

**NEOS Technical Services Standards Committee**  
**Wednesday, October 7, 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), Patrick Buhr (Justice Canada), Katherine Jenkins (Kings) (Recorder), Bronia Heilik (Covenant Health), Sharon Marshall (U of A), Linda White (Alberta Geological Survey), Jill Day (MacEwan), Georgia Grant (U of A), Jennifer Hale (U of A), Wayne Wicks (Taylor), Kieren Bailey (CUC).

**Teleconferencing:** Scott McKay (Olds), Maria Haubrich (RDC), Laura Somerville (Lakeland)

**1. Review of Agenda/Minutes of last meeting (July 15th, 2009) (Jane)**

New Books List, U of T downloads were added to the agenda, the minutes were approved with revisions.

**2. Last Copy procedures (Sharon)**

Sharon read aloud the last copy procedures policy which stated that if the library deleting the last copy thought it should be preserved they could donate it to the U of A to be stored in BARD. With the BARD rapidly filling up, libraries should consider the validity of sending things, especially if they are available electronically. Unique things, especially if they have an Alberta focus, should be kept. Serials with large runs that are available electronically or materials in poor condition should perhaps be discarded. Each library should use their own discretion when considering what to keep and what to send. The U of A would prefer not to keep donations if there is good electronic access. Please do not set the location to DISCARD if you are donating something to U of A as it does not give them time to alter the record before it is automatically deleted at month's end.

**Action:** This was tabled until the next meeting so each library could discuss it staff if this policy should be changed.

**3. Training Clusters**

With the reformatting of the committees, libraries requiring training are not sure who to contact for help. Serials, acquisition and cataloguing training all have different people with expertise. The U of A is not using many of the modules, so we need to update our list of which people at which libraries have expertise and can be contacted for help. Formerly four clusters were established for help training within each cluster. AGL Libraries, Health Libraries, Justice, Grand

Prairies and the Edmonton academic libraries, and the Southern Libraries (Red Deer, CUC and Olds)

**Action:** Every library should e-mail Jane Starr [jane.starr@gov.ab.ca](mailto:jane.starr@gov.ab.ca) with a list of who can be contacted in each area so we can update our list.

#### **4. AMICUS purge and reload progress**

So far 1,796,000 records have been loaded (about ½ way) so this process will take time. Later we should be able to send separate deletion files when individual libraries delete their holdings..

#### **5. Revised Internet cataloguing procedures.**

Jennifer has re-written the monograph e-resource procedure and tip sheets. A separate procedure will be provided for e-serials.

#### **6. Training Session on E-resources**

The Continuing Education Committee is handling this and it is open to all NEOS libraries. The date will be November 16<sup>th</sup> with an alternate date of November 20<sup>th</sup>. A small charge of \$10.00 to cover expenses will likely be charged. It will be a half-day session with 3 or 4 speakers and it will not include hands-on practice.

#### **7. Changes in Workflow Security.**

More testing is needed, but when it is implemented it will be like our pre-SIRSI DRA security. Libraries will only be able to touch their own item records. The government libraries will have access to each other's records, as will the hospital libraries. Jane and Sharon will be able to fix everyone's records but all other libraries will have access to only their own item records. This will solve a lot of problems, but the biggest implication will be in the transferring of records. We will only be able to transfer our own records and will have to notify any other affected libraries to transfer their own holdings. It is important to do this as quickly as possible when notified.

#### **8. SIRSI UNICODE conversion update.**

This is ongoing and it is being tested to put into production. This will probably happened some time in May with a few days shutdown. This is separate from the upgrade, which will happen later and which will also require a shutdown.

#### **9. World CAT Local**

All records must have an OCLC number for World Cat Local to work. These are being added collection in the 035 |a. DO NOT delete these lines from any current record, but if you bring in or duplicate a record, you must remove the 035 fields.

The old SIRSI-DRA DBCN's currently in the older records will be placed in the |z subfields for anyone still using them. The BSJ records are unique and should not be added to. A report has been run to identify any non-BSJ items on the French records. Records are being transferred by U of A to the proper record where possible, and a list will be sent to libraries of any items left on BSJ records that require recataloguing. It is important to create the new bib records and transfer the affected holdings ASAP as they will be purged if they are not transferred.

#### **10. NEW BOOKS LIST**

E-records can't be eliminated from the New Books List at this time, as the New Books List is a non-SIRSI application. U of A has someone checking out SIRSI's new books list function, which they hope will provide more flexibility. There are higher priority items to attend to at this time, so this problem will not be fixed yet.

#### **11. U of T Records.**

The University of Toronto is undertaking a huge project to digitize out of copyright materials. The U of A is hosting a copy and it will be added to the catalogue. Please let Sharon know if you want your library added to the bib-records so they will show up on a library-limited search. You have until May to decide on this, but the sooner you let Sharon know if you want to be added to this the better.

#### **12. Special Thank You by Bronia**

To Georgia Grant for her help on her claims report problems. (Many of us have been helped above-and-beyond by Georgia, and we really appreciate her patience and humour). Thank you Georgia, you are very much appreciated for your hard work and dedication.

Meeting was adjourned at 10:40 a.m. No meeting in November, possibly in December.