

**NEOS TECHNICAL SERVICES COMMITTEE
TERMS OF REFERENCE**

April 2021

Mandate:

In alignment with the NEOS Vision and Mission, the Technical Services Committee is responsible for the creation and maintenance of technical services policies and procedures:

1. To ensure the integrity of the NEOS Catalogue, including but not limited to, establishing minimum standards for shared catalogue records, developing policies and procedures for cataloguing practice, ensuring conformity with current standards, and discussing issues relating to cataloguing and catalogue management
2. To ensure the integrity of shared serials management
3. To support the practice of acquisitions, and to ensure the integrity of any shared acquisitions activities

Reporting Structure:

This Committee reports to the NEOS Executive Committee through the NEOS Manager. The Committee Chair provides a written report to each meeting of NEOS Directors.

Key Duties and Responsibilities:

1. Review NEOS policies and working documents related to acquisitions, cataloguing and serials management within NEOS to ensure consistency. Recommend changes to Executive where needed.
2. Provide a forum for discussion and resolution of problems arising from acquisitions, cataloguing and serials management within NEOS. Amend procedures as required to resolve problems.
3. Ensure that NEOS Member Libraries are aware of NEOS policies and procedures related to acquisitions, cataloguing and serials management within NEOS. Refer compliance issues to the Executive Committee through the NEOS Manager.
4. Facilitate training for staff of Member Libraries for all processes related to acquisitions, cataloguing and serials management within NEOS. Member libraries are responsible for internal training on cataloguing techniques as well as functions within the Integrated Library System (ILS); however, if there are no staff within the member library available to train other staff members, the committee will seek trainers from other member libraries.
5. Facilitate orientation and training for new member libraries, including:
 - Coordinating training for new member library staff, working with the University of Alberta Library (UAL) Cataloguing and Metadata Strategies unit, and the “buddy library” assigned to the new member.
 - Providing support for the new member.
6. Coordinate communication about software improvement requests and ILS changes for UAL Cataloguing and Metadata Strategies and Information Technology Services.
7. Communicate and coordinate with the NEOS Discovery Committee on issues of mutual interest or relating to the usage of catalogue data.
8. Recommend a minimum of one NEOS Miniconference session or preconference session to the Continuing Education Committee each year.

Composition and Appointments:

The Committee consists of:

- One member appointed by each NEOS Member Library.
- NEOS Manager (ex-officio)
- One representative of UAL Cataloguing and Metadata Strategies (ex officio)

The Chair is elected from within the Committee for a two- year renewable term.

Meetings:

The Chair calls meetings of the Technical Services Committee a minimum of twice per year. Guests may attend at the invitation of members.

Only Committee members vote on motions.

Resources:

The Committee may submit a budget request to Executive, annually in October.

Minutes and Communication:

A draft of the meeting minutes is sent to the Committee within one week of the meeting, with changes submitted to the NEOS Manager via email within a week. The revised draft minutes are then posted to the NEOS website. The revised draft minutes are approved at the next meeting.

A list of the current members is maintained by the Chair and the NEOS Manager on the NEOS website.

NEOS-Tech is the mailing list for the committee. Other NEOS library staff involved in cataloguing, acquisitions or serials work may subscribe to the list.