

**NEOS Technical Services Standards Committee
Wednesday, July 15, 2009**

**Prof. Emeriti Room (3rd floor), Cameron Library, University of Alberta
Draft Minutes**

Present: Jane Starr (AGL), Suzanne Gamble (Alberta Health Services), Normita Coralejo (Cross) recorder, Patrick Buhr (Justice Canada), Katherine Jenkins (Kings), Bronia Heilik (Covenant Health), Sharon Marshall (U of A), Robin Minion (Olds College), Anne Carr-Wiggin (NEOS), Eileen Goodfellow (Concordia), Linda White (Alberta Geological Survey)

Teleconferencing: Scott McKay (Olds), Audrey Lyons (ARC), Nicole O'Connor (GPRC), Maria Haubrich (RDC), Carol Nicks (CUC)

Regrets: Jill Day (MacEwan)

1. Review of Agenda/Minutes of last meeting (April 1, 2009) (Jane)

#9 Serials was added to the agenda. The minutes of April 1, 2009 were approved.

2. SmartPORT Settings (Sharon)

Match and Load Record – there is an option to remove subject headings such as National Library/Agriculture and Medical Subject Headings (MESH). There was a discussion about MESH not being updated. Members agreed that MESH would stay.

Action: Sharon will inquire whether the French SH can be removed.

Stripping Junk Tags – Sharon is proposing some tags to be removed such as: 035, 363, 852, 999, etc. If members have a list of tags they would like to propose for removal, send the list to Sharon within two weeks. If these tags are used, members are reminded to ensure that the library's SmartPORT setting is marked.

3. Circulation note displays (standardization needed) (Sharon)

Sharon will write a guideline about adding circulation notes for the Cataloguing Standards. Circulation notes should be and related to the item being checked out/discharged. The note must not be entered in the 590 tag.

4. Should we exclude e-resources from the new book list? (Sharon)

Some libraries are concerned that they are getting too many e-resources on their new books list due to bulk loads. It was suggested to have a separate list.

Action: Sharon will ask if it can be done.

5. Depository Services Program bulk loaded records (Sharon)

Sharon is waiting for those libraries that are interested in having these records in their collections. Members must tell Sharon this week if they are interested.

6. OCLC/National Library Code/Library name table (Sharon)

Sharon updates the library codes list and members are requested to update the table according to their library code as soon as possible. For example: the Cross Cancer Institute's library code is AECCI.

Action: Sharon will email the list of codes to members requesting them to update their library code.

7. Free Access titles being restricted by UA EZproxy (Sharon)

The University of Alberta's EZproxy is interfering between the NEOS catalogue and the links to free electronic resources. U of A is trying their best to fix the problem. If members are experiencing a problem, contact Sharon.

8. Cataloguing Tips and Tricks (Jane)

Jane will e-mail the list of shortcuts. Someone asked if there were handouts given out at the Cataloguing Tips and Tricks session at the NEOS Mini conference. There were none, instead the audience was referred to SIRSI Help. Members reported that they are having problems with diacritics in SIRSI. Members should contact Sharon when encountering problems with diacritics.

9. Serials (Bronia)

Covenant Health - Misericordia is having problems with their journal claims. Their claims are destroyed and the journal predictions are not showing. Bronia contacted Georgia to report the problem and Georgia is checking with SIRSI. If members are having the same difficulties within the Serials Wizard, they are to contact Georgia.

Meeting was adjourned at 10:40 a.m. Next meeting: September 2009