**Minutes of the Cheshire and Merseyside Librarians meeting**

**Held on Wednesday 25th April 2018**

**Aintree Hospital, Liverpool**

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| **PRESENT** | Lorna Clarke, Edge Hill University. (LC)  Suzanne Ford, St Helens and Knowsley Teaching Hospitals NHS Trust (SF)  Zoe Gibbs-Monaghan, University of Liverpool. (ZG)  Janet Ireland, The Brain Charity. (JI)  Virginia Jordan, Countess of Chester NHS Foundation Trust. (VJ)  Rebecca Roylance, Edge Hill University. (RR)  Susan Smith, Mid Cheshire Hospitals NHS Foundation Trust (chair). (SS)  Caroline Timothy, Warrington & Halton Hospitals NHS Foundation Trust. (CT) |
| **APOLOGIES** | **Apologies**  Carolyn Benny, Liverpool John Moore’s University.  Helen Blackburn, Alder Hey Children’s Hospital NHS Foundation Trust.  Vicky Bramwell, Cheshire & Wirral Partnership NHS Foundation Trust. (VB)  Lynda Cotterill, East Cheshire NHS Trust.  Stephen Edwards, Bridgewater Community Healthcare NHS Foundation Trust.  Virginia Jordan, Countess of Chester NHS Foundation Trust.  Angela Hall, Royal Liverpool & Broadgreen University Hospital Trust.  Maureen Horrigan, Liverpool Heart & Chest Hospital NHS Foundation Trust.  Jacqui Maung, University of Chester.  Adrienne Mayers, Liverpool Medical Institution.  Stephen Molloy, Liverpool Womens NHS Foundation Trust.  Margaret O'Mahony, Southport & Ormskirk Hospital NHS Trust.  Tracy Owen, North West Boroughs Hospitals NHS Foundation Trust.  Anne Roberts, Manchester University NHS Foundation Trust. (AR)  Beryl Stanley, University of Liverpool.  David Stewart, Health Care Libraries Unit.  Yvonne Stubbington, St Helens and Knowsley Hospitals NHS Foundation Trust.  Linda Taylor, Wirral University Teaching Hospital NHS Foundation Trust.  Alison Thornley, East Cheshire NHS Trust.  Victoria Treadway, Wirral University Teaching Hospital NHS Foundation Trust.  Anne Webb, Bridgewater Community Healthcare NHS Foundation Trust.  Alex Williams, Warrington & Halton Hospitals NHS Foundation Trust. |

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| **NO** | **MINUTES** | **ACTION** |
| **1** | **MINUTES OF THE PREVIOUS MEETING**  Approved |  |
| **2** | **MATTERS ARISING AND ACTION LOG**  None |  |

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| **3** | **NHS 70th**   * Liverpool University Special Archive & Aintree plan to promote NHS 70th also through social media. SF plans to make recommendations to Trust’s Comms team. JI offered to help promote any events through The Brain Charity. * Due to a recent fire (library not directly affected) there are no planned events for Warrington. * SS & VJ shared the planned ‘secret library’ trail across Cheshire & Wirral health libraries for health library information week & NHS 70th. Other library services across C&M are welcome to participate. We are working with public libraries, University of Chester Riverside Museum & Liverpool Medical Institution to create small historical exhibition at each of the sites. * VJ has been doing some research on the pre-roman history of medicine in Chester and has been in contact with Chester Cathedral. They have a cross made from narwhal tusk which is suspected to have some link to healing. They are collecting old portraits and pictures of old hospitals in the area for display. VJ is also linking with Sally Myers at University of Chester. Prof Terry Wardle will be doing a talk on the history of medicine. An open invite will be sent out. * Mid Cheshire Hospitals NHS FT is waiting for approval for activities. The MCH Charity is planning a [NHS 7tea party](https://nhsbig7tea.co.uk/), staff will be invited to wear blue on the 5th, SS is helping pull together a historical article for Trust magazine, looking at staff signing a ‘Big Birthday Card’, staff will be encouraged to take part in a Crewe Park Run & Catering will be offering historic dishes from the NHS for the week. The library is also hoping to capture staff oral history memories of the NHS and work with the University of Chester Art & Design students linked to the theme of NHS 70th & Shakespeare’s 7 ages of man. * Historical England’s [Topical Press Agency Collection](https://historicengland.org.uk/images-books/archive/new/topical-press-agency-medical-collection) is now available online. It features historical photos of healthcare across England from 1938-1943 some covering the Liverpool area. There is also a video which captures the memories of four nurses who training and worked in the North West in the 1940s & 50s. * LC suggested we link together to do a Twitter tag update across C&M. SS described how it has worked for the [Science Museum v Natural History Museum](https://twitter.com/i/moments/907979445205696512?lang=en) or [Orkney & Shetland](https://www.telegraph.co.uk/news/2016/04/05/incredible-twitter-feud-between-remote-scottish-libraries-reigni/). All participants to send participating Twitter handles to SS and think of approx. 5 things around history or makes you proud of the NHS. | Contact VJ to participate  VJ  ALL |
| **4** | **GDPR**   * Few services have yet taken action on GDPR. Charities seem to be leading the way at present, JI shared her experience. * Emailing lists are opt in rather than opt out. You need consent to keep information and it cannot be held beyond its original purpose. * Edgehill are auditing data and moving information with personal data content to a separate folder for assessment. Looking at impact on room bookings, disclaimers for impact/ evaluation follow-up. LC has completed 2 e-learning modules on GDPR so far. * Warrington is hoping that with automated membership that there will be little impact with GDPR to membership. They are in the process of changing to use Mail Chimp and will update mailing lists at same time. They have questions over shared catalogue. * There was a discussion of where GDPR fits with standard retention policy of 5 years and ‘what is personal data’ i.e. it is better to use ESR job categories over job titles for recording data. * GDPR will be kept on the agenda for updates. |  |
| **5** | **ATHENS UPDATE**   * There is likely to be changes to the terms of reference for NALROM (National NHS Authentication & Link resolver Operational Management Group). AR will update. * AR is now the administrator for across the north (North West, Yorkshire & Humber & North East). It has been difficult due to Athens administration issues the second week of the new Northern set-up. * A new helpdesk (Mon-Fri, 9-5) has been set up to help deal with administrative queries e.g. moving & renewing accounts. [athens@mft.nhs.uk](mailto:athens@mft.nhs.uk). * Still issues with users administrating their own accounts e.g. password reset and changing organisation. Administrators can do this on their behalf. * The annual electronic resources report is currently being compiled. * There will be changes to the Eduserv statistics page. AR will report. | AR  AR  AR |
| **6** | **Shared Learning**   * JI will be attended a free course on [health literacy & accessible digital information](https://www.pifonline.org.uk/pif/?ee=115) by the Patient Information Forum. * SS, VT & Tracy Pratchett recently attended the UK Knowledge Mobilisation Forum with inspirational key notes from Deniz Holmes (Research in Practice) & Vicky Ward (University of Leeds). Reports & reflections [available here](http://knowledgemobilisation.net/uk-knowledge-mobilisation-forum-2018/reports-reflections/). The poster with imagery described [is here](https://figshare.com/articles/Collaborative_measurement_development/5981722/1). Write up for LIHNNK Up has been prepped. Considering a joint bid for Serious Play Lego training to help with facilitating co-production of strategies, care pathways etc. * SS attended the ICEPOPs conference, on behalf of the NHS Copyright first responders. The focus of the day was on playful learning to make copyright training more interesting. Presentations are [available here](https://copyrightliteracy.org/upcoming-events/icepops-international-copyright-literacy-event-with-playful-opportunities-for-practitioners-and-scholars/icepops-2018-photos-and-presentations/). Learning will be shared via LIHNNK UP. | SS |
| **7** | **ANY OTHER BUSINESS**   * ZG updated the group on the pulling of funding by the Health Care Libraries Unit (HCLU) for the document supply and inter-library loan service. An annual report on the usage has been sent to HCLU. Libraries will now be charged £9.10 per article (plus VAT) and £14.65 per book. * LC reported on Edgehill’s success in taking on new medical students with a hospice/community focus in 2019. * The [C&M access agreement](http://www.lihnn.nhs.uk/images/Documents/LIHNN/Cheshire_and_Mersey/CM_Access_agmt_July_2013.doc) was discussed. There was clarification that libraries are under no obligation to return books to their home library if not under an inter-library loan agreement. Some libraries will oblige, but charge a £2 admin fee. It was agreed to discuss with a view to update at the next meeting. |  |
| 8 | **AROUND THE LIBRARIES**   * LC is beginning to focus on LQAF, Health Information Week and update of strategy. Would appreciate any shared plans on a page. * JI is doing work to link with the Walton Centre to support the research network and recruitment to clinical trials. The Brain Charity is looking for journal holders, please contact JI if you can donate. * ZG explained the review of roles which is underway and the focus on future strategy. * RR is conducting a trial of point of care tools (Up To Date, DynaMed & BMJ Best Practice). VJ is also doing similar work. Both have agreed to report back at next meeting. * CT reported on the move of the library services away from Education to Quality, with new plans to open a Quality Academy. Interested in more reporting with infographics. * VJ reported on the recent Library Management System study day run by VT. If anyone is interested in discussion around shared systems please contact VJ or VT. * SS is just finalising a deal with The Christie to jointly provide library services to NHS Digital. JET will be conducting the literature searches & evidence summary side. A lending Lego collection has been developed for use by speech & language, occupational health and dementia teams. SS has been using to teach mentoring and human factors. | ALL  ALL  RR/VJ  ALL |
| **9** | ACTION LOG   * Contact VJ to participate in the Secret Libraries Trail * Send invite to history of medicine talk * Send SS Twitter handles for NHS 70th Twitter tag * Athens update from NALROM, annual report and Eduserv statistics * Write up conference summaries for LIHNNK UP * Share plans on a page with LC * Contact JI if you can donate journal holders * Update on point of care trial * Register interest in shared LMS | ALL  VJ  ALL  AR  SS  ALL  ALL  RR / VJ  ALL |
| **9** | **USEFUL DATES**  NHS 70th: 5th July 2018 <https://www.england.nhs.uk/nhs70/>  Health Information Week: 2-8th July 2018 <http://kfh.libraryservices.nhs.uk/patient-and-public-information/health-information-week/>  National Libraries Week: 8-14 October 2018 <http://www.librariesweek.org.uk/> |  |
| **9** | **DATE & TIME OF NEXT MEETING**  Wednesday 12th July 1pm  Show & Tell: Teach Meet (Action Learning Set format), Review of Cheshire & Mersey Agreements  Location: TBC  Chair: TBC  Future meetings: Tues 16th Oct 1pm. |  |