

## Scottish Family History Service Project – ‘ScotlandsPeople’

### User Group Meeting – Lord Clerk Register’s Room, General Register House, 21/06/05 @ 14.00

**Present:** Duncan Macniven (Chair) Ron Bell (RB), Gill Amos, Chris Reekie, Helen Ewing (GROS), Alison Horsburgh (ABH), Joanna O’Rourke (secretary), (DB), Bob Phillips (BP), George MacKenzie (GPM) (NAS)

Anne Garven, Kenneth Nisbet, Jean Sanderson, Lorna Munro, Ewan Steed, Anne Cruickshank, Angus Mitchell

**Apologies:** Eddie Turnbull, Gordon Munro, Dave Brownlee, Susan Corrigan, Jenny Cutts, Fiona Kinsey

Action Point Summary: JOR=2, RB=8, BP=2, AH=2, HB [Helen Borthwick]=2, PB [Project Board]=1, DM=1, GPM=1

Agenda Item	Outcome	
<b>1. Introductions, matters arising</b>	<p>The minutes of the last meeting were generally approved although there were queries in respect of the following points:-</p> <p>Q: Whether it would be possible to book for a half day? <i>It was noted that this would make seat allocation more complex but that it would be considered.</i></p> <p>Q: Whether a seat booked for a day could be reallocated? <i>George stated that once a seat has been booked and paid for then it should be regarded as booked for the whole day regardless of when or if the customer arrives</i></p> <p>Q: Whether user account information would need to be completed every visit? <i>That repeat users would not need to re-enter the information as it would be stored.</i></p>	
<b>2. Update on progress</b> (Duncan Macniven)	<p>Duncan updated the group on progress on the project since the last meeting and the following points were noted:-</p> <ul style="list-style-type: none"> <li>• That the new joint website at <a href="http://www.scotlandspeople.gov.uk">www.scotlandspeople.gov.uk</a> was already available and would be officially launched by Margaret Curran MSP on the 29<sup>th</sup> June.</li> <li>• That discussions in relation to electoral rolls had yet to take place with the National Library of Scotland</li> </ul> <p>Bob outlined progress on the accommodation part of the project and the following points were noted:-</p> <ul style="list-style-type: none"> <li>• That Peter Walker Construction have been appointed as the contractors for the building work and work will commence on site on the 18<sup>th</sup> July and last approximately 88 weeks</li> <li>• That a detailed schedule of works is currently being drafted and will be circulated when it becomes available</li> <li>• That it is likely that phase IV of the works (NRH Dome) will complete in January/February 2007</li> <li>• That there was no ‘slack’ in the programme and that a forthcoming ‘Risk Workshop’ would identify risks associated with the works</li> <li>• That the works would affect the quantity of search places available in New Register House although some places could be accommodated in the South Search Room (library) of NRH.</li> <li>• It was confirmed that additional WC’s would be available near the Adam Dome in GRH</li> </ul>	<p style="text-align: center;">GM/DM</p> <p style="text-align: center;">JOR</p>

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<p><b>4. IT queries</b> (see <i>searchquerydocumentation.doc</i> and <i>systemdescription.pdf</i>)  <i>Ron Bell</i></p>	<p>Ron Bell stated that input was required from the User Group to refine the outline system description document that would be used to develop the internal system. It was noted that it might not be possible to achieve all the requirements in the short term and that the intention was to prioritise the requirements.</p> <p>The group considered Ron's updated system description and the following points were agreed:-</p> <p><u>1.1 Pre-Booking</u> 1.1.4 The word fee should be substituted for 'charge'</p> <p>1.1.5 The words 'block of' should be omitted</p> <p>1.1.8 Booking prior to 0900 may not be practicable for telephone bookings</p> <p><u>1.4 Signing In</u> 1.4.2 The word 'workstation' should be substituted for 'seat'.</p> <p><u>2.4 Other Items</u> 2.4.3 Ingres should be replaced by 'a new database'</p> <p><u>3.3.1 Questions and Issues</u> The Group agreed that the central account system proposed is highly desirable.</p> <p><u>6.3 Application Server</u> 6.3.1 Approximately 185 customers will be dispersed across both NRH and GRH</p> <p>The group also considered the search query documentation document and the amended version, incorporating all suggested changes, is appended to these minutes.</p>	<p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p>
<p><b>5. Library Resources</b> (see <i>SFHSlibrary.doc</i>)  <i>Alison Horsburgh</i></p>	<p>Alison outlined the contents of the paper on library resources prepared by Helen Borthwick. It was noted that the main aim of the library was to provided a reference rather than a major genealogical collection and that the bulk of material would be held underneath the Reid Stair in General Register House with some material being held in the Dundas Room. Alison stated that the main issues we require feedback on – either now or following the meeting - are as follows:-</p> <ol style="list-style-type: none"> <li>1) Are the right things in the right place(s)?</li> <li>2) Are there any additional requirements?</li> <li>3) Would they like access to the library catalogue in electronic form?</li> <li>4) Would they like access to the Internet?</li> </ol> <p>With respect to 1), The User Group queried whether it would be possible to move between libraries and it was confirmed that it would, although the more experienced users were likely to have a greater need for access to the resources in the Dundas Room. It was noted that, where duplicates exist, they could be held in both locations.</p> <p>In relation to 2), Angus Mitchell raised the issue of the provision of a complete set of telephone directories for Scotland - a series that would be of particular benefit to those tracing living relatives - and it was agreed that consideration would be given to this matter.</p> <p>It was decided that, in relation to 3), it would be desirable for customers to have access to the library catalogue in electronic form. Alison stated that it would be possible for disabled customers to request library books to be brought to them.</p> <p>With regard to 4), the Group felt that it was desirable to have access to a 'whitelist' of related websites and perhaps also to resources such as the 'Uk InfoDisk' website online but this was obviously dependent on cost and licensing issues.</p> <p>There was some discussion about the retention of microfiche/microfilm and it was noted that it would still be possible to access this on the campus although the exact location was still to be determined. It was noted that usage of this format should decrease as the quality of the DIGROS images improves.</p>	<p>HB</p> <p>AH</p> <p>AH/RB</p> <p>RB/HB</p> <p>Project Board</p>

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<b>2. Furniture for Adam dome</b>  <i>(moved to end of meeting)</i>	<p>The Group considered the sample petal-shaped desks to be used in the Adam dome and agreed that they were suitable but that it would be desirable to have the computer processor off the desk to maximise the space.</p> <p>The chairs and chair fabric in mid-blue were approved by the User Group</p>	<p>RB/BP</p> <p>BP</p>
<b>6. AOCB</b>	<p>The issue of disabled access and parking was raised and it was confirmed that the Reid Room would be accessible and that there would be two disabled parking spaces outside NRH/GRH. It was noted that there were two newly-created disabled parking spaces outside Burger King.</p>	<p>For info.</p>
<b>7. Date of next meeting</b>	<p>It was agreed that the next User Group meeting would take place on Wednesday 21<sup>st</sup> September, and that George MacKenzie would chair the meeting and Paul Parr would represent GROS in Duncan's absence.</p>	<p>JOR</p>