

Interim report on progress of M25 Development Plan 2002/03 (January 2003) (v.2)

1. CONSORTIUM GOAL ONE: Resource discovery, sharing and co-ordination

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
1.1. Extend InforM25 coverage	<p>To add other Consortium members as and when appropriate</p> <p>To link with other sectors/domains</p> <p>To identify how best to relate InforM25 to the British Library</p>	<p>Ongoing</p> <p>Liaison with Projects WILL & AIM25 ongoing. Funding secured for linkage InforM25 and AIM25</p> <p>Liaise with appropriate BL contact(s)</p>
1.2. Provide value added services	To develop and implement Access Eligibility Tool	<p>The AET Project is progressing well. Only two or three institutions have still to send in their data and it is hoped to have a number of institutions entered into the database by the end of November. The software is essentially complete and is currently having some minor modifications done following testing. There have been some adjustments made to the system following entering real data from the questionnaires. This should cope with all expected future access arrangements within the Consortium. The user interface pages are working as expected.</p> <p>SG has been asked to take a look at the system and comment. We'll also hope to be getting others</p>

	<p>To keep under review InforM25/docdel links</p> <p>To consider regional docdel opportunities</p>	<p>together soon to give it a good going over from the user services perspective.</p> <p>Develop portability</p> <p>Organise local DocuSend demonstration</p> <p>DocuSend/InforM25 teams to consider opportunities for the medium term</p> <p>Liaise with LLDA; review of ILL in public libraries completed late 2002</p>
1.3. Identify ULS development path	To extend scope of ULS and integrate in InforM25	To be determined
1.4. Consider M25 services in relation to national developments	To ensure M25 resource discovery services are appropriately plugged into relevant national developments	<p>Maintain watching brief on national developments (UKNUC, SUNCAT, Bath Profile etc.)</p> <p>InforM25 involved in JISC funded inter-consortia clumps projects</p>
1.5. Review role of M25Link Project Board now InforM25 is a service	To implement proposed new M25 Systems Advisory Committee	<p>The first meeting of the M25 Resource Discovery Working Group will take place on Monday 13 January 2003 at 11.00 hours in Room R301 at the LSE Library</p> <p>Among the issues addressed:</p> <ul style="list-style-type: none"> *terms of reference and membership of the Working Group; *critical appraisal of the M25 Action Plan 2002/2003 for resource discovery, sharing and co-ordination; *recommending priorities for the M25 Systems Team within the current range of tasks; *discussion of resource discovery issues to inform the definition of future scenarios and priorities for

		the next 3-5 year period
1.6. Seek funding to extend MASC25 (Mapping Access to Special Collections)	<p>To extend MASC25 to include non University of London HE special collections</p> <p>To extend MASC25 to include regional public library special collections</p> <p>To identify how MASC25 might be integrated within the Consortium's portfolio of resource discovery services</p>	<p>Submit funding proposal to new LASER Trust, Re:source and other appropriate agencies</p> <p>Initial consideration by new M25 Systems Advisory Committee</p>
1.7. Help develop Find it in London if demonstrator project is successful	To support London Learning Network Group to extend the project from demonstrator to service	<p>Consortium one of funders for pilot demonstrator project.</p> <p>Pilot demonstrator complete and final report submitted to sponsoring bodies.</p> <p>Vision remains to extend to 450 libraries, museums and archives in stages with targeted funding.</p>
1.8. Support LLDA in developing and implementing Project WILL	<p>To provide advice and assistance to LLDA</p> <p>To agree how WILL might be linked to InforM25</p>	<p>Project WILL contract let to DS Crossnet.</p> <p>Consortium represented on Project Steering Group.</p> <p>AIM25 metadata should be used as source for archives information</p>
1.9. Collection management	<p>To share best practice</p> <p>To continue to work in those subjects where co-ordination appears feasible</p>	<p>Consider LASER CAPITAL project to identify relevance for the Consortium</p> <p>Assess implications arising from the RSLG report</p>

2. CONSORTIUM GOAL TWO: Access

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
2.1. Standardise Consortium arrangements in the light of national developments	<p>To standardise referrals to BL in line with national developments</p> <p>To work with others to develop and implement SCONUL Research Plus</p> <p>To work with the SCONUL Taskforce INSPIRE to promote referrals between HE/BL and public libraries nationally</p>	<p>Liaise with BL and SCONUL contacts as appropriate</p> <p>Liaise with appropriate SCONUL contacts</p> <p>Liaise with INSPIRE</p>
2.2. Continue to work with the BL on the fast track scheme for students	To ensure the scheme continues to work satisfactorily	<p>Good collaboration has continued with the British Library whose representatives attended the last Access Group meeting to discuss the progress of the BL/M25 Fast track Scheme and its transfer into a national operation under INSPIRE. The BL have produced new web guidelines for the scheme; work continues on developing an electronic method of application.</p> <p>The M25 will continue with its current Fast track arrangements until the national scheme is put in place.</p>
2.3. Implement LLiL fully	To ensure Consortium members are updated on progress and fully trained	LLiL launched in July 2002. The scheme has been widely adopted, with a few remaining non-participants amongst the Consortium. Reports so far indicate a slow take-up response to this partnership scheme with the Public Libraries. The Access Group has played a part in discussions at national level for promoting access across domains. The INSPIRE scheme is developing the operational principles along the lines of LLiL

<p>2.4. Continue to monitor the Consortium borrowing scheme</p>	<p>To improve the scheme's administrative and statistical gathering arrangements</p> <p>To consider the possibility of extending the scheme to include taught course students and assess the implications</p>	<p>Consultant appointed through RSLP funding, developed a methodology for gathering statistics of use of the borrowing scheme. She also ensured that statistics for the 2001/2-year were gathered and presented to the membership. A very thorough list of contact names was also produced in line with the LIL project. The Access Group will take on the responsibility for future statistics gathering and dissemination adopting the above methodology. The emerging Sconul Research Extra scheme is developing operational methods on those being used by the Consortium and UK Libraries Plus. The Group will need to consider how an overarching national borrowing scheme will impact on our own regional practices</p> <p>Tied in with task force looking at student centred services</p>
<p>2.5. Pilot the borrowing scheme with the OU London Region</p>	<p>To assess the impact of including the OU London Region within the scheme</p>	<p>The Group will agree a pilot arrangement with the OU for adopting the borrowing scheme. Recommendations will be made to the Steering Group.</p>
<p>2.6. Maintain good links with local contacts</p>	<p>To ensure local operational staff are appropriately informed</p>	<p>Liaise with local designated staff</p>
<p>2.7. Assess the feasibility of integrating the Consortium and U. of London Access Schemes</p>	<p>To streamline and simplify local access schemes</p>	<p>The Group has continued to benchmark against other regional reciprocal schemes in order to keep the Consortium well placed in access activities, and inform the next group action plan.</p>
<p>2.8. Support the development of the Access Eligibility Tool</p>	<p>To facilitate user uptake of, and library staff understanding of, Consortium access schemes</p>	<p>Tool under development with RSLP funding. Aim to go live summer 2003. Portability being built into development (See 1.2 above)</p>

3. CONSORTIUM GOAL THREE: Mutual support

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
<p>3.1. Develop the Consortium's disaster preparedness support to members</p>	<p>To review Disaster Management Group membership and ways of working</p> <p>To provide more comprehensive web based DMG product</p> <p>To raise DMG profile and increase involvement of members</p> <p>To provide appropriate training support events</p> <p>To identify shared institutional priorities</p> <p>To establish DMG website as primary medium for the</p>	<p>New Chair of DMG appointed (Christine Wise) and review of strategy and activities underway. Steps are now being taken to re-launch the Group and to publicise its track record of work in this area, notably the award-winning Disaster Control Plan website. Activities planned include an updated survey of institutional Disaster Control Plans and a future seminar or event held in conjunction with CPD25</p> <p>Completed membership review</p> <p>Introduce task based approach</p> <p>Introduce performance indicators for the Group</p> <p>Integrate IT preparedness proforma into DMG website</p> <p>Use mailing lists for regular DMG updates and communication on specific DMG topics</p> <p>Run IT preparedness event</p> <p>Run forum to alert members to emerging issues</p> <p>Launch new website autumn 2002</p>

	<p>Group</p> <p>To heighten profile of the DMG</p> <p>To identify ways to extend Consortium Mutual Support Agreements</p>	<p>Examine potential for income generation associated with the DMG website</p> <p>Identify pathway to extend Agreements</p>
<p>3.2. Implement CPD25</p>	<p>To provide high quality staff training and development for all staff in all of London's HE libraries</p> <p>To provide cost effective and value for money events</p> <p>Support the development plan of the Consortium (and ULC)</p> <p>To provide networking opportunities for all levels of HE library staff</p> <p>To foster good practice and facilitate exchanges of experience between participating members</p> <p>To provide an overview of staff development and training issues on behalf of the Consortium</p>	<p>An update report will be presented to January Consortium meeting. The website is now live at cpd25.ac.uk and administrator appointed.</p> <p>Implementing and will evaluate first year programme. LMN has commissioned CPD25 to organise 6 events on its behalf</p> <p>Advertise events at least 3 months in advance to maximise take-up and support local planning</p> <p>Review CPD25 programme for year one in the light of the Consortium's Development Plan</p> <p>Provide appropriate opportunities</p> <p>Liaise with other agencies and groups as appropriate and advise the Consortium on the potential for cross-sectoral and cross domain links within the region and beyond. LMAL has expressed interest in activities and delivery.</p> <p>As appropriate</p>

<p>3.3. Undertake an initial assessment of the potential to develop services to support students</p>	<p>To consider the potential development for the Consortium to develop student-centred services, including the possibility of shared services, within the context of the learning and teaching agendas of member institutions and government policy and students as paying customers</p>	<p>A small task group set up under Anne Peters (IOE) (with aim of initial report to January 2003 Consortium meeting).</p>
<p>3.4. Support Consortium members in relation to Disability and Special Needs issues</p>	<p>To review current practice in member libraries</p> <p>To disseminate best practice</p> <p>To monitor relevant government and HEFCE policy</p> <p>To identify relevant activities for collaborative activity amongst member libraries</p>	<p>The survey of the membership is now fully drafted to cover operational matters. In the light of the implementation of SENDA in the latter half of 2002, the survey is being expanded to cover strategic issues as well and is due for circulation shortly.</p> <p>General guidance documentation about the implications of SENDA for libraries is now becoming available from a number of reputable organisations, including the Disability Rights Commission; ALT/JISC/TechDIS; CLAUD; and SCONUL. The WG is monitoring the coverage of these documents, and disseminating details to M25 membership. The Group will concentrate future work on guidelines about specific aspects of disability support, as relevant to the membership.</p> <p>Maintain watching brief</p> <p>A general introduction to disability legislation for frontline staff is being run as part of the M25 CPD programme. Our WG is planning events covering specific disabilities and the issues relating to support for those affected by them. Speakers are currently being sought for a session on dyslexia. A special session is being held for the Directors at the January meeting of the Consortium.</p>

	<p>To make recommendations to the M25 Steering Group on policy matters and special initiatives</p>	<p>The nature of CLAUD's interest in the London area has been clarified. There is no formal CLAUD Group for the London area. Our WG has established links with CLAUD to allow co-ordination of our interests and activities.</p> <p>The balance of the WG membership is being revised, to include more involvement and advice from staff holding senior management positions in member libraries. The legal liabilities of offering advice and guidance are being taken account of in developing M25 activity. The need and potential for a Transcription Centre in the London area is being explored.</p>
<p>3.5. Review subject and functional interest groups</p>	<p>To consider whether subject and functional groups can effectively support the Consortium's agenda</p>	<p>Health Group has been abandoned following resignation of Denis Heathcoate as Chair</p> <p>Creative Arts Group has been reviewed and given new remit (chaired by Doug Dodds of National Art Library)</p>

4. CONSORTIUM GOAL FOUR: Collaboration and partnership

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
<p>4.1. Continue to develop links and partnerships with appropriate regional or national agencies</p>	<p>To continue collaborative links which are mutually beneficial and supportive of the Consortium's agenda</p> <p>To take an active role in the planned joint conference with ALCL</p> <p>To continue to be responsive to, and supportive of, the developing regional agenda either directly or via other groups such as the LLDA</p> <p>To respond to opportunities to work with new groups e.g. FE</p> <p>To review the Consortium's engagement with LHEC (especially within the context of the proposed new HEFCE funding model)</p> <p>To maintain a watching brief on new organisations of relevance e.g. Learn Direct, Learning Skills Councils,</p>	<p>New Collaboration and Partnership Working Group set up chaired by Mary Davies (UEL). Web pages established. The programme of work is progressing, including: *mapping the Consortium's business plan to those of its main strategic partners, namely, LMAL, LLDA, ALCL and SEMLAC; *reviewing the collaborative activity carried out by the Consortium members (themes and partners); *reviewing Group action plan.</p> <p>Continue close working with LLDA, ALCL and LMAL. LMAL currently working on defining an operational model for London</p> <p>Liaise with appropriate organisers</p> <p>Maintain watching brief. LMAL ICT strategy under development.</p> <p>As appropriate</p> <p>Identify possible means by which to improve the frequency and extent of engagement</p> <p>Develop links with new bodies, as appropriate</p>

	<p>University for NHS etc</p> <p>To explore with SEMLAC possibilities for collaboration</p> <p>To explore with BL opportunities for further collaboration should they choose to become full Consortium members</p> <p>To identify required action arising from the RSLP Barriers to collaboration study including any review of London (if enacted)</p> <p>To identify required action arising from the RSLG report</p>	<p>Liaise with SEMLAC CEO</p> <p>Liaise with Geoff Smith; BL have confirmed membership approved wef January 2003</p> <p>As appropriate</p> <p>As appropriate – report due April 2003</p>
<p>4.2. Identify appropriate national or international opportunities on an ongoing basis</p>	<p>To continue to provide input to national initiatives and consultative exercises, as appropriate</p> <p>To collaborate with relevant groups</p> <p>To scope the Consortium's agreed aims and objectives for the coming year against other academic library consortia to identify best practice and new opportunities for collaboration</p> <p>To assess implications arising from implementation of the Empowering the Learning Community report</p>	<p>As appropriate. Find it in London has been used as a case study into cross-sectoral collaborative arrangements. WILIP will also afford opportunities, providing an opportunity to move HE libraries up the agenda, as it will focus on user needs as well as strategic overview issues.</p> <p>As appropriate</p> <p>Build upon contacts from the Joint SCONUL/M25 event February 2002 and map activities against CALIM and other appropriate consortia</p> <p>As appropriate</p>

5. OTHER CONSORTIUM CONCERNS: Organisational developments

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
<p>5.1. Ensure appropriate Consortium governance and organisational arrangements are implemented</p>	<p>To conclude arrangements for the new governance arrangements in relation to incorporation and charitable status</p> <p>To develop and implement a strategy to enable the Consortium to meet an appropriate level of financial reserves</p>	<p>Achieve incorporation and charitable status as soon as practicable. The latter has already been applied for.</p> <p>Task Force set up under Robert Hall met in November to examine the issues around possible future financial models for the Consortium. It was noted that there was no particular threat to M25 finances, but it was felt prudent to examine any likely issues that might arise in the future. There was a short discussion around risk assessment to try to identify any threats to financial stability and sustainability.</p> <p>No change to the current subscription model was proposed, but some recommendations were made about how it is managed. Ideas for income generation were also proposed, including sponsorship, project funding and vendor exhibitions at meetings. Recommendations concerning the InforM25 service (as the largest expenditure item) and the Systems Team were made, and the development of consultancy services advanced. It was strongly recommended that a new project with a significant IT element be identified to attract new funding.</p> <p>It was resolved that a similar meeting should be held each year to review these issues in the light of ongoing activity and new developments.</p>

6. OTHER CONSORTIUM CONCERNS: Advocacy, marketing and communication

AIMS	OBJECTIVES	ACTION POINTS ONGOING/PROGRESS TO DATE
<p>6.1. Extend the range of Consortium advocacy, marketing and communication arrangements</p>	<p>To improve internal advocacy, marketing and communication</p> <p>To support the work of the other Working Groups</p> <p>To review and evaluate the Consortium’s website</p> <p>To improve Consortium understanding of its various stakeholders</p> <p>To promote the Consortium to appropriate regional and national groups</p> <p>To encourage representation on groups to influence professional developments</p>	<p>Launches of cpd25 and InforM25 successful. New branding applied where appropriate. Internal communications strategy under development following meeting held in October 2002 with external facilitator to discuss overall advocacy strategy. Materials will be produced by LLDA to assist this activity internally and externally.</p> <p>AWP named contacts for all Consortium Working Groups in place. AWG training needs analysis will be tied to this</p> <p>Ongoing through e.g. new InforM25 newsletter, email updates from Working Groups, all WG pages now live on website and presentations at Members’ staff meetings</p> <p>Top page of website review underway; tied to new branding (name, strap-line – see below).</p> <p>No progress</p> <p>Meeting held in October 2002 with external facilitator to discuss advocacy strategy. Materials will be produced by LLDA to assist this activity</p> <p>Ongoing issue and many members are represented on such groups to good effect (for example the impact of LLiL and arrangements for researchers have clearly influenced national developments in</p>

	<p>To carry out other relevant work as requested by the Consortium or Steering Group</p> <p>To promote the new house design and style for Consortium publicity materials</p>	<p>SCONUL)</p> <p>Ongoing issue</p> <p>New name and strap-line being introduced in 2003 (M25 Consortium of Academic Libraries: working together for learners and researchers).</p>
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