

**NEOS Technical Services Standards Committee**  
**Wednesday, April 1, 2009**

**Cameron Classroom, 4<sup>th</sup> floor, Cameron Library, University of Alberta**  
**Minutes**

**Present:** Jane Starr (AGL) Suzanne Gamble (Capital Health)  
Normita Coralejo (Cross) Patrick Buhr (Justice Canada) recorder  
Katherine Jenkins (Kings) Carol Nicks (Cdn Univ College)  
Wayne Wicks (Taylor) Sharon Marshall (UofA)  
Anne Carr-Wiggin (NEOS)

**Teleconferencing:** Scott McKay (Olds) Audrey Lyons (ARC)  
Nicole O'Connor (GPRC) Maria Haubrich (RDC)  
Laura Somerville (Lakeland) Robin Minion (NEOS Executive)

**Regrets:** Linda White (AB Geol Survey), Georgia Grant (UofA), Jim Derksen (Newman), Bronia Heilik (Covenant Health), Jill Day (MacEwan), Eileen Goodfellow (Concordia)

**1. Review of Agenda/Minutes of last meeting (Feb.2/09)**

One additional item added to agenda. No changes necessary to minutes of last meeting.

**2. Acquisitions Resource Group subcommittee**

As UofA is not using the acquisitions functions in the ILS, it was suggested that a small group of people be identified to be a resource for acquisitions-related questions, training, etc. Katherine Jenkins volunteered to be a part of this group, and suggested that Anna Spencer (Concordia) might be willing also. Both Lakeland and Grande Prairie may also have people interested in participating.

**3. Public performance rights**

Question of how this is reflected in the catalogue. UofA has a new procedure describing how they treat these notes; Sharon will distribute this document via the committee list. Suggested that some portions of the UofA procedure be included in the NEOS cataloguing standards document. Further discussion of this will happen at a future meeting, once everyone has had a chance to review the document.

**4. Protocol for moving another library's items to a new record**

Clarified that we should not be moving other library's items without first contacting the library. Normal practice is for each library to move its own items.

**5. Classification scheme for periodicals**

Use of the LCPER class scheme has been agreed upon in the past; some items are still being added to serial records with the LC class scheme. This prevents items from filing with the most recent at the top. Consensus that this agreement should be added to the NEOS cataloguing standards document. Jane will try to determine whether Director's Station can identify items with incorrect class scheme.

## **6. Cataloguing French and bilingual serials**

UofA is no longer creating duplicate records for BSJ serials. Other NEOS libraries are welcome to add holdings to these serial records. One easy way to determine whether holdings may be added is to check the UofA's 090 field: if the code in the 090 is AEU, holdings may be added to the record; if the code is AEUSJ, other libraries should **not** add holdings. This reflects a change which needs to be made to the NEOS cataloguing standards document.

## **7. Records for Depository Services Program online documents**

UofA is now bulk loading records from Library and Archives Canada for freely accessible online Federal government documents (i.e. items which have appeared in the Weekly Checklist). As per NEOS agreed practice, only one 856 field is required for these records, since the resources are freely accessible to the public. In order for these records to be captured by a search which is limited by library, an item needs to be added for that library. Those libraries that would like items added for all of these records should contact Sharon.

## **8. Cataloguing internet resources – guidelines**

Sharon distributed a document that UofA staff have developed, detailing how to catalogue an electronic resource when there are no holdings in NEOS.

## **9. SirsiDynix conference**

Sandra Shores and Sharon Marshall are attending this conference next week (Apr.6-10). NEOS members who have questions should alert Sharon this week (i.e. by the end of the day Friday April 3). Sharon will report on the conference at the next meeting.

## **10. Displaying the 599 field (recently received issues) in the OPAC**

UofA would like to add the 599 field to the brief display in the PAC. Consensus that this is not a problem.

## **11. Reporting holdings to Library and Archives Canada (Amicus)**

NEOS holdings have not been updated in Amicus since the migration to Sirsi; Library and Archives Canada has informed Sharon that they are now ready to resume loading NEOS holdings. Since the NEOS information currently reflected in Amicus is quite out of date, it will all be purged prior to new information being loaded. The intention is that once the current information is loaded, updates will be done daily. Sharon is not sure whether these daily updates will reflect only additions, or if they will also capture deletions. She will update the committee via the list.

## **12. WorldCat local**

Suggested that we discuss this at our next meeting. UofA is hoping to have this PAC interface running in the fall. Sharon will give an update at the next meeting.

Next meeting: To be determined. Expected to be in May or June (after training on the new version of the ILS).