

**BCLA Cataloguing & Technical Services Interest Group (BCCATS)  
Spring 2021 Virtual Meeting  
Thursday, April 29, 2021  
2:00 – 4:00 p.m**

**MINUTES**

**In attendance:**

|  |  |
|--|--|
| Adam Cohen (UNBC)                                  | Linda Woodcock (Kwantlen Polytechnic University) |
| Adam Farrell (New Westminster Public Library)      | Maxine Frank (Alexander College)                 |
| Alina Gherman (New Westminster Public Library)     | Michelle Yule (West Vancouver Memorial Library)  |
| Brian McGuinness (West Vancouver Memorial Library) | Naomi Lloyd (Vancouver School of Theology)       |
| Britannia Gammond (Northern Lights College)        | Rachel Rogers (GVPL)                             |
| Cindy Chang (BCIT)                                 | Richard Violette (GVPL & SLC)                    |
| Dean Seeman (University Vic)                       | Rina Hadziev (BCLA)                              |
| Fiacre Ó Duinn (Capilano University)               | Robbyn Lanning (Camosun)                         |
| Gwenda Bryan (Camosun)                             | Sue Andrews (UBC)                                |
| Hillary Webb (Emily Carr University Library)       | Susu Myint (Burnaby Public Library)              |
| Jennifer Pringle (BC Libraries Cooperative)        | Trevor Smith (Douglas College Library)           |
| Jennifer Stenberg (Camosun)                        | Yizhi Ni (Capilano University)                   |
| Laura Doublet (University of Victoria)             | Zara Hockey (BC Hydro)                           |
| Leona Li (Kwantlen Polytechnic University)         |  |

**AGENDA**

**1. Welcome and acknowledgements**

Richard thanked Jennifer Pringle (BC Libraries Cooperative) for use of their Zoom license and managing technology for the meeting.

**2. Introductions (5 min.)**

**3. Additions to and approval of the agenda**

Approved with no additions.

**4. Amendments to the minutes of the fall 2020 meeting**

Approved with no amendments.

## **5. Business arising from the fall 2020 meeting minutes**

### **5.1. [Item 6.2] Issues with the “BCCATS News and Events” page on the BCCATS subsite.**

Due to issues with editing the BCCATS events page, Richard has consulted with Angie Ayupova (BCLA Manager) and a new page has been created and made public. Two items have been added; the list of current training opportunities (by Michelle Yule), and call for nominations for the BCCATS J. McRee Elrod Leadership Award.

The former *BCCATS News and Events* page has been renamed *BCCATS News*. As it is difficult to edit, Richard asked if it could be removed. As there were no objections Richard will reach out to Angie Ayupova and have the page deleted.

### **5.2. [Item 8] Awards Committee Terms of Reference. (R. Violette, Special Libraries Cataloguing Inc. & Greater Victoria PL)**

The terms of reference will be posted to the BCCATS J. McRee Elrod Leadership Award page.

### **5.3. [Item 9] Developing Terms of Reference for BCCATS.**

Discussed under item 8 [see below].

## **6. Reports**

### **6.1. Report from the Canadian Federation of Library Associations Cataloguing and Metadata Standards Committee representative (R. Vernon, Langara)**

Ryan Vernon had a conflict and could not attend but will submit a written report to append to the meeting minutes.

### **6.2. Report from the Continuing Education Committee representative (M. Yule, West Vancouver Memorial)**

Michelle received positive feedback for the PDF of resources circulated at the last meeting, and will try to create an additional version.

There were no proposals for the upcoming BCLA Conference from BCCATS members, so no support was required from the Continuing Education Committee.

Michelle will be stepping down from the Continuing Education Committee for maternity leave.

### **6.3. Report from the Awards Committee (R. Violette)**

The call for nominations for the BCCATS J. McRee Elrod Leadership Award will remain open until May 3rd. The awards committee terms of reference are complete and will be made available on BCCATS subsite (<https://bclaconnect.ca/bccats/>)

### **6.4. Report from the Chair, BCCATS (R. Violette)**

This will be Richard's last term as chair of BCCATS. He thanked all the members for their support and kindness during his tenure.

## **7. Proposals for Continuing Education workshops (M. Yule & R. Violette)**

### **7.1. Previous proposals:**

- Coding skills (practical knowledge)
- MarcEdit: advanced MarcEdit
- MarcEdit: regular expressions
- RDA Toolkit and LRM (L. Woodcock and S. Andrews)
- BIBFRAME (D. Seeman)
- OpenFrame or Wikidata (suggested by D. Seeman)
- PyMARC and Github (suggested by T. Smith)
- MARC and RDA basics (suggested by J. Pringle)

BIBFRAME Workshop - Dean stated that the workshop can be offered in the fall (preferably September/October). The format would focus on a general introduction and a practical component.

LRM/RDA Workshop - Sue stated that a hands-on workshop for RDA would not be possible. However, Sue has been working on an introduction to the IFLA LRM model. Laura offered to give an overview of the new RDA Toolkit, an introduction to new terminology and its relationship to the previous version.

There was an enthusiastic response to both the BIBFRAME and LRM/RDA presentations.

## **8. Draft BCCATS Terms of Reference for review (R. Violette)**

Richard offered a brief overview of the origins of the committee formed to develop the BCCATS Terms of Reference, consisting of Adam Cohen (UNBC) , Zara Hockey (BC Hydro), and Ryan Vernon (Langara College), with Richard as an ex officio member.

The draft was presented to the membership for feedback.

Adam Farrell (New Westminster Public Library) recommended that an Equity, Diversity, and Inclusion section be added, and gave the BCALS Terms of Reference as an example.

(<https://bclaconnect.ca/bcals/files/2016/01/BCALS-Terms-of-Reference.pdf>).

Gwenda Bryan (Camosoun) recommended that a note be added for dates and locations of meetings, including online meetings.

These recommendations will be returned to the committee, including the new chair of BCCATS, and brought to the fall meeting for final approval.

#### **9. Questions re CFLA Canadian BIBFRAME Readiness Task Force (S. Bloomfield, Surrey Schools & Dean Seeman, UVic (Member of Taskforce))**

As Samantha Bloomfield was not available, Dean Seeman gave a general update. A report was created in December and brought to the Cataloguing and the Metadata Standards Committee in January. Library and Archives Canada requested clarification on some areas of the report and this is in process.

Heather Pretty (Memorial University Libraries), who chairs the taskforce, presented on BIBFRAME at OLA, giving a general overview of the report, which Dean summarized as follows:

The responses to the survey of libraries made it evident that libraries are not yet prepared for the implementation of BIBFRAME. Recommendations include 1) continued support for education and professional development, specifically a national and regional strategy around training for BIBFRAME 2) a communication channel for the implementation in Canada 3) and continued participation in development of the standard.

There was a broad discussion on the future implementation of BIBFRAME and the challenges involved.

#### **10. Resignation of officers and call for volunteers (R. Violette)**

Richard announced Fiacre Ó Duinn (Capilano University) as the new chair and Shawna Buhler (Capilano University) as the new secretary.

The position of Education Committee Representative remained open. Richard will send another call for volunteers on the BCCATS list.

#### **11. Next meeting**

The next virtual meeting will take place September 30th, 2021 (Thursday) at 2:00pm-4:00pm.

[ Note: On September 15th the virtual meeting was moved to October 20th, 2021 (Wednesday ) at 2:00pm-4:00pm due to the declaration of September 30th as the National Day for Truth and Reconciliation ]

**Meeting adjourned at 3:13pm**

## **BCLA Cataloguing & Technical Services Interest Group - Roundtable Reports**

### **Burnaby Public Library - BCCATS Spring 2021 - Roundtable Report**

#### Staffing

- The cataloguing department received additional staffing hours in 2021. Our 0.6 FTE library technician position was converted to full time, and our 0.6 FTE librarian position is now 0.8 FTE.
- Seline So, our librarian responsible for Chinese cataloguing, retired in January. It has been a challenge to fill this knowledge gap. We are now relying heavily on our library technician Kim Tan for Chinese language support.
- Tani Banico, our cataloguing clerk is retiring in May after 28 years at BPL. We will all miss her dearly. Her position has been re-classed as a full-time library technician position.
- 2021 also saw the implementation of a new public service staffing model at BPL which has led to significant shifts in staffing. In Technical Services we have additional members on the Collections Team. We also have a new Systems Librarian as a result of a retirement, and we have an additional staff member on the Systems Team. All Technical Services librarians now regularly work public service desk shifts.

#### Cataloguing matters

- Early in 2021, BPL added new language collections and expanded existing collections in languages other than English. New collections include Japanese, Vietnamese, Tagalog, Arabic, Italian, Serbian, Bosnian, Croatian and Russian. Expanded collections include French, Spanish, Panjabi, Korean, Chinese and Persian. This is a challenging project for a small cataloguing staff with limited language capacity.
- In order to comply with the pandemic restrictions, many of the cataloguing staff have been working from home. As a department, we are learning to balance health and safety measures with managing operational impact.
- Traditionally at BPL, we have left the cataloguing of children's materials to junior cataloguers. Andrea Gorzec is now working with a Children's librarian to explore ways to capture the nuances in subject analysis of children's work.
- We are working closely with the Indigenous Initiative Working Group and Trans-Inclusion Working Group at BPL to help inform our cataloguing work in the areas of Indigenization, de-colonization, equity, diversity and inclusion.
- In Jan 2021, Susu Myint and Andrea Gorzec were released from review as NACO contributors. A big, heartfelt thank you to Linda Woodcock who gave so much of her time and expertise in training, mentoring and encouraging us.

### **Camosun College Library - BCCATS Roundtable Report - Spring 2021**

- The library has been providing services with shortened hours over the winter while following the Covid safety measures. We've been able to offer study space and computer access for students as well as books by mail and book pick up services.
- All our reference services are being provided virtually through email, phone, video chat, and AskAway. The librarians have also been providing virtual library instruction to classes, holding virtual workshops and have created video tutorials with instruction on library and catalogue use. The APA workshops have been a big hit.
- The library also produces college ID cards with student bus passes attached. It has been a challenge for staff to create a process that requires little in person interaction to create and distribute them. Students can now request a card, submit a photo online, then pick up the finished card in person.
- Most of our staff are still working from home but come to campus to cover public service shifts and do technical services work that cannot be done from home. Camosun College is committed to having everyone back on site for September so we are beginning to make plans for a safe return.
- Gwenda Bryan has been making progress towards moving all of our subscription ebook collections out of Sitka Evergreen and into our Ebsco Discover platform. Compatibility of systems has been one of the biggest issues.
- We will also begin a heavy weeding project this spring/summer. Our Media librarian is very excited to be removing all of our VHS tapes.
- The college has been working on a website renewal project. The library is hoping to have its new site up and running this summer. Until then you can see the new format on the Camosun College homepage.

## **New Westminster Public Library - BCCATS Round Table Report - April 28, 2021**

### **Library Updates**

Both branches are open with reduced hours and robust cleaning and safety protocols in place

Services currently available:

- Browsing for materials
- Access to the Children's Department
- In-person holds pick-up service, self-checkout
- Toy Library lending (in partnership with Family Place)
- Interlibrary loans
- Public Computers
- In-person Printing, Copying, and Scanning
- Mobile Printing pick-up
- Device loans (Chromebooks & eReaders)
- Library Programs (virtual)
- Access to online resources and databases
- Expanded WiFi service (Main Branch)

### **Staff updates**

- Julie Spurrell, our Chief Librarian, will be retiring this summer
- Many library staff currently on a working from home rotation schedule where operationally possible

### **Services / technology / software updates**

- Lynda.com migration to LinkedIn Learning scheduled for May 10
- Trial for SOLARO database
- Upgrade to BiblioCommons Bib Page v2 planned for June/July
- Looking into upgrading the public internet stations
- Microphones/speakers have been installed at public service desks

### **Cataloguing / TS Updates**

- Horizon database migration from Sybase to a new Microsoft SQL server
- New staff in TS: an LAll and a librarian (Alina)
- Adam and Alina: ALA Cataloguing course
- Streamlined AV materials processing
- Looking into streamlining the ordering process from various vendors



**North Vancouver District Public Library: Collection Services Department - Roundtable Report: BCCATS April 29, 2021**

Krista Scanlon, Manager, Collection Services

1. Library Operations:

- NVDPL branches remain open for public use with slightly reduced hours
- Patron services include accessing collections, individual work spaces, holds pick-up etc.
- Full compliance with WorkSafe, VCH requirements and our Safety Plan
- Encouraging visits to be as brief as possible
- Launched our StoryLab: a digital creation space at our Lynn Valley branch for in-person booking following all COVID safety protocols and guidelines

2. One month on:

- From our Director Jacqueline van Dyk's recent website posting:
  - "April 27 marked 1 month since the tragic event that happened on the doorstep of our Lynn Valley Branch."
  - "There has been no shortage of stories – of heroism, courage, bravery, and resilience. We continue to be grateful to library staff and volunteers, Lynn Valley merchant staff, community members, RCMP, and first responders"
  - "To the residents of Lynn Valley, of North Vancouver, of West Vancouver, of other municipalities both near and far – thank you"
- Love Grows virtual memorial can be found on the District of North Vancouver website <https://lynnvalleyremembers.ca/>
- Library will be partnering with NS Archives, a local Digital storyteller, and community organizations to archive and house the memorial artifacts

3. Staffing:

- Hiring an Auxiliary Library Technician for Acquisitions (ordering, receiving, and invoicing primarily) and other work in Horizon
- Posting open until May 7 and can be found on the Partnership Job Board or [nvdpl.ca](https://nvdpl.ca) website <https://nvdpl.ca/working-our-library>
- Since January, we have had an Auxiliary cataloguer in the Department 3-4 days/week

4. Preparing for our first Express Library (Lions Gate) to open Fall 2021

- Small library within the brand new Lions Gate Community Centre
- Collection size of approximately 2500 items
- Setting up MARC record and processing parameters with vendors
- Locker pick-up system for holds

5. New collection launch: Circulating Puzzle collection

- Launched for Family Day long weekend with 40 puzzles
- Now have 300 puzzles in the collection and adding more
- Circulate 3 weeks

- As of today, 1028 check outs

6. New digital collection launch since December:

- Kanopy
- New York Times online
- Creativebug
- SUMMA – coming soon
- Migrated to LinkedIn Learning
- Due to other priorities and capacity, we have not added MARC records for digital content to our catalogue
  - Goal to have that done in 2021 starting with OverDrive

7. Partnership collection: North Shore Authors Collection

- Resuming NSAC in partnership with NVCL/WVML after 1 year hiatus due to COVID
- First launched in 2019
- Applications and intake open now through June 30
- More information on NSAC website <https://northshoreauthorscollection.com/>
- NVCL will be cataloguing material this year after a request from me to swap years – thank you. WVML catalogued material in year 1.

8. Vendor Services:

- Continue exploring opportunities for processing and MARC records by vendors
- Working through vendor-by-vendor
- Overall positive results
- Does take staff time to set-up profiles and ongoing communication when issues arise

9. Training:

- Department staff continue to attend cataloging webinars on BIPOC, RDA, and other topics of interest

To contact me, please email [krista@nvdpl.ca](mailto:krista@nvdpl.ca) or call 604-990-5800 Ext 8148

## **Roundtable report, Surrey School District (#36)**

Hakima Lamari, Library & Information Technologist

These last 2 school years have been challenging for all employees because of the pandemic and have put pressure on all staff to meet deadlines. First, staff had some days off from site to meet the Health Authorities requirements on the number of people allowed in the facilities. Second, we had and still have more materials to deal with as new schools are opening.

### System

- This coming summer in July, as usual, we are upgrading our system Destiny to version 18.5.

### Staff

- No new staff hired but we will be short of one cataloguer for a couple months, which will have an impact on cataloguing and other tasks.

### New Schools

- Surrey School District is growing very fast. It has already opened 3 new schools and is planning to open more in coming years:
  - Douglas elementary opened in Sept 2020 and is fully operating.
  - Maddaugh elementary opened in Feb 2021 and is fully operating
  - Edgewood elementary opened in Jan 2021 and is fully operating
  - Grandview Heights secondary is scheduled to open in Sept 2021.
  - Regent Road elementary, no specific date indicated yet for opening.
  - One new school already announced to be scheduled for 2023
  - Three (3) additional sites are coming in the future.

### Work

- Cataloguing and processing are the most challenging tasks we faced these last two years due to the new schools opened or scheduled to be opened soon and the limited time and staff during the pandemic. For 123 schools, we have four (4) staff to process and five (5) staff to catalogue the materials. The Team Leader joined the cataloguers helping with cataloguing, despite her other tasks.
- Cataloguing has been a great challenge and still will be in coming years, especially because of the new schools opened and that will open in the future. The staff working remotely focussed on pre-cataloguing to allow Library Technicians still in office working with only books that cannot be dealt with remotely, focussing more on the organisation, in collaboration with new Teacher-Librarians (TLs), of the library materials for new school libraries.
- The Dewey number 741.5 will no longer be used for graphic novel. Therefore, from now on, we will be using only a cutter as for other fiction materials.
- We are seeing more and more self-published materials that have questionable content to school libraries. It is becoming a challenge for Teacher-Librarians ordering online to determine what is the true content of these types of materials. It is also a challenge for cataloguers to every time report the issue to TLs. To allow an easier process dealing with

these types of materials, TLs will, from now on, be responsible for purchasing and processing them.

- Genrefication: as more and more schools are leaning towards genrefying their collection, we created a website with all the steps to take into account before, during, and after the process. The website is shared with TLs who are very happy to have guidelines to help them genrefy in proper way and know ahead of time what are the challenges they can face during the process, what types of supplies they need, how many staff members they need, how many space they should plan for, etc.
- Teacher-Librarians' and TOCs' Destiny training sessions have been cancelled due to the pandemic. We are planning to have sessions scheduled for the next school year hoping we will be able to proceed after vaccination of most staff and based on the District requirements.
- Our department, Learning Resources Services, offered through Teams three (3) advanced training sessions on specific tasks in Destiny to Teacher-Librarians. The subjects were selected based on their primary interests; however, we could not continue offering the sessions because of the backlog on cataloguing and other tasks.

## **BCCATS Round Table Report April 2021 - BC Libraries Cooperative**

Submitted by Jennifer Pringle

Sitka Consortium

Currently 101 libraries at 208 locations in 3 provinces are using a shared ILS on Evergreen. Six libraries joined Sitka in 2020 - 2 multi-branch public libraries, 1 reading centre, and 3 childcare resource centres. For 2021 we had a medical library go-live last week and a university library will go-live in the late spring.

BC Libraries Cooperative Recent and Current Projects in Technical Services:

Evergreen Upgrade – The BC Libraries Cooperative will be upgrading our instance of Evergreen from version 3.5 to version 3.7 the weekend of May 15th/16th.

Co-op Support Related to Cataloguing:

Continuing Training [<https://bc.libraries.coop/support/sitka/past-sessions/>] – Co-op Support offers continuing training webinars to Sitka libraries. Recently we have focussed on cataloguing related topics. October's topic was "Cooperatively Cataloging in a Consortium" and January's was "Those Flummoxing Fixed Fields". This was the 4th time both sessions were offered and we continue to see high attendance for these topics. The April sessions focused on the new features in 3.7 including the re-designed staff catalogue. The next sessions will be in July with the topic still to be announced. Library Schools – The BC Libraries Cooperative continues to provide access to our Evergreen training server to classes at the Library and Information Technology programs at UFV and Langara. Co-op Staff have also done virtual presentations to classes.