



Minutes of the LIHNN Inter Lending and Document Supply Group

Held on 9th April 2014 at 2.30pm

Training Room, Library, Chorley Hospital

PRESENT	Graham Breckon John Coulshed Linda Ferguson Jeanine Fielding Suzanne Ford Sarah Glover Frances Sim Laura Sims Sue Steele
APOLOGIES	Michael Cook Alison Thompson

NO.	MINUTES	ACTION
1.	Welcome The following people left the group: <ul style="list-style-type: none">• Tim Jacobs	
2.	Apologies The list of apologies was read out.	
3.	Review of ILDS Protocol There were no changes to the protocol. The date will be amended as required and sent to Linda for uploading onto the LIHNN website. An email message to the LIHNN, Library Manager's and inter-library loans mailing lists will be issued to alert library staff to the key points.	SG/LF JF/ LF
4.	Union List – editorial update The report was read out and then circulated after the meeting with the minutes. The key points were: <ul style="list-style-type: none">• Problems with some services not following the title format as it appears on the Title list• Problems with some services not updating holdings within the last year The editorial work on the LIHNN Union List is to continue with Lancashire Teaching for a further year.	
5.	Union list - Usage Linda distributed a graph showing the number of email requests sent through the website and to the mailing list. There has been a decline compared to last year, but usage is still high and the service is cost effective.	LF

6.	<p>NHS NW ILDS Trends</p> <p>The graphs and figures produced by Steve Glover were circulated.</p> <ul style="list-style-type: none"> • Document Supply across all areas in the North West has declined. This may be as a result of: <ul style="list-style-type: none"> • increase in the amount of material freely available • subscriptions to UpToDate and point-of-care products • the number of libraries subscribing to Medline Complete • clinicians becoming less inclined to pay for a large number of articles 	
	<p>ANY OTHER BUSINESS</p> <p>a) Sue Steele was happy to continue for Pennine instead of Tim Jacobs</p> <p>b) As a result of problems with a number of returned Union List holdings the group reviewed the instructions that are sent out. No changes were made but Linda and Jeanine will investigate protecting the title column on the spread sheet of each library's holdings when it is sent for updating, so there can be no alterations to the title format.</p> <p>c) A draft of the Union List survey was circulated. Some changes were made but further comments or suggestions can be passed to Linda.</p> <p>The results will then be discussed by the group and they will investigate the possibility of any requested changes to the website. The option of having an A-Z listing of the journals was suggested again.</p> <p>d) Jeanine asked if anyone would be interested in becoming Group Chair as she would like to hand over this role. Please contact Jeanine if you are interested.</p> <p>e) Suzanne made the point that some libraries were not including the original request number on articles they are supplying, making difficult for the requesting library to trace the article when it is received.</p> <p>f) Suzanne wished to clarify if Lancaster University were part of the Union List scheme as her service had been asked to use them as last resort. They are part of the network but Jeanine will contact Lancaster to clarify the position.</p>	<p>LF/JF</p> <p>JF</p>
	<p>DATE & TIME OF NEXT MEETING</p> <p>To be arranged</p>	