

CSG INFORMATION LITERACY GROUP

Minutes of the meeting held at 11.00am on 25th April 2008 at CILIP HQ, London.

Present: Debbi Boden, Chair (Worcester), Ruth Stubbings (Loughborough), Jane Secker (LSE), Lyn Parker, Minutes (Sheffield), Helen Harrington (Imperial), Ronan O'Beirne (Bradford College), Rebecca Mogg (Cardiff), Cathie Jackson (Cardiff), Hannah Hough (Cumbria), Diane Lindsay (Strathclyde), Andrew Lewis (RB Windsor & Maidenhead), Alison Brett (King's College School, Wimbledon).

1. Apologies

Marcus Woolley (Bedfordshire), Jane Tomlinson (West Thames College), Mark Hepworth (Loughborough), Angela Newton (Leeds), Jonathan Smart (Plymouth).

Jason Briddon and Adrienne Harris had resigned from the committee. DB is to write and thank them both for their hard work and commitment to the group. LP is to write to members who had not attended any meetings over the last year to confirm their continuation on the committee.

2. Minutes from the last meeting

The minutes were accepted as a correct record of the meeting. LP is to email AN to add to website.

Action: LP

3. Matters arising from the Minutes

LP is to continue to send out an Action List 4 weeks before the next meeting. **Action: LP**
RS had contacted HEA-ICS and they are willing to provide a workshop on writing bids. Alison McNab has been appointed to the new post and is to progress this.
The Health Libraries Group could not provide an NHS rep for this committee. DL is to contact SHINE (<http://www.shinelib.org.uk>), the Scottish Health information network; DB is to try HLG again and RS will contact Alex Kean. **Action: DL, DB, RS**
JB/AH had not sent out an amended call for case studies to health/commercial lists nor contacted Pam Evans about the FE case study. It was agreed that DB would ask AH about the status of the case studies before CJ contacted Pam Evans. **Action: DB, CJ**
RO, DB and CJ had met Chris Clarke from CYMAL and discussed training and development of library staff within SE Wales. RS asked DB for a summary of the discussion to add to the IL website. **Action: DB**

MH had emailed that the next meeting with Ofsted is in June.

RM and AN had removed Diane Dewar from committee email list and web page.

Which groups to target for marketing purposes was discussed under Marketing. DB reported that John Dolan had recommended Lollipop in his keynote speech at the Public Libraries Conference.

Jackie Weetman had produced an information literacy report on US activities and has agreed to do so for each meeting. JW is to be added to the committee list. **Action: AN**

MH has still to ask one of his students if they would be interested in producing an international report for the IL website. DB would chase. **Action: MH, DB**

DB has asked for the CSG meeting dates, she will circulate to the committee. **Action: DB**

No response from CSG about including IL group on the membership forms. RM had emailed all members about automatic renewal for this year and returned 1 cheque.

RS had drafted The Service Plan for 2008/09 and circulated before the meeting. No comments had been received. The Annual Report had also been completed.

Committee members had checked their email details on the CILIP webpage and sent corrections to AN.

Presentations from Supporting Children's and Young People's Information Literacy in the Public Library and Information literacy in the secondary school library could not be added to the website as the presenter had not given her permission. There was a discussion about clarifying the group's requirements with external speakers before booking them. Report of the meeting with Finland reps is now on the website

<http://www.cilip.org.uk/NR/rdonlyres/E4CBDE8E-AEA2-469B-92B3-7BF0998C7FB9/0/Finnishreport.pdf>

No response from committee members on BREO on development of the IL website.

JSec is to discuss the electronic bookings form with Chris Fryer. The invoice has still to be sent. **Action: JSec**

MW had set up a marketing area on BREO to store artwork.

JS had emailed LILAC presenters about JIL. A poster about SirLearnaLot was included at LILAC. RS had written a summary about LolliPop and published it on IL website.

CJ had received some comments to feedback to WGIL on their website.

DB has still to invite Julie Brittain to next meeting of committee. **Action: DB**

Other action points were dealt with under the appropriate agenda heading.

4. Treasurer's Report

MW tabled his report giving the accounts as at 14th April, which was accepted. LILAC had only broken even this year. Reasons for this included giving a free copy of Pat Breivik's book to each delegate, the Palm House venue had to be paid for, and printing costs from LJMU had also been more expensive than anticipated. It was agreed that the cost of a day delegate had been under priced. Also investment had been made in the website, the online booking system and credit card payment through Barclays. Concern was expressed that the finances of the group rested solely on the financial success or otherwise of LILAC.

5. Service plan

RS had drafted the service plan and circulated for comment. None received and the plan was accepted.

6. Annual Report Mar 07/Mar 08

The Annual Report for 07/08 was accepted. It was agreed that AN would add to CILIP website. DB would send to CILIP marketing group with a covering letter. A member of CILIP marketing group is to be invited to a committee meeting to discuss how we should take a more proactive role in responding to bad press coverage such as the CIBER report and Libraries Unleashed. Bob McKee should be copied in on the letter. **Action: AN, DB**

7. Reports

IL and schools (MH)

MH had emailed a report about a meeting held at UCL. The meeting was chaired by Kathy Lamaire (CEO, The Schools Library Association). Attendees included: Sue Jones (Head of services in Hertfordshire but representing ASCL), Sue White (DFCS - Department of Schools, Children and Families), Sue Shaper (School Libraries Group - CILIP), Ingrid Hopson (Librarian - George Abbott school - school librarian of the year), Pete Williams (UCL researcher), Geoff Dubber (consultant - IL in schools, SLA vice chair). Essentially we found we shared a common appreciation of the problem i.e. the lack of IL in schools. Primary was better than secondary. Good practice was identified but it

was agreed that this was piecemeal and tended to represent a bottom up approach to incorporating IL in schooling.

The curriculum, particularly at secondary level, was thought to be the main barrier. Plus a lack of responsibility for cross curriculum skills; the curriculum is patchy in addressing IL (History Key Stage 2 was cited as a good example); students don't see it as a problem; librarians can't work with every pupil; terminology is a problem (same terms different meanings); teachers find it hard to incorporate new things; head teachers need to be on board. The meeting concluded that fundamental changes in the curriculum, where IL learning outcomes are formally incorporated and interventions encouraging IL are integrated. Plus teachers need to be trained in IL. Courses need to be developed for classroom assistants and Diploma qualifications for teachers. Such developments need to be backed by the DCFS, QCA and TDA and also by Heads of schools.

A further meeting was scheduled for the 20th March to be held at DSCF at Sanctuary Buildings. Hopefully this will involve people from the organisations indicated above.

Committee membership (LP)

A discussion took place around roles and workloads of members of the committees. It was agreed to invite other people not on the committee to take active roles without joining the committee. The areas where additional support is required are marketing, schools and advocacy. We also need a new government rep, an NHS rep and a sponsorship officer. DB agreed to put out a suitable call to lis-
infoliteracy. A member of the committee would take the lead for each theme and act as project manager. Each project manager would draw up an action plan with clear specification for the tasks required and the involvement required from the non-committee members.

DL is to take the lead on marketing.

HHar & HHou requested help with the training administration – booking, evaluation forms, invoices etc. RM & DL offered assistance.

DB is to follow up suggested government contact. JS & LP are to contact possible commercial reps.

AB is to contact MH and RJ and set up a working group for schools, after discussing with DB.

AL will take the lead on public libraries.

AN/RS/JS will form a working group on our web strategy.

RM will continue as Membership Secretary but as part of the marketing group. **Action: All**

Group membership (RM)

Next year's membership fee needed to be decided and would be discussed at the July meeting. The membership leaflets should be amended and reprinted. DB is to send remainder to RM. Total membership: CILIP CSG full membership – 41, CILIP membership – 30; affiliated membership – 1; Infoliteracy Jisc email list total membership – 1205. **Action: DB**

CSG website (AN)

Visits to the CSG ILG website had declined since the creation of a separate LILAC website. There have been 101 visits this and 580 page views. 361 visitors to the main CILIP website searched for 'lilac' this year.

IL website (RS)

RS reported that Nancy Graham had provided an introduction to the section on Reusable Learning Objects, Alex Kean is updating the health section and Tracey Totty is considering updating the section on online tutorials.

The number of requests in January 2008 rose from 53,958 to 57,415 but those for February and March had fallen from 2007. No work has been undertaken to determine why. The most popular section continues to be the RSS feeds for the News and Events, the home page, JIL, the IL main page, Resources by subject, definitions and Developing Professional practice.

RS reported that Eduserv are willing to host a section of the server where we can host Moodle and share documents. This would involve migrating Lollipop and SirLearnaLot. More discussion was required about the LILAC website as it would be important to retain the look and feel. A meeting is to be held in Bath with interested parties. This would free for the first 2 years but might involve a cost after that. JS, DB & MW are to attend. Once Moodle is available then material in BREO would be transferred.

Action: JS, DB, MW

Training (HHa)

Possible training courses were discussed:

Public libraries event was suggested on Enquiry training, developing an enquiry and locating information from open access sources. AL offered a location and then could be distributed regionally. Build on the Facet book, Know it all; find it fast. This would be a free event for public library practitioners. A more strategic agenda was also suggested – Selling IL to your manager; building on the Digital Citizenship agenda.

Possible School libraries events could cover Christine Irving's work in Scotland, best practice case studies in schools, to be held in Scotland and/or Geoff Dubber, a consultant, who writes for the School Library Association (<http://www.sla.org.uk/sla-guidelines.php>). There was a discussion around whether we should be charging for school library events. The SLA charge a substantial fee for their events.

3 potential HE events: Embedding IL in the curriculum; Strategic planning for IL; IL and assessment (not evaluation of training?); IL and Web2.0. JS informed group about workshop being run at LSE jointly between CSG IL, Sconul and LSE on 3rd July.

HHou is to circulate topics and ALL committee should indicate who can run/host sessions.

JS is to check with Chris Fryer the possibility of using the new LILAC booking system for the training events. The present booking form is available in BREO.

Teaching IL effectively from a pedagogical perspective was also suggested.

Health/NHS potential events could include adapting the FILE course run by Susie Andretta (<http://www.ilit.org/file/indexfile.htm>) or the FOLIO course run by SchARR (<http://foliozinfoskills.pbwiki.com/>)

Action: JSec, HHou, ALL

Marketing

DL had circulated an initial paper to the Marketing Working Group with copies to the Chair, Secretary and Membership Secretary for information. The discussion at the meeting centred on the production of promotional materials. It was agreed that we should revisit our leaflets to promote our advocacy role. Leaflet would include What is IL? What does it mean for you? How does it interact with other literacies? The Schools Working Group should consider a poster for every school, not use jargon but just promote the concept. Other suggestions included headed notepaper, credit card holder, calendar and pencils.

RM raised the issue of member benefits. What incentives are there to join the group? What would make people join? More work needs to be done on surveying our present membership, target those gained and lost. The discussion then moved onto whether the group require a Press Officer and whether any of us had the appropriate expertise to take on that role. It was agreed that this should form part of the strategy discussion.

Action: Schools WG, Marketing WG

JIL

The next issue is due in about 6 weeks. There are 6 unassigned articles, 8 in review and 4 book reviews. JS had sent a message to all LILAC presenters. RO now had manager rights to JIL. It was intended to produce some stat reports and to provide a facelift to the site. RS asked how much information should continue to be hosted on the IL website. RO needs to check and respond. RO needs to organise the next editorial board meeting. JS had resigned as the Deputy Editor but is still on the Editorial Board. She was thanked for her contribution. An application had been completed for JIL to be indexed in SCOPUS. It should be noted that 65% of requests are rejected. It is included on DOAJ. RO is to investigate whether it can be included in LISA and LISTER (<http://www.uab.edu/lister/ejournals/>)

Action: RO, RS

SirLearnaLot (RS)

RS reported on accreditation of SirLearnaLot. The intention is to pay tutors for the Start Day. If a large institution runs the course itself it will be free; if individuals wish to participate they will be able to join a class. Initially this will be free for entrants on the pilot course but subsequently there may be a small charge to cover tutor costs. The intention is to run a pilot and then review. RS is to contact HEA and OCN to ask whether they are interested.

Action: RS

LolliPop

Similar conversations are being held about the future of Lollipop. Darlington College are interested. Newcastle Public Libraries have 10 people initially who will then act as mentors. They wish to customise the files. DB & RO are to train the mentors. Group is covering the cost of hosting the course initially. Newcastle Public Libraries are being asked to cover the travel costs. Issues are arising around ICT support which is centralised and no local support is available to upload and edit the files. The intention is to move Lollipop into xml pages. RO is investigating possibilities. DB asked for financial support to take forward and £500 agreed. 2nd tranche of students have enrolled at Bradford Public Library – ‘Brolly’. After discussion it was agreed that it would be preferable for Lollipop to be hosted on Moodle by Eduserv (Agenda item 7.5)

Action: RO, DB

8. LILAC 2008 (JSec)

LILAC 2008 broke even. Various reasons for this were outlined; cost of providing Pat Breivik's book to each attendee, charges for social networking events, printing costs. Evaluation forms are with MW. Next LILAC committee meeting has still to be organised. Feedback to date is that the parallel sessions were very good. The themes had moved forward and more papers included evidence of analytical thinking. Space for the number of posters was a problem. JS outlined a plan to bring forward dates for papers to be submitted and reviewed. Call to go out in July this year with deadline of October/November. Location is to be Cardiff in 2009. MW is reviewing the costs. Birmingham is a possibility for 2010.

Action: LILAC Committee

9. SCONUL WGIL (CJ)

Response is being organised to Paul Ramsden's HEA email report on students' expectations and experience of university <http://www.heacademy.ac.uk/ourwork/policy>

They also intend to respond to the Librarians of the Future debate and contribute to the CILIP - Supplement on Libraries of the Future due in October 2008. It was agreed that DB would contact Elspeth Hyams to comment on behalf of CSG IL.

It is anticipated that JISC will invite bids within an information literacy strand and there is potential for a joint bid between WGIL and CSG IL.

WGIL are drafting an award for an institutional IL strategy and/or a chartermark. It would be a joint SCONUL/UNESCO award.

10. Update progress against project plan

This had been covered by individual reports under Agenda item 7.

11. AOB

JW had agreed to provide an International report for the committee based on the ili distribution list. A section will be provided on the IL website. It was also agreed that LP would email the Finnish visitors to update them on the work of the group and ask them for any further news on their work.

Action: RS, LP

The date of the next meeting is July 4th 2008 at 11am in CILIP HQ.