

## Minutes of the Search Room User Group meeting held on Wednesday 19 June 2013 in meeting room 2, New Register House at 14:00 Hours

### Attendees

Dee Williams (DW, NRS & chair), Kirsty Bowie (KB, NRS), Alison Lindsay (AL, NRS), Iain Ferguson (IF, NRS), Bruce Bishop (BB, SAFHS), Alison Fordyce (AF, NSS), Lloyd Pitcairn (LP, Genealogist), Val Wilson, (VW, ASGRA & Genealogist), Ken Nisbet (Genealogist)

### Apologies:

Dr Irene O'Brien (IOB, Chair SCA & senior archivist), Gill Amos, NRS, Janet Bishop, ASGRA.

## 1. Previous Minutes of 13 March 2013

1.1 The content of the minutes of the last meeting were accepted subject to item 2.2.6 having the word 'conservationists' replaced by 'conservators' and item 3.2.3 being annotated to show that the comment related to the ScotlandsPeople internet website.

## 2. Items Arising From Previous Minutes

Item 2.1.3 At the last meeting it had been agreed that DW would pursue the inclusion of events related to births, deaths or marriages detailed in Kirk Session records to Old Parish Registers (OPRs). DW was advised that discrete registers of baptisms, marriages and burials in Scottish Kirk session records are Old Parish Registers and could be transferred to OPRs. In the first instance, the indexes from Kirk session records that exist in the old parish registers will be linked to the actual image. Currently no images are linked.

**Action:** Indexes from Kirk session records already included in OPRs to be linked to images

Item 2.1.4 The revamp of the instruction manuals in the search rooms is one of the objectives for 2013/14 so this work will be progressed throughout the year. They will be available in both paper and electronic format. This will remain an agenda item so that progress can be reported.

**Action:** Include instruction manual updates on future agendas

Item 2.2.5 The season ticket holders confirmed that they do not require a contract for their seat use.

Item 2.2.7 A notice has now been placed on the police terminal.

Item 5.5 The Glasgow burial records were digitised by the National Records of Scotland and then returned to the Mitchell library. All enquiries regarding access will require to be directed to the Mitchell library.

### **3. Centre Software**

#### **3.1 Enhancements Since March 2013 & Planned Releases**

3.1.1 The 1895 valuation rolls were released 28 May 2013 on the internet website at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk), the ScotlandsPeople Centre and local family history centres.

3.1.2 Work will commence on the 1885 and 1920 valuation rolls, with a view to releasing the 1920 valuation rolls first.

#### **3.2 Performance Issues**

3.2.1 KB reported that staff were testing software to try and eradicate the existing conflict in the application. Establishing the root cause of the problem was proving to be very difficult.

3.2.2 The response time for the replication service for the ScotlandsPeople network was queried. Customers are meant to receive the replacement image within one hour of staff receiving the request. IF explained that when the system fails, no error messages are sent and therefore staff are only aware once new images fail to appear. Once staff are aware of the failure they are able to ask for images to be emailed to staff who in turn show the customer. This procedure continues until the fault is fixed and the replication system has updated itself.

### **4. Centre & Historical Search Rooms**

4.1 The toilet refurbishment on the ground floor of New Register House was now complete.

4.2 BB reported that the door for the disabled cubicle in the men's toilet in New Register House swings open when not in use and was a hazard for customers entering the room.

*Dn. DW reported this issue to NRS Accommodation*

4.3 The high temperatures in the Dundas search room were discussed. IF suggested that the season ticket holders open the windows, which can be opened, when room temperatures are high.

4.4 Following a meeting with the Association of Scottish Genealogists and Researchers in Archives (ASGRA), NRS had arranged to move the fiche for England and Wales into the Dundas search room.

### **5. Local Family History Centres (LFHC) Update**

5.1 NRS was still in discussion with local registrars and local archivists at Perth and Inverness with a view to opening local family history centres in their areas during 2013.

5.2 Catholic parish registers are now available at local family history centres.

## **6. Any Other Business**

6.1 NRS will no longer publish the 'genealogist's leaflet' that advertises services provided by external genealogists. It was decided that it wasn't cost effective to print and circulate the leaflets and also it is possible for researchers to advertise for free on the National Archives of Scotland website at <http://www.nas.gov.uk/doingResearch/remotely.asp> .

6.2 LP queried why the Register of Corrected Entries (RCEs) associated with marriage certificates were no longer printed on the back of the certificate?

*Dn. DW has established that up to 1983 RCEs related to divorces should be included on the back of the Extract. However, in 1984 the divorce register was created and any divorces from that register are not included on marriage Extracts because they are not a RCE. NRS Extract Services are happy to answer any further queries.*

6.3 Andrew Nicoll is the new outreach officer for the ScotlandsPlaces website. Andrew is keen to offer a talk about the website in New Register House. It was agreed that September would be a better time for such a talk after the school holidays. DW will feed back the response to Andrew.

6.4 BB asked the group to note that the next Scottish Association of Scottish Family History Societies (SAFHS) conference takes place in the Carnegie Conference Centre in Dunfermline on the 26 April 2014.

## **7. Date of Next Meeting**

7.1 The date of the next meeting was planned for Wednesday 9 October 2013 at 14:00 in meeting room 2, NRH.

Dee Williams  
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8 July 2013