



## MINUTES

OF MEETING OF THE GAELIC GOVERNING BOARD HELD ON TUESDAY 14 NOVEMBER 2006, AT 10H00 IN THE COUNCIL CHAMBER, ADMINISTRATION BUILDING, TSHWANE UNIVERSITY OF TECHNOLOGY, SOSHANGUVE CAMPUS

**CHAIRPERSON : MS DUDU NKOSI**

**1. Welcome, attendance and personalia**

The Chairperson welcomed the GGB and the Focus Group Leaders with the message that the update of the Focus Groups would provide substance to the GAELIC Strategic Planning session planned for early 2007. Congratulations were extended to Rachel More on her appointment as LIASA Chair Elect in 2007.

**Attendance**

Dudu Nkosi	North-West University, Mafikeng campus
Tanya Healey	FOTIM
Anke McCallum	FOTIM
Rachel More	University of Limpopo, Medunsa campus
Robert Moropa	University of Pretoria
Jenny Taylor	FOTIM
Felix Ubogu	University of the Witwatersrand
Vivian Agyei	Tshwane University of Technology
Joyce Gozo	Vaal University of Technology
Maria Mathibe	Tshwane University of Technology, Soshanguve campus
Adriaan Swanepoel	Tshwane University of Technology, Pretoria campus

**Focus Groups (FG)**

Anette van Vuren	Virtual Learning Environment FG, University of Johannesburg
Di Man	Central Storage Facility FG, University of the Witwatersrand
Janet Zambri	ILL and Support Staff FG, University of the Witwatersrand
Welna van Eeden	Cataloguing FG, Unisa, Pretoria campus
Dorette Snyman	Collection Development FG, Unisa, Pretoria campus
Lettie Erasmus	Innovative System FG, Unisa, Pretoria campus

**Apologies**

Buhle Mbambo-Thata	Unisa, Pretoria campus
Pateka Matshaya	University of Limpopo, Turfloop campus
Mushoni Mulaudzi	University of Venda
Renate Morgenstern	University of Namibia
Judy Henning	Unisa, Pretoria campus
Tom Larney	North-West University, Potchefstroom campus

Hannie Sander            University of Johannesburg, Kingsway campus  
Eunice Leseyane        Tshwane University of Technology, Ga-Rankuwa campus  
Ansie Watkins           Metadata FG, Unisa, Pretoria Campus

**2. Changes/Additions to the Agenda**

ACCEPTED subject to the following additions:

9.5 SCONUL SA Study Tour. Doc 11

9.6 Membership

9.7 IFLA Regional Office. Doc 12

**3. Minutes of previous meetings**

3.1 GGB meeting held on 1 June 2006

Doc 1 **APPROVED** subject to the following corrections:

p.2 Item 4.3 ... directed **through** FOTIM ...

... INNOPAC, **SIRSI** used by esAL, Endeavor (del: and the system being)

p 3 Item 4.4 ... Felix Ubogu would lead a session on **digital libraries**.

p 3 Item 4.5 **6/7 Nov** INNOPAC Training

p 4 Item 4.7 2<sup>nd</sup> bullet: ... for each **consortium** to elect a representative.

p 5 Item 4.7 1<sup>st</sup> bullet ... COSALC

p 5 Item 5 **SIRSI**

**4. Matters arising from the various minutes**

4.1 INNOPAC – Mellon planning grant report back

[Secretarial note: Prof Heather Edwards apologised for being unable to report back before the GGB meeting, noted that both she and Susan Anderson (Mellon Foundation) had reminded Dr Stuart Saunders that we haven't had a response from him yet, and indicated that she would contact him again]

NOTED

4.2 INNOPAC Training. Report back by University of Limpopo on request for support.

Lettie Erasmus reported that 3 colleagues at Unisa had investigated the migration and integration situation at Medunsa and had compiled and forwarded a report to Medunsa campus for their follow up action.

4.3 Innovative Systems FG proposed name change.

AGREED that this would not be appropriate as the Digital Libraries concept encompasses all Focus Groups and not just the systems aspect. The Innovative Systems FG would retain its name.

4.4 GGB Strategic Planning meeting

This meeting had been postponed pending the appointment of a FOTIM Director.

[Secretarial note: confirmed that no appointment has been made and the vacancy will be re-advertised in January 2007]. The GGB agreed to proceed with the strategic plan early in 2007

**5. GAELIC Focus Groups**

5.1 Focus Group report

NOTED. Discussed in detail under item 5.3

- 5.2 Focus Group Charters  
5.2.1 Interlending and Support Services Charter  
Doc 3a. APPROVED
- 5.2.2 Shared Collection Storage Charter  
Doc 3b. APPROVED

- 5.3 Focus Group presentations  
See Doc 2.

Cataloguing Focus Group: Welna van Eeden

This FG was established at the beginning of 2006 to develop skills and experience of staff in GAELIC libraries, to apply International Bibliographic Standards and for knowledge sharing. A joint workshop with OCLC on cataloguing procedures will be held in May 2007. Other topics identified by the appointed Focus Group Members that could be addressed (in 2007) include

- Adding value to bibliographic records with eg Table of Contents, cover images, book reviews
- Shelf ready information resources (requirements)
- Formalizing of cataloguing indicators to measure and benchmark cataloguing quality
- Digital metadata standards (in conjunction with the Metadata Focus Group)
- Describing electronic resources
- Resource Description and Access (RDA)
- XMLMARC (Extensible Markup Language Machine Readable Cataloguing)

The group has contributed to the development of international standards through its continuous participation with the Name Authority Cooperative Program (NACO) of the PCC (Program for Cooperative Cataloging) and the Subject Authority Cooperative Program (SACO) of the PCC (Program for Cooperative Cataloging) ; peer reviews of bibliographic records; a forum for members to share experiences and debate key matters. However, members need to take the lead in planning for and participating in future activities. The group intends to work closely with other Focus Groups and with the LIASA Bibliographic Interest Group to avoid overlaps.

After discussion on the difficulty of getting members to communicate and to participate, Tanya Healey informed the meeting of the new FOTIM FORUMS facility she is developing on the FOTIM website. Although listservs and meetings have been the preferred means in the past, perhaps the opportunity to experience new methods in line with Library 2.0 developments will encourage participation. Tanya suggested that she could introduce Focus Group members to using forums should they choose to make use of the facility.

Regarding LIASA groups, Janet Zambri reported that with the LIASA committee restructuring GAELIC had been invited to send a representative to meetings. For purposes of clarification: the LIASA Interlending Interest Group (ILL) and the Gaelic Document Supply Taskgroup are sourcing the same people. The Gaelic and LIASA interest groups have been working together for the past three years in a combined capacity and sharing the platform when it comes to meetings. The "new" LIASA ILL committee has now formally created a portfolio called "Gaelic representative" which Janet now holds as the Gaelic Document Supply Chairperson. The other alignment has been with the Gaelic Support Services Workgroup, and the Document Supply

Workgroup as there again the same people attend both these and the Interlending meetings. It really does not make economic sense to have three meetings all related to the same area of service within the library.

Collection Development Focus Group – Dorette Snyman

In expanding on her report on SASLI matters, Dorette Snyman noted that many national agreements were reaching their end having been signed 3 years ago when SASLI was established. During that period the volume of contracts was too great for GAELIC to be involved, but Dorette emphasised that GAELIC should now become part of the process with a high level of participation.

Government Publications workshop has been postponed to 1<sup>st</sup> quarter 2007 and would include other electronic resource/database. Later in the year a workshop focusing on the quality of SA electronic information indexes would be held.

Much discussion followed on problems experienced with national agreements, primarily the lack of commitment to agreements negotiated and signed by SASLI. All agreed that it was unethical for a library to accept a lower offer from a vendor under any circumstances. Vendors who try to undercut the SASLI negotiations should be brought to SASLI's attention and blacklisted. It was suggested that the Collection Development FG form strong links with the SASLI office to avoid the current situation of Susan Veldsman's resignation leaving GAELIC libraries with little knowledge of and control over contracts. These links to be formalized in a SLA between SASLI and GAELIC (current SLA's are with individual institutions). AGREED.

The membership of the International Coalition of Library Consortia (ICOLC) was raised. Previously SASLI represented SA, but this is no longer clear as some institutions are joining as individuals. The FG Leader who represents SA at ICOLC is requested to follow up.

The discussions led to the restructuring of COSALC/SASLI. The report will be covered under the Chairpersons report (item 7).

INNOVATIVE System Focus Group – Lettie Erasmus

Lettie Erasmus reported that the GAELIC trophy for the Best Participation at the IUGSA Conference was won by Wits. VUT and UJ had sent the largest number of delegates to the conference. The 2007 conference would be held in Gauteng and all GAELIC libraries are requested to encourage younger staff members to participate. 2008 would be hosted by SEALS.

Installation of the upgrade at Venda is pending the installation of a new server with Millenium modules. GAELIC will continue its support role. Plan B will be to administer a questionnaire to determine the real problem areas. A suggestion was made to add a Cost column to the Latest Developments spreadsheet.

A successful training session held 6/7 Nov to train Systems Administrators to make their own system changes was attended by Namibia, SEALS, FRELICO and the National Library. Another topic is planned for 2007 but only if funding is available. Suggested that a session on statistics be planned for early February before the Director's Symposium. Joyce Gozo informed the meeting that the Innopac statistics extracted by Di Man will be included in the CHELSA QA Guidelines. The FG will

continue the regular workshops on making better use of the functionality of the system, also only if funding is available. Lettie confirmed that the Innovative Library Director's Symposium was valuable and noted that it was difficult for GAELIC to take advantage of bulk discounts from Innovative as institutions are seldom ready for upgrades at the same time, and because of other institutional priorities.

*Document Supply and Support Services Focus Group – Janet Zambri*

This FG continues to work with LIASA and reports that GAELIC is represented on the LIASA Interlending Committee. The Support Services arm of this FG continues to focus its energy at 'building block' level with specific training needs identified as: types of material in libraries, storage, marketing, ILL, access. Daisy Selematsela, now at NRF, has offered to train staff in personal development areas such as writing CVs, interview techniques, etc. During Library Week (9-13 March 07) Library Directors will be challenged to 'go back to the floor' as part of the fun. A one-day repeatable workshop is planned for 27 and 28 June 2007 at Unisa, Florida campus, topic to be announced next year.

*Shared Collection Storage Focus Group – Di Man*

This fledgling FG is not out its nest yet. Di Man presented a paper at the Acquisitions Conference, on a survey done, and the FG Charter has been approved by GGB at this meeting (see 5.2.2 above).

*Virtual Learning Environment Focus Group – Anette van Vuren*

The report outlines the problems facing this FG and Anette asked the GGB to consider the option of putting its full weight into supporting SAOUG or follow through on the recommendations in her report. Lettie Erasmus reminded the GGB that this FG had originally been tasked with the Virtual Learning Environment in education, specifically WebCT and how the library fits into the learning management systems at institutions, issues that are not dealt with by SAOUG. Dorette Snyman added that work on the SA Thesaurus initiative was also not being monitored by GAELIC: librarians have a responsibility in teaching, training, exposing resources to researchers. Maria Mathibe reported that TUT is participating in a telematic education project, and that computer labs, Electronic Course Reserves (ECR) and information literacy initiatives bring virtual learning into the library. Dudu Nkosi noted the VUMA! thinking of putting the library where the students are and not vice versa.

In concluding the FG report back session, Dudu Nkosi noted that the bigger universities need to mentor and support those who lack the same background, but on a 1 to 1 basis to bridge the gap. She thanked the FG leaders for their work and for attending the GGB meeting to report on their groups. Many of the issues raised in this meeting would be placed on the agenda of the Strategic Planning session early in 2007. The FG leaders would be part of the strategic planning.

**6. GAELIC Member Survey**

Lettie Erasmus reported that an error had been spotted in the Survey and that she would follow up with Gwenda Thomas. Di Man suggested that a small group be formed to review the critical issues of the Survey and present these at the Strategic Planning session for debate. The Focus Group Leaders would constitute this

workgroup and the GAELIC office would convene the meetings and communication. As the User Education group is without leadership following Daisy Selematsela's resignation, Tanya Healey would communicate with the group regarding a new leader. [Secretarial note: Gerda Ehlers from UP will initiate discussion with the group regarding leadership and the way forward]

**7. Report of the GAELIC Chairperson**

Doc 4. Report

The Chairperson reported that the interviews for Director had taken place and an offer made to one candidate (See 4.4 above).

NOTED

Doc 5. COSALC Minutes 29 Aug 2006

Extensive discussion took place to clarify the changes made at the COSALC meeting in November and reported on by Dudu Nkosi. A communiqué was due to be distributed by COSALC explaining the new structure. The new name was agreed: South African National Library and Information Consortia (SANLIC), and membership is open to all libraries (HE, public, research, special). Any project within this would have the SANLIC branding. This would happen within 3 to 6 months subject to legal requirements, but for the interim period COSALC would continue with its work under the committee elected at the November meeting: Leila Vahed, Chairperson; Dudu Nkosi, Deputy Chairperson; Gwenda Thomas, Treasurer. The vacancy within SASLI would be upgraded, an administrator would also be appointed, and the main business of the SASLI office would be to negotiate electronic resources. Input into the job description of the vacant position should be directed to Dudu. The proposed increase in SASLI service fees was reduced from 4% to a 3% for 2007. Suggested that the terms of office of the GAELIC and COSALC executive be aligned to allow for succession. GAELIC Chair to write to the NLSA with a request to house the new COSALC

NOTED

**8. VUMA! Update**

Doc 6 NOTED

**9. New Matters**

9.1 GAELIC Service Level Agreement

Doc 7.

Vivien Agyei raised the question of the validity of contracts signed with GAELIC before mergers. Lettie reported that the intention of the contracts was specifically for the implementation phase of the Innopac system and so they are no longer valid. It will be necessary to prepare an addendum for new institutions for addition to the FOTIM/III agreement. The contracts confirm our commitment, and define relationships and responsibilities. An addendum to the GAELIC constitution, or a SLA should also be prepared, in view of the COSALC changes and Innovative participation. AGREED that the GAELIC Chairperson would write a letter to TUT to the effect that the SLA is no longer valid.

9.2 Staff Development. Presentation Skills

AGREED that this would be a valuable skill and that the Secretariat should organise 2 training sessions early in the year – one for Library Directors and another for staff members.

### 9.3 Botswana Membership

Doc 8. APPROVED after confirmation that this wouldn't impact on ILL as GAELIC membership does not imply CHELSA membership. [Secretarial note: FOTIM approved the membership application at their meeting of 22 Nov 2006. The GAELIC Chairperson sent an official letter of welcome to the University of Botswana, including an invoice of R25 000 for 2007 membership fees]

### 9.4 Request from Melrose Training

This commercial organisation had invited a number of GAELIC Library Directors to speak at their next conference. Rachel More informed the GGB that despite their assertion, Melrose Training is not LIASA approved, nor SETA accredited. The privacy of the LIASA database was questioned. AGREED that Rachel would alert LIASA.

### 9.5 SCONUL SA Study Tour.

Doc 11 distributed at the meeting

Joyce Gozo informed the GGB that CHELSA had been approached by SCOUNL to organise visits (for a group of 25 or so librarians).to HE libraries the week before the IFLA conference. The group planned to be in the Gauteng region from 12 – 15 August 2007. SABINET has undertaken to organise the social events and travel/ accommodation. Concern was expressed that there were already 2 pre-conference events planned. AGREED that GAELIC would take this on providing that SCOUNL would pay its own way. Unisa offered to host a one day seminar, subject to approval of Judy Henning. The 2<sup>nd</sup> day would be allocated to visits to individual libraries, including those in the environs! A co-ordinating group was constituted for the visits: Joyce (CHELSA), Judy (Unisa), Felix (Wits), Robert (UP), and would need to inform the GGB of their proposals.

### 9.6 Membership of GGB

AGREED that the GGB was not restricted to one member per institution, but that all campuses should be represented. The GGB would benefit from a broader input and expertise. NOTED that voting rights according to the Constitution are given to the institution (one per institution) and not to campuses or additional members.

### 9.7 IFLA Regional Office

Doc 12 AGREED that it would be advantageous to have the IFLA office in the GAELIC region. Dudu Nkosi would approach John Tsebe and offer GAELIC's support for the IFLA office to be housed at the National Library. [Secretarial note: Submissions to IFLA are due before 30 November 2007]

## 10. Finances

### 10.1 Financial Report 01/01/06 to 30/09/06

Doc 9. APPROVED

### 10.2 Budget 2007

Doc 10. ACCEPTED for presentation to FOTIM Board

Anke McCallum pointed out that the Mellon funds for Venda training (R10,000.00) had been assimilated into the carried forward balance but would be re-allocated in the 2007 Budget. Confirmed that the COSAL membership fee is incorporated under line item Membership in the FOTIM budget, covered by the R8,000. SUGGESTED that enquiries be made with SETA regarding accreditation of GAELIC training programmes.

**11. Next Meeting**

Dates to be coordinated with those of FOTIM meetings.

Volunteer hosts for GGB are Unisa, University of Pretoria, North-West University.

University of Johannesburg will host the Strategic Planning session

Sincere thanks are given to these libraries.

**12. Closure**

The Chairperson thanked TUT, Soshanguve campus, for providing the super venue and refreshments, and Maria Mathibe for efficiently hosting the GGB and Focus Group leaders.

The meeting ended at 13:45

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SIGNED

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DATE