and a job I love so really I would just want to see more of everyone which isn’t really creating a legacy. Obviously I do have regrets in my life but all of the changes I would like to make involve time travel so even a time limit on

life wouldn’t change that! I guess it is a good thing - I’m more or less happy so if I was going to die I would just like more of the same but it really didn’t answer Susie’s question.

I guess if I was to leave a legacy it would be most people who know me feeling glad that they did.



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Ed. Want to know more? Susie Kay’s book ‘Professionalism’ says it all. Contact Susie direct: susiekay@theprofessionalismgroup.co.uk

CLSIG and NetIKX Joint SharePoint Seminar 2011

**British Dental Association,
64 Wimpole St, London, W1G 8Y5**

18 May 2011, 2pm – 5pm

Making the most of SharePoint / To SharePoint or not to SharePoint / SharePoint - Views from Practitioners

SharePoint is now ubiquitous - there are very few organisations that do not use it in one form or another. Publicity touts it as the answer to most of our information management challenges. Why then do we have so many examples of information management practitioners who are not happy with the implementation in their organisation?

How could you start to use SharePoint within your organisation? And more importantly, what can we learn from practitioners who are successfully using SharePoint in their organisation? How are they using it? What business objectives does SharePoint meet for them? Which areas of their business are benefitting from it?

The seminar will be an opportunity for participants to understand how SharePoint can be used within an organisation and will include case studies from high profile organisations that are using SharePoint. The seminar will commence with a Keynote presentation followed by four case studies which participants will have an opportunity to examine and discuss in more detail.

Keynote speaker

Graham Monk (DWP) will explore the strategic planning of a SharePoint implementation taking into account the requirement to involve all stakeholders working closely together; treating the project as a workplace transformation tool not as a software upgrade; ensuring good governance; agreeing a team site policy; a carefully developed and resourced training programme for content contributors and developers; robust project management and documentation. Graham will relate his presentation to the DWP Workplace Transformation Project which is aiming to achieve a complete re-design of the DWP Intranet and a cultural change.

Case Studies

- James Andrews (British Red Cross) - Using SharePoint with international teams
- Hugh O'Neill (Jones Lang LaSalle) - Using SharePoint to work more effectively with suppliers and third parties
- John Quinn (Head of the Business Solutions Unit at the Department for Education) - Moving DfE's SharePoint to the Cloud - the DfE's plans to drive ICT cost reduction and efficiencies by enabling collaboration services for the education sector

Timing

2:00 - Welcome

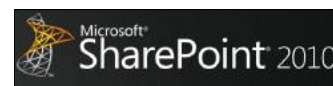
2:15 - Key Note - Graham Monk

3:00 - Tea and Coffee

3:15 - Case Studies

- Each of the case studies will be presented to a table for an intimate discussion at 3:15, 3:35; 4:00 and 4:25
- This will ensure that each table has the opportunity to listen and discuss the case study

4:50 - Close, Thank You's and Networking



CLSIG Officers & Committee 2010 - 2011

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Provisional 2011 Dates

18th May - SharePoint @ BDA, 64 Wimpole Street, London W1G8YS

*Come and Celebrate
CLSIG's 40th*

10th June

CLSIG 40th CELEBRATION

*Marble Hall, Royal Society, 6-9 Carlton House Terrace,
London SW1Y 5AG
6.00pm - 10.00pm*

22nd June LinkedIn Workshop. 6.00 - 8.00pm at Reed Smith LLP, London

September - Susie Kay - Time Management skills session

Please watch this space and our [website](http://www.clsig.org.uk) for further news/events

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CLSIG News and on the CLSIG website. Submit articles about CLSIG to other publications on a regular basis to ensure events are well publicised and CLSIG maintains a high public profile.

- Proactively seek new avenues and methods for promoting CLSIG activities.
- Advise the committee on PR matters.

If you are interested please contact chair@clsig.org.uk

CLSIG News May 2011 copy deadline: 6th May

CLSIG
Commercial, Legal & Scientific Information Group

a special interest group of

cilip

Chartered Institute of
Library and Information
Professionals