



## NOTES

### ON THE MEETING OF GAELIC FOCUS GROUP LEADERS HELD ON 20 APRIL 2007 IN THE UNISA LIBRARY (PRETORIA), FROM 09:00 – 10:15

CHAIRPERSON: DUDU NKOSI

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

Attendance: Dudu Nkosi  
Tanya Healey  
Janet Zambri  
Welna van Eeden  
Nonnie van Wyk  
Gerda Ehlers  
Di Man  
Jenny Taylor  
Peter van Eldik  
Ansie Watkins  
Anette van Vuren

Apologies: Dorette Snyman

#### 2. STRATEGIC ISSUES AND THE ROLE OF THE FOCUS GROUPS (FGs)

Dudu introduced the main purpose of this meeting as an opportunity to identify where and how the 5 FGs can overlay the 3 Objectives to be discussed in the 2<sup>nd</sup> Strategic Planning session to follow.

The 2 goals were slightly modified (in bold):

- To support member libraries in facilitating the creation, use and management of knowledge
- To provide innovative information access **and services** through implementing cost-effective strategies for state-of-the-art systems and resources

The 3 objectives were also slightly modified (in bold):

- Investigate and implement a joint integrated **Millennium** system
- Build capacity through identification and provision of training needs **and services** for optimal utilisation of resources
- Improve cost-efficiency through joint procurement and resource sharing

Funds are available in the 2007 budget for moving the Strategic Plan forward, plus FOTIM has allocated R100,000 seed funding for the Millennium survey (Objective 1). The revised funding proposal to the Mellon Foundation will be pursued.

Discussion facilitated by Peter, around the interaction and participation of FGs in the 3 Objectives was extensive. FG Leaders agreed to concentrate their energy and time on the Objectives, within their specific areas of expertise and interest. Each Objective would be supported by a team of 3 to 4 FG Leaders whose portfolios overlap with the Objective. The remaining members of the FGs would be encouraged to participate actively towards achieving each Objective. Members of the GGB would also be called upon to support the Objectives: each Objective would require a Library Director to sponsor/convene its activities, and the full GGB would be required to champion the Strategic Plan. Teams will hold an initial meeting to develop project plans and allocate tasks and responsibilities. The FOTIM office and Director will be available to assist and support where required.

NOTED that the RFID FG would be put on ice until the environment was more amenable for this technology. Currently institutions have more pressing matters to attend to and RFID is prohibitively expensive. The RFID FG would however, give input into Objective 1 and Nonnie would take over leadership of the Shared Storage FG, vacated by Di.

NOTED that the Virtual Learning Environment FG had co-opted 3 lecturers onto the team: Tanya du Preez from UJ, Ina Fourie from UP and Linda Cloete from Unisa.

#### **Objective 1 team**

Innovative Systems FG – Lettie Erasmus

All other FGs to be involved and add value to the survey.

The call for nominations for Site Coordinators was modified in the light of Di's retirement, and Lettie was mandated to identify and bring on board one or two experts to assist with site visits.

Phase 1. Survey will encompass all 3 objectives and require input from all FGs and GGB. Questionnaire to be circulated to all FG Leaders before being finalized. Site visits to include discussions with staff and management. Result will feed into other objectives indirectly. Assistance and active participation of individuals with relevant experience and knowledge of the Millennium system is requested.

Phase 2. Plan what systems must look like, this being the main objective of group.

Focus Groups that overlap with this objective are:

RFID – Nonnie van Wyk

Metadata – Ansie Watkins

Interlending module of Innopac – Janet Zambri

#### **Objective 2 team**

Audit is first priority and can feed into the survey being undertaken by Objective 1 team.

Focus Groups that overlap with this objective are:

Virtual Learning Environment – Anette van Vuren

Information Literacy – Gerda Ehlers  
Metadata and Digitization – Ansie Watkins  
Document Delivery and Support Systems – Janet Zambri

### **Objective 3 team**

Joint procurement and resource sharing is a growing trend in consortia and affects libraries in the development of an asset philosophy to develop collections within consortia.

Focus Groups that overlap with this Objective are:

Document Delivery and Support Services – Janet Zambri  
Cataloguing – Welna van Eeden  
Collection Development and Electronic Resources – Dorette Snyman  
Shared Storage – Nonnie van Wyk

## **3. INNOPAC PROJECT**

- 3.1 Project task team – see above Objective 1
- 3.2 Mellon Proposal – Small team nominated with Lettie as leader to respond to Heather Edwards on correspondence between herself and Stuart Saunders.

## **4. DOE / EU TRAINING COURSES**

These are accessible from UL Medunsa and will be very useful to the FGs dealing with Information Literacy, Collection Development and Resource Sharing, and would tap into Objective 2. Recommended that these valuable resources be exploited.

## **5. FOCUS GROUP GUIDELINES**

There is a need to address issues of overlap with the office, eg finances, catering, administration, etc, and discuss how to deal with the new direction dictated by the Strategic Plan, towards achieving the 3 Objectives. AGREED that Tanya and Anke would revise the guidelines accordingly and distribute to the FG Leaders and the GGB for input.

## **6. FOTIM / GAELIC OFFICE – assistance to Focus Groups**

As above(item 5). Guidance requested by Ansie regarding shared costs of Digitization workshop held in tandem with LIASA. Ansie and Tanya to meet.

## **7. USE OF FOTIM WEBSITE FORUMS**

Communities of Practice can be formed, with access to forums restricted to individual members. The Virtual Learning FG will test the forums. Tanya will demonstrate to FG Leaders on an individual basis.

## **8. OTHER**

Dudu wished a sad farewell to Di and thanked her most emphatically for her contribution since the inception of GAELIC to its success.

**9. CLOSURE**

Dudu thanked Peter most sincerely for his guidance and expertise in structuring the integration of the FGs into the Strategic Plan.

The meeting ended at 10:25.