

**Minutes of the Pan Northern Document Delivery Agreement (PANDDA)
Held on Thursday 2nd February 2023 at 2:00 pm
Via MS Teams**

PRESENT	Adam Ballinger John Coulshed Victoria Ferri Suzanne Ford Sarah Glover Sue Hardy Joel Kerry Bethan Morgan (Chair) Sue Steele Becky Williams Guest: Alan Fricker
APOLOGIES	

NO	MINUTES	ACTION
1.	<p>Bethan introduced herself as the new chair of the group.</p> <p>Adam Ballinger was attending in place of Graham Breckon.</p> <p>The yearly ILDS statistics are not yet available. Bethan will circulate these when they arrive.</p>	BM
2.	<p>Overview and update on the INCdocs tool – Alan Fricker</p> <p>INCDocs (INC scheme document supply tool) will be for ejournal requests only. It is currently in the testing phase and Manchester University NHS Foundation Trust are one of the test services. It is designed to be a library facing tool. Alan described how the tool would work, further information is at https://library.hee.nhs.uk/resources/inter-lending-and-document-supply</p> <p>If a request is declined by the nominated supplying library a new location will be automatically selected.</p> <p>Services who wish to request but not supply will be able to use it and non-England Northwest services (e.g., Isle of Man and Bangor) can be added on an individual basis.</p> <p>The service is hoping to launch in the few next months.</p> <p>Questions:</p> <p>Can you only search by DOI? Yes – DOI or Pubmed ID (PMID). Knowledge Hub requests include both.</p> <p>Will libraries with larger holdings get more requests? As requests are automated this will depend on how many unique titles you have in your collection. Statistics will be available e.g. number of requests and who they were supplied by. These could be used to discuss future collaborative purchasing across geographical areas.</p> <p>Will print journals be added? This may be considered at a future date. Cost would need to be investigated and if there was enough demand/need as many libraries have small or no print collections.</p>	

3.	<p>PANDDA membership in the national INC scheme</p> <p>Book loan trial was confirmed on a permanent basis. Services to contact Bethan if they do not wish to participate in lending. Kerry mentioned that the NWOPAC site was still accessible. Becky will investigate this as it should have been taken down.</p>	BW
4.	<p>Upgrade of the Union List of Journals website</p> <p>Problem with downloading holdings has now been resolved.</p> <p>There are a few problems with the site at present which are being investigated. When libraries are removed their holdings are still showing, and difficulties with uploading new or updated holdings. Once the uploading issue has been fixed recently submitted changes will be actioned.</p> <p>It was noted that the holdings of several services are out of date. When the problems have been fixed Bethan will email all services and ask them to check and update their holdings.</p> <p>Email address to request holdings is nmgh.library@mft.nhs.uk</p> <p>It was suggested that a DOI field is added to the journal details on the request form. Bethan will ask the website company to do this.</p>	BM BM
5.	<p>Review of the ILDS protocol</p> <p>Email addresses containing libraryservices.nhs.uk were updated to knowledgeforhealthcare.nhs.uk</p> <p>Bethan will send the section on copyright to Susan Smith for review.</p> <p>It was suggested the document was reviewed again when INCDocs is launched.</p>	BM
6.	<p>Scheduling of next meeting</p> <p>Doodle poll will be circulated for follow up meeting in 6 months.</p>	