

# NEOS TECHNICAL SERVICES COMMITTEE MEETING

November 26, 2019

MacEwan University, City Centre Campus

## MINUTES

**Present:** Susan Jones, Chair (MacEwan), Vanessa Bangay (MacEwan), Anne Carr-Wiggin (NEOS), Lisa Drysdale (AGL), Myrna Dean (Concordia), Karina Dunn (Vanguard), Gisele Ramgoolam (NorQuest)

**Teleconf:** Taras Kurylo (Alberta Innovates), Wilmer Tenerife (Burman), Nicole O'Connor (GPRC), Linda White (Keyano), Jolene Linfitt (Kings), Rachel Martins (NLC), Caroline Vandriel (Olds), Tara Gunsch (RDC), Ian Bigelow (U of A), Kathy Williams (Lakeland), Abigail Sparling (U of A), Brian Stearns (U of A), Maria Haubrich (RDC)

**Guests:** Kathy Williams, Lakeland College, Abigail Sparling, University of Alberta, Brian Stearns, University of Alberta, Vanessa Bangay, MacEwan University

1. **Call to Order \ Welcome**
2. **Review and Additions to the Agenda:** no additions to the agenda
3. **Approval of the minutes of the June 13, 2019 meeting:**  
The minutes prepared by Tara Gunsch (Red Deer College) were approved by the committee.
4. **Outstanding business from the June 13, 2019 meeting:**
  - a. See item no. 9 in agenda
  - b. *NEOS Guidelines for E-Resource Cataloguing* document has been posted to the committee's webpage
  - c. **Open Access sets and usage across NEOS (NEOS Free): Ian Bigelow (University of Alberta Libraries)** will set up a Google doc for discussion of NEOS Free/OA sets - **Deferred**
  - d. **MacEwan University – Indigenization Initiative: - Deferred**
    - i. **Brian Stearns (University of Alberta)** to investigate making tag 386 an actionable item
    - ii. **All Libraries** to come to next meeting prepared to discuss

Initiative: 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:

- iii. 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**

- iv. 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**

**5. Free Access Journals in the NEOS Catalogue Blacklight Interface: Tara Gunsch (Red Deer College)**  
Reference: *Partnership [electronic resource]: the Canadian journal of library and information practice and research*

**Discussion:** Maria asked how Blacklight displays ‘Free Access’ links. She mentioned that the links do not display in Blacklight for member libraries that rely on the Free Access 856 field to point users to their institutions’ access. The individual library links do display in iLink. Maria also mentioned that she noticed the 856 Free Access field disappearing from some open access resources. They have contacted libhelp but have not heard back as of yet.

**Action:**

- Maria will send the ticket number to Susan and/or Lisa
- Maria to follow-up with the committee with another example of a record where the Free Access 856 field has disappeared
- Ann will follow-up with ITS about the issue

Post meeting follow-up: Maria provided the Helpdesk ticket number 20191017107. RDC received a response to their ticket, which was to bring it to the attention of the NEOS Tech Services Committee.

**6. Blacklight 500 Error: Tara Gunsch (Red Deer College)** In Blacklight, there is an ongoing issue with a 500 error coming up when clicking on a results list record for many ebooks. We suspect that it \*may\* be only applicable to some bulk-loaded ebooks and evideos, but we are not entirely sure if that is the common denominator. For example, this seems to occur in Blacklight when we try to click on the results list record for any bulk loaded content from our Films on Demand package (see *Dawn of the Driverless Car*) or Proquest Ebook Central (see *Textbook of Diabetes* 5th edition by Richard Holt). We’ve put in a few tickets to libhelp but haven’t heard back. As I mentioned, we are not even really sure that it is related to the bulk-loaded collections, or if it is just coincidental, and the root of the problem is actually something else. We’d like to see if this issue is unique to RDC, or if other libraries are experiencing this as well, and to have some confirmation that this is being addressed.

**Discussion:** Karina experiences this issue with any e-resource in Blacklight. Brian saw a note from Sam in the ITS helpdesk system that it is a coding issue and will investigate. Vanessa was able to get access yesterday but Concordia's holdings weren't visible. Susan tried to access the record during the meeting but was unable to. Concordia's internet holdings do not display likely because it's a new call library. iLink hasn't been made unavailable so it is still accessible. Ann said that it is up to RDC but they could go back to using iLink if need be until the issue is resolved. It was mentioned that the students are frustrated because they can't access the resources that they need. RDC will await a response to their ticket but will temporarily switch back to iLink until the issue is resolved. It was noted that the 500 error only started happening a short time ago and that Sam is working to resolve the error. RDC should let Anne know if they don't receive a response from libhelp. Ian asked if adding standing members from ITS would be helpful. Susan wondered what happened to these two tickets so we can keep this in mind whether to invite standing members from ITS. Brian investigated and saw that the 500 error ticket was submitted on Sept. 20<sup>th</sup>. RDC followed-up on the ticket at the end of October & received a message on Nov. 21<sup>st</sup> that Sam was working on the ticket.

**Action:**

- Tara will provide the ticket number to Susan and/or Lisa.
- Brian will follow-up with Sam on the issue.

7. **Catalogathon: Anne Carr-Wiggin, Brian Stearns (University of Alberta) - Deferred**

8. **UAL Agenda items (Ian Bigelow, Elaine Coupland, Abigail Sparling, Brian Stearns)**

- a. **On LAC and OCLC (Update):** See additional resources on [PlaceSpeak](#)

**Discussion:** On PlaceSpeak - information from LAC's visit to different regions and discussions about the National Union Catalogue. This is the only follow-up we have had so far.

**Action:** Ian will reach out to LAC to get an update on where they are and the next steps

- b. **NEOS Continuing Resource Management & Cataloguing surveys:** Discussion of initial findings and report from the serials documentation group

**Discussion:** A small group from NEOS member libraries reviewed the training needs across NEOS in relation to continuing resources based on a survey that was sent out to the listserv. There was a good response from the survey. Specific training needs around cataloguing issues and serial control setup were identified as was the preference for online training and/or documentation. Most respondents answered they would want to belong to a listserv. The group now needs to get together to determine next steps.

**Action:**

- Abigail will send a summary to Susan who will share with Lisa
- Abigail will share the survey findings with Ann

- Anyone interested in collaborating or joining the team to determine documentation should contact Abigail.

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

- i. Original TOR:

[https://www.neoslibraries.ca/wordpress/wp-content/uploads/2016/04/Technical\\_Services\\_2009.pdf](https://www.neoslibraries.ca/wordpress/wp-content/uploads/2016/04/Technical_Services_2009.pdf)

**Discussion:** Mary Lou Veecken and Ann reviewed the terms of reference and proposed changes. Ann has further revised the TOR since the last meeting.

**Action:** members will review the terms of reference draft for the next meeting & come prepared to discuss the proposed changes. Some of this discussion can happen on the listserv prior to the next meeting.

- ii. NEOS General Agreement on Shared Principles of Cataloguing: [NEOS General Agreement on Shared Principles of Cataloguing](#) (linked from the website)

**Discussion:** Should this document be replaced by Document 1? Ian asked if anyone could supply historical context or had knowledge of the institutional memory around the need of this document. Ann asked if there was overlap between these two documents. Most of the shared principles are in Document 1.

**Action:** Ann will edit the agreement with the input of Ian, Brian and Vanessa who will provide assistance regarding the technical aspects. Ann will send the draft out to the list to review prior to the next meeting.

d. **Updates to NEOS Cataloguing Contacts List**

**Discussion:** A reminder that things can change quickly so make sure that the contacts for each member library is kept up to date. Both a Technical Services Committee member and a cataloguing contact can be provided. The contact list is not only for fellow cataloguers but is also used by other staff. UA Libraries ITS also uses this list to advise members that the system is indexing, etc. as they can't send updates to a listserv so it's important to keep the contact list up to date. Changes/updates to the list should be emailed to Susan who will coordinate the changes with the U of A.

e. **Cataloguing listserv for NEOS?**

**Discussion:** Most staff indicated that they would want to be a part of a listserv dedicated to cataloguing issues.

**Decision:** Use the NEOS-Tech listserv as the main communication for cataloguing, acquisitions, serials issues. Will promote this list as a discussion tool for cataloguing questions etc.

**Action:** Myrna will send an email to the list to remind staff that the NEOS-Tech listserv can be used for these types of discussions. Brian will also send out a list of other cataloguing listservs external to NEOS that staff can sign-up for.

**f. Timing for OCLC Reclamation**

**Discussion:** Ian informed the committee that they are looking at the summer for the reclamation and will need to look at coordinating the U of A's & OCLC's schedule. They will also need to reach out to the NEOS member libraries regarding timelines. Myrna prefers earlier in summer due to potential clean up issues prior to the school year. Susan indicated that MacEwan would be interested in the prep work prior to the reclamation. They are not clear on what's sent and not sent to OCLC and would like to review and make modifications if necessary. Forming a smaller NEOS OCLC group was discussed. Brian stated that Document 1 lists what is not being sent for certain record formats, item types and home locations.

**Action:** Brian will confirm with Jim to see what types are excluded. Ian will provide a follow-up early in New Year. NEOS OCLC members will convene offline to plan this.

**g. Changes to ISBD punctuation in MARC**

- i. <http://www.loc.gov/aba/pcc/documents/test-records-punctuation.html>
- ii. Any reports/updates from testing?

**Discussion:** Ian wondered if anything has come up in local discovery. Brian said in Jan. 2020, PCC is going to allow the omission of some terminal punctuation (e.g. at the end of 245). This is optional: we can keep current path, omit terminal punctuation or omit medial punctuation. Ian asked if we want a shared decision on how to approach these changes.

**Action:** members will report any observations and provide updates. Members will come prepared for next meeting to express their opinion on how their library wants to approach this.

**h. Approved for use in Alberta Schools – Usage across NEOS**

**Discussion:** The U of A has a lot of special collections material that have the note "Approved for use in Alberta schools." RDC has records that have this note but they don't catalogue any curriculum resources. Concordia also uses this note but doesn't have any historical context for this note.

**Action:** Ian will contact other libraries that use it or member libraries that use this note can follow-up with Ian.

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

- i. Custom editions do not need full cataloguing and should receive brief records. E.g. 7634569.
- ii. No custom editions for RCRF
- iii. These records need a custom 690 tag:  
690 University of Alberta|vTextbooks.|5CaAEU

**Discussion:** this was identified as an **information item**. Ian asked how others treat custom editions. Brian explained that custom editions are items created for a particular purpose that don't have lingering value. They are not kept in the RCRF textbook program. The 690 field is used for internal purposes, to find items rather than thinking students will search for textbooks in this way. MacEwan doesn't use the 690 field but uses the 700 field for the base edition. Concordia doesn't have textbook collection. Olds doesn't catalogue custom editions. Brian said that it doesn't affect many institutions but it's important that there's consistency internally.

j. [NEOS SmartPort List](#) update

**Discussion:** Ian sent out the list and received some responses. Is having this many targets discombobulating? Vanessa, Gisele, Rachel and Caroline all thought that more targets is better. Are there any last minute requests? This can also be revisited later as well.

k. **Updating use of MARC 040 to track institutional holdings for OCLC**

**Discussion:** Ian stated that if there's no 040 |d or no 040 at all, the holding library defaults to the U of A for OCLC processes. The process is to tag all records as they come from different NEOS members in the 040 |d so OCLC can identify the record holder. Susan would like to know what's being sent to OCLC before reclamation occurs and if there isn't a 040 |d then what is the default coding.

l. [9xx field for OCLC export exclusion](#)

**Discussion:** Abigail discussed the protocol for excluding poor quality record reporting to OCLC and proposed the creation of a field in the Marc record that would be used to identify poor quality records and then not contribute those records to OCLC. It would also allow us to identify poor quality records that need to be upgraded. Records normally excluded (e.g. equipment) are identified through the item cat rather than a field in the bib record. Which method is preferable? If it is the item cat, then each library will have to update their record. Alternatively, if using a 9xx field then other libraries with holdings won't need to be notified when a bib record has been updated. A field at the bib level might be more convenient. Records can also be excluded based on format or encoding level. Encoding level z may be preferable but some investigation should be done to determine the impact on other NEOS OCLC Libraries. Is there an agreement to use a 9xx field within NEOS?

Solution: make exclusions at the bib level but how they are excluded will need to be investigated further.

**m. [Proposed changes for Doc 1 \(BDS\)](#) – See page 10**

**Discussion:** Brian proposed changes to Document 1 (see link above, and Appendix A). Vanessa asked if there was any movement or update to 856 |3 vs |y. Brian replied that there was no substantive move to update the practice. Brian stated that there wasn't a push to implement because testing would need to be done and Ian was not sure if it's worth the effort. There's a lot on the U of A's end that would need to be updated and that could be costly.

Gisele asked, regarding the 2.6.2 local fields, if we are supposed to delete the 090 if the bib record remains after the library removes their holdings. Brian said that until there is an automatic process, the 090s should be removed. Susan stated that it is not sustainable to remove local tags when using the global editor to remove items and asked if we required to remove these fields. Ian wondered if we need the 090. Susan asked if the U of A could report on the use of the 090 practice. Brian said that the U of A does not discard large amounts of holdings. There were concerns from a few member libraries about how time consuming it is to remove the 090 particularly after using the global editor to remove items and they did not think it was an efficient use of time. Lisa mentioned that the issue AGL had with information residing in the 090 that wasn't documented elsewhere has been resolved.

**Action:** Ian will follow-up with ITS regarding a script to remove the 090.

**Decision:** members approved the changes to doc 1. Document 1 will need to be updated to reflect these changes.

**n. Sirsi Cataloguing Configuration Updates – Deferred**

i. Fields

1. 386
2. 758
3. 929
4. 935
5. MARC field 929 \$aLD4P \$uInstance URI \$5CaAEU

a. For tracking MARC with parallel BIBFRAME descriptions in Sinopia

ii. 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). Suggestion - Automatically update to use CaAEU here to identify our system identifiers

iii. Fixed field coding issues

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

- i. Canadian BIBFRAME Readiness Task Force
  1. [Plain language description of BIBFRAME](#)
  2. Survey
- ii. [LD4P and Sinopia](#)
- iii. [Share-VDE Portal](#)
- iv. URI enrichment in MARC
- v. Testing BIBFRAME to MARC (starting in December)

9. **Standing Agenda Item: Documentation (All) - Deferred**

10. **Minute Taker at Next Meeting:** Alberta Health Services

11. **Topic: Strategic planning e-resource discussion - Deferred**

**Action:** Ann will send summary around e-resource cataloguing. The Monographs Team at the U of A has documentation around larger packages.

Meeting adjourned at 11:32 am

## APPENDIX A

### Proposed Changes to Doc 1

#### Summary of key changes:

- Throughout: change “University of Alberta Libraries” to “University of Alberta Library” and change “the University of Alberta Bibliographic Services” to “University of Alberta Cataloguing & Metadata Strategies”.
- Throughout: minor editorial changes.
- In [2.5.3.2](#): add <READONSITE> as a location for special collections resources.
- In 2.6: renumber as necessary and add:
  - **2.6.1, Fields that may contain item-specific information**

Member libraries may record item-specific information (for example, access information or exhibition history) in fields that are not designated as local fields. Information shall be considered item-specific even for manuscripts and unique resources if it is not integral to the resource (for example, a letter of transmittal accompanying an artist’s book or a postcard laid into a manuscript). Fields that contain item-specific information shall have the member library’s MARC Organization Code appended in subfield |5. Member libraries shall delete fields that contain item-specific information when they discard their holdings records.



- In [2.6.1.4](#): relocate from 2.6.2 (Local fields) to 2.6.1 (Fields that may contain item-specific information); remove to appendix specific \$y text.
- In 2.6.2: add:
  - **2.6.3.2 Field 003** The system automatically supplies <CaAEU> as a database number identifier for each record. This field can not be manually edited.
  - **2.6.3.5 Field 935** When records have holdings transferred to a different record in the OCLC database, the former OCLC database number shall be added in subfield |a. This field shall be globally purged in conjunction with system reclamations with the OCLC database.
- In 2.7.1: remove reference to *Canadiana Authorities*.