



User Advisory Forum Agenda

Wednesday 23 October, 12:00-2:00 pm

Seng Tee Lee Seminar Room, 4th floor, Senate House Library

Chair: Maria Castrillo (Head of Special Collections & Engagement – Senate House Library)

Minutes: Lisa Miller (Membership Engagement Officer – Senate House Library)

- 1. Arrival, Registration, Tea & Coffee (from 11:30 am)**
- 2. Welcome & introductions (12:00-12:10)**
- 3. Why the forum exists (12:10-12:20)**
- 4. Terms of reference and operational matters (12:20-12:30)**
 - Agreement and commitment to group
 - Webpage list of members, consent and minutes
- 5. Operating plan 2019/20 - SMT (Caroline Kimbell, Deputy Director of Senate House Library and Associate Director of Licensing and Digitisation and Richard Warren, Associate Director of Information Systems and Services) (12:30-12:45)**
 - Overview of projects
 - Plans for the future
 - Questions and answers
- 6. Lunch (12:45-13:15)**
- 7. Member Discussion (13:15-13:45)**
 - What the members would like the forum to be/do
 - Potential outcome 'members submitted items' for future meetings
 - How members of the forum can help shape future services (linked to the operating plan)
- 8. Summary of discussion (13:45-13:55)**
- 9. AOB (13:55-14:00)**
- 10. Date of next meeting and areas and actions to follow up after meeting (14:00-14:05)**