

**NEOS Access Services Committee Meeting**  
**Learning Services Boardroom 5-07A in Cameron Library**  
**10:00 am February 6, 2018**  
**Meeting Minutes**

**In Attendance:** Bonita Bjornson (Kings), Peggy Morgan (UofA/ITS), Anne Carr-Wiggin (NEOS), Roger Salus (Covenant Health), Sherri Smith (NorQuest), Laura Lemmens (AB Gov't Library), Lana Thompson (MacEwan), Debbie Quast (Concordia), Roberto Pellegrino (AITF), Natalya Brettle (UofA)

**Teleconference:** Deanna Walker (Olds), Ben Hanson (Lakeland), Barbara Mahoney (RDC), Wilmer Tenerife (Burman), Linda Brewer (Northern Lakes), Melanie Belliveau (AHS)

**Regrets:** Brenda Zimmerman (GPRC)

**1. Call to order/Welcome/Additions to Agenda: 10:05 AM**

Lana welcomed everyone and members introduced themselves. Addition of Reserve Desk Wizard to the Agenda (item 6. a.)

**2. Approval to Draft Previous Meeting minutes:** Approved by consensus

**3. BARD Bins and Bags – Anne & Natalya**

Vaughn was not available to make it to the meeting today. He has invited us to hold the next Access Services meeting at the RCRF so we can tour the new facility and sort out any other issues.

We will continue to use bags and bins, GPRC uses both depending on need. NLC has requested bags be delivered to them, as they are being charged \$12/box by Loomis for a special handling fee for delivering a bin, then find a large bin with 7 books in it. The cost for them to have a bag delivered is 1/3 of the price of a bin – this is a huge cost for a small library.

Vaughn has sent an email to staff reminding them to not stuff the bags too full. Roger noted that this issue has improved since then. If you need more bags for your library, you can order them yourself from [Shippers Supply](#). Anne noted there is no NEOS funding available for these bags, Libraries will have to buy their own.

AHS often borrows more than they lend, so they have lots of bags, they will send back extras. Please put out a call if you run out so they can be redistributed. Anne will send out contact info.

**4. Review of Policy on Sharing Materials – Anne**

Discussion: is it time to review the policy? The current Sharing Materials policy is 15-20 years old (although it has been revised regularly) and covers mostly the sharing of print collection, privileges, thresholds etc. Anne, Bonita, Peggy, Laura and Lana have volunteered to form a small committee to take a look at the current policy. They plan to have it ready for fall.

**5. Food for Fines - Natalya**

Will run from Mar 20 to April 27, 2018. Every item brought in = \$5 in fines forgiven to a maximum of \$100. Lost books will not be forgiven, nor will MacEwan fines. Fines will only be forgiven from

participating libraries, please let Natalya know if your library is willing to have your fines forgiven by March 1, 2018. U of A and AHS are the only libraries holding Food for Fines this year (so far). Other libraries are encouraged to run a campaign at the same time if they want. Natalya has sent out a shared Google doc containing all the criteria and instructions. She will also share promotional materials if requested.

## **6. Removing Aged fines – Peggy**

Was discussed in October, almost everyone said yes to removing aged fines. This will occur at fiscal Year-end – there are 4 different Year-ends. The report is based on bill reason and the payment type is forgiven. When BCA (Blue Cloud Analytics) is up and running each library can run their own reports! Peggy will run BCA report in March for AGL, AHS, AITF, Concordia, Covenant and Kings before the remove report. Please let Peggy know if you don't want lost bills forgiven before the report is run, because once they're removed they are gone forever. Peggy sent out an email with the process and an example of the report.

### **6. a. Reserve desk wizard – Peggy**

Peggy has added the Reserve desk wizard to the NEOS configuration toolbar as part of a pilot project to allow libraries to maintain their own reserve desk hours. Currently, only four UA libraries have access to this wizard. If the pilot goes well, access to the wizard will be extended to more academic libraries across NEOS.

## **7. Adding recall statement to emailed date due receipt – Lana**

The following statement will be added to the email date due receipt: **Items may be recalled and loan periods shortened if needed by others.** Peggy is currently testing the new receipt. It should be available in production soon.

## **8. BARD move – Anne**

The BARD is in the process of moving to RCRF which will now house the BARD & Archives. Unfortunately this facility will not be open to the public. Libraries will have to change the address for couriers, but you will be notified of this soon. The anticipated opening is in May. Information is attached to the minutes, and more information will be forthcoming. <https://www.neoslibraries.ca/category/news/>

## **9. NEOS Mini-conference – Anne**

The NEOS mini-conference will be held June 8 at MacEwan. We are now gathering ideas for presentations. Some ideas from today:

- Have representatives from the RCRF team, perhaps including an architect or project manager, speak about the building design and services, and/or the grad student that spoke last year about Design in Library space, Greg Whistance-Smith
- A pre-conference tour of the RCRF

### **Additional notes:**

Heads-up from Peggy, there will be another Symphony update tentatively at the end of April but there won't be many changes to the circulation modules. More information will be sent once we know the date of the upgrade and the expected downtime.

BCA is rolling out next week across NEOS. Stay tuned for more information soon.

**Next Meeting:** possibly in May or close to NEOS Mini conference in June. We may hold the next meeting at RCRF.

## **RCRF Update**

The mammoth task of moving the University of Alberta Libraries' collections from the Book and Record Depository (BARD) to the new Research and Collections Resource Facility (RCRF) is underway. As the conduit through which a huge portion of items from libraries across Alberta are transferred, this move has inspired a number of questions among staff across the consortia.

### **What is the RCRF?**

The RCRF is a state-of-the-art storage facility where UAlberta's Archives and the collections previously held at BARD will call home. It has been approved for Heritage Canada's, Movable Cultural Property designation – the highest international standard for cultural preservation. UAlberta Archives relocated there in late 2017, and is now accepting appointment requests from researchers wishing to view archival materials.

### **Where is the RCRF?**

The RCRF is conveniently located on South Campus, a short walk from the LRT's South Campus/Fort Edmonton Park station. [Here is a map to orient you.](#)

### **Why is the collection at BARD moving?**

Quite frankly, BARD is at capacity. The RCRF is larger and can support the growth of UAlberta's collection in the coming years.

### **What services will be available at the RCRF?**

The RCRF's primary function is to be a storage and preservation space. Users who wish to borrow circulating items stored at the RCRF will have to place holds on them through the online catalogue, and have them sent to the [NEOS library](#) of their choice.

Access to materials housed in archives and special collections can be facilitated through appointment only. Researchers can make appointments to view archival material at the RCRF by emailing [archives@ualberta.ca](mailto:archives@ualberta.ca).

### **How will the move affect NEOS libraries?**

There may be a delay in receiving items stored at BARD, as there will always be some portion of the collection in transition to the new facility. Items that are waiting to be moved from BARD will circulate, as will items that have been moved and ingested into the RCRF. To help ensure users get their item in a timely manner, requests for items available at another NEOS library, in addition to at BARD, will be filled by the non-BARD item whenever possible.

### **What's happening with NEOS Connect?**

Until further notice, activities associated with NEOS Connect will continue at BARD. Affected libraries will be given ample notice before it moves to the RCRF.

### **NEOS Connect... What's that?**

NEOS Connect is the service through which items from various libraries are received, sorted and sent on to fill holds across the NEOS system or back to their home libraries when no longer needed. It has traditionally been located at BARD and will eventually move to the RCRF.

**Where should courier deliveries be directed?**

For now, keep sending deliveries to BARD. Approximately two weeks before the RCRF becomes the new destination, CJ de Jong will send out an email to notify affected libraries of this change.

**How do I find out more information?**

You can contact Anne Carr-Wiggin at [anne.carr-wiggin@ualberta.ca](mailto:anne.carr-wiggin@ualberta.ca) who can then direct your enquiry!