Present:
Rowena Perry (chair) (Library Manager, HIS, Berks), Alison Paul (OCLIST – Outreach Librarian, Kent), Paula Walke (Outreach Librarian, North Hants), Kath Osborn (Outreach Librarian, Winchester), Sarah Pallot (Head of Knowledge and Information Services, Heatherwood & Wexham Park), Anne Gray (Outreach Librarian, Milton Keynes PCT), Richard Comley (secretary) (Outreach Librarian, OBMH).

1. Introductions and Apologies

Paula Walke and Kath Osborn welcomed as attending for the first time.

Apologies: Jo Fabling, (Community Services Librarian, New Forest), Fran Lamusse (Clinical Support Librarian, Portsmouth).

2. Minutes of Previous Meeting (2nd February 2006)

Accepted for accuracy.

3. Matters Arising

i. The presentation from the conference last year will be put on the website. Action: AG to send presentation to RP
ii. A new document has been put on the website which maps information and training to the KSF framework.
iii. The feedback questionnaires, and Geoff Fleet’s feedback analysis spreadsheet, are also on the website.
iv. When using the questionnaires, questions not applicable to the particular training session can be ignored.
v. Anne Gray said she sends the follow-up questionnaires out 6-8 weeks after the original session, with a certificate of attendance.
vi. Sarah Pallot said there are also training evaluation tools on the NLH For Librarians page.
vii. Letter to NLH: Rowena has circulated this, and also the reply that was received.

4. Future Purpose, Terms of Reference, and Name of the Group

i. It was agreed that Outreach has a broader remit than just training.
ii. Change of name agreed to South Central Outreach Librarians (SCOL).
iii. Rowena is revising the Terms of Reference; changes will reflect the widening of the remit to the South Central Area (including Hants/IoW).

5. Feedback from the OCLIST meeting (Alison Paul)
i. There are no minutes as yet

ii. Anne Gray’s Critical Incident Form was appreciated, with consideration of similar things done by other people. There was also a discussion in the present meeting which is reported below.

iii. Migration document, NeLH to NLH: Rachel Coton will be writing to Sue Lacey-Bryant.

iv. The HLN web page is being redesigned by Andy Prue with input from OCLIST. It will have training materials on it. There is not the same level of standardisation of documents in OCLIST as there is in TVOL.

v. Next OCLIST meeting is 15th December, 11-12.30, with a Christmas turkey curry.

vi. Rowena has dates for the 2007 OCLIST meetings and will circulate them.

6. Critical Incident Analysis Form

i. Anne Gray’s Critical Incident Analysis forms for training and searching are now on the TVOL website.

ii. She will also send versions for public health, commissioning, and non-clinical service development to RP for the website.

iii. The point of these forms is to enable the collection of evidence of the effectiveness of a service before it is asked for.

iv. She would like feedback from TVOL members.

v. She would also like the co-operation of volunteers from TVOL to write up 5-10 incidents to try out the tool.

Anne Gray and Sue Lacey-Bryant have collaborated on an article in the Health Information Libraries Journal. September 2006: Demonstrating the positive impact of information support on patient care in primary care: a rapid literature review.

Anne also reported that Sue Lacey-Bryant, with whom Anne has collaborated on this topic, is working on a toolkit for services under threat.

7. Relaunch of NLH

Rowena attended a teleconference on this.

i. The relaunch date is either 15th or 22nd November.

ii. Increased emphasis on the Search facility (which most in the meeting still thought was poor), and My Library.

iii. Facilities for libraries to put up blogs.

8. Updating Resource Guides

i. Any member can contribute documents to this area of the TVOL website. Web address is http://www.tvsha.nhs.uk/libraries/outreach-librarians.html

ii. It is OK for members to adapt any of the documents for their own use, but the original source must be acknowledged.

iii. Any member can update/amend any of the documents, but the
changed versions should be sent to Rowena to put up on the web page, after consulting with the original author if necessary.

9. **AOB**

   i. Richard will be attending the NCC South East Technical Reference Group on 10\textsuperscript{th} November.

   ii. Sarah Pallot will be attending an e-learning event at the Royal College of GPs on 3\textsuperscript{rd} November, and will report back.

   iii. TVOL Jiscmail List: Eve Hollis is becoming the list owner.

10. **Date of Next Meeting**

    Provisionally scheduled for March, perhaps in Basingstoke.