

University of Nottingham

Information Services Directorate

Library Services

EGIL Project Group

Minutes of the first meeting held on 5 March 2001 at the University of Nottingham

Present: Ann Farr (Leeds), Barbara Hawes (British Library), Dorothy Johnston (Nottingham - chair), Heather O'Donoghue (Oxford), Bess Ryder (UCL), Deborah Bragan-Turner (Nottingham), Sue Usher (Oxford), Janet Wharton (Nottingham - Project Manager)

1. Apologies: Peter Burnett (Oxford), Judy Jesch (Nottingham), Andrew Wawn (Leeds)

2. EGIL Project Group

Membership and terms of reference were agreed.

3. EGIL Project Board

Membership and terms of reference were agreed.

4. Project plan

JW reported on timings and target dates and emphasised the need to be clear about these. The only amendment to the plan was the date for completion of Oxford cataloguing, revised to 31 December 2001. JW will include any changes to the timetable in her quarterly report. The Project Plan will appear on the web site.

5. Project deliverables

a) **Cataloguing**

The Nottingham cataloguer has been appointed. Target dates are: Leeds 31 July, Oxford 31 December, UCL 31 December or 31 March 2002.

b) **Collaborative Collection Management**

The draft paper on CCM tools was agreed, with amendment to one of the notification criteria: the price of items to be notified on the co-operative purchasing web form should be £75.

It was suggested that a code for the submitting library and a code for purchasing officer should be included on the web form for security reasons.

Use of the form will start as soon as Mike Gardner has created it, with a target date of mid April.

Action : All to start using the Co-operative Purchasing Web Form when available

c) **Project web site**

Partners commented on the pleasing appearance of the web site. It was agreed to include minutes of meetings, email addresses of partner contacts and an academic contact. Links could now be added from partner library web pages.

Partners were invited to revise their interim collection descriptions if they wish. The feedback email will go directly to JW, who will forward to the Group as appropriate.

d) **Collection descriptions**

It was agreed to describe the entirety of resources relevant to the project. Partners should also describe any collection within the entire collection, which they consider worthy of description.

Commitment was confirmed to adding Library of Congress Subject Headings at Level 1 to the collection descriptions.

Advice on the technical aspects of RSLP Collection Description Data Entry is needed.

Action: JW to seek clarification from UKOLN

e) **Digitisation**

The overall theme was agreed. Target audience and choice of texts were discussed. Small completeness was considered more attractive than large sampling.

BR circulated a list of material, including early editions of sagas, which are the subject of a UCL bid for digitisation funding.

DJ asked HO'D to supply a list of max 6 items to be included and invited other partners to submit suggestions.

Action: All to submit suggested texts to DJ

When texts have been chosen, negotiation can take place over where they should be digitised.

Explanatory connecting text to support the texts will be required.

Action: DJ to seek input from academic advisors on descriptions of theme and connecting texts

f) **Subject Gateway**

Discussion included who should do the work connected with the Subject Gateway. Partners are keen to supply details but will probably not require payment for this work. It will therefore be possible to extend the contract of the Nottingham cataloguer to do this.

An initial list of recommended sites is needed, including a warning about sites which should not be in the gateway. HO'D suggested that students' views can be included through the academic advisers.

Action: All to send initial suggestions to the email list by 13 April

6. AOB

i) **Evaluation**

A feedback form can be added to the web site and detailed feedback from student groups can be provided by academic advisers.

Information can be disseminated at the Viking conference in Nottingham in July and future Old Norse meetings in London in autumn and spring.

Action: All to send other suggestions to JW

ii) **Future**

The Group will need to consider which of the collaborative activities have been most useful and how these might be continued.