

June 13, 2019 NEOS TECHNICAL SERVICES COMMITTEE MEETING MINUTES

Date: Thursday, June 13, 2019

Time: 9:30-11:30 am

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

Minute Taker: Tara Gunsch, Red Deer College

Chair: Susan Jones, MacEwan University

Guests: Brian Stearns, University of Alberta

Vanessa Bangay, MacEwan University

Present: Susan Jones, Chair (MacEwan), Anne Carr-Wiggin (NEOS), Lisa Drysdale (AGL), Myrna Dean (Concordia), Karina Dunn (Vanguard), Taras Kurylo (Alberta Innovates), Ian Bigelow (U of A)

Teleconference: Gisele Ramgoolam (NorQuest), Wilmer Tenerife (Burman), Sara Barnard (Kings), Tara Sommerfeld (Covenant Health), Michael Baird (Olds), Linda White (Keyano), Nicole O'Connor (GPRC), Rachel Martins (NLC), Laura Somerville (Lakeland)

[Committee Terms of Reference \(currently under revision\)](#)

Minutes

1. **Call to Order / Welcome.** 3 new members: Wilmer Tenerife (Burman), Sara Barnard (Kings), Taras Kurylo (Alberta Innovates)
2. **Audrey Lyons (Alberta Innovates):** The committee offers its condolences, and expresses appreciation for the contribution of longtime member, Audrey Lyons (Alberta Innovates), who passed away in April.
3. **New Members:** 3 new members: Wilmer Tenerife (Burman), Sara Barnard (Kings), Taras Kurylo (Alberta Innovates)
4. **Attendance Roll Call**
5. **Congratulations:** A quick mention from Anne that Karina (Dunn) convocated yesterday, Wednesday June 12, 2019.
6. **Review and Additions to the Agenda:**
 - a. Lisa Drysdale (AGL) recommended we discuss NEOS Last Copy Program documentation; Susan added this to the agenda as item 21.
 - b. Ian Bigelow thought we should discuss the outcome of the meeting with Library and Archives Canada re: OCLC/National Catalog at some point. Susan agreed and suggested it would be appropriate to suggest it alongside item 7a in the agenda ("Draft a statement to submit to Library and Archives Canada").
 - c. **Approval of the minutes of the October 30, 2018 meeting** We thank Karina Dunn for preparing these minutes. Only edit suggested was a name change.

7. **Outstanding business from the February 26, 2019 meeting**

- a. **Draft a statement to submit to Library and Archives Canada** on behalf of NEOS Technical Services Committee.

Update: the letter was not written, as LAC began a process of consultation with library groups. LAC met with representatives from Edmonton library groups and also from NEOS specifically on May 29, 2019. Susan suggested this meeting was very effective due to an efficiently-prepared agenda. In light of the consultation process by LAC, currently underway, Ian, Anne and Susan agreed that a letter right now would not be warranted; it was suggested that NEOS wait to see LAC feedback after consultations wrap up and THEN possibly send a follow up letter. Ian asked for clarification: when this follow up letter does get sent, who sends it? Anne confirmed: NEOS tech would draft the content of such a letter, which would then be sent with the approval of the NEOS exec. Additional discussion of the impact of LACs decision followed. Myrna reminded members that they currently have access to the Large Research Libraries Portal project, but Ian noted that the funding for that project has probably run out and that could go down at any time. Ian further noted that such a project could be a good future model for sharing library metadata in Canada (ie: open Canadian targets).

Possible Future Action: after LAC provides feedback from their nation-wide consultations, possibly write a follow up letter on behalf of NEOS.

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

Update: The Monographs Team at the University of Alberta revised the *NEOS Guidelines for E-Resource Cataloguing* document, based on feedback from the Technical Services Committee meeting on February 26, 2019. A link to the DRAFT version for comment is included here:

<https://docs.google.com/document/d/1auWJsElarhaAtcV2dmuatnY2TjAVcnZcCPpK89tNNNoE/edit> Susan asked if we are ready to adopt this document, and nobody disagreed. On behalf of the committee, Susan expressed appreciation for the collaborative approach the monographs team took to getting feedback on this document (using Goggle docs).

Action: Susan will now submit this document to be posted to the NEOS Tech website.

- c. **Update the committee's serials document – University of Alberta Serials Team, Brian Stearns (University of Alberta Libraries), Lisa Drysdale (Alberta Government Library)**

Update: All libraries are invited to provide more direction on what this document should contain. Ian Bigelow to create a shared Google doc where libraries can contribute their feedback, he arranged a meeting with UAL Serials Team, Lisa Drysdale, and Maria Haubrich, and he shared all this information to NEOS tech listserv. Laura Somerville asked what the deadline for commenting on the document is; Ian responded that the deadline is noted in the shared email (it is July 18). Taras Kurylo wondered if he was a recipient on the NEOS tech listserv.

Action: All libraries will provide feedback on the document by July 18. Link to the document is included here:

https://docs.google.com/document/d/1lh1h7QcFbGnBx5p1AzRF5vNuM6hTL6t_7yH6iioPIU0/edit?usp=sharing

Action: Anne Carr-Wiggin will check to make sure that Taras is a recipient of the NEOS tech listserv

d. **Finalize an approach for creating new NEOS Cataloguing Documents**

Update: 'Documentation' is now added as a standing agenda item

e. **Review\update the Terms of Reference for the committee**

Original TOR: https://www.neoslibraries.ca/wordpress/wp-content/uploads/2016/04/Technical_Services_2009.pdf

Update: Mary Lou Veeken provided the link to the Terms of Reference with revision suggestions (here: NEOS-TechnicalServicesCommittee-TermsOfReference-2019dr1.pdf). Karinna suggested we just go through the proposed changes and discuss them. There was discussion about the wording of #4 (the section that deals with buddy libraries): to "provide" vs to "assign" a buddy library, and Michael Baird suggested replacing "assistance" with "advice". Susan wondered about the phrase "led by UAL" and Brian further wondered why it might be that only one member library might have the complete responsibility of assigning buddy libraries. To this, Anne commented that it is a NEOS responsibility to train new member libraries, and that involves UAL because of expertise. Susan asked them to reword the "led by" buddy statement, suggesting edits regarding responsibilities/duties of training, and also suggested edits for composition and appointments.

Action: Anne will provide a new draft.

f. **OCLC Data Sync - Ian Bigelow (University of Alberta Libraries)**

Update: Ian reported that further discussion will happen after we know more. Concordia commented that the data seems good.

g. **Open Access sets and usage across NEOS (NEOS Free) - Ian Bigelow (University of Alberta Libraries)**

Update: There was a discussion about how Open Access items show up behind a paywall with a proxy. Abigail at UAL is currently investigating. It was noted that Workflows needs a clear structure for having OA items loaded. The ebook team is working on a draft for NEOS FRee sets and will share with committee when it is ready.

Action: Ian will set up a Google doc for discussion of NEOS Free/OA sets

8. **Sorting Libraries Out: Decolonizing Classification and Indigenizing Description 2019 Conference, March 12-13, 2019 – Myrna Dean (Concordia University of Edmonton) and Vanessa Bangay (MacEwan University)**

Update: Myrna and Vanessa reported on the conference that they had attended. Thank you to Vanessa and Myrna for discussing and providing their conference notes, attached to these minutes as Appendices A and B, respectively.

Additional link to information provided by Vanessa:

9. **MacEwan University – Indigenization Initiative – Vanessa Bangay (MacEwan University)**

MacEwan seeks guidance from the NEOS Technical Services Committee on the following indigenization initiatives, specifically asking, in the following which would be the preferred form:

- a. MacEwan proposes to start using certain LCSH as “genre” terms to categorize holdings that are not necessarily “about” the term, such as Indigenous filmmakers, or Indigenous authors, for example:

650#0 Indigenous authors

would become

655#0 Indigenous authors

or

655#0 Indigenous authors. |5CaAEGMCT

or

655#7 Indigenous authors. |2local

- b. MacEwan proposes to add “Indigenous content” as a local subject or genre heading to applicable bibliographic records as a means of identifying MacEwan holdings with content of indigenous interest:

650#7 Indigenous content. |2local

or

655#7 Indigenous content. |2local

or

655#0 Indigenous content. |5CaAEGMCT

or

690 Indigenous content. |5CaAEGMCT

Update: Committee discussed MacEwan’s proposal to adopt LCSH genre terms as outlined in the agenda and in the minutes, above. It was noted that the tags proposed aren’t necessarily ideal. Vanessa and Brian had also once discussed tag 386 (Creator/Contributor characteristics) but it is currently not set up as an actionable tag in Sirsi. Ian commented that if that 386 could be mapped properly, it could be a good fit. Brian added that as 386 is not an authorized field, demographic headings could be used here. Susan and Anne mentioned that catalogers are very anxious to move forward with indigenization initiatives.

Action: Brian will investigate making tag 386 into an actionable field.

Action: All libraries will go back and explore the presentation notes and MacEwan suggestions and will discuss again at next meeting.

10. Electronic resources update – MARC files for ProQuest Academic Complete and Canadian Ebook - Ian Bigelow (University of Alberta Libraries)

Update: Ian reported that this has resolved itself.

11. Changes to ISBD punctuation in MARC <http://www.loc.gov/aba/pcc/documents/test-records-punctuation.html> - Ian Bigelow (University of Alberta Libraries)

Information item: Ian spoke to how to approach this change in a shared cataloging environment, noting that we need to make sure our discovery systems will work with or without the ISBD punctuation, adding that we will be operating in a mixed environment, as all institutions will be treating the change differently.

Action: all libraries will review the changes and we will discuss at a future meeting.

12. Approved for use in Alberta Schools – Usage across NEOS - Ian Bigelow (University of Alberta Libraries)

DEFERRED

13. Treatment of custom editions across NEOS (University of Alberta uses a field 690 to identify these, should all institutions try to be consistent?) - Ian Bigelow (University of Alberta Libraries)

DEFERRED

14. ILS Team: Ian Bigelow (University of Alberta Libraries)

a. 090 update/cleanup project

Information item: Ian asked members to consider what it would mean to your library if we were to blow away all the 090's in bib record and replace w/ item holdings. AGL answered that it would be a big concern for them. Lisa responded that it would be a dramatic change and consultation [with member libraries] would be necessary. Ian suggested when the time comes, maybe we would first test this with a smaller collection.

Action: Lisa will consult with AGL's digital services librarian regarding the 090 cleanup issue.

b. updating of local tags upon discard

c. Defining IC3 tags

d. 001/003 (our system automatically updates the 001 to be a local control number but does not change the 003, which means that our local control number is attributed to another database)

Action: Ian will take this issue to the ITS team to investigate

e. NorQuest World Language Collection

Gisele reported that NorQuest has a new home location called LANGUAGES

f. Notifications of Sirsi/Sirsi Test updates

15. MARC Tags:

Fixed field coding issues: fixed fields in Sirsi are not current standard.

Vanessa asked how to fix this problem and Ian answered that the fix involves Sirsi Dynix and that "there is a responsibility of UAL to keep SirsiDynix on its toes". Susan suggested a test case scenario to see how far we could get with SirsiDynix.

Action: All libraries, when we come across this issue, add it to a Google sheet

Action: Ian create a Google sheet where committee members can record when they come across fixed field non-standard coding issues.

Action: Anne add a “liase with SirsiDynix” role to TOR

16. **BIBFRAME update - Ian Bigelow (University of Alberta Libraries)**

DEFERRED

17. **Committee Member List, and Cataloguing Contacts – Susan Jones (MacEwan University)**

a. **Member Contact:** Please ensure that the name and contact information for your Library’s committee member is correct and current on the committee member list

<https://www.neoslibraries.ca/neos-groups/technical-services/>

i. Updates to the list can be submitted to:

1. The NEOS-Tech list

2. Committee Chair, Susan Jones, jones@macewan.ca

3. NEOS Manager, Anne Carr-Wiggin anne.carr-wiggin@ualberta.ca

ii. We would especially ask that **Alberta Government Library** and **The King’s University Library** review their entries on the membership list and provides updates as appropriate

b. **Cataloguing Contact:** Both the system administrator, University of Alberta, and each member library needs to know the cataloguing contact for each library. Perhaps we should add a second contact, for cataloguing, to the entries on the membership list <https://www.neoslibraries.ca/neos-groups/technical-services/> If the committee member and the cataloguing contact are the same, then the email address for that one person would just be repeated.

c. Consider providing a generic email address (e.g.: cataloguing@library.ca) if that really is the best way to contact the member or cataloguing at your library. Or provide a couple of contacts, such as **Vanguard College** has done with their listing.

Update: discussed the importance of up-to-date contacts

Action: Susan sent out a reminder to the NEOS tech listserv for members to submit their information.

18. **SmartPort Targets Cleanup – Karina Dunn (Vanguard College)**

DEFERRED

19. **Document 1, Cataloguing Standards, APPENDIX G List of Approved Dummy Summaries of Holdings**

- **Vanessa Bangay (MacEwan University):** MacEwan uses their own format for MARC holdings summary statement 866, and proposes that this format may be useful to other NEOS Libraries and could be added to APPENDIX G. Example format: **1 year + current year; 5 years + current year**

DEFERRED

20. **NEOS Technical Services Documentation** (progress on current documentation work, new documentation requirements, documents requiring update, access to documentation, etc.)

DEFERRED

21. Minute Taker at Next Meeting: Alberta Government Library

Meeting adjourned at 11:48 am

Appendix A

Vanessa Bangay Conference Summary

I attended the Sorting Libraries Out : Decolonizing Classification and Indigenizing Description 2019 conference on March 12-13 in Vancouver. The conference built upon the work done at the Making Meaning Symposium (Edmonton, February 2018) and the In Our Own Words summit (Toronto, June 2018).

March 12 began with a smudging ritual designed to purify the participants and the meeting space.

Elder Margaret George (Tseil-Waututh) welcomed all to the conference and thus began an intense two days of discussion and sharing.

Keynote speakers Dr. Deanna Reder (Cree-Métis, Associate Professor in the Departments of First Nation Studies and English at Simon Fraser University) and Treena Chambers (Métis, International Studies student at Simon Fraser University) spoke of their respective roles as principal investigator and research assistant for “The People and the Text: Indigenous Writing in Northern North America up to 1992” project (<http://thepeopleandthetext.ca>). They highlighted the difficulties of locating and transcribing Indigenous works as well as the importance of challenging problematic and offensive terms, categories, and genres when classifying Indigenous works.

Camille Callison (Tahltan, Indigenous Services Librarian and Liaison Librarian for Anthropology, Native Studies and Social Work at the University of Manitoba) sent ripples through the crowd with the announcement that, thanks to work done by the CFLA’s Indigenous Matters Committee Joint Working Group on Classification and Subject Headings, there will soon be an English-only Excel sheet of Indigenous nation names made publicly available. It will be national in scope and is the result of much consultation with Indigenous communities. Further announcements will be made on the Decolonizing Description listserv hosted by York University.

Send subscription requests to: LISTSERV@YORKU.CA

Message (without subject line): subscribe DECOLDESC first name last name

Elizabeth Kawenaa Montour (Kaniienkenuhaka/Mohawk, project archivist at Library and Archives Canada) delivered a tribute to Brian Deer (creator of the Brian Deer Classification System used to organize materials in libraries with specialized Indigenous collections) who passed away in January 2019.

The Indigenous Scholars panel highlighted the experiences of Dr. Charles Menzies (Gitxaala, professor in the Department of Anthropology at the University of British Columbia) and Leigh Joseph (Squamish, ethnobotanist) as they each pursue studies in their given fields. Both spoke of the rewards of renewing traditional knowledge and how that knowledge builds a sense of community and place. They also revealed that there is a certain level of discomfort when sharing Indigenous knowledge with the non-Indigenous community as there is suspicion about how that information will be used.

The Collections and Community panel featured presentations by Marvin Williams (Lake Babine Nation), Elizabeth Kawenaa Montour (Kaniienkenuhaka/Mohawk), and Bruce Muir (West Moberly First Nation). All three speakers emphasized that local knowledge held in community silos should be obtained in a respectful manner.

At the end of the day, four breakout sessions were offered, and I chose to attend Indigenous Metadata and Institutional Technologies. Topics discussed included: how to move forward and address gaps after changing offensive subject headings in the catalogue (i.e. the need for customized headings for non-replacement terms that are not present in LCSH); the requirement for commitment at the local level as well as guidance and stewardship at the national level in order to maintain an Indigenous names authority list properly; and the possibility of using WikiGroups (or something similar) to share what various institutions have implemented in order to decolonize description.

March 13 began with an interesting keynote address by Dr. Sandra Littletree (Diné) concerning the history and development of tribal libraries in the United States. This was followed by the Metadata Solutions panel where representatives from three different libraries shared the various methods that they have implemented to more sensitively provide access to Indigenous materials.

Melissa Adams (Nisga'a) gave details about her work as a librarian and archivist for the Union of British Columbia Indian Chiefs (UBCIC) Library & Archives. UBCIC uses an ethical research policy to ensure that research conducted is for the benefit of Indigenous people and not for competing outside interests. Unlike Alberta, most of B.C. does not have treaty agreements, so land claims research is an important part of the service that UBCIC provides. They endorse the Protocols for Native American Archival Materials (<http://www2.nau.edu/libnap-p/>) and they make use of the Brian Deer Classification System.

Rachel Rogers described the Greater Victoria Public Library's (GVPL) project that locally replaced offensive subject headings (both CSH and LCSH) related to Indigenous peoples. This project is like the one done at the University of Manitoba, but on a much smaller scale.

Google Docs link detailing the GPVL project:

https://docs.google.com/spreadsheets/d/1qWWY5549qnS69_LpHEL7_XeiuyrX3onr58l4u3jrj5c/edit#gid=416984343

Sue Andrews (principal cataloguer at the University of British Columbia (UBC)) talked about the limitations of traditional library approaches to cataloguing when it comes to Indigenous materials. At the Xwi7xwa Library, a modified version of the Brain Deer Classification System is used (<https://xwi7xwa-library-10nov2016.sites.olt.ubc.ca/files/2019/01/2018-MODIFIED-DEER-Public-version.pdf>) as well as a customized thesaurus of subject headings (First Nations House of Learning) that they aspire to make available to the public in the future.

BC First Nations subject headings used at Xwi7xwa:
<https://xwi7xwa.library.ubc.ca/files/2011/09/bcfn.pdf>

Article on Xwi7xwa Library from Yes! magazine:

<https://www.yesmagazine.org/peace-justice/decolonize-western-bias-indigenous-library-books-20190322>

At the end of the day, four breakout sessions were offered, and I chose to attend Indigenous Classification. The possibility of having Library and Archives Canada host a national thesaurus for Indigenous terms was discussed as well as the promise that linked data holds for keeping such an enterprise up to date.

The Sorting Libraries Out conference gave participants a broader perspective on respectfully working with Canadian Indigenous peoples towards a shared goal of indigenizing and decolonizing metadata. Indigenizing catalogues requires engagement and consultation and development of relationships at the grassroots level as well as seeking guidance for best practices at a national level. It is a massive undertaking that will take time and patience to implement in a successful and respectful manner.

Appendix B

Myrna Dean Conference Summary

The cultural day included a visit to [Musqueam](#) where we had a tour of the Reserve by an elder, including the Musqueam Cultural Centre Gallery. The current exhibit compares past and present tools. There was also a panel discussion with community members and archive workers. They talked about building community relationships and finding ways to give back to the community. They gave the example of teaching people to do digital scanning.

We also visited the [Longhouse](#) & [Xwi7xwa Library](#). Sue Andrews spoke about the history of the library and how they enhance their records with [Brian Deer Classification](#), First Nations House of Learning Subject Headings, etc.

As for the conference presentations, I got a lot out of Charles Menzies (Gitxaala), anthropologist. He talked about how western classification of indigenous people is used to limit Indigenous access to land and resources. For example the Gitxaala are considered "salmon people" but they also used mountain goat wool. Being classified as coastal people has limited their claim to the mountains. There is traditional knowledge that speaks to their claim but this hasn't always been enough for gov't (though this is changing). Archaeology has helped strengthen claims by allowing indigenous people to return to traditional sites. Library classification needs to be flexible enough to shift with changes in knowledge, terminology, etc

Most of the conference presentations are available on the Sorting Libraries Out website: <https://ocs.lib.sfu.ca/index.php/dcid/dcid2019/schedConf/presentations>