

E-BASS25 Project Team Meeting (II)

**Archives Reading Room, Founder's Library
Royal Holloway, University of London
Thursday 29th November 2012
09.30am – 11.00am**

MINUTES

Attendees: John Tuck, Dominic Tate, Amy Warner, Kim Coles, Anna Grigson, Helen Guile, David Kay, Ben Taplin (by telephone)

Apologies: Rupert Williams, Carolyn Alderson, Caren Milloy

Project Progress Report

Dominic Tate reported on general progress with the project. There have been a number of changes to the staff of the project as follows:

- a. Anna Grigson is leaving Royal Holloway on November 30th. Dominic Tate will replace her as Head of Technical Services, and will continue to project-manage E-BASS25. Anna's work on the project is largely complete and Anna has agreed to continue to have involvement in the project and hopes to attend future events/meetings.
- b. Anna Vernon has left JISC Collections. Dominic Tate has been in contact with Lorraine Estelle about this and Lorraine has arranged for Ben Taplin and Carolyn Alderson to work on E-BASS25, with contribution from Caren Milloy.
- c. Rupert Williams has confirmed that he will have to reduce his time commitment to the project because of a number of other commitments at the Science Museum. Rupert will contribute four days to E-BASS25 before the end of 2012.

Ben Showers has been notified of these changes. Dominic has arranged to meet Ben Showers for a catch-up meeting on December 10th.

Review of Focus Group (26th November)

The project team reviewed the focus group which took place on November 26th. There was a discussion around the 'Arizona Model' and it was agreed that this is a valid model and should be included in future project outputs along with the other three models.

Work Package Review

The Project Team analysed work packages 1-8 and agreed a number of future actions to ensure that work continues according to plan (listed below).

Budget & Invoicing Arrangements

Dominic reminded project partners of the need to invoice Royal Holloway for staff time contributions as and when work packages are completed (as agreed in MoU and contracts). David Kay reported that first the invoice from SERO consulting would be sent to Royal Holloway in the next week.

Project Boards

John Tuck reported that Ann Rossiter has agreed to represent SCONUL on the E-BASS25 Project Board.

Dates of Future Meetings

The final Project Team and Project Board meetings will take place at Royal Holloway, University of London on 23rd January 2013.

ACTION POINTS

David Kay will produce a blog post based on the Focus Group by 7th December

Ben Taplin & Carolyn Alderson will start to plan work for work packages 3 and 4 with Dominic Tate and David Kay.

Dominic Tate will hand over Anna Grigson's WP2 documents to Ben Taplin and Carolyn Alderson by December 7th.

Dominic Tate will use Anna Grigson's reports for WP2 to publish a report on the E-BASS25 blog (by December 7th).

Dominic Tate will arrange a meeting for Dominic, Helen Guile, Rupert Williams, Ben Taplin, Carolyn Alderson and David Kay. The meeting will be used to plan actions for WPs 3 & 4 and to agree questions and strategies for approaching publishers and aggregators. In addition, the required reporting/outputs for these work packages will be defined. List of publishers and aggregators to be contacted will be defined

(including publishers specific to museums sector). This should take place before the Xmas break.

Anna Grigson will review notes of the above meeting.

Helen Guile will contact Rupert Williams for advice on contacting museums sector librarians and will establish a list of questions for technical services librarians in the museums sector, by end of December.

David Kay & Owen Stephens to write a couple of pages on licencing issues around e-books and the specific points to consider in the context of consortial PDA. This can be published as part of the final toolkit/reports and can link to existing JISC Collections resources (by end of January).

Dominic Tate to work with **Kim Coles, David Kay & Nikki Randall** (M25 Consortium Administrator) to start to plan the final dissemination event for E-BASS25. Practicalities for the event to be organised as a priority (date, venue etc). Venue and date to be organised by mid-December.

Dominic Tate to make slides from focus group available on the E-BASS25 blog (by 7th December).

David Kay to put together a questionnaire to ask further questions about consortia. Is the M25 the appropriate consortium for e-book acquisition? What consortia would librarians envisage working in this area? Deadline 1st week of January.

Dominic Tate to publicise questionnaire to M25 library list in early January via Nikki Randall. 2nd week of January.

John Tuck to write a blog post detailing the Project Director's viewpoint on the e-book landscape and work carried out so far by January 4th.