



## SCOTTISH WORKING GROUP ON OFFICIAL PUBLICATIONS (SWOP)

Minutes of 7th Annual General Meeting, held 2.00pm Thursday 25 November, Media Room 2,  
St Andrews House, Regent Road, Edinburgh.

### PRESENT:

Brotchie, Nick (Scottish Law Commission)

Waldhelm, Roddy (Scottish Government, Legal Directorate)

Wright, Fiona (APS Scotland)

Creek, Helen (OPQS/The National Archives)

Evans, Jill (SCURL)

Higgison, Morag (Scottish Government)

Hill, Paulette (Historic Scotland)

Laing, Fiona (National Library of Scotland) *Liaison*

Millard, Francine (National Library of Scotland)

Munro, Kay (University of Glasgow)

O'Brien, Karen (City of Edinburgh)

Pawsey, Alan (Guest)

Ross, Alison (Scottish Government)

Stevenson, Liz (University of Edinburgh)

Stirrat, Edna (Scottish Parliament)

Struthers, Shona (TSO)

Usher, Jan (National Library of Scotland)

Valenti, Kirsteen (University of Glasgow)

### APOLOGIES:

Appleby, Kathryn (Scottish Parliament)

Borthwick, Helen (General Register Office for Scotland)

Carson, James (SEPA)

Beda, Davinda (Booksource)

Dodson, Ariel (Scottish Government, Legal Directorate)

Donnelly, Liesa (R.R. Donnelley)

McAdams, Alan (MacRoberts)

Miers, Kieth (Blackwells)

Phillips, Rob (National Library of Wales)

Ryan, Gareth (University of Strathclyde)

Tivey, Jill (Scottish Government, Science and Advice  
for Scottish Agriculture)

Turkington, Sandra (Scottish Government, Legal Directorate)

Wilson, Louise (Booksource)

Wilson, Sharron (Advocates Library)

1. Minutes of the last meeting, 2<sup>nd</sup> Sept 2010 – Agreed  
Minutes of 6<sup>th</sup> AGM – correction – 2009 omitted from header.
2. Matters Arising  
Web continuity – Update from NLS will be requested for next meeting.
3. SWOP Officers  
Jill Evan is standing down as Treasurer and a volunteer is required to take up this post. The chair thanked Jill for all the work that she had undertaken in this role.
4. The Chair apologised for missing ASP Scotland report off the agenda.
5. Treasurer's report – previously circulated – attached

6. APS Scotland report – Edna Stirrat asked what the criteria were for producing a print copy of Scottish Government material. Alison Ross explained that the Scottish Government had taken the decision to produce as much of their material as possible electronically however there were certain reports that they selected still to produce in print. Edna explained that the MSPs like to have hard copy to take into the Chamber and therefore SPICe has to print and bind an electronic only copy on request.
7. Scottish Parliament report – previously circulated - attached
  - Contact Edna for copies of new leaflet. Also copies of Scottish Parliament statistics are available from Edna.
  - Scottish Parliament website launch has been delayed. Possibly launch date of early Feb 2011. Emma Armstrong (SP) would like to know members experiences of implementing a CMS and also if they have any views on the launch date of the new website – before or after dissolution. Please send any comments to [edna.stirrat@scottish.parliament.uk](mailto:edna.stirrat@scottish.parliament.uk)
7. R.R. Donnelley report – previously circulated - attached
  - Fiona McParland has included more detailed information on her report and would like to know if members find this useful.
  - Parliamentary recess is the afternoon of the 23<sup>rd</sup> Dec. Documents will be published on Christmas Eve but as there is no courier service RRD will send out on the 29<sup>th</sup> December in order for customers to receive before the New Year.
  - Nick Brotchie queried the production of the passage of bills series and Fiona McParland instructed him to contact Michael Peters at the Scottish Parliament directly regarding the delay.
8. TSO Report – previously circulated – attached
9. OQPS / OPSI
  - Helen Creeke would like responses to the consultation on the Legal Deposit of non print document, that was circulated to member, by 6<sup>th</sup> December.
  - Public Libraries Subsidy Scheme update – no decision has been made yet.
  - Open Government license was launched in November which will replace the Click use license.
10. SWOP Activities
  - Main activities-
    - The production of the SWOP Manifesto.
    - Fiona McParland had been asked to clarify “user entitlement” The document will be circulated to members and put of the website. There was a discussion about getting copies printed.
    - Skills Survey – There have only been a few responses from members. Please complete this survey and return to Fiona McParland.
    - BLOG – Please continue to contribute information to the BLOG.
  - Future activities –
    - SWOP will be offering a course early next year at Victoria Quay on blogging, twitter and communities of practice.
    - Places will be limited to 12 but an additional course could be run if there is the demand.

Education Group – Members of the group are Kay Munro, Kirsteen Valenti and Gareth Ryan. An additional volunteer would be welcome if anyone would like to join this group.

Fiona McParland gave a vote of thanks for the contribution that Liz Mackie from University of Aberdeen has made to SWOP and wished her a very happy retirement.

#### 11. AOCB –

Jan Usher tabled an article from Refer “Where have all the OPs gone?” SCOOP intends to work with the British Library and the Library of the Parliament to design a strategy to ensure that all Official Publications material remains widely available in Britain. They would like to encourage Centres of Excellence. There was a discussion regarding the importance of the National Library of Scotland’s official publications collection as all libraries in Scotland see their budgets diminish. Jan suggested co-ordinating a response to SCOOP. She will endeavour to attend the next SCOOP which is at the beginning of January.

#### 12. Date of Next Meeting – 10<sup>th</sup> Feb in Glasgow – venue tbc

A presentation was made to Alan Pawsey by Kay Munro to mark his retirement. An award was made to Edna Stirrat towards the purchase of books for her MSc Information Studies course.

The meeting was followed by two presentations –  
*Keep Calm and Carry On* by Francine Millard, Medical History of British India Project Manager, National Library of Scotland and *Official publishing – changes seen and the future* by Alan Pawsey.

[These presentation are available at <http://tinyurl.com/32wvu8y> and <http://tinyurl.com/33s6b5j>]

Fiona Laing  
SWOP Secretary  
14.12.10



**SCURL SWOP Annual General Meeting  
25<sup>th</sup> November 2010 in  
St Andrew's House, Edinburgh.**

**The balance in the current account at 26<sup>th</sup> October 2010 is  
£3,796.62 which includes 2p interest.**

**The only expenditure item to date at 19<sup>th</sup> November 2010 is £58.00  
representing a retirement gift.**

**Jill Evans  
SWOP Treasurer.**

**19<sup>th</sup> November 2010.**

(SCURLSWOPTreasurerReport2010AGM)

## APS Report for SWOP – 25 November 2010



The following Scottish Government publications have published between the last SWOP meeting, 2 September 2010 and 24 November 2010;

	Printed	Online
September	20	95
October	18	74
November	10	92

***\*Online statistics include both Web-only publications and those produced in both electronic and printed formats.***

Unless specifically stated in the Daily, Weekly or Monthly listing, Scottish Government publications can now be obtained from BookSource, 50 Cambuslang Road, Cambuslang Investment Park, Glasgow G32 8NB. Tel: 0845 370 0067, Fax: 0845 370 0068, Email: [scottishgovernment@booksource.net](mailto:scottishgovernment@booksource.net)

To register for an email copy of the Scottish Government and Collaborative Publication Listing please send your details to [publicationlisting@apsgroup.co.uk](mailto:publicationlisting@apsgroup.co.uk)



## **SCOTTISH PARLIAMENT REPORT TO SWOP MEETING – 25<sup>th</sup> November 2010**

### **The 2008 – 2009 Bibliography of Scottish Parliament Publications**

The Scottish Parliament Bibliography covering June 2008 to June 2009 is currently being worked on by the collections team in the Parliament and will be available in due course.

### **Scottish Parliament Leaflets**

A revised/updated version of How the Scottish Parliament Works.

This is an introductory guide to the Parliament and its work and the leaflet includes sections on how MSPs are elected, how committees work and how the Scottish Parliament makes laws.

### **Scottish Parliament Statistics Volume**

The 2009 – 2010 statistics volume was published on the 19th November and is available on our website, and if anybody would like a hard copy please let me know.

### **Update on the new Scottish Parliament website**

It has taken longer to implement the CMS than was in the original plan and it is currently still being tested and content migrated onto it.

The team are looking at options for going live with the new website in early 2011

## RR Donnelley Report for SWOP – 25<sup>th</sup> November 2010

### Scottish Parliament Publications

Since the last SWOP meeting the Scottish Parliament has published the following Bills:

#### **Scottish Parliament Bills**

##### **Children's Hearings (Scotland) Bill: 1st Marshalled list of amendments for Stage 2.** - Edinburgh:

Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 18 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 41-ML1, 2010 (Session 3) ). - An Act of the Scottish Parliament to restate and amend the law relating to children's hearings; and for connected purposes. -- Scotland. Parliament. - KDC76. - 9781406166972 (£2.40)  
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

**Alcohol (Scotland) Bill: 1st Marshalled list of amendments for Stage 2.** - Edinburgh: Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 22 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 34-ML1, 2010 (Session 3) ). - An Act of the Scottish Parliament to make provision regulating the sale of alcohol and licensing of premises on which alcohol is sold and to make provision for the imposition of charges on holders of licences granted under the Licensing (Scotland) Act 2005 and the Civic Government (Scotland) Act 1982  
--Scotland. Parliament. - KDC76. - 9781406167153 (£3.00)  
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

##### **Children's Hearings (Scotland) Bill: 2nd Marshalled list of amendments for Stage 2.** - Edinburgh:

Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 32 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 41-ML1, 2010 (Session 3) ). - An Act of the Scottish Parliament to restate and amend the law relating to children's hearings; and for connected purposes. -- Scotland. Parliament. - KDC76. - 9781406167238 (£4.50)  
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

**Housing (Scotland) Bill: 1st Marshalled list of amendments for Stage 2.** - Edinburgh: Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 30 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 36-ML1, 2010 (Session 3) ). - An Act of the Scottish Parliament to establish the Scottish Housing Regulator and to make provision about housing, including provision about the performance and regulation of social landlords and reforms of the right to buy social housing; and for connected purposes. -- Scotland. Parliament. - KDC76. - 9781406167207 (£3.00)  
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

**Alcohol (Scotland) Bill: 2nd Marshalled list of amendments for Stage 2.** - Edinburgh: Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 12 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 34-ML2, 2010 (Session 3) ). - An Act of the Scottish Parliament to make provision regulating the sale of alcohol and licensing of premises on which alcohol is sold and to make provision for the imposition of charges on holders of licences granted under the Licensing (Scotland) Act 2005 and the Civic Government (Scotland) Act 1982  
--Scotland. Parliament. - KDC76. - 9781406167481 (£1.50)  
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

**Housing (Scotland) Bill: 2nd Marshalled list of amendments for Stage 2.** - Edinburgh: Produced and published in Scotland on behalf of the Scottish Parliamentary Corporate Body by RR Donnelley, 2010. - 24 p. ; 30 cm. : pbk. - (*Scottish Parliament Bills*, SP Bill 36-ML2, 2010 (Session 3) ). - An Act of the Scottish

**TSO REPORT FOR SWOP MEETING –**  
25<sup>th</sup> November 2010

The following ASPs and ASP ENs have published between the last SWOP meeting (on 2<sup>nd</sup> September) and 25<sup>th</sup> November 2010.

**ASPs**

ASP No.	Act Title	ISBN	Date of Publication
15	Criminal Procedure (Legal Assistance, Detention and Appeals) (Scotland) Act 2010	9780105901617	02/11/2010
16	Legal Services (Scotland) Act 2010	9780105901624	18/11/2010

**ASP ENs**

ASP No.	Act Explanatory Notes Title	ISBN	Date of Publication
2010 9	Control of Dogs (Scotland) Act REVISED EDITION September 2010	9780105911449	22/09/2010
2010 15	Criminal Procedure (Legal Assistance, Detention and Appeals) (Scotland) Act 2010	9780105911456	02/11/2010

There has been a total of 124 Scottish Statutory Instruments published since the last SWOP meeting, along with 82 corresponding Explanatory Notes and 13 SSI Correction Slips

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Online orders: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

Dear Everyone,

You may be aware of the DCMS and BIS consultation on non print works legal deposit which proposes a statutory framework to cover all types of non print works including official

publications. The consultation documents can be accessed here: <http://www.culture.gov.uk/consultations/7449.aspx>

Whilst your organisation may return its own response, in its consultation response The National Archives would like to include the perspectives of information professionals working in the area of official publications.

If you have any comments on the issues raised in the consultation documents which you like The National Archives to consider for its response I would be grateful if you could let me know by **5pm Monday, 6 December**.

These points raised in the consultation may be of interest:

- Scope of non print works affected by the proposals:
  - An off line publication
    - This means a non-print work which is not accessed or delivered by means of the internet and is recorded in a physical form including a CD Rom, DVD or microform (film and fiche). Examples of the sort of publication which is currently produced in these media are an encyclopaedia and a serial of educational and legal material.
  - An on line publication
    - This means a non-print work which is accessed or delivered by means of the internet and includes:
      - a publication which is free and also a publication for which there is a charge;
      - a publication which may be accessed without any public access restriction;
      - a publication which is subject to a public access restriction and therefore requires a password or other information before it can be accessed; and
      - a publication which is produced in response to an enquiry from a reader such as material compiled from a legal database.
- Where works exist in print and non-print it is proposed that the publisher and legal deposit libraries may agree which version of the work should be deposited. If there is no specific agreement a print version should be deposited.
- It is also the intention that the legal deposit libraries 'harvest' web pages and documents that are publicly and freely available. Publishers who agree to use the periodic harvesting process must provide the harvesting tool with the relevant works. This process is then automatic as for each url the Harvester will send an electronic request to the Publisher's web hosting server for delivery of a copy of the page or file. The web hosting server will respond automatically with the requested work.

I look forward to hearing from you.

Kind regards

Helen

**Helen Creeke**  
**Official Publications Manager**

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### **Where have all the OPs gone?**

SCOOP has been listening to members' concerns about their own library collections of official publications (OPs). Evidence suggests that in major libraries and in small ones an increasing number of libraries are discarding all or parts of their collections. In particular we understand that paper collections of Parliamentary Papers and collections of British Official Statistics are being discarded in the mistaken and misguided belief that all the documents are freely available on the web. This is just not the case and it is certain that the historic set (pre 1997) of British Official Statistics will not be digitised by the Office of National Statistics in the foreseeable future.

SCOOP intends to work with the British Library and the Library of Parliament to design a strategy to ensure that all these valuable research materials remain widely available in Britain and we are now seeking assistance from organisation representing senior managers of library services such as SCONUL and SCL.

Our idea is to encourage centres of excellence, perhaps on a regional basis that would keep a large core collection which would thus allow other libraries to discard. Such centres would lend using Inter-Library Loan but they would also be easier for people just to turn up to use, whereas it is harder to go into the national libraries.

SCOOP would like to hear from you. So, tell us. Is there an issue here? Is this your experience? Have you any ideas or solutions? Would our suggestion of regional centres of excellence work? Do you think we should extend our ideas to cover EU documents, documents from organisations like the UN and non-Parliamentary publications? Are there any access issues concerning documents from the Scottish Executive, Welsh National Assembly and Northern Ireland Office?

Responses to the Acting Secretary of SCOOP, Stella Wentworth [stella.wentworth@oxfordshire.gov.uk](mailto:stella.wentworth@oxfordshire.gov.uk)

Alastair Allan

Andrew Coburn

Past Chairman

Current Chair