

UK LOCKSS Alliance Steering Committee

**Allport Room, National Railway Museum
10th November 2011**

Meeting Minutes

Present: Peter Burnhill (Chair, EDINA), Philip Adams (De Montfort University), Geoff Gilbert (University of Birmingham), Lisa Cardy (London School of Economics), Lorraine Estelle (JISC Collections), Tony Kidd (University of Glasgow), Adam Rusbridge (EDINA). Apologies: Liz Stevenson (University of Edinburgh)

Summary of Actions

- Adam Rusbridge to coordinate a review of Steering Committee membership in early 2012.
- Tony Kidd to look at membership of TRANSFER to see whom UKLA could best engage with, inviting them to attend the next UKLA Steering Committee meeting.
- Adam Rusbridge is to investigate the feasibility of technical and organisational architectures according to the proposed layered model.
- Adam Rusbridge is to widen the scope of the PLN review to speak to collection and content owners outside the library group, contacting Alistair Dunning and Neil Grindley directly.
- Adam Rusbridge is to coordinate a presentation of the Keepers Registry to UKLA with Fred Guy, Project Manager of the Keepers Registry.
- Adam Rusbridge to ensure that the development roadmap is made available in January 2012.
- All Steering Committee members to send information on the cost of LOCKSS to Adam Rusbridge by the first week in December 2011.
- Lisa Cardy to work with Adam Rusbridge on a monthly newsletter.
- Adam Rusbridge to develop a schedule of promotional events in May (in addition to the Members' Meeting).
- Adam Rusbridge to report progress back to Neil Grindley, both in general and regarding the outcomes of the Steering Committee meeting.

Review of minutes from previous meeting

- The meeting opened with a review of the minutes from the previous meeting. Discussion of the actions is summarised below.
- EDINA has established an exit strategy to understand why institutions choose to discontinue membership in the UK LOCKSS Alliance (UKLA). In the transition from 2010/11 to 2011/12, four institutions left the UKLA, and one has joined. For those

leaving the UKLA, staffing and maintenance of local IT hardware was a commonly cited reason.

- In 2011, the Irish Research eLibrary (IREL) approached the UKLA to propose a consortial membership where a single LOCKSS box would collect content common to all institutions and the membership fee would be reduced to reflect this. This has not significantly progressed: working with IREL is a question of scope on several levels: technical infrastructure, consortia models, and international capacity of the UKLA. We agreed to delay this discussion until later in the meeting.
- Improved access to volume-level coverage information about titles in the Global LOCKSS Network is expected to be made available before the end of November 2011.
- A brief summary of the Keepers Registry was given. The service currently provides a facility to browse by publisher or title (but not yet by agency). Peter Burnhill suggested that UKLA members could use the Keepers Registry to clarify the range of content that is available in preservation services other than LOCKSS. Peter Burnhill also suggested that the UKLA is a use community for the Keepers Registry, and we should be forthcoming about what functionality the UKLA members would find useful.
- Philip Adams pointed out that the Keepers Registry fits into a package of services: the Joint Usage Statistics Portal provides stats on usage (what's important). The UKLA provides local preservation, and the Keepers Registry asserts what is preserved elsewhere.
- Lorraine Estelle noted that interoperability between the three would be useful: that the KnowledgeBase+ project has a role here. There is a current focus on shared services: how can we encourage link-up?
- Adam Rusbridge reported that significant progress has been made on integration of LOCKSS with link resolvers. The LOCKSS software components have been implemented. The additions to Ex Libris' SFX and Serials Solutions 360Link are nearing completion.
- Lisa Cardy noted that the Serials Solutions suite contains functionality to compare LOCKSS holdings with other tracked databases, thus mapping the holdings of the Global LOCKSS Network onto their collections.
- Adam Rusbridge reported that a Quick Start guide has been made available online, and that a space had been created on the UKLA website to host shared community documentation.
- There was brief discussion about how the UKLA may work with RLUK/SCONUL to raise the UKLA profile within UK library initiatives and projects. Adam Rusbridge noted that David Prosser had expressed interest in promotion at the JISC JARVIG workshop in October. Tony Kidd of Glasgow and Geoff Gilbert of Birmingham both noted that internally LOCKSS is considered an insurance policy, and that this approach worked well with senior management and finance. Participation in UKLA represents a very small fraction of their library budget (<0.5%). The group discussed that when a library signs a contract with a publisher, it is for two components: the library buys

entitlement, and it also buys a means of access. LOCKSS provides an additional mechanism for both.

- Adam Rusbridge stated that a development roadmap would be made available in early 2012, and that he was in discussion with the Stanford development team to introduce this.
- Steering Committee members requested clarity on the methods by which they could test access to content, with the production of a widely available video demonstrating the steps needed by a library to perform tests locally.

Steering Committee Structure

- Adam Rusbridge apologised for not arranging a Steering Committee meeting in May 2011. We agreed that two meetings per year was sensible, so the next will be held in June/July 2012. Geoff Gilbert and Tony Kidd are both retiring in early 2012, so it will be necessary to review Steering Committee membership. Laura Roy and William Nixon at Glasgow, and Sarah Pearson at Birmingham were suggested.
 - **ACTION:** Adam Rusbridge to coordinate a review of Steering Committee membership in early 2012.
- The Steering Committee discussed people outside member libraries with whom engagement would be useful. The UKLA is doing good work on standards, with activity in ONIX for Preservation and KBART. The TRANSFER initiative would be a good thing to hook into – in particular, to produce and refine a workflow when titles cease.
 - **ACTION:** Tony Kidd to look at membership of TRANSFER to see whom UKLA could best engage with, inviting them to attend the next UKLA Steering Committee meeting.
- There was also suggestion to extend 'special invitations' to certain individuals to build relationships. RLUK, TRANSFER, JUSP (Angela Conyers and Pete Dalton), and UKSG were mentioned.

Finance and Reporting

- Adam Rusbridge summarised the main points highlighted in the UKLA Service Review, which had been circulated to members of the Steering Committee. Of the 17 recommendations, we decided to address them throughout the day rather than all at once.
- Following on from an early discussion, the loss of membership was raised. One problem is embedding the workflows and infrastructure into the organisation.
- Lorraine Estelle noted that Portico had made a discounted offer to UK libraries earlier in 2011, and that fewer had signed up to the offer than expected.
- The total cost of participation in UKLA is not insignificant when combining the cost of suitable hardware, membership in the UKLA, and staff time and resources (though fractional in the library budget). The committee proposed that UKLA be flexible about

user needs and technical requirements, and investigate a hosted solution. Four levels of architecture were proposed:

- Level 1: hosted box, hosted management
 - Level 2: hosted box, local management
 - Level 3: local box, local management
 - Level 4: local box (remote support), local management
- There was recognition that we couldn't introduce a single point of failure and that replication across multiple data centres was needed. An open question: how do issues of responsibility and stewardship map into a hosted solution?
 - **ACTION:** Adam Rusbridge is to investigate the feasibility of technical and organisational architectures according to the proposed layered model (see above).
 - Continuing discussion of service operation, Peter Burnhill briefly discussed baseline service levels, proposing the following service level principles and qualities: Scope (type of material), coverage (what is success), accuracy (what we do is what we say), usability (user interface, m2m), reliability and scaling (works as system and can scale), scope (avoid scope creep).
 - A brief discussion of JARVIG was held: the workshop was considered a useful event, and we await with interest the action plan from Neil Grindley.

Collection Development

- There was brief discussion of navigating content – in LOCKSS and in Keepers Registry – at the subject level. The library view was that this is not ideal, as the metadata can be incomplete and flaky, and it would be too easy to miss important titles.
- Adam Rusbridge summarised the work of the ongoing Private LOCKSS Network survey. Peter Burnhill suggested that the PLN work needed to include JISC digitisation initiatives, and to contact Alistair Dunning and Neil Grindley directly. The response from libraries so far has been muted, but there still seems to be support towards the application of PLNs for institutional and consortia material: it may be that we're not contacting the right people, The survey would receive a better response if the model proposed was outlined more clearly: what content would be acceptable, and at what cost.
- There is a resourcing issue around PLNs: the Steering Committee proposed that additional funding would be needed for a real pilot.
- **ACTION:** Adam Rusbridge is to widen the scope of the PLN review to speak to collection and content owners outside the library group, contacting Alistair Dunan and Neil Grindley directly. This is a collection development issue: a distinct in-demand group of content exists beyond journals, and we need to make sure the UKLA doesn't miss the opportunity.
- EDINA is to present the Keepers Registry to the UKLA group. EDINA will ask the UKLA to describe what functionality they think the Keepers Registry ought to provide.

- Keepers Registry: ISSN upload – behind authentication.
- JUSP/Pecan: authentication and confidentiality arrangement.
- Compare SUNCAT holdings against Keepers.
- **ACTION:** Adam Rusbridge is to coordinate a presentation of the Keepers Registry to UKLA with Fred Guy, Project Manager of the Keepers Registry.

Technical Infrastructure

- Adam Rusbridge reported on progress around integration of access with link resolvers. This is nearing release. It is a success story for the UKLA and the UKLA should use the opportunity to promote success: it has been discussed for some time (see Beagrie and Morrow reports). It should be promoted in Serials e-News. It would be desirable to announce around the Online Information conference if the dates aligned.
- Adam Rusbridge highlighted that the Stanford team are beginning to offer their support towards User Interface redevelopment. The work will begin with an assessment of the functionality needed, and scoping of the complexity of implementation.
- Adam Rusbridge reported that the Development Roadmap is forthcoming. Adam confirmed that it would be made available in January 2012.
 - **ACTION:** Adam Rusbridge to ensure that the development roadmap is made available in January 2012.
- Adam Rusbridge reported that documentation has improved. Committee members recognised the value of the Quick Start guide and were interested in videos as a quick way to provide documentation.

Promotion and Outreach

- The UKSG conference begins on March 26th. The UKLA Steering Committee recommend making an announcement on this date of the new business models and service offerings. As described above, this will comprise both a Technical Architecture and Business Architecture.
- Accurate cost information is also needed: we need to understand the cost to buy a LOCKSS box, plus the cost of staffing, plus the cost of participation. Each of the Steering Committee members are to gather this information, with a first draft sent to Adam Rusbridge by the first week in December 2011.
 - **ACTION:** All Steering Committee members to send information on the cost of LOCKSS to Adam Rusbridge by the first week in December 2011.
- The Steering Committee reiterated the need for a regular newsletter or briefing. This should follow the JUSP model and be a simple, one-page roundup of activity. Lisa Cardy offered to coordinate this. It will be distributed to directly to UKLA members, and we expect that Serials eNews, JISC headlines, and EDINA would also report on it.
 - **ACTION:** Lisa Cardy to work with Adam Rusbridge on a monthly newsletter.

- Roadshows were proposed as a valuable way to share information about LOCKSS, and for the UKLA to learn about local needs and requirements (for promotion, we should also invite local colleagues to attend).
- Lorraine Estelle offered the use of Brettingham House in London for a promotional event to promote recent developments of the UKLA. Peter Burnhill offered the use of EDINA. This should cover content, access to content (link resolver integration), institutional perspectives (including someone with both Portico and LOCKSS, and a review of different subscription levels).
- Geoff Gilbert pointed out that webinars are now well used in the library community, and that we should not overlook them. A simple topic is: “what have we done with LOCKSS to date, where are we going next.”
- **ACTION:** Adam Rusbridge to develop a schedule of promotional events in May (in addition to the Members’ Meeting).
- Finally, the Steering Committee agreed that we needed to report back to Neil Grindley on the topics we covered, in summary this includes: Cloud computing. Business plan. Events to promote. Access w/link resolvers. Content access.
- **ACTION:** Adam Rusbridge to report progress back to Neil Grindley, both in general and regarding the outcomes of the Steering Committee meeting.