NEOS TECHNICAL SERVICES COMMITTEE – MEETING MINUTES

Date: **November 16, 2022**
Time: **9:30-11:30AM**
Location: Online via Zoom
Zoom Meeting Host: Anne Carr-Wiggin (NEOS Manager)

Chair: Susan Jones (MacEwan University)

Minute Taker: Sue MacRae (MacEwan University)

Regrets: Linda White (Keyano College)

Attendance:

Anne Carr-Wiggin (NEOS manager), Jolene Linfitt (King's), Myrna Dean (Concordia), Julie Pompo (Alberta Health Services), Wilmer Tenerife (Burman), Eden Murray-Black (Northwestern Polytechnic), Gisele Ramgoolam (NorQuest), Caroline Vandriel Furman (Olds College), Karina Dunn (Vanguard College), Kathy Williams (Lakeland College), Michael Betmanis (University of Alberta),) Kaitlin Kirk (Northern Lakes College), Ian Bigelow (University of Alberta), Lia Kim (Lakeland College), Robin Chorzempa (Alberta Environment Library), Brian Stearns (University of Alberta), Susan Jones, MacEwan University), Sue MacRae (MacEwan University, guest), Taralyn Gunsch (Red Deer Polytechnic), Scott Davies (University of Alberta); Taras Kurylo (Alberta Innovates)

Guests: Michael Betmanis (University of Alberta)
Scott Davies (University of Alberta)
Brian Stearns (University of Alberta)

1. **Call to Order, welcome, and introductions -** Chair

   a. **Meeting recording:** The meeting was recorded for the benefit of the minute taker. The recording will be deleted once the minute taker no longer requires it

   b. **Review and Additions to the Agenda**
      i. Additions to the Agenda:

      Eden Murray Black introduced a new staff member, working at the now open Fairview Campus, Bethany Idema, Library Technician.

   c. **Approval of the minutes of the March 17, 2022, meeting**
      We thank Kathy Williams (Lakeland College) for preparing these minutes

      Correction: The March 17 meeting minutes should indicate the date of the meeting as March 17, 2022 (not 2021)

NEOS TECHNICAL SERVICES COMMITTEE – MEETING MINUTES

2. **Alberta Environment Library** – Robin Chorzempa (Alberta Environment Library)
Welcome to Robin, attending her first meeting of the *NEOS Technical Services Committee*. She provided some detail about the *Alberta Environment Library* and its recent implementation.

Robin Chorzempa identified herself as *Digital Resource Support*, and the *Alberta Environment Library* as operating under the *Strategy and Governance Division, Environment and Protected Areas Ministry, Government of Alberta*.
The collection is still shadowed in the ILS. They are working to make it available and to be able to borrow materials in the future.
albertaenvironmentlibrary@gov.ab.ca is the email address for contact
Physically, generally just Alberta Environment and Parks materials are at the library.
Available for government staff, they are adding journals and e-resources, previously cancelled due to the AGL closure, reinstated as they work to rebuild the collection.
Perhaps in future other materials from other ministries, currently housed elsewhere, might be added.
Robin stated they have had positive feedback for resuming Library Services.

3. **NEOS Policy on Shared Principles for Cataloguing, a revision covering harmful resource descriptions, and improving cataloguing practices – Brian Stearns** (University of Alberta), Anne Carr-Wiggin (NEOS Manager)
    a. The *NEOS Decolonizing Description Working Group* has incorporated decolonizing description principles into the *NEOS Policy on Shared Principles for Cataloguing*
    b. A couple of other minor revisions are also included for consideration. One, a clarification in terms of removing LC. Two, an inclusive statement of intentional learning as a community of practice
    c. Review the draft here , OR, the new additional text is also included here:
        Recognition that resource description is not neutral, and that resource descriptions and standards (such as subject headings) reflect biases and perspectives of the time in which they were created and may contain harmful or offensive data. Further, recognition that critical cataloguing, which prioritizes social justice and includes intentionally considering the work cataloguers do, the harm that resource descriptions may cause and the necessity of working to improve cataloguing practices, is important and requires institutional support.

Brian Stearns stated that although this was initiated by the work of the Decolonizing Description Working Group, this issue is not exclusive to that group of subject headings. There are biased and discriminatory terms and language in other authority records. Anne thanked Brian for his efforts to produce this draft. Ian Bigelow also thanked Brian for his work on this. Some discussion ensued.
The additional wording received a consensus of support from the Technical Services group members.

   Action: Anne Carr-Wiggin to take forward to the NEOS Director's upcoming meeting.

NEOS TECHNICAL SERVICES COMMITTEE – MEETING MINUTES

4. **NEOS Continuing Resource Working Group, Documentation Drafts** – Ian Bigelow, (University of Alberta)
    d. Documentation now updated and ready for posting at the discretion of NEOS Tech
        i.   **Final Documentation**
        ii. NEOS Continuing Resource Documentation Directory
    e. How to keep documentation up to date? Who will be responsible for updating? One meeting a year where we review the current state of documentation and work out a plan for anything that needs updating?

-Ian Bigelow spoke. The documentation is complete and is ready to post where other NEOS Technical Services documentation is posted. Thanks, to Abigail and the members of the Working Group for producing this documentation.
There was agreement with the suggestion and process for a once-a-year review of the documentation.
Discussion on where to post all the committee's documentation occurred later in the meeting, under agenda item 11.

5. **Cataloguing Code of Ethics** - Ian Bigelow (University of Alberta)

    a. Abigail did reach out to May Chan from UofT, who was on the ALAIR committee that created the code. The intent was to obtain a recommendation of someone to speak about cataloguing ethics and the code, either to the Tech Services group or present at the NEOS mini conference. Abigail followed up on the NEOS-Tech list, October 19, identifying the opportunity for individuals to be involved in the upcoming nation-wide consultation. It is up to NEOS-Tech if they would like to pursue anything further beyond this

Ian Bigelow spoke and stated that the Canada-wide consultation continues until December 2023.
No one was aware of any participation by NEOS libraries

     b. The Code and NEOS: Does the committee want to take the code back to their individual institutions, directors, and those in cataloging, and ask:
  - i. Should NEOS libraries as a group adopt this document?
  - ii. Can we commit to the ethical positions outlined in the document and to adjusting our processes to conform to it?
  - iii. Or possibly we chose to just acknowledge this document rather than formally commit to following it

-Ian Bigelow volunteered to engage on this and will inquire as to what participation is needed. He would be representing the University of Alberta.
Ian stressed that although a code could be brought forward to NEOS, it would be the responsibility of each library to bring this into practice.
This is ongoing work, and future updates can be anticipated

6. **Open Metadata Policy** - Ian Bigelow (University of Alberta)
   a. The *University of Alberta Library's open metadata policy* document is on Ian's to do list
   b. Ian will put out a call for volunteers. Contact Ian if you are interested. Time commitment would be about 3 meetings to draft a proposal.
   c. NEOS is committed to the principle and encourages member libraries where possible to share metadata. What does sharing look like?
   d. Perhaps this could be sufficiently covered by an addition to the Shared Principles for Cataloguing? Should the Shared Principles for Cataloguing be updated to reflect this, even if a more detailed policy is required?

-Ian Bigelow stated that the University of Alberta has deferred action on this at this time due to certain ongoing issues, including legal issues. He outlined that the general approach the UA might take is not yet flushed out due to these ongoing concerns. Some discussion ensued. Anne provided a [backgrounder](#)

Action: Ian will put a call out, to committee members, for participants to develop a brief initial policy. It was also suggested that this would be an ideal agenda item for a NEOS mini-conference session.

NEOS TECHNICAL SERVICES COMMITTEE – MEETING MINUTES

7. **Decolonizing Description Working Group (DDWG) - Update** - Brian Stearns (University of Alberta), Gisele Ramgoolam (NorQuest College)

-Brian Stearns spoke about the recent announcement that the *Library of Congress* (LC) will start work to replace *Indian / Indians* in *Library of Congress* subject headings, with an initial 3-year timeline for the work. LC are starting with headings for peoples who live in the geographic area of the United States.
The DDWG met Oct. 11, 2022, with 2 representatives from *Library of Congress* and stressed the importance of consultation with the indigenous communities. The meeting was very positive.
More meetings with *Library of Congress* contacts is anticipated in the future for the DDWG. This is timely for our group that LC is moving forward.
The DDWG is to meet and refocus their work and determine how to move forward with what has already been done.
Brian outlined that tangible improvements have been made to *Library of Congress* authorities because of this group's work with the subject headings.
Members enquired with regards to access to the DDWG spreadsheet document of subject headings.
Myrna Dean enquired as to access, as *WorldCat* Discovery now has a process that can replace inappropriate subject headings with appropriate headings, based on direction from the library client. It is more like a masking of the inappropriate terms, and then replacement with the appropriate alternate terms, in the displays in the discovery layer search results (i.e.: changes NOT in the catalogue records but in the discovery interface). Concordia has their own instance of *WorldCat* as their discovery tool, so that will be within their own results display.
Masking and replacing headings at the discovery interface is work that happens at an individual library basis and does not impact the subject headings in the catalogue record.
Brian Stearns reiterated the shared nature of catalogue records in NEOS and to be cognizant of the second indicator in subject heading fields, i.e.: (650 ^0-LC).
Any future changes *Library of Congress* might make will not be mapped to items where a term has been changed from the LC authorized term. Should other headings be added (650 ^4-Other source/Source Not Specified) would not affect the authorized LC term and any future LC changes.
Giselle Ramgoolam spoke and discussion ensued on the possibility of "cheat sheets" being developed to help incorporate the new terminology from the DDWG spreadsheet into catalogue records and to provide guidelines for use.

Action: Brian and Giselle will take back to the DDWG the task to develop "cheat sheets" to help provide guidance to possibly incorporate the new terminology in catalogue records.

NEOS TECHNICAL SERVICES COMMITTEE – MEETING MINUTES

7. **Linked Data Implementation – Update –** Ian Bigelow (University of Alberta)
-Ian Bigelow stated work is ongoing. The linked data implementation plan is now posted on the University of Alberta's website. *Share VDE* portal - the beta version of the data is now back, and testing is forthcoming. *PCC* has formed a group to review the data from their own point of view. Ian and others at University of Alberta are reviewing profiles in *Synopia* with what might be missing from those profiles with regards to a local context, i.e.: Canadian classification and Canadian subject headings. Working to get *Synopia* middleware set-up also prior to any training.

8. **Symphony indexing issues – Update -** Michael Betmanis (University of Alberta)
-Michael Betmanis noted that University of Alberta *Library IT* is in contact with *SirsiDynix* daily and are experiencing ongoing issues that will likely continue until a full rebuild of the database occurs. This is expected over the Christmas break as the process takes days. No dates have been announced yet.
The group thanked Michael for keeping us informed in as timely a manner as possible.

9. **NEOS Blacklight and Sirsi iLink – Update**
-Anne Carr-Wiggin spoke on this, indicating that Elaine has been working with the 4 libraries most affected by the decommissioning of Blacklight at the end of this year, December 2022.
"*eLibrary*" is new name for the *iLink* public catalogue
Some libraries have already re-adopted *iLink* as their catalogue, including Northwestern Polytechnic.

10. **NEOS Documentation and Google Drive** – University of Alberta
-Anne Carr-Wiggin enquired if the Technical Services group wanted to incorporate the use of Google docs more universally. With links to documents on Google. UA has incorporated Google drive for document storage and sharing, with differing levels of edit and viewing privileges.
-Scott Davies (University of Alberta) spoke, indicating that it has been used successfully with the NEOS Access Services committee. It provides a more centralized and accessible place for documentation. Others without an institutional Google account / access expressed some concerns.

Action: Anne will move forward, with this, for the Technical Services group. To be reviewed if members have issues.

11. **Local MARC field usage** – University of Alberta
-Ian Bigelow spoke on the current ongoing review of local fields. Libraries should ensure to update the spreadsheet, by the end of December 2022. The data collected about local MARC field usage will be important to any future catalogue migrations.

12. **Standing Agenda Item: Committee documentation:** All
-Ian Bigelow suggested that it could be a regular agenda item for the fall meetings to assemble small groups to review and update any of the committee's documentation that has been flagged for annual review.

13. **Minute Taker at Next Meeting:** NorQuest College