



**Minutes of the Pan Northern Document Delivery Agreement (PANDDA)
Held on Wednesday 28th February 2018 at 10:00 am
HEE Leeds**

PRESENT	Graham Breckon John Coulshed Dominic Gilroy Steve Glover Sarah Glover Ruth Woodcock Sue Steele Jenny Doran
APOLOGIES	Linda Ferguson Suzanne Ford Hugh Hanchard Joanne Naughton Patrick White David Watson Sue Hardy Jane Shinn

NO	MINUTES	ACTION
1.	<p>Welcome and apologies</p> <p>Steve suggested inviting Susan Smith to join the group as she is doing some national work involving document supply and the British Library. Group agreed that Susan should be invited. Steve will ask Susan to send a report to the group summarising the work she is doing.</p>	StG
2.	<p>Review of ILDS Protocol</p> <p>Protocol was reviewed and some changes made based on feedback and comments.</p> <p>Copyright First Responders still have to address issues nationally regarding incorrect statements being sent out with documents. David to review copyright section of the protocol and add statements for NHS and non-NHS supplied articles. This section needs to be highlighted to document supply staff when the new protocol is issued.</p> <p><u>Section 2</u> There is a known issue with the Union List and search results when choosing exact title match and year. The exact title match is performed but the year part is cancelled out. Steve will chase this up the database providers.</p> <p>Linda and Steve are working with the database providers to have a copyright statement automatically in the automatically generated requesting email.</p> <p>Section 2f – Steve will email the inter-lending list and ask if anyone includes reader's details in the request. If not this section can be removed.</p> <p><u>Section 3</u> Some libraries have not updated holdings in the last year despite several reminders</p> <p>Steve to contact Tim Jacobs about updating WinChill data every 6 months. This may reduce the number of requests for journals that libraries no longer hold.</p> <p>NWOPAC is moving to Worldcat and updating will be self-service. Libraries will have to add and remove titles when they update their own catalogues.</p>	<p>DW</p> <p>StG</p> <p>StG</p> <p>StG</p>

	<p><u>Section 6</u> Additions were made regarding damage and replacement costs. This section needs to be highlighted to document supply staff when the new protocol is issued.</p>	StG
3.	<p>ILDS Statistics</p> <p>Data for NE and Yorkshire and Humber libraries in 2015/2016 is collated from 'other libraries' figure in annual return before North East and Yorkshire & Humber libraries' joined the network.</p> <p>There has been a small decrease in the number of documents supplied by the British Library. This has been a continuing trend.</p> <p>The total inter-library lending figures were similar for both years but there has been an increase in inter-lending within HEE North. Loans from the British Library have continued to decline.</p>	
4.	<p>Update from Copyright First Responders</p> <p>David sent the comments below to the meeting:</p> <p>It should be noted that under both the CLA Licence and the Copyright Act, there should be no instances anymore (except technical issues) where NHS Libraries are supplying other NHS Libraries via post. All document supply should be electronic.</p> <p>In addition, I would like to raise the issue of copyright statements used during document supply. The Copyright First Responders are still having to address issues nationally regarding incorrect statements being sent out with documents and I would like to add something regarding making sure the correct copyright statement is included in the Copyright section of the Protocol.</p> <p>For reference the approved statements are as follows:</p> <p>1. Copies supplied under the NHS CLA Licence:</p> <p>"This copy has been supplied to you under the terms of the CLA Licence for the NHS in England. You may store your own copy (e.g. on your personal drive or own PC), and make further copies for other NHS colleagues. You may store it on a secure NHS network, but not place it on the internet. Thank you for your co-operation."</p> <p>2. Copies supplied under the Copyright Act:</p> <p>"This copy has been supplied to you under the terms of the Copyright Act or a publisher's licence or from another library. It is for your personal, non-commercial use only. You may not make further copies. Thank you for your co-operation."</p> <p>I should also note that the Copyright First Responders are trying to address this issue by giving training, the first session of which I gave to paraprofessionals in the North East last week and which I would be happy to extend across the region.</p> <p>The decided to ask David to review the copyright section of the protocol and update as necessary, including the statements.</p>	DW
5.	<p>Union List Editorial SLA</p> <p>Steve explained that the existing SLA for the Union List and Chair was due to end on 31st March 2018.</p>	

	<p>The amount is £3000 a year and the service is required to represent PANDDA on national groups, update the Union List and carry out any editorial work.</p> <p>An email will be sent to all PANDDA members to ask if anyone would like to take on the SLA.</p>	StG
6.	<p>National Streamlining Work</p> <p>Steve attended the SINC (Strategic Inter-Network Collaboration) meeting which also included representatives from East of England; West Midlands; Kent, Surrey and Sussex; South West and London.</p> <p>They want to expand the existing national document supply and inter-lending rota to include PANDDA. A rota of regions was distributed which showed the order in which PANDDA libraries would search catalogues.</p> <p>If we joined future work would be to agree a new national name for the network and agreed national standards and guidelines. Further developments would be a new national website. We would need to look at using library codes again as they are already in use in some other regions. Steve is going to get a list of the codes already in use and circulate to the group.</p> <p>An email regarding membership has already been sent to Library Managers. Most services are happy to join the document supply part but the inter-lending part was more of a 50/50 split. Most of the concerns raised were around the impact on stock and staff time.</p> <p>The group agreed that we would join the national rota from 1st April 2018. Next steps will be to find out how items will be requested and the links for each catalogue.</p>	StG
	DATE & TIME OF NEXT MEETING	TBC