**NEOS Technical Services Committee Meeting**
**March 17, 2022**
**Minutes**
**Via Video Call**

**In Attendance :** Emily Shaw (Alberta Health Services)**,** Taras Kurylo (Alberta innovates), Wilmer Tenerife (Burman University), Myrna Dean (Concordia University of Edmonton), Tara Sommerfeld-Gladue (Covenant Health), Eden Murray-Black (Grande Prairie Regional College) Michelle Selensky (The King's University), Linda White (Keyano College), Kathy Williams (Lakeland College), Susan Jones (MacEwan University), Gisele Ramgoolam (Norquest College) Tara Gunsch (Red Deer Polytechnic), Kaitlin Kirk (Northern Lakes College), Caroline Vandriel (Olds College), Ian Bigelow (University of Alberta) Karina Dunn (Vanguard College),  Anne Carr-Wiggin (NEOS Manager)

**Regrets:**        Jim Derksen (Newman Theological College)

**Guests:**        Abigail Sparling (University of Alberta)
                Brian Stearns (University of Alberta)
                Sue MacRae (MacEwan University)

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

2.   **Review and Additions to the Agenda**
      Addition to the Agenda: Suggestions for sessions to be presented at the mini conference

3.   **Approval of the notes of the Oct 28, 2021 meeting**
                We thank Ian Bigelow (University of Alberta) for preparing these minutes
                Any corrections?
                *None, considered approved.

# Follow-Up/Updates

4.   **NEOS Decolonizing Description Group, Update:** Giselle Ramgoolam (NorQuest College), Brian Stearns (University of Alberta), Anne Carr-Wiggin (NEOS Manager)

Larger Group:  members that have scholarly interest and IT expertise that is required
Smaller Group:  (easier to set meetings, very active group, have cataloging/process expertise, work is complex)
Brian, Sue, Gisele, Nicole, Mary, Fairfax, Sharon, Anne – have met 3 times since the last NEOS Technical  Services meeting
This group is working on more complex subject headings
Summer student completed their hours just before Christmas
Met this week with Elaine and Jeremy about starting to get the systems work going – they have committed that in the next three weeks they're going to be running the scripts that Jim created last fall

Fairfax will be loading about 100 authority records into the test database to give Elaine and Jeremy some examples to work on - the group will meet again towards the end of March to see how that's going

Elaine wants to put through about 5 subject heading changes in production so that the rest of us can take a look and see in our discovery layers if everything is looking like we're expecting it to look before all of the subject headings are completed

Gave a presentation last week to COPPUL (Council of Prairie and Pacific University Libraries) directors about the considered efforts/progress that our group is making – also hoping to build collaboration

5. **NEOS Continuing Resource Working Group, Documentation Drafts:** Abigail Sparling (University of Alberta)

   a. The NEOS Continuing Resource Working Group II now has complete drafts available of the [NEOS Continuing Resource documentation](#), in line with the recommendations outlined by the NEOS Continuing Resource Working Group I

   b. Next steps for review and approval

   Wanted to bring completed documentation to today's meeting
   Have completed documentation on 3 core areas: Bibliographic records, Summary holdings records, Serials control records
   How do we review and approve the documentation with the wider group?
   Who will do the updating of the documentation?
   This documentation is not policy, so it does not have to go to the directors
   Documentation will be Google docs based
   How can we set up a schedule for review?

**Action**:
Abigail will send out the document directory and will provide comment access that will allow members to comment – share access on the Tech Services list – deadline for comments – **May 1$^{st}$. 2022**

**Agenda item for next Tech Serv meeting:**
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?

7. [**Linked Data Implementation Plan**](#), **Update:** Ian Bigelow (University of Alberta)

   a. Clarifications on NEOS and 5 year [Share-VDE](#) Memorandum of Understanding
      Thoughts based on [Kubikat](#) as an [example](#)
         A version of the 2.0 portal with sample data at this point – still in development – still like a wireframe in terms of what you see
         An example of 4 different institutions sharing a catalogue – one tenant – services multiple institutions
   b. Share-VDE focus areas - [See development roadmap](#)

i. Data for Portal 2.0 refresh – will be working on getting fresh data into the new portal – getting a new fresh static update to do testing on the new data model into the new portal

ii. Look at getting the ongoing updates running again in April

iii. J.Cricket entity management tool should be available to test later in the summer.

iv. Authority services – investigate how much we can leverage this to help with some of our authority issues

v. 5-year MOU with Share-VDE to support linked data implementation plan (different components of it) – this is for UAL data but this is also for NEOS data

c. Sinopia

i. Sinopia Middleware: tool that allows integration with Symphony – when you describe in Sinopia you should be able to pull a record into Symphony from it

ii. Templates and descriptive practice – continue working on templates – making sure they fit our needs

6. **[Terms of Reference, NEOS Technical Services Committee](#), Information:** Anne Carr-Wiggin (NEOS Manager)

The updated, current version is  available on the NEOS website:
[https://neoslibraries.ca/wp-content/uploads/sites/2/2022/03/NEOS_TECHNICAL_SERVICES_COMMITTEE_Terms_of_Reference_2021-1.pdf](https://neoslibraries.ca/wp-content/uploads/sites/2/2022/03/NEOS_TECHNICAL_SERVICES_COMMITTEE_Terms_of_Reference_2021-1.pdf)

7. **[NEOS Policy on Shared Principles for Cataloguing](#), Information and Discussion:** Anne Carr-Wiggin (NEOS Manager)

a. The updated, current version is available on the NEOS website. This is the policy that we worked on last fall and that was presented and approved at the last directors' meeting.
[https://neoslibraries.ca/wp-content/uploads/sites/2/2022/03/NEOS-Policy-on-Sharing-Materials-2021.pdf](https://neoslibraries.ca/wp-content/uploads/sites/2/2022/03/NEOS-Policy-on-Sharing-Materials-2021.pdf)

b. **Decolonizing Description Principles:** Perhaps a statement should be added to the policy addressing decolonizing description principles

i. If this group thinks it would be good to include a statement, the Decolonizing group can draft some wording for consideration

ii. We could discuss via the list (unless more extensive discussion is required) and provide recommendation at the next directors' meeting in May 27, 2022

iii. Sue:  suggested adding wording from the Acknowledgement statement to the policy revision. It was noted as a reminder that the Acknowledgement statement can be posted in various places such as our discovery systems and library websites.

**Action Sue/Gisele:** Decolonizing Description group will come back to the Technical Services group with some wording for consideration

# NEW BUSINESS

8. **Northwestern Polytechnic (NWP), Information:** Eden Murray-Black (Northwestern Polytechnic) Grande Prairie Regional College (GPRC) has changed its name to Northwestern Polytechnic (NWP) and we have started the transition process in the NEOS environment.

    a. The new logo and colours will be submitted to the call that is in progress.  A ticket has been submitted and Elaine will be working on the changes in the catalogue (library code changes, data fields ect.) and name in workflows.

9. **University of Alberta CatMet Staffing and Operational Update:** Ian Bigelow (University of Alberta)

    a. Some members of the serials and monographs team will continue to work remotely
    b. Each week there will be 1 specialist from each area on campus, but others will continue working from home
    c. Scott Davies is back as the new Cataloging and Processing Operations Supervisor
    d. April has assumed Scott's former responsibilities with the NEOS Access Services Committee

10. **[Cataloguing Code of Ethics](#), Introduction and Discussion**: Abigail Sparling (University of Alberta), Ian Bigelow (University of Alberta)

    a. Should the Cataloguing Code of Ethics document from the ALA Cataloging Ethics Steering Committee be endorsed and included in the NEOS documentation – Doc 1?  The requirements of the document become more powerful if the document has institutional support – all members commit to working within the guiding principles of the document
    b. Our group could say that we endorse it.  If we want to make it a formal, consortium wide thing we could take it to the directors level as well as the Tech services committee.
    c. Where would it live in our documentation – in policy? In Doc 1 ?

    **Firstly - Action: Abigail** will reach out to May Chan from UofT, who was on the ALAIR committee that created the code, and ask if she could recommend someone to speak about cataloguing ethics and the code, either to the Tech Services group or present at the NEOS mini conference.

    **Secondly - Action:** after learning more about this, the Technical Services members take this document back to their individual institutions, directors and those in cataloging, and ask:
    a. Should NEOS libraries as a group adopt this document?
    b. Can we commit to the ethical positions outlined in the document and to adjusting our processes to conform to it?
    c. Or possibly we chose to just acknowledge this document rather than formally commit to following it

11. **PCC Open Metadata Policy, Information and Discussion:** Ian Bigelow (University of Alberta)
    a. The University of Alberta would like to work on their own open metadata policy – should UA and NEOS work on this together?
    b. E-book sets, acquisitions that come or would come with data that have restrictions on reuse - would make it difficult to load items with restrictions into our system
    c. An Open data policy provides guidance as to why we care about making sure we have open data  - as well as providing a tool for talking with vendors:
        i. Practical implications when discussing purchasing with vendors – want to be able to load and share content no strings attached
    d. How do you scope this?  Would it include repositories, special collections?
    e. Different licenses – copyright librarian

    **Action Ian:** UAL open metadata policy document is on Ian's to do list
        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.
        (NEOS is committed to the principle and encourages member libraries where possible to share metadata ??)

12. **Change in the use of 506 field, Restrictions on Access Note, Information and Discussion:** Ian Bigelow (University of Alberta)
    As indicated on the March 9 message to the NEOS-Tech list, the University of Alberta plans to cease this practice. This isn't covered by Doc 1, but is currently captured in the NEOS Guidelines for E-Resource Cataloguing. Basically we are planning to cease required usage of this field.  It is still a valid MARC field and use cases will emerge, but to continue applying it across the board as specified doesn't seem to be necessary anymore. Before proceeding though, we did want to reach out to see if there is any concern about this?

    Might be certain cases where it would still be needed but not as a blanket use.  The note does not seem to assist users in knowing what they have access to.

    **Action:** MacEwan to review their cataloguing scripts

    **Action: All. Respond to Ian's March 9<sup>th</sup> message, sent to the NEOS-Tech-l, by May 1<sup>st</sup>**

13. **Session suggestions – not necessarily only the NEOS Mini Conference**
    NEOS Mini Conference. – first Thursday and Friday in June: **online**
    Would this committee like to either organize a session or suggest a topic for the conference?
    a. Brian: Catalogathon will be returning – send Brian your topic ideas
        i. Fiction – literature subject headings and the new subject headings for the Indigenous works – as people are cataloguing Canadian literature in,  385, 386
    b. Brian and Gisele will be presenting on the work of the Decolonizing Description Working Group again this year
    c. Ian – possibly presenting on linked data (not necessarily the mini conference)

       d.   Myrna: BCA & Excel formulas, functions in Excel and how they can be used in BCA reporting

       e.   Cataloguing Code of Ethics – Abigail – May Chan?

**14.** How would this group like to continue meeting in the future?
   a. Consensus seems to be to continue with meetings via Zoom or in person and zoom
   b. Zoom allows for more equal participation given the challenges of travel as well as the challenges of jumping into the conversation via audio meetings

**15. Standing Agenda Item: Committee documentation:** All
Nothing raised.

**16. Minute Taker at Next Meeting:** MacEwan University