

NEOS Technical Services Standards Committee Minutes
Wednesday December 1, 2010

4th floor, Cameron Library, University of Alberta

Attendees: Normita Coralejo (Cross), Bronia Heilik (Covenant Health), Jane Starr (AGL), Sharon Marshall (UofA), Myrna Dean (Concordia), Jana Allingham (Keyano, minutes), Jill Day (MacEwan), Katherine Jenkins (Kings), Georgia Grant (UofA), Patrick Buhr (Justice Canada), Linda White (ERCB/AGS)

Teleconference: Maria Haubrich (RDC), Audrey Lyons (AITC), Scott McKay (Olds), Nicole O'Connor (GPRC), Kieren Bailey (CUC).

Regrets:

1. Approval of minutes of March 10, 2010, University of Alberta.
2. Review of Sirsi Training Manual

NEOS training manual was last updated in 2003. Rather than redoing the whole process, Donna Crossley suggested using the Sirsi training manuals and doing inserts to conform to NEOS exceptions. The module manuals would not need too much reworking, and could be ready to send a draft out to the Tech Services committee before Christmas so everyone could provide input/suggestions and/or changes. The finished manual (s) will be posted on the NEOS document site, and a copy of our changes will need to be sent to Sirsi. Sharon asked if this would be acceptable and everyone agreed.

3. Privacy Settings

Georgia is testing and making changes to ensure the changes to secure the individual holdings so that each institution can only touch, change/transfer their own holdings. You will still be able to transfer your own holdings just no more transfers of holdings of other institutions will be possible. If it is needed, Sharon or Jane can be contacted and given the information to perform the transfer. This should be in effect by Christmas. It is up and running in the test server, so everyone is encouraged to go in and try.

4. Placing Holds on On_Order records

Kings would like to be able to place a hold in order records. It was put out to the other committee members to see if any other members would be interested. Sharon suggested that it might be possible to have Peggy map the holdings so that items could be hold-able or not hold-able.

Many expressed concern that many books are requested specially for an individual in an institution, and that individual should therefore be entitled to receive the copy first. It was decided that placing these holds would not be something NEOS would take on at this time.

5. Grant MacEwan Migration Schedule

Jill Day gave the committee an update on the migration schedule of MacEwan to NEOS. The first test load is at the end of January and they are busy getting ready. February will be spent testing. A second testing will be done in June and they are hoping to go live on August 11, 2010.

MacEwan will utilize the 9XX ordering system and it is not determined if all institution will have access to or use this program. Jill gave a brief description of the product and said that she is willing to speak with anyone who would like more information.

6. DVD Location

Myrna requested that Concordia would like to have DVD added to the location type. Everyone was asked if they would use DVD, most would not, but it is not onerous for Peggy to add a location so it was agreed by all. Sharon mentioned that Jim might be able to go through all the location types to see what current locations are not been used for a while and mask over them.

7. RDA

Jana asked if or what anyone is doing with regards to RDA. Sharon stated that the U of A has subscribed to 2 subscriptions to the tool kit. She also stated that OCLC is going to be sending a few records in RDA format, and will send out samples to everyone to see. Brian's seminar on RDA was put on in the spring, and others are following Listservs. Myrna asked if NEOS will provide an option for a group subscription service for RDA. Sharon will bring this up with Ann and re visit Catalogers Desktop being offered to the NEOS institutions.

8. Review of Revisions to Cataloging Standards

Jane led the group through the changes in the 29 page document, stopping at items highlighted, and discussing these changes with the committee.

Sharon spoke to the issue of reporting to LAC. She said that once the deduplication is finished and the no_loan issue is resolved she states that a reload will be planned for before MacEwan joins.

Multiple records should be looked at carefully before assumed duplication and deleted. Check the GMD to see if it is an e-resource.

Minimum Record Requirements – Everyone will look through and let Jane know if they see any changes needed.

Sharon spoke of bulk removing all the 599 tags, as most are U of A. She will let everyone know before this is done.

Jane would like to have a final copy approval done at the next meeting, hopefully by March. She will post the draft on the NEOS website before Christmas holidays, along with other relevant documents. She would like all the committee members to thoroughly read through the

document (s) and provide feedback, and contribute their knowledge to making any changes or additions they may see fit.

9. Announcements

Bronia is leaving Covenant Health at the end of March. She is planning to go back to University. She is not sure if it will be exactly the end of March, she won't leave until staffing replacement is secured.

10. Smartport – it has been reported that some people are having troubles getting into databases. These issues should be reported to Jane/Sharon as well as Georgia so that they are aware that problems exist.

Meeting adjourned at 11:05 am.