

NEOS TECHNICAL SERVICES COMMITTEE MEETING

Minutes

Tuesday, October 30, 2018

(9:30-11:30 am)

Location: MacEwan University, City Centre Campus, Room 7-273p

Present: Susan Jones (MacEwan) Chair, Tara Sommerfeld (Covenant Health), Lisa Drysale (Alberta Government Library), Gisele Ramgoolam (Norquest), Ian Bigelow (University of Alberta), Karina Dunn (Vanguard), Jolene Linfitt (The King's University)

Teleconferences: Audrey Lyons (Alberta Innovates), Nicole O'Connor (Grande Prairie Regional College), Laura Somerville (Lakeland), Shiloa Thomas (Northern Lakes), Michael Baird (Olds), Lynda White (Keyano), Myrna Dean (Concordia), Donna Gordon (AHS), Tara Gunsch (Red Deer College)

Guests: Brian Stearns (University of Alberta), Tyson Thomas (University of Alberta), Abigail Sparling (University of Alberta), Vanessa Bangay (MacEwan), Mary-Lou Veeken (Alberta Government Library)

AGENDA

1. **Call to Order \ Welcome**
2. **Attendance Roll Call**
3. **Review and Additions to the Agenda**
 - a. Tyson Thomas (University of Alberta) will provide an update for the Decolonization Project (Agenda item 5G)
 - b. Gisele Ramgoolam (Norquest) to speak about Norquest's new World Languages Collection (Agenda item 6B)
 - c. Terms of References Review (action from last meeting) (Agenda item 5H)
 - d. Update Notifications Vanessa @ MacEwan (Agenda item 13)
 - e. Minute Taker Schedule (Agenda item 14)
 - f. Lisa Drysdale introduced Mary Lou Veeken, who will be the Collections Librarian at Alberta Government Library while Nancy Gerhart is on leave
4. **Approval of the minutes of the May 29, 2018 meeting**

We thank Paulette Pelland for preparing these minutes

No corrections.

5. Outstanding business from the May 29, 2018 meeting

- a. Review and update Last Copy Procedure - **Ian Bigelow (University of Alberta Libraries)**

See DRAFT: Bib Services Procedure for Last Copy

- Ian Bigelow (University of Alberta) spoke to the Last Copy document. There were concerns that OCLC holdings for 'Last copy' items sent to the University of Alberta collection were not being updated (i.e. Holdings transferred from original owning library to RCRF). Procedures are now in place to have OCLC holdings updated. Approval for this document
- Procedures for last copy. New updates from CSU will be out for review soon. It was re-enforced that inventory lists should be sent to University of Alberta Gifts & Donations staff, gifts@ualberta.ca, prior to sending items.
- The time period from submitting of list to reply from CSU was questioned. Ian Bigelow will confirm with CSU.

- b. Update Document 1 Cataloguing Standards to reflect the addition of the local subject heading for Concordia University - **Brian Stearns (University of Alberta Libraries)**

- Brian Stearns (University of Alberta) spoke to this agenda item. Document 1 has been updated but not yet posted to the NEOS Website. He will create a ticket to get it uploaded.

- c. Draft a statement to submit to Library and Archives Canada on behalf of NEOS Technical Services Committee. Bring the draft to committee for discussion - **Ian Bigelow (University of Alberta Libraries), Darel Bennedbaek (Burman University), Myrna Dean (Concordia University)**

- No movement on this item. Hoping to hear form LAC initiatives. Deferred to the next meeting.

- d. Create a committee cataloguing document of common practice for ebooks – **Ian Bigelow (University of Alberta Libraries), Lisa Drysdale (Alberta Government Library)**

See DRAFT: NEOS: Guidelines for E-Resource Cataloguing

- Ian Bigelow spoke to this agenda item. The document is currently very much a draft document, one example being that it does not address bulk loading of data.. He is looking to get comments to define the document further
- Committee comments were very appreciative of the documents, a terrific start

Action: Comments should be brought forward to the next meeting. Ian will go back to the committee to ask NEOS for comments (may place the document as a google document to collect comments, or may send instruction out for how to provide comments and feedback.

- e. Update the committee's serials document – **University of Alberta Serials Team, Brian Stearns (University of Alberta Libraries), Lisa Drysdale (Alberta Government Library)**
- The Serials Team acknowledged that there is minimal information for serials cataloguing, as the current document mainly addresses summary holdings
 - Abigail Sparling (University of Alberta) asked what information people are looking for (i.e. cataloguing standards, e-serial practices). Comments included focusing on the MARC fields that are unique or significant for print and e-serial items.

Action: Committee members to go back to their libraries and find out what information should be included in a new serial document (keeping in mind needs of new members). Deferred to next meeting.

- f. Finalize an approach for creating new NEOS Cataloguing Documents – **ALL**
- Brian Stearns spoke to this agenda item. He is not sure what specific documents are needed to be developed for the consortium. There are many University of Alberta procedures, and he is not sure which ones need to be opened up for NEOS standardization.
 - Thought focus should be on Serials document, e-book documents, and be open to developing other documentation on an add-needed basis.
 - Ian Bigelow mentioned that with the ever current changes in libraries the need for new documents will be ongoing.
- g. Invite Decolonization Project staff to next meeting to discuss how NEOS Technical Services Committee could proceed with indigenization efforts – **Susan Jones (MacEwan University)**
- Tyson Thomas (University of Alberta) Introduced himself to the committee. He is working on coordinating Aboriginal consultations and the Decolonization Project. He is currently looking at engagement strategies.
 - NEOS perspective – to form a small group to work with Ian Bigelow to create interim subject headings, look at what headings need to be changed, how that will work, and training opportunities in the consortium.
 - Rogue activity is currently going on, how do we address this (make a statement)? University of Alberta staff suggested that no work could be taken until directed by the Decolonization committee. It was noted that keeping the standardized headings will make global updating changes easier. However up-to-date headings may be wanted to identify modern headings – What interim steps can be taken? Talk about creating a sub-committee to address these concerns.

Action: Sharon Farnel (University of Alberta) will be invited to future meetings to talk about the project and NEOS involvement.

- Tyson Thomas graciously left the meeting.
- h. Terms of References Review:

- No movement at this time. The committee took a quick look at the document. The Terms of Reference document will be moved the NEOS document page to be more accessible to members. Member libraries will review the document and bring suggestions to the next meeting.

6. New Business

- a. **Title Treatment Change Request:** Request that the “The Key Student Study Guides” published by Castle Rock Research Corporation be considered a serial. They no longer have an edition based on year, the edition is now simply called the “Alberta Edition”. Please see record key #7308743 and #8118951. Note that the ISBN is the same. - **(Gisele Ramgoolam, Norquest College)**

- Gisele Ramgoolam brought forward her concerns. Edition and dates are no longer stated on these books (subjects include English, math, social studies, chemistry, biology, and physics). She would like to only have one serial record for these titles listing only as “Alberta Edition.” This idea was seconded by MacEwan and Olds. Abigail Sparling would like to see item in hand before moving forward and creating a record for NEOS (would like to prevent loss of subject headings or other subject/topic specific) Abigail will be in contact with holding libraries and follow up. Abigail then left the meeting.

b. **World Language Collection.**

- Gisele Ramgoolam spoke to the Reading Collection that Norquest College is developing for their Indigenous and international students. She is looking to connect with libraries who have already developed similar collections, and would appreciate any hints, suggestions, and ideas. Most of the titles in the collection will be in languages other than English. Norquest expects to have vendor supplied MARC records for these titles and will work with the University of Alberta to have these uploaded to the catalogue.
- Suggestions: (Vanguard) To set up a location code of Local Loan and look for copy cataloguing. (Concordia) Their seminary has a foreign language collection. (MacEwan & University of Alberta) Titles are interspersed within the general collection
- University of Alberta asked where the records were going to come from and of what quality they would be. They also asked for an example of records to be loading into the catalog.

7. **Discard Process of Missing Items and Removal of Local Tags:** When items naturally age from missing, to lost, to discarded through the monthly running of the DISCARD report, there is no auto-removal of local tags (local tags such as 090s, notes, and subject headings), nor even an auto-notification of the discarded items. How are libraries, especially larger libraries, managing to remove the local tags from the bibs of discarded missing items when the situation is appropriate (i.e.: when a library’s last item is removed from a catalogue record, that still has other NEOS holdings)? Is it a concern, if this housekeeping of the local tags is not getting done? If it is a concern, did the committee want to collaborate with the NEOS SIRSI Team to create a solution? - **Susan Jones (MacEwan University)**

- Some libraries would like a report sent out to technical services personal (like the two year missing report sent to the Access Committee) for items slated to be removed from the collection. BCA report should be created for these items
- MacEwan would like clarity on current process, like a standardized process or automated process created. (Concerns about local notes being removed for incorrect items done was brought up) Sending out a Removal Update report was suggested.
- Tara Gunsch (Red Deer) asked what the significance of the 090 field was. What is the significance of removing it? Ian asked do we need to input the 090 field, may be used from BCA for reporting purposes?
- Ian as System Administrations is tasked to find the significance of the 090 field in the OPAC/Workflow (for shelflist creation, -- workflows, bca, blacklight

Action: NEOS asked Ian Bigelow to take the issue concerning 090 and 590 MARC fields to the SIRSI committee.

8. UAL implementing BIBFRAME (Ian Bigelow, UAL)

a. SHARE Virtual Discovery Environment (SVDE)

- NEOS data will be included with University of Alberta, more data will be provided at a later date. Our data will be submitted shortly, once it is processed, updates will be done on a daily basis.
 - SVDE
 - Data load process and general timelines
 - NEOS participation
 - Once data comes back, we will need training and/or discussion on how NEOS is to understand and use the results in our catalog
 - Transformation Council
 - Work ID Working Group
 - Authorities Working Group

b. [LD4P2 Cohort](#)

- Looking to submit our data, update our data at the current time. Looking to transition the cataloguing team first. Looking for a time period of the next two years. Hope to have information to present at the NEOS Mini-conference.
- Biggest change in the catalogue since transitioning from the card catalog to MARC records. It is the next evolution of the catalog. May make cataloguing easier with FBRB/RDA standards.
 - UAL participation
 - Sinopia
 - LC Training will be provided and recorded for ongoing training
 - Profile review and creation
 - Impact on NEOS

9. Update on progress of RDA 3R project (Ian Bigelow, UAL)

- Ian Bigelow spoke to this agenda item. No additional responses to the RDA 3R project. There is a lot of discussion on this right now with some trends. The new toolkit is not ready, and there is no anticipated date for release.

10. OCLC Data Sync Update: OCLC Data Sync continues to have trouble. ITS has scripts that are holding things together by resubmitting missed records, but things have yet to stabilize. OCLC has recognized that this has an impact on members and has made an offer for a reclamation project for all NEOS OCLC members **(Ian Bigelow, UAL)**

- Committee indicated interest in a reclamation project. There may be a few clean-up projects (in coordinated with ITS) before a reclamation is done. Cost ball parked at \$10,000. Will be done just for OCLC member libraries.
- Action: Ian to contact OCLC member libraries to follow up interest.

11. Subject Heading Manual H1780/90 - cases where subject access may be minimal (Ian Bigelow, UAL)

- For works of literature, Library of Congress subject headings are assigned in OCLC records. This pertains to single one-off novels from authors.
- Brian Stearns will come up with documentation to Document 1, stating that for works that do not have a discernable subject heading, no headings need to be added.

12. Deslibris creating new non-LC subject headings (Ian Bigelow, UAL)

- a. Using Second indicator "7" with a corresponding subfield 2 (iptcnc)
 - b. <https://www.loc.gov/marc/relators/tn180727src.html>
 - c. Issues with record updates
- Records and updates still are problematic and infrequent and sometimes non-existent. Bib-Book Catalogue team and OCLC are looking to update and replace Deslibris records.
 - For Discovery purposes, do we leave these records in if it is the only information available (even if the quality is not up to par)? Subject access is in question here. The subject thesaurus Delibris uses does not fit with Library of Congress subject headings. Using their subject terms does not lead us to look for related subject headings and provides no real subject access to our current collections.
 - Consensus is due to time, little access is better than none, although we strive to have quality records from our vendors. Will Document 1, need to be updated to reflect this
 - Ian will keep us updated. Aiming for a December re-indexing process.

13. SIRSI Test

- SIRSI Test updates. NEOS members would like to be notified when SIRSI Test is being updated, so it does not corrupt data when institutions are looking to use the testing database for production purposes.
- Ian Bigelow will bring this item back to the ITS committee to see how member libraries can be notified of SIRSI Test updates.

14. Minute Taker at Next Meeting: Newman Theological College