Thames Valley Outreach Librarians
Minutes of the meeting held at Prospect Park Hospital, Reading
Thursday 28th April 2005

Present:
Rowena Perry (Chair)
Laura Strafford (Secretary)
Geoff Fleet
Anne Gray
Gill Bridgeman
Val Trinder
Eve Hollis

1. Apologies
Rachel Coton, Sue Lacey-Bryant

2. Minutes of the last meeting:
The minutes were accepted as a true record.

3. Matters arising:

Specialist Areas – Practice Managers Project
The Practice Manager interviews have been put on hold. LS will draft the interview questions for Practice Managers prior to the next meeting.

Training evaluation & recording of statistics
Following the last meeting, GF had analysed the raw totals of the data he had collected and circulated it to the group.
Concern was expressed over some libraries in the Thames Valley not using the evaluation forms.
Action: Everyone to ensure that neighbouring libraries are using the appropriate forms and recording the statistics.

NLH/NeLH
RP sent the group’s comments to the National Core Content group.

4. TVHLN website
The group discussed various options for sharing information about Outreach on the TVHLN website and the Smartgroup site. It was agreed that all documents relating to the group should be available on the TVHLN site and that the smartgroup would be closed.

It was agreed that the main page of the TVOL area on the website will display the terms of reference of the group. It will then have 3 links entitled ‘Minutes’, ‘Administration’ and ‘Resources’. ‘Administration’ will link to a page listing documents such as the evaluation spreadsheets and training questionnaire. Whilst ‘Resources’ will link to a list of useful handouts and resources which the group wants to share.

In future any information to be posted in the TVOL area of the website should be sent to Eve Hollis, indicating which page it needs to sit on. All documents should be named with a title and date. All future minutes will be posted on the site in pdf.
Action:
- GB to set up jiscmail discussion group for TVOL.
- Everyone to post documents on the smartgroup site by 13th May.
- EH to transfer all documents posted on the smartgroup site to the TVHLN website after the 13th May.
- RP to close the smartgroup after the 13th May.
- Following 13th May everyone to send documents to EH if they want them posted on the website.

4. Reiterating Athens categories
A discussion took place on Athens categories and about the need for a definitive list of job titles and the categories they belong to. Such a list existed when the previous Athens categories were used and it was felt this was needed for the new categorisation.

Actions:
- VT will write to Priscilla Morley to explain the problem.
- EH will take this request to the Domain Administrators Meeting on the 7th June.

5. Publishing Outreach Work
VT suggested the group think about publishing an article on training evaluation. LS volunteered to draft an article, following the write-up of her chartership report.

6. TVPCRN conference
On May 19th the TVOL group has a stand at the Thames Valley Primary Care Research Network conference. The group discussed ideas for the display stand.

7. Consolidation of Outreach Reporting
It was agreed that this discussion should be postponed to the next meeting.

8. Date of next meeting:
27th July, Verney House, Aylesbury
Fran Wilkie to attend.