

# Publications Exchange Working Group

Chairman: Trevor FAULKNER, United Kingdom

## Appendix 9: Action Review

Issue 2: 9 November 2016

### Actions from 13 November 2013

Action no.	Action	Action on	Target date	Action status
2013/1	Participants are asked to read and comment on the ideas in the draft Terms of Reference and to propose new ideas for consideration.	All	31/12/13	Complete. The ideas have been generally welcomed and the recommendations adopted by several organisations. Technical advice was provided by Greg Middleton and by Bill Mixon, who has written a preliminary paper (Appendix 4) on scanning documents to make good pdf files with Acrobat.
2013/2	Following /1, make any necessary amendments, and submit to the Chairman of the Informatics Commission for approval.	Chairman	Q1 2014	Complete. ToR submitted on 5 February 2015.
2013/3	Propose a template by which each organisation can summarise its existing Publication Exchange arrangements	Chairman	Q1 2014	Complete, by design of Journal Titles Published and Exchanges Summary spreadsheets.
2013/4	If participants agree with the proposed vision and approach, discuss these ideas locally, try to follow the recommendations made in Section 1, and provide feedback on progress and issues arising.	ALL	2014	Complete. Feedback and information has been provided from 2014 to 20167.
2013/5	Participants are asked to recommend volunteers with the requisite skills to form a subgroup to lead the Electronic Publications Exchange activity outlined in Appendix 5.	ALL	2014	Complete. Bob McIntosh, Greg Middleton and Bill Mixon have offered to work on this. Todd Chavez joined the team in April 2015.

### Actions requested 12 February 2015

Action no.	Action	Action on	Target date	Action status
2015/1	Participants are asked to comment on and supplement the data in the Working Party Contacts spreadsheet by returning it to the Chairman with changes highlighted in green.	All	end June 2015	Updates received: complete
2015/2	Participants are asked to comment on and supplement the data in the Journal Titles Published spreadsheet by returning it to the Chairman with changes highlighted in green.	All	end June 2015	Complete.
2015/3	Participants are asked to comment on and populate the data in the Publications Exchanges Summary spreadsheet by returning it to the Chairman with changes highlighted in green.	All	end June 2015	Withdrawn. Only a few inputs were received. Perhaps the spreadsheet was too complicated. It is now replaced by a simplified Publications Exchanges Status spreadsheet in Appendices 8.1 and 8.2.
2015/4	Prepare a UIS Library Questionnaire, so that major speleological libraries can register as a 'UIS Documentation Centre'.	Marcello Rasteiro	end June 2015	Complete.
2015/5	Prepare draft Recommendations for Digital Scanning	Bob McL. Greg M. Bill M.	end June 2015	Complete. Bob McIntosh suggested that Appendix 4 should start with a generic statement about scanning that is independent of the technology used. This could be based on the KIP guidelines. Other correspondence is added.
2015/6	Prepare draft Recommendations for Electronic Publications Exchange	Greg M. Bill M. Bob McL.	end June 2015	Complete. Input to Appendix 5 received from Bill Mixon, who raised two new issues: "Digital Preservation" and the advent of caving journals using multimedia.

## Actions requested 10 February 2016

Action no.	Action	Action on	Target date	Action status
2016/1	Participants are asked for any further comments on the ToR and its Appendices by returning them to the Chairman with suggestions highlighted in green.	All	end June 2016	Complete. Inputs and comments received were included in the Appendices at Issue 2 draft.
2016/2	Participants are asked to populate the data in the Publications Exchanges Status spreadsheet in Appendices 8.1 and 8.2 by returning them to the Chairman with additions highlighted in green.	All	end June 2016	Mainly outstanding. Appendices 6 and 7 have been improved and simplified by introducing First and Second lists of exchanging organisations that are now organised by Continent. Appendix 8 follows the same organisation for the First list only, is now split into two sheets, and is gradually being populated. Thanks to Lucas Malafaia, Bob McIntosh and Michele Sivelli especially for their ideas and suggestions. See 2016/13.
2016/3	Arrange a Working Group workshop at the EuroSpeleo event in Yorkshire, UK, from 13-20 August 2016.	Chairman	end June 2016	Complete. The workshop was held at 2pm on Tuesday 16 August 2016 in Yorkshire, UK.
2016/4	Participants are asked to inform the Chairman if they expect to attend the 2016 EuroSpeleo event.	All	end June 2016	Complete. The PEWG workshop was attended by 13 people.
2016/5	Complete the UIS Questionnaire about Libraries, to register as a 'UIS Documentation Centre'.	All librarians	As soon as possible	Suspended. About five libraries responded, but the Workshop on 16 August 2016 suggested that the Questionnaire should be simplified.
2016/6	Finalise Recommendations for Digital Scanning (Appendix 4)	BMcl, GM, BM, TC.	end June 2015	Partly complete (See 2016/8). A completely new version of Appendix 4 has been provided by Bill Mixon, with thanks.
2016/7	Provide next draft Recommendations for Electronic Publications Exchange (Appendix 5)	BMcl, GM, BM, TC.	end June 2015	Complete. A completely new version of Appendix 5 has been provided by Greg Middleton and Bill Mixon, with thanks.

## Actions requested 16 August 2016, from the PEWG Workshop

Action no.	Action	Action on	Target date	Action status
2016/8	Provide recommendations for OCR during the scanning process, for Appendix 4.	BMcl	End Dec. 2016	
2016/9	Advise if any organisations should be transferred between the First and Second Lists	ALL	End Dec. 2016	
2016/10	Investigate if Dropbox could be used for holding PEWG information.	PD	End Dec. 2016	
2016/11	Recommend standard catalogue software	ML	End Dec. 2016	
2016/12	Discuss the Questionnaire and Certificate for UIS Documentation Centres with Lucas Malafaia	Chairman	End Nov. 2016	
2016/13	Check and populate the information in Appendices 6, 7, 8.1 and 8.2.	ALL	End Dec. 2016	
2015/14	Reissue the ToR and Appendices at Issue 2	Chairman	End Nov. 2016	Complete.