### Committee Members Present:

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<th>Chair: Ms Anne Horn University Librarian Deakin University</th>
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<td>Ms Liz Burke Director Library Services Murdoch University</td>
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<td>Mr Andrew Wells University Librarian University of New South Wales</td>
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<td>Ms Pam Gatenby Assistant Director-General Collections Management National Library of Australia</td>
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<td>Ms Ann Ritchie Editor Australian Library Journal</td>
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<td>Ms Rosa Serratore Chief Librarian, National Meteorological Library, Bureau of Meteorology</td>
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<td>Mr Geoff Strempel Associate Director, Public Library Services, South Australia</td>
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<td>Ms Monika Szunejko Manager, Access State Library of Western Australia</td>
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<td>Mr Chris Taylor Executive Manager, Library Resources &amp; Technology Services, University of Queensland</td>
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<td>Noelle Nelson Director, Library Services State Library of New South Wales</td>
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### Officers Present:

| Ms Anne-Marie Schwirtlich Director General National Library of Australia |
| Dr Marie-Louise Ayres Assistant Director-General Resource Sharing Division National Library of Australia |
| Ms Debbie Campbell Director, Collaborative Services National Library of Australia |
| Mr Rob Walls Director, Database Services National Library of Australia |
| Minutes: Ms Scotia Ashley Libraries Australia Customer Services National Library of Australia |
A summary of action items is included in Attachment A.

The meeting commenced at 10:00 a.m.

**Agenda Item 1**
**Welcome, Introductions and Apologies**

Ms Anne Horn welcomed all present to the meeting, including Dr Marie-Louise Ayres, the new Assistant Director General of the Resource Sharing Division of the National Library and Mr Andrew Wells who is the new Australian representative of the OCLC Asia Pacific Regional Council.

Ms Horn thanked all those who will be completing their terms, Noelle Nelson, Chris Taylor, Geoff Strempel and Monika Szunejko. Ms Horn completes her term as chair with this meeting but will remain on the Committee. Dr Ayres thanked all who will be completing their terms for their time and contribution to the Committee. Elections for new Committee members will be held before the end of 2011.

Ms Horn acknowledged the 30 year anniversary of the Australian National Bibliographic Database.

**Agenda Item 2**
**Draft Minutes of the Previous Meeting and Business Arising**
LAAC/2011/2/01

Mr Taylor queried page 4 of the minutes, Agenda item 4. While the action was correct, the wording for the breakdown of LADD activity should be ‘copies and loans’.

RESOLUTION: The Committee resolved to accept the minutes of the previous meeting as amended.

The actions arising from the previous Committee meeting were reported on.

**Agenda item 2**
The minutes of the previous meeting were amended as requested.

**Agenda item 4**
LADD copy/loan statistics are included in Paper 3 in this set of papers.

**Agenda item 5**
Ms Gatenby reported that the guidelines for newspaper digitisation were sent out.

**Agenda item 7**
1. Ms Campbell confirmed that Dr Cathro posted the National Library’s User-Charging Guidelines for Library Services to all Committee members.

2. Ms Campbell reported no feedback was provided on the Value Proposition from Committee members.

3. Ms Campbell reported that the graph on sectoral contribution over time is also included in Paper 3 in this set of papers.
Agenda item 8
Ms Campbell reported that the changes to the User Agreement were relatively minor, and the updated Agreement has been made available on the Libraries Australia website.

Agenda item 10
A first round of comments about the scope of the Australian National Bibliographic Database had been discussed and no further comments were provided by the Committee.

Agenda item 12
1. Ms Ritchie advised that the National Electronic Library for Health (NELH) project was still in the early stages of development, and was not ready for any supporting action.
2. Ms Campbell reported that ongoing promotion of lists in Trove has happened and will be mentioned in her presentation at the Forum tomorrow.

Agenda item 14
Ms Ritchie noted this action item on survey findings about special library collections was on the Agenda for this meeting.

Agenda Item 3
LAAC/2011/2/02
Dr Ayres recognised Dr Cathro and Ms Campbell’s contribution in leading the area prior to her appointment. She had been sorting Dr Cathro’s papers and archiving thirty years of history on the Australian National Bibliographic Database.

Annual report highlights were:

- Statistics: a small increase in membership and an increase in bibliographic records added;
- Good improvements in database quality, through major holdings updates, new ways of detecting and removing duplicate records and enriching records with Table of Contents data;
- Steady increase in use of Libraries Australia Search which shows it still has a strong place in library workflows;
- A modest decline in interlibrary loan traffic, the first decline seen, and this is being monitored;
- Overall a steady increase in use of the services apart from ILL.

Quite a few service improvements had happened over the period including the CBS upgrade, commencement of a LADD/VDX upgrade, and support for recent MARC21 changes. A lot of preparation has been done for the implementation of Resource Description and Access.

More libraries are using the Record Import Service (RIS) and RIS for Authorities was developed to provide another option for contribution of authority data. Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) harvesting has been integrated with
RIS to provide an important new way to contribute to Libraries Australia. This was particularly useful for libraries that are using non-MARC systems to manage some of their collection, especially their special collections, making it a lot easier to get certain kinds of materials (e.g. pictures and manuscripts) into the database.

Libraries Australia has made good progress in removing duplicate records using OCLC numbers as a match key. It is continuing to work with OCLC to implement SRU Update. Libraries Australia is running a high quality service through its Help Desk, with good turnaround times, with ninety percent of enquiries being responded to within the day and ninety nine percent responded to within the week.

Dr Ayres highlighted the main problem exercising Libraries Australia: the limitations of Teratext which are causing occasional delays in updating records. Search transactions, which include the Record Export Service and production of Products, are privileged over record updates. Regular products will be reviewed to see whether we can reduce their size or reschedule them to avoid further incidences.

Mr Wells asked what was meant to be achieved through data syndication (mentioned on page 9). Ms Campbell replied that data sharing arrangement are sought to increase awareness of Libraries Australia content. The main mechanisms are through Trove and WorldCat.

Mr Taylor asked whether Libraries Australia syndication is really Trove syndication? Ms Campbell responded that the focus in this year’s Annual Report was on Libraries Australia syndication but it has now been replaced by syndication of Trove records to Google. A Trove site map had been set up for this purpose. The only part of Libraries Australia that is now syndicated is the national authority file. The bibliographic records in Libraries Australia are syndicated through Trove.

The Committee noted the report.

**Agenda Item 4**  
**Libraries Australia Statistics**  
**LAAC/2011/2/03**

Dr Ayres acknowledged Mr Paul Beer’s work on Libraries Australia statistics and revenue calculations. Revenue by sector hasn’t changed much since 2007/08.

Ms Horn asked what financial pressures Libraries Australia might face. Ms Schwirtlich responded from a National Library of Australia perspective. The Library’s budget will be under pressure, from the efficiency dividend and increasing running costs. Discussion has begun about a framework the Library might work within. A new National Cultural Policy is the number one priority and within the Policy there is capacity to fund certain activities. However the Policy discussion document focused almost entirely on creative arts and collections as a tool for creativity, rather than on the work of libraries. The National Library has commented on the discussion document and encouraged other libraries to do the same.

The Committee noted the report.
Agenda Item 5  
Libraries Australia Status Report  
LAAC/2011/2/04

Dr Ayres highlighted some points, the specific achievements of the last few months were:

- the completed website redevelopment, in particular, the large amount of work done by Susan Gaw. The effectiveness of the updated website is shown by the reduced number of help desk calls and enquiries;
- a LADD VDX software update is underway;
- a change in approach to global refresh and reviewing records, reducing human review and using scripts where possible; and
- the holdings deletion software trial, which is working well and is an example of how to reduce human intervention.

The Committee noted the report.

Agenda Item 6  
Report from the National Library (oral)

Ms Schwirtlich reported that since the last meeting the National Library had worked on its strategic directions particularly with its Council but had temporarily halted work pending the outcomes of the National Cultural Policy development. Ms Schwirtlich has now begun consultation with colleagues, the Council of Australian University Librarians (CAUL) and National, State and Territory Libraries of Australasia (NSLA).

The National Library’s submission on the National Cultural Policy stressed the need for: a goal relating to collections and their centrality to Australia’s cultural life, and a national strategy for digitisation; as well as explaining its work in support of the four existing goals in the draft policy. It made a specific point recommending a core set of electronic resources for schools, and major investment in the preservation of our digital heritage. The Office of the Arts is working to a very tight timetable. The Minister may unveil the National Cultural Policy in February or March 2012.

The Digital Library Infrastructure Replacement project has commenced. A Request For Proposal phase has closed and an evaluation report prepared. A Request For Tender is scheduled for release in mid-November.

The National Library’s Treasures Gallery opened successfully in September. It brought to fruition a decade of work. The media and visitor response was very good. The opening of the exhibition *Handwritten: Ten Centuries of Manuscript Treasures from Staatsbibliothek zu Berlin* is scheduled for 26 November. The redevelopment of the Library’s ground floor included the main reading room and entrance to the main reading room. Since the redevelopment there has been a 40% increase in enquiries at the front desk. The bookshop was also renovated, and the separate Manuscripts and Pictures reading rooms have been integrated.

Russell Latham recently concluded his Binns Fellowship which took him to the British
Library, the National Archives, the Wellcome Library and the Statsbiblioteket in Denmark, investigating web archiving programs and work flow procedures and tools.

Due to the success of digitising of historic newspapers, a pilot of three titles in community languages is proposed. The National Library will seek philanthropic or other support to digitise them.

The Library of Congress has announced that it will delay its implementation of RDA until the first quarter of 2013. The report identified a number of issues needed to be addressed before RDA could demonstrate that it will make a difference in the bibliographic environment and therefore be cost effective to implement.

The other national libraries that are members of the Committee of Principals (National Library of Australia, Libraries and Archives Canada and British Library) met in August and agreed that they would also implement RDA in early 2013. Training will be provided in 2012. Libraries Australia is already aware of its implementation as several libraries are creating RDA records which are being sent to the ANBD.

Mr Walls said that several US libraries will continue to create RDA records and the Library of Congress have said that 20% of the records they create will be in RDA format. All the work to specify Libraries Australia system changes have been done. The first of the changes will be implemented early next year or late this year. Libraries Australia will follow the OCLC policy not to change AACR2 records into RDA or vice versa prior to the formal implementation date.

Ms Gatenby reported on the overseas collection review. The aim of the review was to identify options for delivering information services more cost effectively. Moving away from print collections to online resources in the primary areas identified is one goal. Asia and the Pacific region remains the Library’s highest priority for collecting. The subject focus will continue to be social sciences and humanities but the scope of these subject areas will change. There will be a review of the collection development policy and the scope of what will be collected.

Implementation of the recommendations has begun and will include cancelling all overseas non-Asian foreign language material, newspapers, journals, and gift and exchange material, with up to three quarters of non-English newspapers to be cancelled and online access substituted. This will be completed by June 2012.

The years 2012-15 will see a large scale transition from print journals to digital journals. The Library expects to cancel around 4,000 print journals. This is expected to take eighteen months and further work will be done to assess the impact of this digital library model on document supply.

The Committee noted the report.

Agenda Item 7
OCLC Report (oral)

Mr Wells reported that he was appointed the Chair of the Asia Pacific Regional Council
Executive Committee (www.oclc.org/councils/asiapac/committees/default.htm) from June for two years. He attended the OCLC Asia Pacific Regional Council meeting on 17-18 October, held in Taipei with 160 participants. He is also a member of OCLC’s Global Council until the end of June 2012. The Global Council meeting will be held on 7-9 November in Dublin Ohio.

All papers from the meeting will be put on the OCLC website and papers from the Global Council will be available after the meeting (www.oclc.org/councils/global/meetings/default.htm). Mr Wells will draw up an agenda for the next meeting to facilitate open discussion.

The Committee noted the report.

Agenda Item 8
A review of Libraries Australia Document Delivery
LAAC/2011/2/05

Mr Walls summarized the report. He acknowledged the work of Debbie Hanington in preparing the report. Mr Walls noted the evidence around document delivery declining globally and in Australia; however the NLA appears to be an exception with an eight per cent increase over the last year. Part of the review was a survey of LADD users and vendors. They gave strong support for the LADD system with 88% expecting to continue using the service for the next five years.

Australian libraries have heavily invested in ISO ILL and Libraries Australia has been uniquely successful in its support of over 100 ISO libraries interoperating with LADD. The standard is seen as being complex and difficult to implement. The 2004 revision was voted down as it was not backwardly compatible with the previous version. There have been no changes to the standard since 2004 but will possibly be reviewed in the next year.

The replacement of the standard was discussed at the Interlending and Document Supply Conference in Chicago in September. A working group will be formed. There are no current standards available to replace it. It was noted that it is important to keep holdings information on Libraries Australia up to date to reduce wasted time and costs when requesting items. Mr Walls said that the survey produced a list of suggested improvements which would be proposed to OCLC as possible enhancements to the VDX software. Mr Walls hoped the ILL ISO partners meeting being held in conjunction with the Libraries Australia Forum would give some answers on what the ISO ILL libraries were planning to do with their systems. Maintaining the ISO ILL libraries interoperability in LADD was a significant cost to Libraries Australia. Each time a site is implemented or upgrades its software, extensive testing is needed. The Committee noted the report.

Agenda Item 9
Special Libraries Survey Report
LAAC/2011/2/06
Ms Serratore discussed the imminent report to ALIA’s Special Libraries Advisory Committee from a survey of special libraries. The report has been approved by ALIA and is waiting to be posted on the ALIA wiki. Ms Serratore was happy to take questions on notice. This survey was the first done on special libraries in a long time.

Ms Ritchie noted that it was not known if the material not in Libraries Australia is being used as this was probably not recorded outside the holding libraries. Three main reasons were given for not adding collection information to Libraries Australia, including lack of resources. Three pieces of research have been done, the ANBD survey in 2008/09; a second report generated by OCLC collection analysis software; and an overlap study across a range of library types which examined the uniqueness of collections. Ms Ritchie asked if further investigation was needed to find out what was in these collections, even if it was at collection level with a view to prioritising the libraries if a recommendation was presented to assist them with recording the collections.

More awareness-raising was needed to highlight the value of collections and the Trove lists feature was seen as a way to do this. The full report will be available in November.

ACTION: Ms Serratore to discuss a special collections showcase with the ALIA’s Special Libraries Advisory Committee.

**Agenda Item 10**
Report on Trove Stage 4
LAAC/2011/1/07

Ms Campbell said there had been growth in the usage of the service, with 2.31 million unique visitors over the past year. Contributions from Flickr have continued to grow. Contributions via Picture Australia were closed on 1 July. Image collections will now be directly harvested into Trove, with the Picture Australia interface to be switched off by 30 June 2012.

Stage 4 was the last stage of Trove as a project. There is an intention to include other vendors. The ‘Journals, articles and data sets’ zone currently gets 50,000 hits a month which is expected to increase.

There is currently an enhancement log of 350 items. Trove still seeks feedback from the public and adds some suggestions to the log. Enhancements are ongoing.

The Committee noted the report.

**Agenda Item 11**
Trove Scope Statement
LAAC/2011/2/08

Dr Ayres reported that Trove’s goal as a project has been accomplished. She noted that a Trove Reference Group has been created and is looking into governance, scope and
resourcing. The Group is currently composed of staff from across the NLA. A document with priorities will be presented to the Committee for comment in April 2012.

Resourcing issues mean new contributors currently cannot be added but work is ongoing with current contributors.

The next emphasis for Trove will be the decommissioning of Music Australia and Picture Australia. There are six million digitised newspaper pages. The Australian Women’s Weekly full text to 1982 is available as well as records from Open Library, Hathi Trust and OAIster and metadata for licensed resources from Cengage GALE and Informit.

ERA and NSLA consortia products have wide take-up so Trove will aim to work with their vendors as part of the strategy for finding new contributors and content.

The Committee noted the report.

Agenda Item 12
The National Library’s Draft Strategic Directions
LAAC/2011/2/09

Ms Schwirtlich noted this was not a fully resolved draft in terms of the National Cultural Policy but had been seen and contributed to by the National Library Council and senior staff.

The emphasis of the report will be on digital, access in individual spaces and the need for the National Library to refresh and build its capacity to acquire, document, preserve, and make accessible and deliver digital content. The Directions also mention resource constraints more explicitly. Some aspirations have a 10 to 15 year horizon. The NLA Council agreed with the emphasis on Australian collections, and Asia/Pacific resources for digitization. The NLA expected to increase philanthropic fundraising but was aware that the current financial situation was an added pressure.

Strengthening relationships with Parliament and the Australian people was noted as being particularly important. Partnerships and collaboration were also noted as being still incredibly important to the work of the Library. A new strategic direction to strengthen capacity for this is made more explicit in all areas within the organisation.

Ms Schwirlich welcomed comments or discussion on the proposed draft.

The Committee noted the report.

Agenda Item 13
Libraries Australia Search Redevelopment Project (oral)

Dr Ayres began by noting that Libraries Australia Search is now due for replacement. A three-year project, governed by a project board, has commenced. Alison Dellit has been appointed as business architect. The first phase is a Business Review that will increase understanding of the role of Libraries Australia Search in current library workflows.
survey has been prepared for Libraries Australia members and Ms Dellit is organizing interviews with senior collection managers as well as a set of workflow observation visits. The Business Review should be completed by the end of January 2012, but this may need to be extended. A summary will be available for the April 2012 Committee meeting.

The Committee noted the report.

**Agenda Item 14**
**Libraries Australia Forum (oral)**

Ms Campbell reported there were 165 registrations for the Forum which is being held tomorrow at the National Wine Centre in Adelaide. Looking at a breakdown of registrations, the majority are from Victoria and South Australia. There are two keynote speakers from overseas, Ms Caroline Brazier, British Library and Ms Jenny McDonald, National Library of New Zealand. Mr Geoff Strempel is the local keynote speaker.

Ms Campbell and Mr Walls are to co-chair as per last year.

Mr Walls reported there were 145 registrations for the Australian Committee on Cataloguing seminar to be held on Friday. The keynote speaker is Jenn Riley, Manager of Digital Collections from the University of North Carolina.

The Committee noted the report.

**Agenda Item 15**
**Re-imagining Libraries’ Project Reports (oral)**

Ms Schwirtlich noted there were multiple Re-imagining Libraries’ projects still continuing. NSLA will consider their future at its upcoming meeting in November. Reimagining Libraries has been running for four years and a lot of work has been done.

Dr Ayres discussed two projects: Project 2 Open Borders, which she will be managing from February 2012; and the Archival Collections project which succeeds Project 8. It contains four work packages that will be completed by the end of February 2012. All NSLA libraries had provided input to the publication on guidelines for discussing born-digital archives with donors. A second edition of the guidelines is being produced.

The NLA worked on an accessioning survey tool, which the State Library of Queensland will test. The State Library of Tasmania is working on a glossary of archival terms as there is a current inability to compare the working documents due to confusion around the terminology. The final task is to assess the impact of different archival content standards on discoverability in federated environments such as Trove. Project 8 formally closed in July this year, with the State Library of Tasmania’s manuscript records now available in Libraries Australia as a result of this project.

Ms Nelson said Project 7 Collaborative Collections was focusing on distributed subject repositories at NSLA libraries. The Project is shifting to libraries which have special
collections and legacy collections that may be deposited with libraries. The State Library of Tasmania, which has amalgamated with the Archives Office of Tasmania, was a pilot in this Project. The documentation to support the idea will likely be a Memorandum of Understanding to be finalized by March 2012.

Project 7 also defined a core set of e-resources, which will start in 2012. Marketing to raise awareness of the e-resources is being considered. VIVID is looking at the language of e-resources and databases to find better works to replace them which will then be used across the board.

Looking at collections and how they are being managed will be ongoing work. The Re-imagining Libraries website will be redeveloped and the key papers will be there.

Agenda Item 16
Article (ANDS Newsletter)
LAAC/2011/2/10

Ms Campbell brought to everyone’s attention the article on page two describing the ARDC Party Infrastructure Project which finished in July 2011. The National Library completed a full suite of documentation, which is publicly available at https://wiki.nla.gov.au/display/peau/Home. The ANDS office has taken on the responsibility for training and there are 10 early implementers using the software. Further work on the identity management interface is planned so it may be used beyond the university sector.

Agenda Item 17
Other business

Dr Ayres asked whether it was useful for the members to continue receiving the monthly Resource Sharing Division report prepared for the Director General. It was decided that the report would be sent with the key points highlighted.

Dr Ayres thanked the retiring Committee members.

Agenda Item 18
Conclusion and Review of Resolutions

RESOLUTIONS
1. The Committee resolved to accept the minutes of the meeting held on 8 April 2011. The meeting closed at 3.45pm.
Attachment A: Actions

Agenda Item 2

Draft Minutes of the previous meeting 8 April 2011

ACTION: The following amendments to the minutes of the previous meeting were requested.

Mr Taylor suggested ‘books and loans’ be replaced by ‘copies and loans’ (Agenda item 4 page 4).

Agenda Item 9

Special Libraries Report

ACTION: Ms Serratore will discuss a special collections showcase with ALIA’s Special Libraries Advisory Committee.