Cataloguing and Indexing Group

196th meeting at 13:30 hrs on 1 March 2017 at CILIP HQ

MINUTES

17/1 Attendance:


Dunia Garcia-Ontiveros welcomed our observers; Elly Cope (University of Leeds), Fotis Mystakopoulos (Southampton Solent University) and Amy Staniforth (Aberystwyth University)

All attendees introduced themselves briefly.

17/2 Minutes of last meeting (195th, 7 December 2016)

Accepted with minor corrections.

Matters arising

Update to 15/134: No further action.

Update to 15/154: Carried.

Update to 15/163: AK has started a list of titles that we might put forward for CILIP to consider.

Action: Attendees to pass any appropriate titles to AK.

Update to 16/45: Item on agenda.

Update to 16/46:

NR and HD have created an event planning costing spreadsheet. There is a formula that needs to be amended.

Actions: HD to amend formula.

EB to add spreadsheet to the agenda for the next meeting.

Update to 16/78: EB to take over from RAV as representative for the Member Networks Forum.

Update to 16/80:

Carried.
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KP has spoken to Christine McGowan who will act as a rare books cataloguing trainer. It is hoped that the training will take place this year. The event will be open to everybody.

Update to 16/81: LS has previously advised that the role of Subscriptions Officer is no longer necessary. To be discussed during item 16/105.

Update to 16/85: DL reported that it is unlikely that papers from the forum can be shared publicly. With regard to a CIG blog post to introduce the UK DDC User Forum, DL suggested that a long serving member of the forum would be better placed to write this.

Action: DL to identify member of the forum to write a blog post.

Update to 16/87:

Action: EB to add topical content to the agenda for the next meeting.

Update to 16/90: Carried.

Action: AK to review ‘Practical ontologies for information professionals’ by David Stuart.

Update to 15/153: AK has created some draft conference organisation guidelines and suggested these could be improved by adding further useful information from our own previous conference reports and the e-forum on project management report

Action: AK to continue with this work.

Update to 16/93: Carried

Action: NR to continue to tidy the events folder in Dropbox.

Update to 16/95: Carried.

CC is happy for somebody to take over the management of the marketing items.

Update to 15/146: DL and AK have made progress with the planning of the full day classification event and this will be discussed later in the meeting.

Update to 15/139: AW not in attendance. DGO could no longer be involved in this event due to other commitments and AW has found a colleague to take DGO’s place. The event is going ahead on 7th April. It has been advertised via all of the appropriate channels.

Update to 16/96: Carried.

Update to 16/98: The RDA in a day event will be discussed later in the meeting.

Update to 16/47, 99: Visits to the Caird Library and BFI will be discussed later in the meeting.
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Update to 16/100: Carried.

Update to 16/101: The visit to Birmingham University Library will be discussed later in the meeting.

Action: CC to proceed.

Update to 16/102: Carried

Update to 16/103: The membership consultation will be discussed later in the meeting.

Update to 16/104: The succession of committee roles be discussed later in the meeting.

Update to 16/105: Approved.

Update to 16/106: The CIG Business Plan 2017 will be discussed later in the meeting.

Update to Future events and activities, NACO funnel: Carried

Action: DL to speak to AD with regard to BL involvement.

17/3: Secretary’s report (EB)

I archived a number of emails which were in the inbox of the committee’s Gmail account. I have monitored the Gmail account and responded to email enquiries, consulting with the committee where appropriate. I compiled meeting documentation and distributed this to the committee and to the observers of the March meeting.

Response of the meeting: Report accepted.

17/4: Treasurer’s report (HD)

The current account currently stands at £13,003.79 (statement dated 31 January 2017) and the deposit account stands at £10,221.51 (statement dated 31 December 2016).

Payments for events towards the end of 2016 are continuing to come in, and I will shortly be finishing of the end-of-year accounts for 2016. We are also tying up finances from the 2016 conference.

Please also note: I have changed jobs, so please don’t send expenses forms etc. to Norton Rose! If you need to send me anything, my details are now: doyleh@parliament.uk
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Response of the meeting: Report accepted.

17/5: Member Networks reports. CILIP/Member Networks Forum (EB)

In January, I attended the first workshop of the Member networks project 2018. Nick Poole presented on the connection between MNs and CILIP campaigns, issues around the consistency of the messages communicated by CILIP, MNs and SIGs and how we each respond to pertinent issues. Nick also presented the CILIP’s advocacy goals for 2020.

As a group, we discussed:

- The possibility of link officers working as part of committees.
- Shared access to journals and other communications.
- Sharing best practice.
- Running and hosting collaborative events.

We also discussed the financing of MNs and SIGs. An open application model was proposed. There were, however, concerns that this would cause more difficulty for the Treasurer in attempting to ascertain how much support would be needed for the year ahead.

Response of the meeting: Report accepted.

17/6: Member Networks reports - CIG in Scotland (GD)

The CIGS Committee met on December 15 2016 at the National Library of Scotland, Kelvin Hall, Glasgow. The agenda included the consultation on rules for CILIP Scotland, and the future events programme for CIGS.

The seventh seminar in the Cataloguing and Indexing Group in Scotland’s Metadata & Web 2.0 series will take place at the National Library of Scotland in Edinburgh on April 5 2017. The theme is "metadata from the past, the present, and the future" - with a sub plot on personal metadata. Topics include metadata gaming, digital rights, web archiving, the emotional analysis of music online, crowdsourcing, transcription of manuscripts online, Rio 2016, the Statistical Accounts of Scotland, and managing your digital footprint, with speakers from the British Library, Strathclyde University, EDINA, the 5Rights Youth Commission, the National Library of Scotland, and Edinburgh University.

Online registration is open at https://cigs-somewhere-over-the-rainbow.eventbrite.com

Response of the meeting: Report accepted.
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17/7: Report from cataloguers in Wales (KP)

Myself and Jane Daniels had a meeting to discuss future ideas for Cataloguers in Wales. This included:

- Polling people about what training they want (and if they would be prepared to pay for it, or are only looking for free CPD events)
- Organising a training day around Artists’ books – several institutions in Wales have collections of Artists’ books, and we feel there would be scope to a) discuss these collections and b) collaborate on a WHELF wide template for cataloguing AB (and exchanging tips re cataloguing this material)
- Organising a training day around Rare book cataloguing (either in-house or in conjunction with RBSCG)
- Organising a virtual Journal Club – engaging with freely available articles (for example from Catalogue & Index), with a set time for discussion (like the e-forums), utilising the Cataloguers in Wales Jiscmail list

Myself and Jane will both be attending a WHELF (Wales Higher Education Library Forum) Shared LMS Cataloguing harmonisation meeting at Gregynog Hall, Newtown on 7/8th March. Bernadette O’Reilly of the Bodleian Library will be facilitating discussions as we look to secure as much agreement as possible to harmonise standards across WHELF. Jane is on the Cataloguing Collaboration Project Board, which has already done some preliminary work on this.

Response of the meeting: Report accepted.

17/8: Reports of representatives - ARLIS [Art Libraries Society UK & Ireland] Cataloguing and Classification Committee (NR)

ARLIS are repeating their Beginners’ Guide to Cataloguing with MARC21 and AACR2 event in London on 10 March.

Response of the meeting: Report accepted.

17/9: Reports of representatives - IAML (UK & Irl) [International Association of Music Libraries UK & Ireland] (DL)

- The IAML UK & Ireland documentation committee met on 1st February 2017.
- There has been much development work on Encore, the UK union catalogue for performing sets. Encore 21 is now live.
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- Dr Rupert Ridgewell (British Library) will lead a workshop about RDA cataloguing to the UK music library community, at the IAML UK & Ireland Annual Study Weekend, 7th-9th April 2017, in Exeter.
- There was a discussion about song indexes.

Response of the meeting: Report accepted.

17/10: Reports of representatives - UK DDC User Forum (DL)

Nothing to report.

The next meeting of the forum will take place in early June. The meetings take place annually.

17/11: Reports on CIG events and activities - Website (AK)

Following the December meeting a number of Committee members were required to step down and the Committee, Chair, Honorary Secretary and C&I pages of our site were amended to reflect these changes. Final changes will be made after the March meeting elections.

Events posted and/or updated for CIG and CIGS were the visit to the BFI Reuben Library, the RDA in a day London repeat event and ‘Somewhere over the Rainbow’, CIG Scotland’s Seminar.

We now have the Google Analytics statistics for our pages for Oct-Dec 2016. These are filed in the website folder in Dropbox. The top 5 sections are listed below. I need to ask for page view statistics for each C&I issue and also check why we have yet to receive any stats for January 2017.

<table>
<thead>
<tr>
<th>Q4 2016</th>
<th>Page Views</th>
</tr>
</thead>
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<tr>
<td>Catalogue_index</td>
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</tr>
<tr>
<td>Events</td>
<td>1035</td>
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<td>Presentations</td>
<td>458</td>
</tr>
<tr>
<td>News</td>
<td>299</td>
</tr>
<tr>
<td>Professional-tools-resources</td>
<td>151</td>
</tr>
</tbody>
</table>

Some of the links are broken in the professional tools and resources section.
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Action: AK to investigate.

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17/12: Reports on CIG events and activities - Blog (CS)

Blog visits are averaging 125 a month. This is a decrease in numbers but relates to the fact that fewer posts have appeared over the last few months. The most popular types of content are advertisements for and reports from CIG events with the resulting tweets being shared widely on Twitter. The blog continues to attract an international audience with an increase in views from the United States in the last few months.

Response of the meeting: Report accepted.

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17/13: Reports on CIG events and activities - Twitter (CS)

Total number of followers: 750

February 2017 (to 19th): 3 tweets, 149 profile visits, 7 new followers, 2,827 tweet impressions, 0 mentions.
Most popular tweet - Catalogue and Index Call for Papers (1,847 impressions).

January 2017: 2 tweets, 222 profile visits, 13 new followers, 2,633 tweet impressions, 7 mentions.
Most popular tweet - Catalogue and Index Issue 185 (427 impressions).

December 2016: 2 tweets, 247 profile visits, 8 new followers, 3,440 tweet impressions, 18 mentions.
Most popular tweet - Advert for BFI visit (1,427 impressions).

Follower numbers have risen again despite fewer tweets going out over the last few months. This is encouraging as hopefully it means that the Twitter presence of the group is established and almost running itself. When we do post the content is being picked up and shared by the accounts of other groups such as NLPN which results in the content reaching a new audience.

Response of the meeting: Report accepted.

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17/14: Reports on CIG events and activities - Catalogue & Index (KP)

Deborah Lee has volunteered to take on the role of co-editor, to replace Helen Garner.
The March issue of Catalogue & Index to be themed on ‘The future of cataloguing’ has had a poor response to the call for papers. We are in the midst of chasing up a few potential articles, but it seems that although people want to read about the future of cataloguing, no-one wants to write about it.
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We do have 4 conference papers carried over from the last issue, so there will be enough content in the issue.

After discussion at December’s CIG meeting I compiled themes for future issues, and the calls for papers in advance went out in the January e-bulletin, in the hope that if people know well in advance what the issue themes are, they have a longer period to write a piece.

Response of the meeting: Report accepted.

DL has volunteered to take on the role of co-editor. This was approved by the group. One paper has been received for the March issue. There will, however, be sufficient content with other papers.

17/15: Reports on CIG events and activities - Book reviews (AW)

Nothing to report.

There was some discussion of the book reviews process. Book reviews can be compiled by anybody, not just members of the committee.

17/16: Reports on CIG events and activities - E-bulletin (EB)

I have now taken over from Helen Williams in co-ordinating the e-bulletin. As was mentioned in December’s meeting, it would be useful to have somebody in the role of back-up to provide support for proof reading and for cover when I am unavailable.

Response of the meeting: Report accepted.

EC volunteered to act as back up for the e-bulletin.

17/17: Reports on CIG events and activities. LCSH in a day, 23 Nov 2016 (DL)

Feedback

Summary and selected results

- Responders found out about the event from a variety of resources. Most common was from the CILIP web pages. Twitter, Blog and mailing lists generated surprisingly few hits (although this could be because those who found out by these methods did not book their places in time to get a place).

- All responders rated the content and trainer as 4 or 5, with a mean of 4.7 (content) and 4.8 (trainer).
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- The catering received somewhat mixed scores, ranging from 1 to 5 with a mean of 3.4
- Venue received a mean of 4.0 and PCs/software a mean of 3.9.
- Comments about the format included the following: good mix of practical/theory, good mix of taught/exercises, would like a little more time on things/slightly rushed (but appreciated the day covered a lot), more computers would be good.
- Ideas for future training from multiple people: RDA (very popular) and classification. Other ideas included cataloguing of exhibition catalogues, music and rare books, as well as MARCedit, future developments in cataloguing and e-resource metadata management.
- Virtually everyone would recommend this course to a colleague (94.4%)
- Slightly less than half of the responders were members of CIG (44.4%), with just over half not CIG members (55.6%)
- About three quarters of responders (76.5%) had attended a CIG event before
- Various positive comments about the course from questions 5 and 8, including that it was interesting, enjoyable, useful and increased understanding. Responders suggested that it was useful for beginners and those more experienced, and also how the course was a useful way to meet people and to share experiences/practices of LCSH. There was praise for the trainer’s style and delivery of content, as well as the content itself.
- A couple of negative comments about the room and the catering in question 8.

Responses
There were 18 responses in total.

Question 1: How did you hear about this event?
Catalogue & Index, 16.67%, 3
- Personal recommendation, 11.11%, 2
- Gazette, 0.00%, 0
- CILIP web pages, 27.78%, 5
- CIG monthly bulletin, 11.11%, 2
- CIG blog, 5.56%, 1
- Twitter, 5.56%, 1
- Mailing list (please specify below), 5.56%, 1
- Responses, Other (please specify), 16.67%, 3
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Total: 18

LIS-UKBIBS@JISCMAIL.AC.UK

Contacted by Deborah Lee after expressed interest last year and couldn't get in.
Suggested by a colleague

Question 2: How would you rate this event? (please choose your favoured option where 5 is excellent and 1 is poor)

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<thead>
<tr>
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<th>2−</th>
<th>3−</th>
<th>4−</th>
<th>5−</th>
<th>Total−</th>
<th>Weighted Average−</th>
</tr>
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<td>0.00%</td>
<td>0.00%</td>
<td>33.33%</td>
<td>66.67%</td>
<td>18</td>
<td>4.67</td>
</tr>
<tr>
<td>The trainers</td>
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<td>22.22%</td>
<td>77.78%</td>
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<td>4.78</td>
</tr>
<tr>
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<td>16.67%</td>
<td>33.33%</td>
<td>22.22%</td>
<td>22.22%</td>
<td>18</td>
<td>3.39</td>
</tr>
<tr>
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<td>44.44%</td>
<td>33.33%</td>
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</tr>
<tr>
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<td>0.00%</td>
<td>38.89%</td>
<td>27.78%</td>
<td>33.33%</td>
<td>18</td>
<td>3.94</td>
</tr>
</tbody>
</table>

Question 3: What did you think of the format and content of the event? In particular, we'd love to know if you'd have liked more (or less) of anything.

- Very good
- Format was good with right balance between theory and practice. Content was good and not too overwhelming.
- I was very good. I think maybe I'd have liked having a bit more time for the exercises but we covered a lot on a one day course so in that senses I think the format was good.
- Perhaps going into more details and taking more time over each section as it didn't feel a bit rushed through at times. It was still good though.
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- I found the content and delivery of the course very good. More machines would have been good, so everyone could have a chance to try things for themselves.
- The format was almost perfect, the only thing was I think people would have liked more time to complete and discuss the practical sessions.
- I really enjoyed it. I think it had the right balance between theory and practice, so it wasn’t too dry. I have used LCSH for years without knowing much of the theory behind it, so it was useful, and it made me think how to improve LCSH records in our catalogue when those supplied with a record. I haven’t been on any library training courses in years, and I really enjoyed it and would like to do more.
- It was a good mix of taught and practical sessions. Doing the practical work in pairs due to lack of computers in the room was actually an advantage, because it got people discussing.
- I thought it was well paced. The exercises are important but didn’t go on too long either, as they have at other workshops of this type I’ve attended.
- Good - great to get it into one day, and thanks for the handouts (especially useful for doing the exercises afterwards).
- Good format, plenty of tests.
- Everything was good, I would not change anything.
- A good mix of presentation and practical work.
- Excellent!
- The course was very useful with a good balance struck between sitting and listening to the trainer and taking part in practical exercises. I found the subject matter more interesting then I was expecting!
- Maybe a 'book-in-hand' example to work through, start to finish, but tricky when not enough PCs.
- Would have liked the course to be longer maybe 2 days.

Question 4: To help us plan future events, what CIG-related topics would you be interested in learning more about?

- Fast headings
- I would like to attend this one again as I’m sure it would be useful to have a refresher. I would also like to attend an RDA one again as a refresher.
- RDA cataloguing E-resource cataloguing metadata management
- Classification, especially LC.
- RDA.
- Cataloguing, Different Classification Systems
- Practical courses are always useful. Also, information about future developments - not easy.
- RDA cataloguing
- Rare book cataloguing
- Cataloguing exhibition catalogues? Cataloguing music?
- Easy MARC edit

Question 5: Would you recommend the event to a colleague?
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<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses—</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>94.44%</td>
</tr>
<tr>
<td>No</td>
<td>5.56%</td>
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<tr>
<td>Total</td>
<td>18</td>
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</table>

- Excellent course by an excellent tutor.
- It was a practical and useful workshop. I found the exercises useful and the obviously knew the subject very well. There are not many training session on this topic.
- It was very useful and I feel I have better understanding about the subject now.
- The content was very good and well balanced.
- I have already recommended it to colleagues. There was far more to LCSH than I realised and I will be able to apply this to my work (without using Cataloguer’s Desktop as the manuals are now free)
- It was interesting and it was useful, and it was enjoyable. (And the sandwiches were nice!)
- I live in Dublin and events related to cataloging are extremely rare so any courses in this area are very welcome
- Because it was really interesting and it would be useful for a person who is starting to use LCSHs.
- Clear, structured course, suitable for beginner or more experienced professional. Also a good opportunity to meet other people doing same job.
- It was very useful to those who works and is interested in cataloguing
- I found it very useful and definitely now have more understanding of the subject. I'm sure anybody doing similar work to me would benefit from attending
- Would be a good outline of LCSH for people new to cataloguing.

Question 6: Are you a member of CIG?

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Yes</td>
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<tr>
<td>No</td>
<td>55.56%</td>
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<td>18</td>
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</tbody>
</table>
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- Yes
- No
- Yes, please.
- Yes, my email is mark.tynan@ucd.ie
- Yes please.
- Not at the moment thanks, possibly in the future.

Question 7: Have you ever attended an event organised by CIG before?

Yes, 76.47%, 13

No, 23.53%, 4

Total: 17

Question 8: Please use this space to give us any additional comments on the event.

- Nice, down to earth approach from the very nice, approachable trainer made it an excellent and enjoyable day.
- I think it was very good, I learned a lot of practical things and make me realised what we need to change in our library.
- As I said in an earlier answer, it's given me the incentive to go on more courses. I also found it useful to compare where we were as an institution with other institutions.
- I've been cataloguing for over 4 years and have had little in the way of formal training, mainly because there is hardly any offered in Ireland, and found this very useful and learned a lot.
- Room was stuffy and cramped. Personable trainer, good delegates
- Many thanks to those involved in arranging the event. Catering wasn't particularly impressive.
- I would like to take training courses from CIG as they are of high quality.
- A good outline of LCSH, clear explanation of the 'rules'. I realised I knew more than I thought I did - always a good thing!

Response of the meeting: Report accepted.

There was a discussion with regard to the feedback that we receive from events. It was reported that attendees are often unhappy with the layout of the computers at CILIP HQ. The catering often also receives quite low scores. It may be possible to amend the surveys to ask those who give a low to score to explain the reasons why. This would enable us to act on the feedback more effectively. We need to manage expectations and word our offer more clearly in event schedules. We should budget for more tea and coffee for future events as this seems to be popular.

Actions: EB to contact CILIP with regard to the negative feedback about the computer rooms.
For future events, when sending out a feedback form, we will include an option to list the reasons for a score of 2 or below.

17/18: Reports on CIG events and activities. CIG visit to the Caird Library & Archive, 12 Dec 2016 (AK)

Overall the visit appeared to be successful, although the survey results don’t necessarily reflect that.

There are a couple of low scores which I suspect may simply be a reaction to not being forewarned that there would be a staircase to climb and the PowerPoint presentation being difficult to read if you were not sitting relatively close. Our hosts were very informative and gracious so I cannot think of it being anything else. There was a great display of material on show, with an interesting story related for each item, and we were also offered a tour of the stacks.

One thing I would say is, lesson learnt for next time, advertise more widely! It is a very worthwhile place to visit and deserved a larger audience. On this occasion, places were limited to 20 but only a total of 16 booked, including myself. Of those booked, 9 were CIG members. The number of eventual attendees was also 9, of which 3 were non-members.

Full survey results for the visit have been filed in Dropbox. There was one comment to pick up on, a related topic of “Serials cataloguing approaches”.

Post-visit survey results

Q1: How did you hear about this event?

Answered: 6  Skipped: 0  Comments: 0

<table>
<thead>
<tr>
<th>Source</th>
<th>Count</th>
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</thead>
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<tr>
<td>Catalogue &amp; Index</td>
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</tr>
<tr>
<td>Personal recommendation</td>
<td>1</td>
</tr>
<tr>
<td>CILIP Update</td>
<td>0</td>
</tr>
<tr>
<td>CILIP web pages</td>
<td>2</td>
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<tr>
<td>CIG Monthly bulletin</td>
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<tr>
<td>CIG Blog</td>
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<tr>
<td>Twitter</td>
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</tr>
<tr>
<td>Mailing list (please specify below)</td>
<td>0</td>
</tr>
</tbody>
</table>
Q2: How did you rate the event? (please choose your favoured option where 5 is excellent and 1 is poor)

Answered: 6  Skipped: 0

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
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<td></td>
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<td></td>
</tr>
<tr>
<td>The speaker(s)</td>
<td></td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Catering</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td>1</td>
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<td>5</td>
</tr>
</tbody>
</table>

One of the respondents has given the venue 1, the topic 2 and the speaker 2 but had separately emailed me to say thank you for the visit it was very interesting, so not sure if she meant to.

Q3: Have you ever attended an event organised by CIG before?

Answered: 6  Skipped: 0

Yes: 2
No: 4

Q4: Would you recommend the event to a colleague?

Answered: 6  Skipped: 0  Comments: 0

Yes: 6
No: 0

Q5: Would you be prepared to host an event on behalf of CIG?

Answered: 6  Skipped: 0  Comments: 0

Yes: 0
No: 6

Q6: What CIG related topics would you be interested in learning more about?

Answered: 1  Skipped: 5
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- Serials cataloguing approaches

Response of the meeting: Report accepted.

17/19: Reports on CIG events and activities. CIG visit to BFI Reuben Library, 9 Jan 2017 (AK)

Lesson having been learnt from the previous visit, this visit was advertised via the web, Twitter and Blog, but also via bulletins which resulted in a total of 23 bookings. As it turned out only 10 made it to the visit on the day as it coincided with a tube strike! Even so everyone appeared to enjoy the visit and especially the part which referred to the Britain on Film project. There was only one CIG member on this visit and he had also been on the Caird Library visit. Full survey results for the visit have been filed in Dropbox. There were two comments which we need to pick up on. A possible visit to Shakespeare’s Globe Library & Archive “as a need for development case study” and related topic of “Samml research libraries and archives implementing discovery tools”.

Post-visit survey results

Q1: How did you hear about this event?

Answered: 5  Skipped: 0  Comments: 0

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<th>Source</th>
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<tr>
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Q2: How did you rate the event? (please choose your favoured option where 5 is excellent and 1 is poor)

Answered: 5  Skipped: 0
Q3: Have you ever attended an event organised by CIG before?
Answered: 5  Skipped: 0
Yes: 2  No: 3

Q4: Would you recommend the event to a colleague?
Answered: 5  Skipped: 0  Comments: 0
Yes: 5  No: 0

Q5: Would you be prepared to host an event on behalf of CIG?
Answered: 5  Skipped: 0  Comments: 1
Yes: 1  No: 4
Comment: Shakespeare's Globe Library & Archive - as a need for development case study
Jacqui.g@shakespearesglobe.com

Q6: What CIG related topics would you be interested in learning more about?
Answered: 1 Skipped: 4
- Samml research libraries and archives implementing discovery tools

Response of the meeting: Report accepted.
17/20: Reports on CIG events and activities - Marketing (CC)

Nothing to report.

Response of the meeting: Report accepted.

It was noted that the group’s banner needs to be changed as the CILIP logo has changed. It is estimated that this will cost in the region of £150-175. NR raised the point of our membership consultation. It was agreed that we will not purchase a new banner until we have conducted our membership survey.

Action: CC to create a mock-up of a new design for the banner and to obtain a quote. CC to speak to HD to ascertain whether we qualify for any financial support from CILIP.

17/21: Future CIG events and activities - Full-day classification event (DL)

Anastasia and Debbie are working on the classification event.

Decisions made so far are as follows:

Date: Provisional date: Wednesday 28th June 2017


- In horseshoe using chairs with paddles, maximum of 32 delegates

Provisional title: Thinking about classification

Outline of programme:

10:00-10:15. Welcome and introduction.

1. 10:15-11:00. What is classification?
   - Activity: Classification speed-dating

2. 11:00-11:45. Classification schemes: their creation, management and localisations

Break

3. 12:00-12:45. Reclassification
   - Activity: The reclassification support group: discussing problems and finding solutions

Lunch
4. 13:45-14:30. Ethical issues in classification
   o Activity: Thinking about ethical issues in a classification scheme

5. 14:30-15:15. Classification advocacy
   o Activity: Classification elevator pitches

Break

6. 15:30-16:15. The future of classification: current research and future developments
   o Activity: Three things

16:15-16:30. Roundup and final questions

Speakers:
   o Debbie (talks: 1, 1st half of 2, 1st part of 3, 4; helping with activities)
   o Anastasia (helping with activities)
   o [External] Prof. Vanda Broughton (talk: 6)
   o [External] Dr Aida Slavic (talk: 2nd half of 2)
   o [External] Classification advocacy external speaker TBC (talk: 5; helping with activity: 5)
   o [Free place, see below] Attendee reclassification case study example (10 minutes during 3)

Costs:
   o We would like to keep the fee as low as possible, due to experimental nature of workshop, and to encourage students/new professionals to attend.
   o Based on 24 attendees, with 23 paying: costs are £45.10 including VAT. So cost to CIG member should be set at £40. At this price, we need a minimum of 21 people, according to Helen’s spreadsheet: so, we need 21 attendees to “break even”, where “break even” also includes an extra 10% as a buffer and assumes all attendees are CIG members. We can take a maximum of 31 paying attendees.
   o To discuss/agree at meeting: if £40 for CIG members, this means a non-CIG price of £80 +VAT according to the add-£30-rule. This is quite high for a workshop, and could be prohibitive to students/non-professionals who may not be members of CIG. Considering we have capacity of up to 8 more delegates and the low cost of the workshop, would be consider a lower non-CIG fee, say £55 instead?
Assumes certain figures for nominal external speaker fees, external speakers travel and have assumed we do not need audio equipment.

To discuss/agree at meeting: Instead of sponsored place, have an alternative: offer a free place (but no travel) to someone who is willing to give a reclassification case study for 10 minutes. We will ask for volunteers from attendees, via a reclassification survey. Details TBC.

Publicity schedule:

- March e-bulletin (by 13th March): Date and blurb. All details and full programme if we have it. Any speakers to follow TBC.
- CILIP webpage/booking form: set up by 15th March.
- Twitter, blog, mailing lists: 22nd March
- Details of free place: timings TBC.

Response of the meeting: Report accepted.

17/22: Future CIG events and activities - NACO funnel (DL)

Nothing to report.

17/23: Future CIG events and activities - CILIP conference 2017, Manchester (HD)

Nothing to report.

15/146: Future events and activities. Full day classification event (DL and AK)

This has progressed further since the last meeting. The date has been confirmed as 28th June date and the event will take place at CILIP HQ. There will be a slightly less formal style of training and the event will be about classification in general. We would like a mix of people using different schemes to attend.

Attendees are likely to be within the library profession. There will be six sessions which will feature a mix of presentations and activities. We will encourage discussion and participation. There will be three external speakers; two have been confirmed and we are looking for a third speaker if the proposed third speaker if RAV is not able to attend. It was agreed that we should offer a nominal fee (£60) to each of the speakers.
We discussed the issue of keeping costs down with regard to the number of people who can afford the train travel to London. Train fares from the North are expensive and institutions are often not able to pay for these expenses. It was agreed that we will keep the cost to £40 plus VAT for 24 people.

We will offer three bursaries; one including travel and fees (the successful applicant will be asked to contribute a ten minute presentation) and two just including the cost of the event. This is dependent on the agreement of HD.

We discussed the additional £30 cost for non CIG members. It was agreed that this should be a percentage of the cost of the event rather than a set fee.

We discussed the possibility of a separate pot of money to award travel bursaries for future events. It was also suggested that we remove the idea of having to demonstrate why you are unable to attend without a bursary in order to open this up to all members.

We need feedback from members with regard to if they would attend events in different regions. This could tie in with our membership consultation. It would helpful if CILIP could share some more demographic information with SIGs.

**Actions:** DL to contact RAV and to write a proposal with regard to the costing of the event to present to HD.

DL to check with HD that it will be possible to offer three bursaries.

EB to add travel bursaries to the agenda for the next meeting and to raise the question of CILIP providing us with more demographic information about our users at the next Member Networks Forum meeting.

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**15/181: Future events and activities. Linked Data event south of the border**

It was agreed that a focus on the practical application of linked data would be useful. It was suggested that this event should be held outside of London, most likely in Birmingham or Manchester. It was suggested that we hold two separate events; this event and a repeat of the Linked Data event that was held in Scotland.

We will be advertising three months before the event takes place. This will be in early 2018.

**Actions:** AK to speak to GD about running a repeat of the Linked Data event in Scotland in London.

AK to approach potential speakers for the Birmingham event.

FM to approach his manager with regard to the possibility of contributing to the event.
15/139: Future events and activities. Cataloguing for non-cataloguers joint with SW Regional Members’ Network

This will take place on Friday April 7th.

16/98: Future events and activities. RDA in a Day (NR)

This event is now fully booked. There are nineteen people on the waiting list. It was agreed that we will run this again in London. NR is unable to organise the next event. AK agreed to consider taking this on. So far, one application for a bursary has been received.

16/45: Future events and activities. Training on Faceted Application of Subject Terminology (FAST)

Carried.

We discussed the possibility of re-running the metadata tools event.

Actions: DGO to contact BL to enquire about their offer of FAST training.

EB to add re-run of metadata tools event the agenda for the next meeting.

Update: The BL do not offer FAST training.

16/100: Future events and activities. Visit to University College London (UCL) Museums

Carried as AW not present.

16/101: Future events and activities. Visit to Birmingham University Library Library

This will be an afternoon visit which will take place on the Monday of the last week of July (24th).

Action: CC to proceed.

17/24: Future events and activities. Visit to National Fairground and Circus Archive, the University of Sheffield (EB)
It was suggested that a re-run of this visit might prove popular.

**Action:** EB to proceed.

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**17/25: Future events and activities. Visit to Shakespeare’s Globe Library and Archive (AK)**

**Action:** AK to investigate further.

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**16/102: Future events and activities. CILIP Conference 2017 (5-6 July, Manchester)**

Carried.

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**16/105: Succession in committee roles & tasks**

- chair: DGO (acting). AK proposed, CC seconded.
- vice-chair: JD. DGO proposed, CC seconded.
- secretary: EB (acting). DGO proposed AK seconded
- treasurer: HD
- co-ebulletin editor: EB & EC as back up
- co-editor C&I: KP & DL (proposed)
- subscription and OA officer: vacant
- reviews editor: AW (proposed)
- website admin: AK
- social media (Twitter & blog): CS (FM to talk to CS).
- marketing: CC
- gmail monitoring: EB & JD
- rep to the CILIP/BL Committee on RDA: vacant (DGO to contact AD to ascertain what exactly this role involves).

Four committee members needed to be re-elected:

CC, DGO proposed, DL seconded.
AK, DGO proposed, KP seconded.
DL, DGO proposed, KP seconded.
AW, DGO proposed, AK seconded.

With regard to the subscriptions officer post, LS previously advised that the post is no longer necessary.
DL advised that the CILIP/BL Committee on RDA role requires an in depth understanding of RDA rules and so we need to think carefully about who undertakes this role.

FM expressed an interest in working on the group’s social media. FM to liaise with CS.

**Actions:** FM to liaise with CS with regard to the social media role.

EB to update the member statuses document.

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This should have been submitted on February 28th. However, DGO contacted to CILIP to explain that there would be a delay due to changes in the committee.

**Action:** DGO to draft the business plan and then share this with the committee. DGO will submit the plan to CILIP when the final version has been agreed.

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17/26: Any other business. Meeting documentation (agenda and minutes)

Carried.

**Action:** EB to add to the agenda for the next meeting.

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16/103: Any other business. Membership consultation

Carried.

**Action:** EB to add to the agenda for the next meeting.

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17/27: Any other business. CILIP branding

Carried.

**Action:** EB to add to the agenda for the next meeting.

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17/28: Any other business. Organisation of committee documentation (Dropbox, CILIP VLE)
Carried.

**Action:** EB to add to the agenda for the next meeting.

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**17/29: Any other business: Volunteers for #cig18 subcommittee**

AS volunteered to join the subcommittee. This was accepted.

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**17/30: Any other business. Financial support for CIG members undertaking online cataloguing training**

Carried.

**Action:** EB to add to the agenda for the next meeting.

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**17/31: Any other business. CILIP Virtual Policy Network**

DGO volunteered to be our representative.

**Action:** DGO to contact CILIP.

**Update:** DGO has contacted CILIP and is now our representative.

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**17/32: Any other business. VLE toolshed**

Carried.

**Action:** EB to invite committee to join the committee area and to add to the agenda for the next meeting.

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**17/33: Dates of future meetings**

31 May, 6 Sept, 6 Dec 2017 from 13:30 hrs at CILIP HQ, London.