

**INTERNATIONAL ASSOCIATION OF  
TECHNOLOGICAL UNIVERSITY LIBRARIES**

**IATUL BOARD**

**Minutes of the meeting which took place on  
Sunday 1 June at 9am  
Bilkent Hotel, Ankara, 2003**

**PRESENT**

Michael Breaks (Chair)(MB)  
Gaynor Austen (GA)  
Ana Azevedo (AA)  
Barb Ewers (BE)  
Egbert Gerryts (EG)  
Maria Heinje (Treasurer) (MH)  
Lee Jones (LJ)  
Marianne Nordlander (MN)  
Judy Palmer (Secretary) (JP)  
Murray Shepherd (MS)  
Mateus Zaucer (MZ)

The Chairman welcomed members of the Board to Ankara. The Chairman confirmed that EG was present as an observer and that Barb Ewers (BE) was attending to answer queries about the website. Item 4 on the 2003 Conference would be deferred until Bulent Karasozen (BK) would be present.

1. Apologies were received from Irmgard Lankenau (IL) and Cathy Matthews (CM).
2. The Minutes of the Board Meeting held on 23 November 2002 in Edinburgh were approved.

**3. MATTERS ARISING**

***a) Archives***

MN reported that she had visited Chalmers University and discussed the matter of the Archives with Nancy Falljbrant. The Board agreed that 2 copies should be kept of all publications before 1990 and that from 1990 3 copies should be retained. All CDs of Conference Proceedings should be sent to Barb Ewers. A discussion took place as to whether digitised material should be printed on acid free paper as a permanent archive. The Chairman agreed that the Board would take financial responsibility for ensuring that the Conference Proceedings for 1998-2002 were printed and BE would undertake to print out 1996 and 1997. In future whoever was responsible for producing the CD of Proceedings should ensure that a copy on acid-free paper was sent to the secretary for safe-keeping.

**ACTION : MN, BE and MB**

There were many boxes of correspondence which were not organised for easy retrieval. These would be sent as they were, together with other material to JP who

would house them in the Radcliffe Science Library. JP stressed that no more than 10 metres of shelf space was available. MN suggested that the arrangement of the archives might be a suitable project in the future for a library school student.

***b) 2002 Conference***

LJ was thanked for the successful outcome of the 2002 Conference.

***c) Travel Grants***

Experience had shown that these were difficult to manage and the Board agreed that the sum available should be limited to €5000.

***d) ISCA***

There was no further information available regarding IATUL membership of ISCA

**5. GENERAL ASSEMBLY**

This would take place at 1.30 on Tuesday 3 June. The main items on the Agenda for the General Assembly were reviewed. The President's Report would include a report of the membership. Whilst there were 27 new members this should be balanced against some losses.

**6. FINANCIAL REPORT**

MH reported that there had been some stabilisation in the stock market and our virtual losses were not continuing to increase. The 2002 Conference had resulted in a healthy profit. MH queried what sum was necessary for web maintenance from July until June. GA and BE agreed to provide a breakdown of what web projects had been approved, what progress had been made on each and what monies were still to be paid.

**ACTION : GA and BE**

MH raised the matter of the President's allowance which appeared to be inadequate. It was agreed that there should be a new budget head " IATUL Representation" which would better indicate those occasions on which the President, or a member, attended a meeting or conference in order to represent and/or promote IATUL. Representation of IATUL and its promotion internationally was part of our strategic aim. It was agreed that attendance at ICSTI should be continuous and that MB should continue to attend for the present. For other conferences it might be more appropriate and less costly for a Board member living in the region to attend. At the next meeting the Board should decide where IATUL should be represented in 2004.

There were 40 outstanding invoices for 2001/02. MH had asked Board members to chase the non-payers in their region and would also provide all Board members with a complete list. MB agreed to chase Elsevier and ISI.

**ACTION : All and MB**

With respect to the proposal that we should introduce a system of differential membership fees, the Board had some difficulty in coming to an agreement about what would be best done, especially in view of the fact that the IATUL membership fee was low to begin with. In the end it was agreed that there would be no differential

membership fee structure, but that the Welcome letter sent to all new members by the secretary should contain a phrase which made it clear that the Board would consider an appeal by any organisation that was suffering hardship for a reduced fee. In cases where the Board considered that a reduced fee was appropriate, then the reduction would be 50%. BE and JP would agree on a short statement for the membership application form.

**ACTION : BE and JP**

MB thanked MH for her hard work and MH suggested that it might be time to consider how IATUL might recompense Delft University for the time spent on IATUL accounts. MH agreed to cost this effort and present a paper at the December Board meeting. LJ suggested that this might either take the form of a cost per membership or be calculated as a blanket fee.

**ACTION : MH**

**4. 2003 CONFERENCE**

Bulent Karasozen and Emre Akbayrak attended. The conference promised to be successful. There had been some problems but METU was pleased with the way in which the practical planning had been managed by Atak Travel. They would be available throughout the conference and would be handling the Wednesday day excursion and the post-conference trip. Attendance was expected to be about 160 which was excellent considering that there had been a war in Iraq and an earthquake in Algeria that had affected internet links from Turkey. €49000 had been raised in sponsorship and 13 people would receive travel grants. Unfortunately publishers' promotional materials were being held by Customs and Excise.

Buses would be available every day to transport delegates from their hotels to METU.

MB congratulated BK on the planning to date especially in view of the short timescale that he was given.

**7. MEMBERSHIP REPORT**

There was nothing further to report.

**8. WEBSITE REPORT**

*Membership Database*

a) BE reported that the membership database was working well and that wherever possible problems were being addressed as they were pointed out to her.

b) MH queried some aspects of how the financial information was handled and it transpired that Delft were still operating a separate membership database in order to manage the invoicing and receipt of fees. JP, BE and MH agreed to meet separately to discuss this further.

c) Currently cancelled memberships were removed from the database. BE agreed that these would in future be retained as a separate set of data for 3 years.

d) In order to keep Board members informed, it was agreed that once a new member had been approved a notice would be sent to iatulboard.

e) and f) Improvements to the application form would be made and error messages would be corrected.

It was agreed that a) and c) would be dealt with under the Maintenance Agreement but that b) would require additional funding. JP agreed to copy the welcome letter for a new member to iatulboard.

### ***Projects***

All projects had been completed with the exception of the filestore.

### ***Proceedings***

It was agreed that all members would receive a copy of the Conference Proceedings and that attendees at the Conference would also receive a copy. This might mean that in some cases a member organisation received two copies.

### ***Discussion lists***

BE and GA described the lists that were currently available.

1. Iatulofficial was a closed and managed list to which the representatives of all member organisations were automatically subscribed.
2. Iatul news. Member representatives were automatically subscribed but could ask to be removed and could also nominate other people in their organisation to be subscribed.
3. Iatul-l . This was a self-subscribing open mailing list for anyone who was interested in the aims and work of IATUL.

Board members were urged to encourage staff in their institutions to join the discussion list. BE would circulate the note MS used to encourage staff in Waterloo to join as an example. BE would also alert any people enquiring about IATUL to the existence of the discussion list and would also post a simplified version of the available commands on the website.

### **ACTION : BE**

MS agreed to continue to harvest news items for the time being and would consult with CM about arrangements for the future, as he was retiring in July 2003. The news digest is available on the website for all to see but the alerts service circulated once a month on iatul news is available to members only. In future this would also include profiles of new members.

### **ACTION : BE**

### ***Maintenance***

We originally estimated that 50 hours of BE's time would be sufficient. Recognising that the first year may have been particularly busy it was agreed that funding for an extra 20 hours should be allocated for 2003. BE would monitor the range and extent of the tasks and make a report for the December Board meeting.

Barb will draw up a list of outstanding tasks including estimated time– is that what you mean as well?

ACTION: BE

## **9. PUBLICITY REPORT**

Copies of the brochure remained and these would be given to CM who would distribute to us as and when we required them. It was important to extend our membership and to promote our work at all opportunities. MB reported that the Cambridge Scientific Abstracts representative (Jim McGinty) had agreed to help recruiting members in China where there were many technological universities. The lack of membership in Latin America was also noted.

[MH offered to find out about Dutch contacts in China.](#)

## **10. REPORT ON NEW ACTIVITIES**

### *Speaker grants*

AA had been in discussion with colleagues and had written to several organisations describing the work of IATUL and explaining that we would be happy to speak at conferences. She had identified the FEBAT conference in South America as being an important event which she would attend. This was held biennially and the next one would take place in Brazil in 2004. The Board agreed to finance AA's attendance. There would also be a national conference in Portugal in May 2004. It would be a good opportunity because delegates from both Spanish and Portuguese speaking South America would attend. So far she had not identified a similar important Spanish-speaking conference.

After discussing the possibilities of holding the December Board meeting in Portugal it was agreed that previous arrangements to hold this in Oxford would remain. However the Board recognised that it would be useful to hold the Board meeting and to link this with a workshop or seminar in Oporto in 2005 in order to promote IATUL.

## **11 and 12. FUTURE CONFERENCES**

Plans were well underway for the 2004 conference in Cracow. Marek Gorski would be attending the Ankara conference and would give a short presentation at the end of the conference.

The 2005 conference would be held in Quebec at Laval University and all agreed that the 2006 conference should be held in Spain or Portugal.

## **13. BOARD MEMBERSHIP**

There was no need to recruit additional Board members at the present time. MB's presidency would end at the 2004 conference. He was reluctant to serve another term. Further discussion was deferred until the second Board meeting later in the week.

## **14. POSTER PRIZE**

It was confirmed that this would amount to €500 and MZ and AA agreed to act as judges.

## **15. AOB**

The question of our links with IFLA was raised. MN was currently a member of the Science and Technology group and the Board was content that we were sufficiently informed of IFLA activities through her membership.

**16. DATE OF NEXT MEETING**

This was fixed for 8pm on Wednesday 4 June.  
JP, 1.7.03