

Scottish Family History Service Project – ‘ScotlandsPeople’

User Group Meeting – Lord Clerk Register’s Room, General Register House, 21/09/05 @ 14.00

Present: George MacKenzie (Chair), Susan Corrigan, Joanna O'Rourke (secretary), John Waugh, Dave Brownlee (NAS), Gill Amos, Gordon Munro (GM), Chris Reekie, Helen Ewing (GROS), Anne Garven (AG), Kenneth Nisbet, Jean Sanderson, Lorna Munro

Apologies: Eddie Turnbull, Jenny Cutts, Fiona Kinsey, Duncan Macniven, Ron Bell (RB), Bob Phillips, Ewan Steed, Anne Cruickshank, Angus Mitchell

Action Point Summary: GB=2, AG=1, CLL=2, KD=1, RB=1

Agenda Item	Outcome	
1. Minutes of last meeting, matters arising	The minutes of the last meeting were approved.	
2. Update on progress (George MacKenzie)	<p>George updated the group on progress on the project since the last meeting and the following points were noted:-</p> <p>That building work had started on site but that there was a 3 week delay which was in part due to the G8 summit. The contractors are currently looking at ways of making up the time lost.</p> <p>That the project had recently been subject to a Gateway Review and the outcome had been favourable. One of the outcomes of the Review was to ensure efficient change management and George stated that the Project would continue to look at this.</p> <p>Following the agreed phasing plan for the accommodation works, there will be partial opening of the new Centre towards the end of 2006 with an official launch in the first half of 2007. Users will have the opportunity to test the new Centre prior to launch.</p> <p>A project for the digitisation of the Catholic registers (photostatic copies of which are held by NAS) is currently under consideration and that this material could potentially be made available through the ScotlandsPeople Centre and website.</p>	<p>For info.</p> <p>For info.</p> <p>For info.</p> <p>For info.</p>
3.1 Printer testing <i>(moved to beginning of meeting)</i>	<p>The Group considered the printers on display in the Robertson Wing following a demonstration by Keith Dargie and Bill Paton. The Group generally favoured the HP Colour LaserJet 2600n – which was the quietest – followed by the Dell 3000cn Laser printer. The quality of prints produced by all the printers were very similar.</p> <p>Keith agreed to produce a paper highlighting the pros and cons of both of the models favoured based on the key priorities of size/height, reliability, noise, cost and quality with a view to choosing a preferred supplier.</p> <p>It was noted that the printers would not be procured for approximately 7 months and that other models of printer may be available at that time.</p>	<p>KD</p> <p>For info.</p>

Agenda Item	Outcome	Action By
3.2 Payment system	<p>Gill introduced the top level paper on the proposed payment system requirements which is based on current GROS methods. The following points were noted:-</p> <ul style="list-style-type: none"> ▪ That multiple payment methods should still be used in the SFHS. ▪ That audit requirements would also need to be considered ▪ That there would be payment points in the Adam and Dundas rooms ▪ That the charging structure would need to take into consideration the issue of 1 family being spread across 2 census pages (currently only charged as 1 x copy) and similar issues arising from the use of other sources. This was agreed. ▪ That a receipt for payment would be available for online payment. <p>It was confirmed that a copy of this paper had been passed to NAS Finance and Administration Branch for comment.</p>	Ongoing
3.3 Wildcard searching	<p>Following on from a query raised at the previous User Group meeting, it was confirmed that it would not be feasible to search records using both wildcards and Soundex.</p>	For info.
3.4 Lord Lyon system	<p>The Group considered the document on the proposed Lord Lyon searching system and the following points were noted:-</p> <ul style="list-style-type: none"> ▪ That there were some issues with the capture of relevant information and that the territorial designation had not always been included. ▪ That it should be possible to search by design elements and it was agreed that SFHS IT should meet with CLL to discuss their specific requirements. ▪ That a member of the User Group be invited to test the system once it had been developed further and Anne Garven volunteered. <p>George stated that it would be undesirable, from the NAS point of view, to make searching by surname obligatory as that would reduce the potential for searching on other criteria – something that is particularly useful in the case of the wills and testaments.</p>	<p>CLL/RB</p> <p>AG/CLL</p>
3.5 Sample searching screens	<p>Gordon circulated 3 different screen design options for the search results page and the Group agreed that proposal 1 with the internal lines was the preferred option.</p> <p>The group agreed that the potential to change text size from medium to large was useful but it was noted that this would only work with labels rather than actual data.</p>	<p>GM</p> <p>GM</p>
4. AOCB	<p>There was no additional business to consider. It was agreed that the next User Group meeting would take place on Wednesday 11th January 2006.</p>	For info.