

**Minutes of Information Systems Planning Group**  
**Thursday 13 July 2006**  
**Robertson Wing Conference Room, GRH.**

**Present:** Dave Brownlee, David Brown, Keith Dargie, Grayham Mount and Morag Fyfe (minutes).

**Apologies:** Rob Mildren

**1 Matters arising from ISPG meeting of 16 January 2006**

No formal minutes were taken of the 16 January meeting.

**2 Staffing Issues**

Stuart Hepburn will be leaving and Alex Holstead has now left. Iain Moffat has now moved to the post of CALM administrator and the post he leaves will be made a managerial, rather than IT post. Dave Brownlee has alerted Anne Moises that the NAS would want at least 1 new recruit from the upcoming B band IT board. Dianne Elliot has finished her year with us and has been replaced by Laura Martin who started last Monday. The IT pay supplement is being reviewed and a note has gone out to all IT specialists about this.

**3 Progress Reports**

**3.1 IT Infrastructure**

Keith updated the meeting:

- RAC Search Tool: This is being made available to the Legal Search firms and we are looking to extend it to make it remotely available.
- Remote Access: There are a few security issues to be resolved, however, the test group will be widened in August. Branch heads will be contacted to establish interest. It will eventually be made available to everyone, however staff will need broadband to take full advantage. It is planned to launch the service in October/November when there will be formal seminars for all staff. Keith will then produce an options papers for the ISPG and senior management to see where to take the service from there.
- Electronic Ordering System: The system was launched formally this week and so far appears to be a success. Additional requirements are cropping up and being resolved as the system is being used. Some hardware requirements still need to be resolved.
- Website: The Web and Applications Development team will soon start pursuing formal accreditation with the RNIB for the NAS website. A strategic aim is still to move website support to an outside company
- Helpdesk: A range of initiatives will be coming out in October/November including different procedures for managing calls, new web pages, and the production of 6 monthly or annually statistics. The helpdesk staff are also looking at extending the hours for the helpdesk provision.
- SFHS: A meeting will take place next week to get final details. The final design for the system should be finished in August. Systems which also affect NAS will be put in by Spring. All servers should be configured by September/October.
- WRH: There are still network problems at WRH, so a test on the network will be undertaken to ascertain if there is anything that can be done to improve network access without upgrading the cabling.

- The following papers will be presented to the next meeting: printing review; NASNET2; data storage strategy.

### **3.2 Digital Access Team**

Grayham updated the meeting:

- DIU & RAC: The unit is still producing images which need to be redone for Cendris. The RAC search tool has had performance problems which are being examined by BT. The turn around time for images for the legal search firms is now nearly 24 hours. In his new post Iain Moffat will be providing technical support for DIU.
- DDA Project: The project is progressing, with a schedule of work due by the end of the month.
- GIS: The working group has now met and another meeting is due in August. The consensus of the group is that we carry on with the licence we have, however we cannot progress until we know how we can implement GIS in the office. A GIS operations manager would also be necessary. It was suggested that this could be taken on by the CALM administrator if CALM is more settled with version 7.1.

### **3.3 Online Resources Team**

- Kirk Sessions: The project to digitise the Kirk Session records is due to finish in March 2007. The Scottish Documents website will be used for browser based web access.

### **3.4 CALM and OPAC**

David updated the meeting:

- CALM: Implementation of CALM version 7.1 is still on target for September. This should bring us diagnostic tools, which should help to identify problems which cause the system to halt.
- OPAC: PRB staff are working on ways to make the OPAC more easily searched and will speak to IT infrastructure about their needs to help this. A Glasgow student is undertaking a survey on OPAC which should give us empirical data on the use of OPAC and what users think of it. There has been anecdotal evidence that the system does not let users in and this is being investigated by Helen Bull.

## **4 IS Security**

There have been no known security breaches since January. All viruses are being dealt with by the anti-virus software.

Full blocking of SPAM has not been implemented yet – Keith is still getting information on how to access blocked e-mails.

## **5 Any other business**

### **5.1 Information Systems Policy**

This will be produced in liaison with the DDA project.

### **5.2 Digital Image library Project**

Gill Mapstone is preparing an options paper, which will be presented to the Senior Management board.

## **6 Date of next meeting**

Week beginning 9 October.