



## ANNUAL REPORT 2008

### 1. INTRODUCTION

GAELIC was launched in 1996 to foster regional library collaboration and it continues to be recognised as a successful FOTIM programme appreciated by its member libraries and acknowledged as the platform for opportunities to participate in collaborative initiatives, create value together and have access to colleagues willing to share experiences and expertise. 2008 has once again evidenced the successful implementation of the Programme.

At the AGM held in April, the following office-bearers were elected to serve for the period 2008-2009:

Chair	Mr Robert Moropa	University of Pretoria
Chair-elect	Mrs Rachel More	University of Limpopo

Past-chair is Ms D Nkosi.

### 2. OVERVIEW OF THE NEW GAELIC STRUCTURE

#### 2.1 Strategic and Business Planning

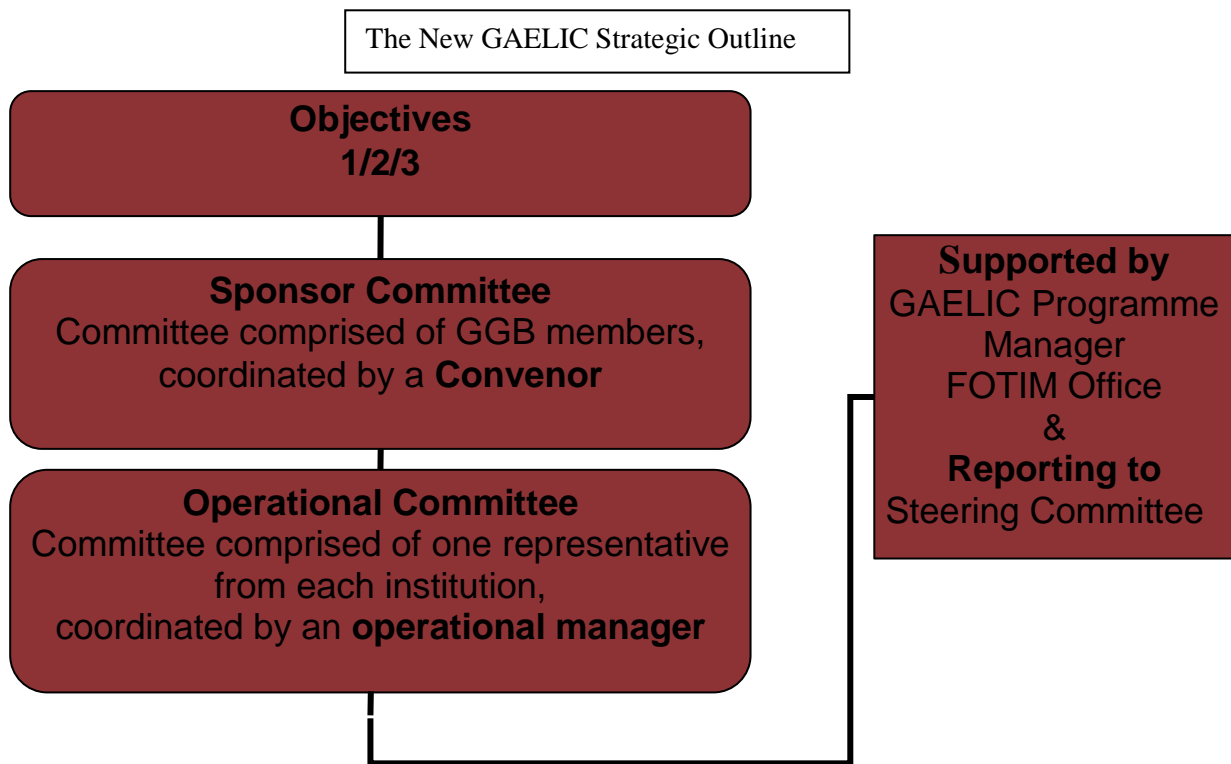
2008 saw a major restructuring of the overall strategic approach of GAELIC. The original intent in the formation of the consortium was no longer applicable and the Governing Board recognised the need to adapt to changing member requirements. The new approach has moved from concentrating on the need to work towards a joint library system with smaller breakaway focus groups to a structure that would concentrate more on how to use the system optimally; implement an attitude of capacity building of the staff of the member institutions and consider ways to share resources. Based on this new approach, 3 main objectives areas were selected to drive the functioning of GAELIC from mid-2008 onwards.

While FOTIM processed the appointment of a fulltime GAELIC Programme Manager, Prof Peter van Eldik fulfilled many of the duties attached to this position and was ably assisted on the administrative side by staff at the FOTIM Office. While in this role he facilitated the establishment of the new GAELIC strategic approach and structure which was approved at the GGB meeting in July.

Discussions were held with FOTIM on ways to make both GAELIC and FOTIM more visible and relevant to the member group as well as a consideration of ways to ensure greater interoperability between the various FOTIM Programmes.

#### 2.2 Organogram of GAELIC Structure

To ensure the greatest success and a high level of member participation, it was decided that each of the objective areas would be managed by a Sponsor Team comprising a Library Director as the *Convenor*, assisted by an *Operational Manager*, who would supervise a *Team* of members comprising one person from each member institution. These team members would be selected by their own library directors thereby facilitating greater overall contribution and inclusion and would be assisted by the GAELIC Programme Manager and the FOTIM Office. The Team would function independently of the FOTIM Office and report back to both the Steering Committee and the GAELIC Governing Board.



### 2.3 Organisational structure

- The existing Governing Board will remain the primary governance structure whose purpose is to determine strategic direction and policy.
- The Steering Committee will continue to provide for the implementation and execution of the overall strategic direction.
- The previous Focus Groups have been disbanded and their areas of concern realigned to fit into the 3 new strategic objective areas. Some have been shelved for the time being or moved to the national library association LIASA.
- The Objective Convenor will oversee project selection and strategic direction of each of the 3 new objective areas
- The Operational Manager will assist the Convenor in the application and practical aspects of the functioning of the Objective Teams
- The Team members will attend meetings and assist the Convenor and Operational Managers to achieve the team objectives.
- The GAELIC Programme Manager will oversee the new process and act as an advisory for the three new objective areas. This person will also act as the central point of communication and information dissemination between the three working groups and to the Steering Committee and GGB
- The Programme Manager will be assisted by the central FOTIM Office staff for various events.

### 2.4 Strategic Direction

During the strategic planning exercise, three main objectives were selected for the way forward.

#### 2.4.1 Objective 1: Investigate and implement a joint integrated Millennium system

At the GGB in November the title of this objective was modified to read: *To promote optimal use of the Millennium system in the GAELIC libraries*. This objective area will continue the work done by the previous Innovative system focus group. The convenor of this objective is Dr Judy Henning and the Operational Manager is Ms Lettie Erasmus (both of UNISA)

#### 2.4.2 Objective 2 : *Build capacity through identification and provision of training needs and services for the optimal utilization of resources*

This objective area will continue the work of the previous User Education and Information Literacy focus group, the Virtual Learning Environment group and the training aspects of the Document Supply and Library Support Services. The convenor of this objective is Ms Vivian Agyei (TUT) and the Operational Manager is Dr Anette van Vuuren (UJ)

#### 2.4.3 Objective 3 : *Improve cost efficiency through joint procurement and resources sharing*

This objective area will continue the work of the previous Collection Development and Management focus group, aspects of the Document Supply and Library Support Services group and the Metadata focus group. The Convenor is Ms Hannie Sander (UJ) and the Operational Manager was Mrs Janet Zambri (Wits) (who resigned when her new position no longer covered this objective area issues). Her replacement is yet to be appointed.

Although most of the work of the previous focus groups will be incorporated into the new structure, it was decided to discontinue the RFID group and Shared Collection Storage Focus Group. The Cataloguing Focus Group was disbanded. Some of the members of previous GAELIC focus groups have joined the national library association (LIASA) interest groups.

### **2.5 GAELIC Constitution and Membership Benefits**

#### 2.5.1 Constitution Amendments

At the GGB in July and November a decision was made to revise the Constitution to reflect both the revised staffing titles and structure within GAELIC and to remove all references to institutional mergers. In addition, section 6.4, stating Criteria for membership of GAELIC were to be removed from the body of the Constitution and added as an addendum so that amendments could be affected more timeously whenever changing needs and situations occurred. This was to overcome the need to have changes in this section requiring a formal vote of acceptance of all GGB members.

#### 2.5.2 Benefits of GAELIC Membership

GGB members felt that the Benefits of GAELIC membership documentation needed to be revised to include such benefits as : substantial cost savings for the libraries through the consortia site licence agreements for electronic databases; good networking, training and capacity building opportunities; workshops, training sessions and marketing events and the integration of library services and systems. A revised document reflecting these changes will be tabled at the first GGB meeting of 2009 for comment and approval.

### **3. GAELIC Membership**

GAELIC membership has increased this year with the additional of the external member, the National University of Lesotho. This brings the total number of members to 12 members. (9 local and 3 regional)

As previously decided, institutions with more than one campus could have representatives from each campus sitting on the GGB but each institution would be allowed only 1 vote. However, representation on the Operational Teams will include all campuses thus allowing the greatest level of interaction and participation.

#### 3.1 Local Members:

North West University (Potchefstroom and Mafikeng Campuses)

Tshwane University of Technology (TUT)

University of Johannesburg (UJ)

University of Limpopo (MEDUNSA and Turfloop Campuses)

University of Pretoria (UP)

University of South Africa (UNISA)  
University of the Witwatersrand, Johannesburg (Wits)  
University of Venda  
Vaal University of Technology (VUT)

3.2 Regional Members:  
National University of Lesotho  
University of Botswana  
University of Namibia

Apart from attendance at the IUGSA, the University of Namibia has downscaled much of its participation in GAELIC activities.

#### 4. GAELIC's 2008 highlights

Although the major focus was on the restructuring process and the appointment of a GAELIC Programme Manager, there were still some worthwhile achievements that can be highlighted.

##### 4.1 Electronic Resource Management (ERM) workshop

A successful workshop was held in April at UNISA to demonstrate the use and application of the ERM module at North West University (Potchefstroom), Vaal University of Technology, UNISA and the University of Johannesburg. The workshop included a general session on feedback from the IFLA 2007 conference on ERM applications

##### 4.2 Innopac Project Planning Meetings

A meeting was held in May to discuss the progress of the Innopac Project and to consider ways to include feedback from the III Directors Symposium. Additional meetings were held in August and September with the new Programme Manager to discuss the status of the groups and the way forward.

##### 4.3 INNOPAC system workshop

A workshop, coordinated by the INNOPAC Workgroup was held at UNISA in July. The results of the Innopac system survey were presented and issues were highlighted for the group to discuss. A summary document was drawn up and will be used for further discussion on the way forward.



Prof Peter Van Eldik helped to facilitate the workshop



The System investigation Team: Soekie Swanepoel, Carina Malan, Lettie Erasmus, Maria Sibanda and Judy Henning

##### 4.4 The INNOPAC Group training at University of Venda.

One of the outcomes of the system survey was the need to ensure that the system at the University of Venda was updated and properly configured. A volunteer team of staff from UNISA and the University of Pretoria went to the University of Venda in September to provide assistance in cleaning up the system and training in the use and set up of the modules. Certificates of attendance were awarded to all Venda staff who participated by the GAELIC Office

#### 4.5 IUG-SA

The annual user group conference was held in Port Elizabeth during November to allow members in the SEALS consortium region to attend and participate. The event was well supported by GAELIC member libraries both as conference attendees and presenters. Once again there was a preliminary Directors Symposium held at the same venue and this was also well supported by the GAELIC directors.

The GAELIC floating trophy was awarded to staff at the North West University for their sterling participation.



The winning team: Carine Basson, Corrie Breitenbach and Elize van Eldik

### 5 Advocacy, GAELIC Representation and Marketing

#### 5.1 Networking

The FOTIM Director and GAELIC leadership continued to build on existing and potential partnerships and networks especially in relation to any inter-consortial projects. GAELIC details are kept updated and current on relevant consortia sites such as ICOLC.

GAELIC continued to represent the Consortial members by attending several high profile library events. These include the first meeting of the IFLA Africa Section presentation at UNISA; the workshop on improving networking and advocacy in libraries, hosted by the Goethe Institute in Johannesburg and the debate around the National Library Charter held at the National Library of South Africa in Pretoria.

#### 5.2 GAELIC representation

##### 5.2.1 Coalition of South African Library Consortia (COSALC)/SANLiC

GAELIC continued to provide input and support to COSALC by the attendance of the GAELIC Chairperson at its meetings and ensuring that membership subscriptions are kept up to date. A major achievement was the acknowledgement of COSALC and SANLiC of full membership privileges for all GAELIC members including the Regional members.

##### 5.2.2 GAELIC/HESA

Several discussions with members of the GGB took place in preparation of developing a GAELIC view on a national library initiative under the auspices of HESA. A suggested model for collaboration with other consortia was forwarded to the CEO of HESA.

#### 5.3 Marketing and communications

##### 5.3.1 Site visits

In order to keep members informed of changes within GAELIC and to encourage participation in the new Team structure, a presentation was made to the library staff at the University of the Witwatersrand, Johannesburg during their Summer Workshop week in December.

The GAELIC Programme Manager made site visits to the three new convenors to discuss the status and progress of the three new strategic objectives.

##### 5.3.2 Communications

The GAELIC website was quite extensively updated to reflect the new strategic approach and to include information about the decisions made by the GGB.

Four newsletters were published on the web and distributed to GAELIC staff. SABINET has decided to move from a hosting of listservs to using Googlegroups and encouraged GAELIC to do the same. The list was therefore also moved to the Googlegroups platform

## 6 GAELIC FINANCES

The Programme continued to ensure that the Mellon Foundation Funding allocated to the Innopac System investigation project was spent according to the original financial allocations. The final amounts allocated for the training of all staff was used during the University of Venda training workshops.

Detailed records of the Innopac System Investigation are tabled and the Team ensured that the money would be fully utilized in the first quarter of 2009.

## 7 GAELIC PROGRESS REPORTS



GGB members at the meeting hosted by North West University (Potchefstroom Campus) in November 2008

### 7.1 GAELIC Governing Board (GGB) and the Steering Committee

The GAELIC Governing Board is the highest decision making body within GAELIC, and ensures that GAELIC achieves its goals and objectives. The GGB approved the new strategic approach and the financial documents. Discussion was focussed mainly on restructuring and getting this new structure implemented. Considerable effort was spent on the revision of the Constitution. The GGB and Steering Committee met three times during 2008.

### 7.2 Focus Group reports

Although there were several strategy meetings to discuss the disbandment of the Focus Groups and changes in the overall structure of GAELIC, the active Focus Groups continued to hold their meetings and their final report backs was made at the AGM in April.

**7.2.1 Cataloguing Group:** – Lack of interest and participation caused mainly by a more general focus at the national level resulted in an agreement that this group be disbanded.

**7.2.2 Document supply and Support Services Group:** – no further workshops were held and the successful formula for the Shelving workshop was handed over to the national library association (LIASA) to enable library staff outside of the GAELIC region to receive training in this area. The Focus Group leader, Mrs Janet Zambri was no longer able to run the group and a new leader was to be sought.

**7.2.3 Information Literacy Group:**– a workshop was being planned and this was to include the CHELSA group as well. External funding for trainers was raised.

**7.2.4 Innovative System Focus Group**– the group conducted a detailed survey into the current status of the system setup amongst the GAELIC consortium libraries and benchmarked their findings against other national and international standards. A Planning meeting to discuss the survey findings was held in May with a follow up workshop held in July.

A successful ERM workshop was held in April 2008.

**7.2.5 Virtual Learning Environment Group:** - challenges of geographic spread of this group sadly affected its successful functioning but they decided to conduct a survey to establish the most pressing skills development requirements of the members' staff.

**7.2.6 RFID group & Shared Collection Storage Focus Groups**

Both of these groups were disbanded

**7.2.7 Way forward**

The new GAELIC strategic approach recognised the value of the Focus Groups but decided to compact the focus areas under three new objectives rather than having so many different subject specific groups. This new approach will allow for the inclusion and adaptation of the work of the old Focus Groups to continue within the new structure.

The *Innovative/ Millennium* system group with all its issues, including training, will fall into the Objective 1 area. The *User Education /Information Literacy* group and the *Virtual Learning Environment* group and some aspects of *Document Supply and Library Support Services* will fall into the Objective 2 area. The *Collection Development & Management* group, certain parts of the *Document Supply and Library Support Services* group and the *Metadata Focus Group* will fit into the Objective 3 area.

The two groups *RFID* and *Shared Collection Storage Focus Group*, currently "on ice" but their area of interest might be unfrozen in the future if the need arises. The *Cataloguing Focus Group* was disbanded.

## 8. GAELIC OFFICE

The GAELIC Office was ably manned by FOTIM staff in the absence of a GAELIC Programme Manager. Active support was given to the Chair, GGB and workshop organisers. A Programme Manager was appointed in August.

## 9. CONCLUSION

GAELIC is pleased to report that the planning and implementation of the new strategies identified are well under way and that the leadership continue striving to promote the collaborative partnerships within the consortium as well as active participation institutionally, regionally and nationally.

The contributions of members of the various teams and the support of the GAELIC Governing Board are sincerely appreciated.

Special thanks are due to Professor Peter van Eldik and the staff of the FOTIM Office for their guidance and support during the year.

**MR RM MOROPA**  
**Chairperson: GAELIC**  
**February 2009**

**Mrs C WILLIS**  
**Programme Manager: GAELIC**



FOTIM staff at the Systems workshop in July