



CLSIG Committee Meeting

Monday 25th February 2008 at 6.00pm

Macfarlanes

10 Norwich Street, London

EC4A 1BD

Minutes

1 Apologies for Absence

Sarbjit has resigned from the committee and David has agreed to take over from Claire as the new webmaster. Claire to liaise with David about the role.

2 Membership of the Committee/Job Descriptions

The job descriptions already submitted were approved by the Committee. Committee members to forward ideas for the job description of press officer? David Griffiths agreed to supply a copy of the ADLG press officer job description as an example. Alison Thorne is to produce a job description for sub-editor and Jennifer Smith is to produce one for the Treasurer. Bert Washington is to forward job descriptions for Vice-Chair and Membership Secretary to the Kim Mclachlan.

3 EUSIDIC Conference

Bert is to email the membership again to publicise the conference.

4 Analysis of Results from the AGM Survey

CLSIG

Survey of members at the AGM, January 2008

17 respondents

1. What's most important to you? With 1 as most important

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	Total
To be kept informed of professional issues	6	6	3	2	17
Networking opportunities	6	6	1	3	16
Personal & professional development events	9	0	4	3	16
Professional visits	2	3	5	4	14

2. Where would you like us to arrange a visit?

National Archives	11
Royal Courts of Justice	9
City Business Library	8
Stately Home / Palace Library	7
Guardian Archive	7
Collingdale Newspaper Library	5
Shakespeare's Globe	4
Companies House, Cardiff	4
Beaulieu Motor Museum, New Forest	4
National Trust / English Heritage	4
BL Doc Delivery, Boston Spa	4
Bodleian Library, Oxford	3
Kew Gardens	3

one respondent requested we organise visits outside of working hours

3. What networking events would you like arranged?

Vinopolis	10
Overview of careers in different LIS sectors	6

one respondent said they preferred networking events with an educational part

4. What professional events would you like arranged?

New technologies	15
Future trends	12
Searching the hidden web	11
Effective communication	6
Presentation skills	2

Suggestions:

Budgeting; Information audits; Negotiating; Copyright

Social networking - comparison of sites & case studies of use in ILS

Informal visits to members libraries

Oriole to inform, Kim, Jennifer and Katherine when they need to go to the bank to provide a signature for the new account.

6 **Marketing Focus Group**

CLSIG to get establish a small marketing focus group and to appoint a press officer to take on the role of publicising CLSIG.

7 **Future Events Dates for Future Committee Meetings**

Katherine Ross to get details about a possible wine tasting event at Vinopolis in June. Joanna Hudson to look into a visit to the National Archives in October. Katherine will organise the Open Day in November.

Please forward any comments you have for CILIP to Oriole, before the forum meeting on 19th March. Bert to forward previous list of comments to Oriole.

The next committee meeting will be held on Tuesday 8th April