



**SCURL Library Services Platform Task Force
Summary of meetings of 6th June, 22nd July, 3rd September, and 21st October 2013 for
FE Librarians' College Development Network.**

Terms of Reference and Membership

Based on the paper which supported the discussion that established at the SCURL plenary on 23rd January 2013 and discussion at the first meeting of the Task Force on 6 June.

1. The main tasks of the Library Services Platform Task Force are:

1.1. Establish the Timetable

a. In particular, crucial dates when transition from current systems have to be made and an identification of the most beneficial time(s) (eg competitive market readiness)

1.2. Identify Resources Required to the Group to undertake its Task

a. In particular, what's needed to take the planning forward and how we are going to get the resources

b. Identify and get any specialist skills required within the community

c. Define the roles of the Scottish Digital Library Consortium, SCOPNet and APUC in supporting this activity

d. Identify external assistance required and secure funding to engage

e. Agree liaison/information sharing arrangements with similar projects in Wales and Bloomsbury (and possibly elsewhere such as in the US)

1.3. Complete Exploratory Work

a. Analyse the outputs from The Benefits of Sharing (TBOS) project

b. Progress the exploratory items that were identified at the project's LMS day which have not been covered by the TBOS project or the other Jisc projects (especially Bloomsbury and Wales) eg

- Working practices, including shared database models
- Institutional senior management "buy in"

1.4. Draft a Vision and Options Appraisal

- a. Option appraisal of scope and models (including alternatives), including high level user input
- b. Structured engagement with potential suppliers/ partners
- c. Community appetite for the different options, potential levels of commitment and risk
- d. Identification of partners (if any)
- d. Preferred model or set of models
- e. Outline roadmap(s) to achieve preferred model(s)

1.5. First Decision Point: SCURL & institutional level decision to go to next stage (or not)

- a. If to proceed need to agree scope, timelines and identify vanguard of who wants to be involved sooner, and identify those who wish to be involved later

1.6. Complete Business Planning

- a. Identify data required in order to inform a decision of whether to proceed with implementation, or not, and the decision-making process
- b. Develop a business plan including level and sources of funding
- c. Develop a sustainability plan
- d. Risk analysis and risk management
- e. Governance
- f. Advocacy: communications plan

1.7. Second Decision point: SCURL and institutional level decision to go to implementation (or not)

1.8. Obtain formal commitment by those proceeding

1.9. Task Force stands down and is replaced by an implementation group.

Membership List.

Full Members:

SCURL Officer who acts as Chair: Mark Toole

One nominated representative from each of the SCURL Constituencies:

Edinburgh: Stuart Lewis

Glasgow: Mark Denham

National Library of Scotland: Darryl Mead and Alex de Pretto

Glasgow School of Art and others Constituency: Gillian Holmes

Aberdeen and others Constituency: Judith Smart

Edinburgh Napier and others Constituency: Chris Pinder

Abertay and others Constituency: Colin Sinclair

One Representative from the SCURL Systems Librarians' CoP: Oladeji Famakinwa

One Representative from Scottish Digital Library Consortium: Colin Watt

One Representative from ROWAN: Anna Enos

SCURL Service Development Manager: Jill Evans

Observer Members

Observer Member from Advanced Procurement for Universities and Colleges: Allan Doyle

Observer Member from SCURL SCOPNet: Jeremy Upton

Observer Member from Higher Education Information Directors Scotland: to be appointed

Observer Member from Scottish Colleges: Abi Mawhirt

Observer Member from the Open University: Richard Nurse

Timetable

June to December 2013. Develop a Vision which would be sufficient for institutions to commit, or not.

January to June 2014. Finalise Business Plan. It was agreed that the work of the Task Force would be completed in 12 months.

Similar Projects.

WHELP (Wales Higher Education Librarians Forum.) The Task Force continues to liaise with the Welsh colleagues who are developing a similar project with the intention to

start procurement in January 2014. A Programme Manager has been recently appointed.

Bloomsbury: a group of London Universities have joined the Quali OLE consortium as the preferred solution with the intention to deploy summer 2014 and the Task Force are in regular contact with the colleagues.

Suppliers and Vendors. The Task Force is encouraging suppliers to give presentations to enable an environmental scan of the market and the solutions available. APUC issued a Prior Information Notice (PIN) in July on behalf of the Task Force and >22 responses were received. It is intended to procure and implement in 2015. The Task Force is in liaison with JISC RSC Scotland with respect to suppliers' presentations.

Users. The Task Force is focussing on the benefits to the users' experience and wishes to ensure that their experience is enhanced in the new solution.

Metadata. The Task Force recognises the value of metadata and wishes to encourage collaboration on the standard and availability of metadata. The Task Force recently met with the SCURL Scottish Metadata Platform Group and three Dutch colleagues to learn of the example of collaborative metadata standards in The Netherlands.

Information Gathering. APUC, on behalf of the Task Force has collated information from Scottish institutions on the current range of LMS' in use, the total institutional spend on the LMS and to include licence fees. Questions were included in the 2013 SLIC FE Survey on LMS and budgets which was supported by JISC RSC Scotland.

Resources Required. The Task Force wished to bid for funding for a consultant to develop a business case and this has proven challenging. However, release of funds in late 2013 will allow a bid to be submitted and hopefully a business case will be available in early 2014.

The Vision. The Task Force representatives have each engaged with their constituency to ensure all members of SCURL and other organisations contribute to the development of the Vision. The second draft will be discussed by a sub-group of the Task Force and will present the next version to the November 2013 meeting. The Vision will also be shared with JISC.

Advocacy. The SLIC Annual FE Conference on 28th November: two members of the Task Force are giving a presentation. SCURL Away Day 7th June and plenary 15th October: papers and updates were reported at these meetings. The Librarians' College Development Network: verbal update reports have been supplied to recent meetings.

Further Information. I am happy to respond to questions and to provide further information. A summary of the forthcoming meetings of 21st November and 15th January will be supplied immediately after each meeting.

Jill Evans
SCURL Service Development Manager
October 2013.