Thames Valley Outreach Librarians  
Minutes of the meeting held at Verney House, Aylesbury  
Wednesday 27th July 2005

Present:
Rowena Perry (Chair)  
Anne Gray  
Geoff Fleet  
Val Trinder  
Gill Bridgeman  
Fran Wilkie

1. **Appointment of TVOL secretary (or notes taker for this meeting)**
   Laura Strafford had moved to a new post and so the post of secretary for the group was vacant. The group agreed to invite Richard Comley (via Sarah Old) to take on the role of secretary. Gill Bridgeman would take notes for this meeting.

2. **Introductions and apologies**
   The group introduced themselves to Fran Wilkie, Training Facilitator for NeLH, who was kindly attending to talk about NLH developments.
   
   Apologies were received from Sarah Old, Richard Comley, Sue Lacey-Bryant, Rachel Coton (OCLIST), Belinda Hylton.

3. **Minutes of the previous meeting (28th April 2005)**
   Correction under Item 3. Comments were sent to the NLH, and not the Core Content Group.

4. **Matters arising**
   The Practice Managers’ project would be continued, despite Laura’s departure.
   
   Reiterating Athens categories – this would be taken forward through a national piece of work.
   
   TVHLN website – it was suggested that we should have a link to Geoff’s handouts on Bucks Shared Services site.  
   **Action:** Geoff to ask Rowena to check with Eve.
   
   TVCPRN conference stand at High Wycombe – manned by Gill, Geoff and Rowena. This was a worthwhile event and a range of people from all fields came to talk to us. We particularly promoted the search protocol standards.

5. **Training/NLH update**
   Fran Wilkie talked about NLH issues with the group. She and Alison Turner form the Communications Team at NeLH and are involved with NHS Connecting for Health, NPfIT, Map of Medicine and the NHS Desktop.  
   She is currently travelling around the UK getting feedback from users on NLH developments.
Main points raised were:

- User survey now on For Librarians page.
- NSF zone changes to be announced shortly.
- NeLH site will run until April 2006. Changes to NLH site, including new content will happen in the meantime. Fran commiserated that the NLH site was not a finished product and not always suitable to use for training.
- New developments will be on DLNet blog, and eventually on For Librarians page.
- SSE is being enhanced and will be live in October 2005. The search engine is aimed at people who might go to Google as a first resort, but is not intended to be a substitute for Google. The Group felt that the search would be more focussed if BMC journals were not included in the default search.
- Publicity and promotion stock was low, but there were new NLH folders available to order (200 per library). Order code is 2048. Pens, pencils, post its and leaflets would be available for Health Libraries Week. There would also be £1000 for each Health Authority towards Health Libraries Week promotional materials.
- Fran is currently looking into DLNet usage, and would like to know which pages are the most useful.

**Action ALL:** respond to Fran or Alison

Fran.wilkie@cfh.nhs.uk
Alison.turner@cfh.nhs.uk

6. **Smartgroups/TVHA website update**
Rowena reported that the Smartgroups site was now closed and that we should use the JISCMAIL site set up by Gill for email. The membership of the group for these purposes was reviewed.
All documents from the old Smartgroups site are now on the TVHSA site, and new documents to be uploaded should go to Rowena who will instruct Eve.

7/8. **Outreach reporting/Reporting our findings**
It was agreed that we should report the findings of our impact study for outreach training, from the data on the spreadsheets. A table for each training program would be needed relating to training delivered up until the end of July 2005. Geoff would have a go at consolidating the data. Val suggested that the paper could be a brief communication in HILJ written by her and Laura, or possibly under joint authorship with others in the group.
**Actions:** Everyone to give suitable data to Geoff.
Geoff to consolidate data

9. **Case study of knowledge service provision to PCTs**
Anne described the project she is doing with Sue Lacey Bryant on knowledge service provision and development within Milton Keynes. She is currently doing a literature search on impact analysis for primary care. The case study is being done by interview – asking stakeholders what they can already get and what they’d like.

Anne also said that the PCT’s had indicated that our services:
- Should be linked to clinical audit
• Should not duplicate health promotion services
• Should save time for senior staff
• Should prevent uninformed decision making
• Should help to develop the skills and culture of EBM

• We should give specific examples of how our services are used and equate them to time, money and effectiveness.

The group felt that impact could be demonstrated if we used six month follow-up telephone calls. Fran would let us know about the questions used for this by a project in London.

**Action:** Everyone to introduce six month follow up telephone calls into the training evaluation process.

10. **Presentation at joint residential in November**
Val said that the SE Region Joint Residential Conference would be held on the 28th and 29th November. They were interested in our outreach programme and would like us to give a 20 minute presentation. It was decided that Val, Anne, and Geoff would give a joint presentation. This would be discussed at the next meeting.

**Action:** Val to inform Marie Hickman

11. **AOB**
Gill would attend the Next OCLIST meeting on 9th September in Tunbridge Wells.
Belinda Hylton will head up the work needed to ensure continued support for Geoff’s post.

12. **Date of next meeting**
Later confirmed as Thursday 20th October 10.00-12.30 in the Beeson Room, Cairns Library, JR Hospital, Oxford.

_Gill Bridgeman – 16/08/05_