

**NEOS Technical Services Standards Committee
Monday, February 2, 2009**

**Professor Emeriti Rm., 3rd floor, Cameron Library, University of Alberta
Minutes**

Present:

Jane Starr (AGL)	Georgia Grant (UofA)	Patrick Buhr (Justice Canada)
Bronia Heilik (Covenant Health)	recorder	Laura Somerville (Lakeland)
Normita Coralejo (Cross)	Anne Carr-Wiggen (NEOS)	Sharon Marshall (UofA)
Katherine Jenkins (Kings)	Suzanne Gamble (Capital Health)	Jill Day (MacEwan)
Wayne Wicks (Taylor)	Karen Hildebrandt (Concordia)	

Teleconferencing:

Scott McKay (Olds)	Robin Minion (NEOS Executive)	Maria Haubrich (RDC)
Nicole O'Connor (GPRC)	Audrey Lyons (ARC)	

Regrets: Linda White (AB Geol. Survey), Carol Nicks (Cdn Univ College), Jim Derksen (Newman)

1. Call to Order/Welcome/Additions to Agenda

2. Introductions

A listserv is being set up for the committee by Jan Bradley in ITS

3. Terms of Reference

Anne briefly reviewed the Terms of Reference and Guidelines for NEOS Committee members that were emailed to everyone.

4. Committee Operations

Jane Starr volunteered for the two-year term as Chair.

We will meet at the U of A on the second Wednesday of the month at 9:30, more frequently for special issues, such as upgrades. We will not meet over the summer. Meetings during December/January are unlikely.

Minute-taking will be assigned alphabetically according to last name.

5. Unicode

SirsiDynix will convert our data to Unicode at some point after we upgrade to Symphony. This allows us to search and display data in the 880 field in non-Roman characters. We will also be able to use SmartPort to import Unicode records from other Unicode sites such as Melvyl. The system will not go down while Sirsi is doing the conversion and we will be able to continue cataloguing.

More information on Unicode is available on the SirsiDynix website. <http://clientcare.sirsidynix.com/login.php>. If you need an ID or your password has expired, contact georgia.grant@ualberta.ca.

In the "Search the website" box on the top right type 'gl3.2.1' release notes for the document containing Unicode information specific to the version of Symphony we will be implementing. General information can be found by typing 'unicode' in the search box.

6. Java Update

There will be two sessions: a general overview for anyone new to Java and a later tips and tricks. Jane and Sharon will co-ordinate. Anyone who has a tip or trick should send it to one of the organizers. Currently Audrey of ARC and Rita at Taylor are using C client exclusively. All other members are either using Java exclusively or going back to the C when they have issues with Java slowness or behaviour. Anyone having Java problems should let Sharon know. The sessions will include people who are not part of the committee and will take place in March/April.

Spine labels can be done in Java and the procedure is available for anyone who is interested. Contact georgia.grant@ualberta.ca.

7. Serial Guidelines

The existing serial procedure is fine for now and is currently posted on the NEOS website. The screenshots can be updated when we test Symphony in March/April.

The Cataloguing and Acquisitions documents are not currently available online and we can also look at redoing them when we move to Symphony.

Sharon will remove the Authorities document that refers to DRA and put up a newer Sirsi version.

We will ask for volunteers for testing and document updating at the next meeting.

8. Serials Solutions

The NEOS Office is the official copy holder for any and all NEOS meeting documents.

Sharon reported that the U of A has a subscription to Serials Solutions, a record updating service, for their ebooks. This service offers monthly updates to collections and will maintain new titles, deletions and platform changes that require new links. Staff have just had their training. SS provides records for free collections so the U of A will load Project Gutenberg first and give all of NEOS access.

Dan Mireau spoke at a Directors meeting about the implications for NEOS. If we share access to records there would be a cost involved. Dan is investigating the cost-sharing structure.

Sharon mentioned the need for an ebook cataloguing session at a future meeting.

9. Mini-Conference Session

The conference is Friday June 12. Possible topics: RDA (resource description and access) or a Good Ideas panel session covering innovative things individual libraries are doing. Sharon and Jane will investigate possible speakers for RDA.

Next meeting: March 4. A demo of spine label printing, both individual and batch, will be offered.