NEOS Technical Services Committee Meeting
Minutes

October 16, 2023
Online via Zoom

Chair: Susan Jones (MacEwan University)
Topic: Transition to New Library Service Platforms
Minute Taker: Taras Kurylo (Alberta Innovates)

In attendance: Robin Chorzempa (Alberta Environment Library), Wilmer Tenerife (Burman University), Myrna Dean (Concordia University), Tara Sommerfeld (Covenant Health), Linda White (Keyano College), Jolene Linfitt (The King's University), Kathy Williams (Lakeland College), Susan Jones (Chair) MacEwan University), Gisele Ramgoolam (Norquest College), Danielle Stradling (NLC), Cody Zheng (Olds College), Taralyn Gunsch, (Red Deer Polytechnic), Ian Bigelow (University of Alberta), Michael Betmanis (University of Alberta), Bethany Idema (NWP), Amanda Terlaan (AHS)

Guests: Eden Murray-Black (NWP), Lia Kim (Lakeland College), Vanessa Bangay (MacEwan University), Benjamin Requiero (Lakeland College), Jon Newman (Olds College), Brian Stearns (University of Alberta).

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

2. **Approval of the minutes of August 1, 2023.**
Minutes approved by consensus.

3. **LSP Update (Anne Carr-Wiggin)**

[Update October 2023](#)
Anne responded to questions arising from the written update.

The Integrated Library System Services Agreement of individual libraries with the UofA will end once the migrations take place. Technical fees for NEOS will end. The other fees will depend on how libraries wish to collaborate in the future.

Library updates:
Amanda Terlaan – AHS are joining with Koha.
Susan Jones – MacEwan is in the middle of the RFP process.
Anne Carr-Wiggin – UofA doesn't expect to migrate until 2025.
Taralyn Gunsch – "how are all the libraries approaching this process?"
Ian Bigelow – UofA created an LSP migration working group.
Susan Jones – Grant MacEwan created a selection committee.

Kathy Williams – Lakeland College techs and librarians are currently working together to evaluate LSPs and make the best choice. We hope to work with libraries who make the same choice to approach the vendor for pricing.

Eden Murray-Black – Northwestern Polytechnic is following the current MacEwan/UA process. Our librarians told me to get pricing from vendors for NWP as a standalone institution only for budget planning purposes.

Gisele Ramgoolam – at Norquest we have a group of 4 that is looking into this. We are going to ask the vendors to give us demos and we also asked for ballpark pricing.

Robin Chorzempa – Alberta Environment Library is looking at the requirements and the RFPs. It really depends on the cost. We are looking to see what other libraries do.

Myrna Dean - Are the committees going to look at getting pricing, or is that going to be on individual libraries?

Anne Carr-Wiggin – We hope that the vendors will be able to tell us the library of this size would normally be paying annually that much, just to give people the idea of what to expect.

Robin Chorzempa – How the migration for the ILS would work? Is it more up to the vendor or the cataloguing team at the UofA?

Ian Bigelow – Beyond simple data extraction, it can go to the vendor. Anne Carr-Wiggin – UofA will still play the role of service provider for that, until the migration is complete. Each library has to decide if they want their patron database or circulation information migrated.

4. High Level Requirements for an LSP prepared by the UofA Libraries (Anne Carr-Wiggin, Ian Bigelow)

a. [The Document](#).
b. This document will be helpful for the libraries to go through the list of requirements. MacEwan prepared a similar document.
c. This document is still in the process of being developed. Any feedback is welcomed. For any questions, please contact Ian Bigelow.
d. Susan Jones – instead of being very specific about what they want, some libraries may choose to approach vendors and see what they have to offer.

5. LSP Migration Data Cleanup (Ian Bigelow)

a. A Data Cleanup spreadsheet was shared before the meeting, and is linked here [LSP Migration: Data Cleanup](#).
b. Questions about local fields, ensuring data is not going to get lost during the migration. What to do with NEOS_Free resources? Each institution may have different preferences. Prioritization will be important for each library.
c. We may need a working sub-group to decide what needs to happen when the data goes out.
d. Susan Jones – It also depends on the system each institution will end up with. It is hard to anticipate everything. There will be the need for post-migration data cleanup.