The meeting commenced at 10:00 a.m.

<table>
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<tr>
<th>Committee Members Present:</th>
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<tr>
<td>Chair</td>
<td>Observer</td>
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<td>Ms Linda Luther</td>
<td>Ms Jan Fullerton</td>
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<td>University Librarian</td>
<td>Director-General</td>
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<td>University of Tasmania</td>
<td>National Library of Australia</td>
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<td>Dr Warwick Cathro</td>
<td>Ms Pam Gatenby</td>
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<td>Assistant Director-General</td>
<td>Assistant Director-General (acting)</td>
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<td>Innovation</td>
<td>Resource Sharing</td>
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<td>National Library of Australia</td>
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<td>Ms Elizabeth Ellis</td>
<td>Ms Debbie Campbell</td>
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<td>Mitchell Librarian and Director, Collection Management</td>
<td>Director, Collaborative Services</td>
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<td>State Library of New South Wales</td>
<td>National Library of Australia</td>
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<td>Ms Amelia McKenzie</td>
<td>Ms Bemal Rajapatirana</td>
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<td>Assistant Director-General (acting)</td>
<td>Libraries Australia Database Services</td>
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<td>Mr Lindsay Harris</td>
<td>Mr Robert Walls</td>
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<td>Library Manager</td>
<td>Director, Database Services</td>
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<td>The Queen Elizabeth Hospital</td>
<td>National Library of Australia</td>
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<td>Ms Anne Horn</td>
<td>Minutes</td>
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<td>University Librarian</td>
<td>Ms Emma Corbett</td>
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<td>Deakin University</td>
<td>Libraries Australia Collaborative Services</td>
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<td>Ms Joan Moncrieff</td>
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<td>Deakin University</td>
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<td>Ms Monika Szunejko</td>
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<td>Manager, Access</td>
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<td>State Library of Western Australia</td>
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<td>Dr Naida Tattersall</td>
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<td>Manager, Libraries Social &amp; Cultural Branch</td>
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A summary of action items and resolutions is included in Attachment A.

Agenda Item 1
Welcome, Introductions and Apologies

Ms Luther welcomed all present to the first meeting of the year. All Committee members were in attendance, no apologies received.

Ms Fullerton informed the Committee that Mr Boston has left the National Library for a position at the Bureau of Meteorology. Ms Gatenby is acting Assistant Director-General, Resource Sharing until it is permanently filled; Ms McKenzie is acting in Ms Gatenby’s permanent position.

Ms Luther asked for thanks to be conveyed to Mr Boston on behalf of the Committee for his efforts and wished him well in his new endeavours.

Agenda Item 2
Draft Minutes of the Previous Meeting and Business Arising (LAAC/2008/1/1)

Ms Campbell reported on actions arising from the previous meeting on 5 September 2007.

Ms Campbell addressed the action items that were partially completed.

The data relating to ILL usage in 2005/06 has been extracted and will be circulated with the letter to all libraries with details of the forthcoming increases to their subscriptions.

This was reported as partially completed as the summary value statement had yet to be given to CAUL but this would happen at its April 2008 meeting.

Ms Campbell distributed a copy of the summary value statement to the Committee.

RESOLVED: That the minutes of the meeting held on 5 September 2007 be accepted.

Agenda Item 3
Director-General’s Remarks (oral)

Ms Fullerton provided a summary of the National Library of Australia’s activities since the September 2007 meeting:
- Budget cuts imposed on the NLA include a 2% increase in the efficiency dividend. As a result, several money saving ideas are being considered, the one affecting this Committee being the proposed cancellation of the annual Libraries Australia Forum.

- The OCLC Members Council election process had commenced, with ballot papers being sent to some Australian libraries by OCLC but not all those eligible. Concern about the process generated robust discussion. It was decided that the Libraries Australia Office would write to Jay Jordan and Karen Calhoun (copied to Andrew Wang) requesting the recommencement of the nomination process.

- Ms McKenzie reported on the Newspaper Digitisation Project. Work is continuing on the trial batches of scans that have been sent to the vendor in India who is performing the OCR tasks. The vendor has had difficulty with the National Library’s specifications and as a result the time frame has slipped. The revised time frame includes completing the latest round of testing and discussion by the middle of this year. Ms Gatenby remarked that there will be a public release with the new search and discovery system with some content by the end of the calendar year. Mr Cathro added that to date 700,000 pages have been scanned and this represents significant progress. There has been very good progress with the development of the search and discovery system. The State Libraries were given access to a prototype to test, and positive feedback has been received. Currently, a national campaign is running to raise media and public awareness of missing newspapers titles in the collections of the state, territory and national libraries.

- The NSLA’s ‘Re-imagining Library Services’ strategic plan is being developed. The plan aims to move libraries into the digital age with the delivery of improved services to the end user. This is an ambitious and impressive project.

- The National Library continues its commitment to the rapid prototyping approach which has seen the adoption of the open source software called VuFind (further information available: www.vufind.org/) to create an alternative version of the National Library’s online catalogue. Highly positive feedback has been received in response to the alternative catalogue which was created with minimal effort. (The production catalogue is available for use at http://catalogue.nla.gov.au/.)

- The first phase of the Digital Rights Management Project has been completed. An algorithm has been developed to determine copyright status when an item is requested. The State Libraries have requested access to this algorithm. Mr Cathro mentioned the second phase, to allow the modification of the copyright owner information, will be completed by the end of this month. Legacy information will also be migrated into the Digital Collections Management system and the catalogue, which will take some time.
ACTION:
Ms Campbell to draft and send letter to Jay Jordan and Karen Calhoun of OCLC requesting the recommencement of the nomination process for the OCLC Asia Pacific representative, including a new time frame in consultation with Libraries Australia.

Agenda Item 4
Libraries Australia Status Report
(LAAC/2008/1/2)

Ms Gatenby reported on the final report from the Library of Congress’ Working Group on the Future of Bibliographic Control and a number of the findings of that report:

- There isn’t easy access to the Library of Congress’ special collections.
- Digitisation of published printed material is occurring at a higher rate than the digitisation of original material.
- MARC is not web compatible.
- The Library of Congress has been asked to simplify processes and to accept lower cataloguing standards.
- The Library of Congress’ role should be clearly defined.

The full report is available here: www.loc.gov/bibliographic-future/.

Ms Gatenby introduced the Libraries Australia Status Report for July 2007 – February 2008:

- There was steady performance on key performance indicators.
- A new release in February of Libraries Australia Search saw the major improvements of permalinks and correct OCLC holdings displays.
- The Libraries Australia Cataloguing Client is now free of charge to users.
- The CBS 3.2 upgrade to the cataloguing software was successfully implemented in November 2007.
- Currently there are 353 users of the Record Export Service.
- A charging mechanism has been designed to charge for ANBD data that is supplied for research purposes.
- A service called Government Recent Australian Publications (GovRAP) has been launched. This free monthly bibliographic file lists Australia’s recent government publishing output.
- Currently there are 134 Record Import Service members adding data to the ANBD via the import service.
- During the period from 1 September 2007 to February 2008 there were 18 new members of the Libraries Australia Document Delivery service and the traffic between New Zealand and Australia continues to increase.
- During the reporting period, the availability of Libraries Australia has improved to 99.55 percent.
- OCLC is currently in the process of loading Libraries Australia records to WorldCat.
- The trade stand at VALA was extremely busy with promotional items including USB sticks, chocolates and lens cloth cleaners attracting the delegates.
- Access to APAIS for small libraries is now included as part of their Libraries Australia subscription; this was launched at VALA. Since then searching has jumped from 2 searches in January to 300 in February. The use of OCLC WorldCat has also increased, from 27,000 searches last financial year to 480,000 since July 2007.

Ms Luther queried the absence of the University of Tasmania in the report as interoperating via ISO ILL as they converted to VDX in 2007. (This was due to the fact that the inclusion of UTas fell outside the timeframe for the Status Report.)

Mr Cathro requested a graph on WorldCat searching trends for the next meeting.

Ms Horn asked Ms Campbell to explain the underlying issues with regards to the new ISO ILL interoperability 'memorandum of understanding'. Ms Campbell remarked that this meant ensuring ISO libraries alert Libraries Australia to any network or other issues being experienced that may impact on the Document Delivery service. It also requests that this is done in a timely manner.

There was general discussion about why libraries have cancelled their subscriptions to Libraries Australia. While most cancel due to closures and mergers, there could be some that cancel inadvertently. To gain more insight into cancellations and to avoid the accidental lapse in subscriptions, it was decided an exit interview would be beneficial.

A lengthy discussion concerning OCLC ensued. Mr Walls commented that libraries with 10 or more holdings on OCLC’s WorldCat were contacted and only records for those libraries that gave permission were added to the ANBD. Most libraries advised that their WorldCat holdings were less current than those in the ANBD. It is possible for a library to have WorldCat holdings and for these not to be in the ANBD however this is unlikely. OCLC will advise Libraries Australia of any Australia libraries that commence original cataloguing in WorldCat.

Mr Walls went onto report that it will take several weeks to load all the ANBD data into OCLC and once this has been completed a message will be sent to the email lists. Ms Gatenby stated that the National Library is keen to send a representative to OCLC to discuss further collaboration and additions to services that would be relevant to Australian libraries and to have that information reported back to this Committee for consideration.

The discussion moved to whose responsibility it was to inform Libraries Australia subscribers about additional services available to them from OCLC. After much discussion, it was agreed that a meeting will be held with the local (Melbourne) office every 6 months to exchange information. Libraries Australia would communicate any significant OCLC changes to subscribers. Ms Fullerton stated that Libraries Australia will continue to negotiate on behalf of subscribers and is in a position to understand Australian library business. The issue of providing additional OCLC services such as collection analysis to Australian libraries
would be taken up with OCLC in the context of the current Agreement. A process to confirm which services libraries are interested in will be established. In the meantime, if individual libraries want to use these services, they could negotiate directly with OCLC’s Melbourne office. The Committee agreed.

**ACTIONS:**

Ms Campbell to amend the Libraries Australia Status Report.

The Libraries Australia Office to create a suitable exit interview to be completed by those organisations cancelling their subscription.

Ms Campbell to include graph of the trends in searching performed on OCLC’s WorldCat database in the next status report.

The Libraries Australia Office to start discussions with OCLC’s Melbourne office concerning additional services.

**Agenda Item 5**

**Libraries Australia Statistical Information**

(LAAC/2008/1/3)

Ms Gatenby presented the 2007/2008 Libraries Australia statistics and drew attention to the search activity statistics, stating they were 13 percent higher than the target. The Free Service has also enjoyed an increase in use of 44 percent.

The Committee noted the report.

**Agenda Item 6**

**New Subscription Model for State, Territory and Public Libraries from 2008-09**

(LAAC/2008/1/4)

Ms Campbell introduced the new subscription model proposed for adoption by all state, territory and public libraries. It was noted that the National and State Libraries Australasia (NSLA) had endorsed the model.

The Committee agreed that the application of the Consumer Price Index (CPI) to all subscriptions was fair and equitable. However, applying this rise efficiently across all sectors needs to take into account sectors in transition to a new model.

The Committee discussed at length issues concerning the Queensland Public Library Association (QPLA). Ms Tattersall expressed her concern that QPLA members may not be aware of the new subscription model. Ms Campbell explained that the executive of each state-based consortium had been contacted prior to the LAAC meeting to indicate that a
new model would be put forward, and the decision of the LAAC would be reported back to consortial executives.

**ACTIONS:**
Ms Campbell to provide Ms Tattersall with the population figures provided by the QPLA.

Ms Campbell to send a letter to all state- and territory-based consortia advising of the changes to the subscriptions and the ramifications for their member libraries.

Ms Campbell to remove irrelevant text from the paper.

The Committee noted the report.

**Agenda Item 7**
**New Subscription Model for Special Libraries – Progress Report**
(LAAC/2008/1/5)

Ms Campbell introduced the new subscription model and highlighted the fact that budget information had not been received from 70% of special libraries. The Committee discussed the issue of budget confidentiality that special libraries face. Many options were presented by the Committee to encourage special libraries to disclose their budgets. These included increasing the base rate to $300 and raising the per-search charge from $1.20 to $2.00 for those libraries that did not disclose their budget details.

Communication with the special libraries will include a statement stressing that any budget information provided will be treated as confidential and will not be divulged to a third party. This new approach will be arranged for the end of 2008. The Committee endorsed the tiered model and agreed on a three year transition, starting in 2009.

The rate payable by those special libraries who do not provide their budget details will be considered. The issue of a tier for libraries with budgets higher than $10-$15 million was also discussed. The Committee agreed that the Libraries Australia Office should devise a suitable arrangement for libraries in this tier.

**ACTION:**
Ms Campbell to investigate a suitable model and charges for those libraries which do not disclose their budgets and for those libraries with large budgets.

The Committee noted the report.

**Agenda Item 8**
**Guidelines for Determining Subscription Fees for Cross Sectoral Consortia**
(LAAC/2008/1/6)
Ms Campbell introduced the guidelines. She noted that this paper addresses arrangements for consortia which have more than one type of library or even more than one type of agency seeking membership of Libraries Australia. The finding is that generally consortia do not result in savings to Libraries Australia administration. However, the advocacy performed on Libraries Australia’s behalf is highly valued. In recognition of this advocacy, a short term discount is provided for new agencies joining a consortium.

In addition, the Libraries Australia User Agreement will be updated to ensure that the consortium manager and Libraries Australia are both current in their understanding of the membership and the rules under which consortia operate. This has not been formally identified in the past. Consortia affected by the new arrangements will be contacted.

The Committee noted the report.

Agenda Item 9
Actions arising from the Libraries Australia Customer Satisfaction Survey 2007 (LAAC/2008/1/7)

Ms Campbell reported that a number of the issues raised by the customer survey are being addressed through the ongoing program of enhancements. In addition, some new activities have been started, and others are scheduled. One possible action to improve contact with customer libraries would be to extend an invitation to all libraries to visit Canberra to talk directly to Libraries Australia staff.

Ms Campbell presented a PowerPoint slideshow on the differences between the free and subscription services which is intended for the CAUL meeting in April.

The Committee noted the report.

Agenda Item 10

Mr Walls introduced the report. He reported that expressions of interest were sought in October 2007 for participation in the expert advisory group and all received were accepted. The group met for the first time on 12 December 2007 at the National Library of Australia.

Highlights of the initial report are as follows:
- Libraries Australia should support ISD in the MARC 21 format using subfield $5.
- Strong support for the implementation of MARC 21 holdings format
- The group is not supportive of ISD in authority records at this time.
- The group is drafting a new policy statement for ISD and the terms of reference are almost fully addressed
Ms Rajapatirana reported on the discussion of ISD at several State User Group meetings. Concern was raised about the level of support of MARC 21 holdings format in library management systems; display issues in local systems; and the implications of the transferring of data.

A wide ranging discussion of the issues surrounding ISD followed.

The Committee suggested that the final EAG report should include a description of the service needs that will be met by the support of ISD in Libraries Australia and clarification of the resource implications of such a development for Libraries Australia.

The Committee noted the report.

**Agenda Item 11**
**Australian National Bibliographic Database: Development Report**  
(LAAC/2008/1/9)

Ms Rajapatirana said that it was a busy period and much work was concentrated on enhancements to record matching algorithms. By June the first full run of the de-duplication algorithm will occur.

Ms Rajapatirana reported on the good progress of authority uploading. Libraries Australia are currently waiting on the revised validation rules from OCLC (Leiden) and are loading the National Library of Australia’s records first as a trial.

The State Library of Queensland’s global refresh is progressing well, with 500,000 records loaded to date. The AIATSIS load is also progressing well, with the inclusion of the officially recognised thesaurus terms.

The Record Import Service (RIS) is expanding, with 134 contributing libraries (89 + 48 in three consortia). Improvements to the reporting and statistical side of RIS have been made and more are planned.

A question was raised concerning ‘Non- Roman Scripts’ on page 5. Thai is mentioned twice with differing figures.

**ACTIONS:**
Ms Rajapatirana to amend the report with the correct figures for Thai.

The Committee noted the report.

**Agenda Item 12**
**Australian National Bibliographic Database Coverage Survey**  
(LAAC/2008/1/10)
Mr Walls introduced the report. The Committee reviewed the proposed survey and the following amendments were recommended:

- Distinguish between Australian and non-Australian resources.
- In question 11 remove the inverted commas around ‘not’.
- Add newspapers to the ‘Types of Material/Collections’.
- Add a question on what has been digitised in collections.
- Add architectural and other plans to the ‘Types of Material/Collections’.
- Separate music scores and recordings in the ‘Types of Material/Collections’.
- Add a note about internal working documents and commercial-in-confidence documents, stressing these won’t be added and include a note saying it is acknowledged that some libraries can’t report on those documents.
- Add another column for notes.
- Make the survey document landscape.
- Offer a reason on why completing this will be useful.

**ACTIONS:**
Mr Walls to make the amendments.

The Committee noted the report.

**Agenda Item 13**

Ms Campbell mentioned the possibility of cancelling the 2008 Libraries Australia Forum, suggested as a divisional budget saving, and sought the Committee’s view on this. The Committee discussed the format of the Forum, stating it was intended to be a strategic and futures conference and that the content needs to address this.

The Committee decided that a wiki space would be of benefit to encourage people to comment on what they want to get out of the Forum. A letter to all CEO’s of subscribing libraries informing them of the Forum and encouraging them to attend was also considered and agreed upon. The Committee discussed the idea of cancelling the Forum and it was decided that this year’s Forum would proceed with an increase in the registration fee to cover the total costs of the Forum.

A review of the Forum and frequency of the LAAC meetings will be added to the agenda for the October LAAC meeting.

**ACTIONS:**
Create a wiki space for people to comment on what they want at the Forum.
Send a letter to all CEOs of subscribing libraries informing them of the Forum and encouraging them to attend.

Add a review of the Forum and frequency of the LAAC meetings to the agenda for the next LAAC meeting.

The Committee noted the report.

**Agenda Item 14**
**National Metadata Store**
*(LAAC/2008/1/12)*

Mr Cathro introduced the paper. The national metadata store proposed by the National Library of Australia will be based on the Australian National Bibliographic Database but will go beyond it in scope to include analytic content, research outputs and material in other Australian collections, not just libraries.

Mr Cathro demonstrated the National Library’s wiki space, ‘Library Labs’ to the Committee: https://wiki.nla.gov.au/display/labs/home.

A short demonstration of the National Library’s Beta Catalogue followed and Ms McKenzie explained how this supports clustering, faceted searching refinement with relevance ranked results.

There was general discussion on the metadata store and its implications.

The Committee noted the report.

**Agenda Item 15**
**National Library Collection Usage report**
*(LAAC/2008/1/13)*

Ms Gatenby provided the Committee with a report on the changing trends in collection usage through the National Library’s of Australia’s Document Supply Service, noting in particular the positive impact on use of relaxing the National Library’s policy on lending Legal Deposit materials and of providing an easy requesting service through Copies Direct. She also highlighted the fact that, while the number of requests for copies continues to decline, the number of requests for large amounts of material is increasing significantly.

The Committee noted the report.

**Agenda Item 16**
**Conclusion & Review of Resolutions (if any)**

The meeting closed at 3.50pm.
Attachment A – Summary of Recommendations and Actions

Libraries Australia Advisory Committee Meeting
19th March 2008

Agenda Item 2
Draft Minutes of the Previous Meeting and Business Arising
(LAAC/2008/1/1)

That the minutes of the conference of 5 September 2007 be accepted.
Minutes accepted.

Agenda Item 3
Director-General’s Remarks (oral)

- A letter to be addressed to Jay Jordan and Karen Calhoun (copied to Andrew Wang) requesting the recommencement of the nomination process for the OCLC Asia Pacific representative, including a new time frame in consultation with Libraries Australia.
  Ms Campbell to draft and send letter to Jay Jordan and Karen Calhoun (copied to Andrew Wang) of OCLC.

Agenda Item 4
Libraries Australia Status Report
(LAAC/2008/1/2)

To note the report with these amendments:

- Ms Campbell to amend the Libraries Australia Status Report before making it public.

- Creation of an exit interview to be completed by those organisations cancelling their subscription.
  Libraries Australia Office to create a suitable exit interview.

- To include a graph of the trends in searching performed on OCLC’s WorldCat database.
  Ms Campbell to include graph in the next Status Report.

- Commence discussions with OCLC’s Melbourne office re additional services.
  Libraries Australia Office to arrange.

Agenda Item 6
New Subscription Model for State, Territory and Public Libraries from 2008-09
(LAAC/2008/1/4)

- To remove irrelevant text from the report:
Ms Campbell to amend report.

Ms Campbell to provide Ms Tattersall with the population figures provided by the QPLA.

A letter to be sent to all public library consortia, including the QPLA, advising of the changes to the subscriptions and what that would mean for their member libraries. Ms Campbell to send.

**Agenda Item 7**
New Subscription Model for Special Libraries – Progress Report
(LAAC/2008/1/5)

- Libraries with large budgets need to be addressed in the subscription model. The Committee agreed to leave the rate payable with the Libraries Australia office to devise a suitable arrangement. Ms Campbell to investigate.

**Agenda Item 11**
Australian National Bibliographic Database: Development Report
(LAAC/2008/1/9)

To note the report with one amendment:

- On page 5 of the report under ‘Non-Roman Scripts’, Thai is mentioned twice with differing figures. Ms Rajapatirana to amend with correct figure.

**Agenda Item 12**
Australian National Bibliographic Database Coverage Survey
(LAAC/2008/1/10)

To note the report with these amendments:

- Distinguish between Australian and non-Australian resources. Mr Walls to make amendment.

- In question 11 remove the inverted commas around ‘not’. Mr Walls to make amendment.

- The addition of newspapers under ‘Types of Material/Collections’. Mr Walls to make amendment.

- The addition of architectural and other plans under ‘Types of Material/Collections’. Mr Walls to make amendment.
- Include a question on what has been digitised in collections.
  Mr Walls to make amendment.

- Under ‘Types of Material/Collections’, separate music scores and recordings.
  Mr Walls to make amendment.

- Add a note stating that internal documents and commercial documents that these
  won’t be added and include saying it is acknowledged that some libraries can’t report
  on these documents.
  Mr Walls to make amendment.

- Add another column for notes – make the survey landscape.
  Mr Walls to make amendment.

- Offer a reason on why completing this will be useful.
  Mr Walls to make amendment.

**Agenda Item 13**
(LAAC/2008/1/11)

To note the report with these amendments:

- Create a wiki space for people to comment on what they want at the Forum.
  Ms Campbell to arrange a wiki.

- Send a letter to all CEOs of subscribing libraries informing them of the Forum and
  encourage them to attend.
  Ms Campbell to draft and send letter to all CEOs of subscribing libraries.

- Addition to the next LAAC meeting agenda of a review of the Forum and frequency
  of the LAAC meetings.
  Ms Campbell to add these items to the next agenda.