

## NEOS TECHNICAL SERVICES COMMITTEE -- MEETING MINUTES

**Date:** April 18th, 2023

**Time:** 9:30-11:30AM

**Location:** Online via Zoom

**Chair:** Susan Jones (MacEwan University)

**Minute Taker:** Gisele Ramgoolam (Norquest College)

**Regrets:** none

**Attendance:** Anne Carr-Wiggin (NEOS Manager), Tara Sommerfeld (Covenant Health), Jolene Linfitt (King's University), Myrna Dean (Concordia University), Julie Pompo (Alberta Health Services), Wilmer Tenerife (Burma University), Eden Murray-Black (Northwestern Polytechnic), Bethany Idema (Northwestern Polytechnic), Gisele Ramgoolam (NorQuest College), Karina Dunn (Vanguard College), Kathy Williams (Lakeland College), Michael Betmanis (University of Alberta Cataloguing and Metadata), Kaitlin Kirk (Northern Lakes College), Ian Bigelow (University of Alberta), Lia Kim (Lakeland College), Robin Chorzempa (Alberta Environment Library), Brian Stearns (University of Alberta Cataloguing and Metadata), Susan Jones (MacEwan University), Tara Gunsch (Red Deer Polytechnic), Taras Kurylo (Alberta Innovates), John Newman (Olds College), Linda White (Keyano College)

1. **Call to Order, welcome, and introductions** - Chair
  - a. **Review and Additions to the Agenda**  
Supplemental documentation added for #6 [Guidelines for local subject headings](#)
2. **Corrections and approval of the minutes of the November 18, 2023 meeting.** Thanks to Sue MacRae of MacEwan University for preparing these. Minutes approved by consensus
3. **Committee membership:** Thanks to Eden Murray-Black for representing Northwestern Polytechnic on the committee, and who is now stepping down. Welcome to Bethany Idema who will now fill that role.

### Updates:

1. [Cataloguing Code of Ethics](#) - Ian Bigelow (University of Alberta)
  - a. Follow up on communications related to Canadian engagement:

i. Working Group was set - some from UCalgary will be coordinating feedback and engagement in the local Alberta context in the near future. All libraries are encouraged to complete the survey. [Survey link](#).

ii. Christine Smith will be connecting Ian with those working on this to see where support is needed/how we can engage further. Ian will keep the NEOS Tech Team posted.

2. **Open Metadata Policy** - Ian Bigelow (University of Alberta)

a. See [PCC](#) and [Share-VDE](#) Open Metadata Policies as examples

b. UAL has hired a resident librarian to work on this among other tasks. UAL has a draft started. Ian is looking to put a team together. The working group would be involved in creating an open metadata policy draft. This would involve about three meetings to complete. Please respond to Ian's email if you are interested in participating in this working group.

3. **Decolonizing Description - Update** - Brian Stearns (University of Alberta), Gisele Ramgoolam (NorQuest College)

The Decolonizing Description Working Group continues to meet to discuss changes to problematic subject headings. In some cases further consultation is required. The focus of the group has changed. Although proposals will continue to be made to LC, the group will not continue with the technical work of global changes as LC has now started work towards addressing inappropriate subject headings about Indigenous people. Instead guidelines are created for individual libraries to add local subject headings with correct coding while leaving the inappropriate subject headings in the record. It is not ideal but serves the purpose at a global level. Examples of specific proposals made to LC are: Red River Rebellion to Red River Resistance and Riel Rebellion to Northwest Resistance (after further consultation) and the capitalization of the word Indigenous. The team also looks towards more collaboration with COPPUL, local public libraries, and NIKLA's [Respectful Terminologies Project](#).

**New:**

4. **UAL LSP Migration planning update** - Ian Bigelow

A new project manager (Ivan Chan) has been hired to undertake the management of securing a new LSP and to manage data migration and cleanup. This will involve a feasibility study and needs assessment, the review of new technologies, and alternative models. The start will have a focus on UAL's internal needs but will work to identify a path to continue supporting the consortium on the mandate of resource sharing. Perhaps, not all libraries would have the same LSP. The timeline of this project is 2 to 3 years. It is uncertain what this will look like but reasonably certain that the LSP will be vendor-hosted and will not involve servers at UAL. The service will likely be run in the cloud with a vendor. A small group will form in May with a goal of having an RFP out by the fall of 2023. Ivan has met with the NEOS Executive and will meet

with the NEOS Directors in May. Ivan and Wei Wei will also attend a NEOS Tech meeting. Questions can be directed to Anne Carr-Wiggin.

5. **Library Services Platform (LSP) migrations roundtable** - All committee members please come prepared to speak to the topic

A roundtable discussion focused on LSP migration topics and concerns that are specific to the work performed by the members of this committee such as cataloging, acquisitions, serials and continuations, electronic resources management, data cleanup, migration process, migration queue/scheduling.

**Susan Jones (MacEwan)** started by reminding the group about the responsibilities of an LSP migration. Testing, mapping, migration, and cleanup need to be thought through. Although there are many unknowns, procurement at MacEwan is currently preparing an RFP, hoping to have it out by the end of summer 2023. Susan noted that there are documents available online and noted College Libraries Ontario and OCUL (Ontario Council of University Libraries), as well as some libraries in the US. Please contact Susan Jones directly if you are interested in obtaining more information. Anne Carr-Wiggin said that there is no expectation for everyone to do an initial RFP.

**Jim Derksen (Newman)** recalled the migration from DRA to SIRSI and indicated that a lot was about learning the new interface and testing.

**Myrna Dean (Concordia)** expressed issues such as lack of staff, cost, difficulties in migrating to a new LSP. Additionally, multiple platforms can cause difficulties in data transfer.

**Karina Dunn (Vanguard)** attended the MacEwan Tech Summit and was at the OCUL presentation. Number one take away was that they are not resource sharing well with libraries that did not migrate to Alma. If resource sharing is the goal, UAL should bring smaller libraries along.

This committee should prepare for the needs assessment that the Technical Services Committee will be involved in as the RFP is developed. Set a meeting for September?

6. **Guidelines for local subject headings** - Brian Stearns

Brian discussed the rationale for the use of local subject headings and the importance of coding local subject headings correctly. Preference is always to use existing vocabulary. The goal is that any library can make these changes to any record by adding in local subject headings. The LC and Canadian subject headings are to be retained. This will ensure an easier cleanup once the new LC subject headings are in place. Although it is not an ideal representation, it is important to maintain the LCSH subject headings so that the data allows authorities to update globally. Susan Jones (MacEwan) reminded the team of the acknowledgement statement that can be used in the interim. The local subject headings can be added above or below the LC subject heading. Local subject headings will not be added globally; however, if there is a specific subject heading that is identified as very desirable to change, the committee could look into it. The [Guidelines](#) for Adding Local

Subject Headings in Bibliographical Records document was approved by the NEOS Technical Services Committee. Questions on the use of the guide can be directed to [Brian Stearns](#) or [Gisele Ramgoolam](#).

**7. Review [NEOS Policy on Shared Principles for Cataloguing](#) - Ian Bigelow**

- a. Confirming practice for e-resources and associated challenges
  - Challenging to get the data together to load and maintain in catalog
  - LSP migration is a close connection to discovery
  - Myrna expressed she is interested in looking at other options
  - Susan noted that the tail end of contracting a licensing package for e-resources is Marc records and that some vendors do not realize that it is a collection that needs to be maintained so that it matches the product that has been licensed. Records may be mechanically generated (that UAL rejects), the deletes aren't deleted, the adds aren't added and the links aren't updated. Susan's conclusion is that vendors don't know what a Marc record is. Would it be better to use Knowledge Bases instead of loading in records into the catalog? Everyone agrees that the shared principles are desirable but trying to achieve them with Marc is difficult.
  - No immediate solution. A new system may help.

**8. UAL Cataloguing Strategies updates via overview of 2023 Goals**

Ian presented the UAL [Cataloguing strategies](#). He indicated that the library as a whole has been going through a goal setting strategic planning process. This document is a great communication tool to let NEOS know what UAL is focusing on.

- a. Ensuring core operations are supported staff wise; developing an RFP for shelf-ready cataloging
- b. Decolonizing Description

How will the new LSP support decolonizing efforts in terms of how authorities and access points are handled within a new system?
- c. Linked Data Implementation Plan
- d. Library Service Platform Migration
- e. Open Data

**9. NEOS Miniconference: Ideas/suggestions for technical services sessions for the NEOS miniconference please**

King's University is hosting this year.

- Ian has a proposal in on “connecting points” for NEOS and UAL’s goals for the year
- The Decolonizing Description Team will do a 10 minute update
- Possible Catalogathon perhaps including review of [Guidelines](#) for adding ILocal subject headings in bibliographic records
- Other topics that volunteers could be asked for:
  - Ivan, Wei Wei have a session on the new LSP
  - International students
  - AI and ChatGPT

10. **Minutes next meeting:** Burman University