

**BCLA Cataloguing & Technical Services Interest Group (BCCATS)
Spring 2021 Virtual Meeting
Wednesday, October 20, 2021
2:00 – 4:00 p.m**

MINUTES

In attendance:

| | |
|--|---|
| Jennifer Stenberg (Camosun College) | Lisa Jurassovich (Okanagan Regional Library) |
| Trevor Smith (Douglas College) | Hillary Webb (Emily Carr University of Art and Design) |
| Yizhi Ni (Capilano University) | Alina Gherman (NWPL) |
| Shawna Buhler (Capilano University) | Gwenda Bryan (Camosun College) |
| Susu Myint (Burnaby Public Library) | Cleire Lauron (Thompson Rivers University) |
| Jennifer Pringle (BC Libraries Cooperative) | Leona Li (Kwantlen Polytechnic University Library) |
| Elizabeth Wright (Vancouver Island Regional Library) | Andrea Andersen (North Vancouver District Public Library) |
| Eileen McMillan (Surrey Libraries) | Zara Hockey (BC Hydro Library & Archives) |
| Richard Violette (Greater Victoria Public) | Fiacre Ó Duinn (Capilano University) |
| Rachel Rogers (Greater Victoria Public Library) | Adam Farrell (New Westminster Public Library) |
| Grace Rempel (Vancouver Public Library) | Heather Hadley (Port Moody Public Library) |
| Rina Hadziev (BCLA) | Jonas Emmett (Emily Carr University of Art and Design) |
| Andrea Görgeç (Burnaby Public Library) | |

AGENDA

1. Welcome and acknowledgements

Welcome from the new chair, new secretary, and new Education Committee Representative – Fiacre, Shawna, and Andrea.

2. Introductions (10 min.)

2.1 Rina Hadziev, BCLA Executive Director

Rina is the new Executive Director of BCLA. Rina's goals for the role include anti-racism, intellectual freedom, and putting into place more structure and support for sections, committees, and interest groups.

Questions for Rina included if she had ideas for interest groups like BCCATS to come together (outside of BCLA), and how BCLA could include sections that are more

technology-focused. Rina suggested that BCLA could assist with providing Zoom access for virtual meetings. She recommended that BCCATS members put in proposals for BCLA conferences so potentially more practical components could be added to the conference along with the philosophical and high level.

3. Additions to and approval of the agenda (5 min.)

No additions.

4. Amendments to the minutes of the spring 2021 meeting (5 min.)

No amendments.

5. Business arising from the spring 2021 meeting minutes (5 min.)

5.1. [Item 5.3] Final Draft of BCCATS Terms of Reference (see item 8)

Will be covered in Item 8.

6. Reports

6.1. Report from the Education Committee Representative (A. Görgeç)

Andrea Görgeç took over the role of Education Committee Representative from Michelle Yule.

On July 15, 2021, Sue Andrews give a virtual presentation on “IFLA LRM Concepts for the New RDA Toolkit.” On October 7, 2021, Laura Doublet held a virtual presentation, “Discovering the New RDA Toolkit.”

Andrea thanked Michelle and Linda for their work on setting up these sessions and Sue and Laura for presenting. The second session was recorded.

There will be an upcoming workshop on BIBFRAME on November 25 by Dean Seeman.

6.2. Report from the Awards Committee (F. Ó Duinn)

No awards were given in 2021.

6.3. Report from the Chair (F. Ó Duinn)

Fiacre noted that BCCATS members are enthusiastic about educational opportunities, and there is good uptake when events happen. He is setting up a VIMEO account for BCCATS. The preference for VIMEO over YouTube is due to advertising concerns and the ease of passing the account to the next chair. A free VIMEO account allows the uploading of 25 records. Rina asked the group to keep her posted on how the VIMEO account works for the group, and let her know if we run out of space on our 25 records. She could potentially create a BCLA account to show BCCATS videos.

Fiacre brought up the in-person BCCATS event held a few years ago organized by Michelle Yule at West Vancouver Memorial Library. This 4-hour session, "Where Books Come to Life," allowed BCCATS members to present on projects and other work. Fiacre suggested the idea of BCLA sponsoring a similar event that could be hosted by Capilano University Library. There was an enthusiastic response to this kind of event. Some suggestions include having a second day or a larger event to warrant libraries further away traveling to these events.

Rina let the group know that BCLA has some money and could potentially support BCCATS events: BCLA processes the event, then BCAL charges a fee, BCLA holds BCCATS money (just over \$5000) and would then write cheques or pay bills as needed. To move forward on this kind of request, we would reach out to Angie manager@bcla.ca

Fiacre will add this topic to the agenda for the next meeting to discuss in more detail.

BREAK (10 min.)

7. Proposals for BCLA 2022 Virtual Conference Program/Continuing Education workshops (A. Görgeç and F. Ó Duinn) (15 min.)

7.1. 2022 BC Virtual Library Conference (April 20-22, 2022)

Rina provided an update on the conference. The theme will be general and will not have very narrow streams. The conference will be in person with a bonus pre-conference virtual day. Presenters can say whether they prefer to do a virtual or in-person presentation, taking into account their own preference and what they think their audience would prefer. The sessions would not be duplicated between virtual and in-person since there is not enough time.

The application process will open in the next 1-2 weeks and be open until the beginning of December.

Fiacre will put info on the listserv, and people can let us know if they have any proposals they want to submit

7.2 BCCATS Continuing Education workshop proposals (from spring 2021 meeting):

- Coding skills (practical knowledge)
- MARCedit: Advanced MARCedit
- MARCedit: MARCedit regular expressions
- Other suggestions (please bring your ideas to the meeting)

Suggestions made in today's meeting included:

- Coding for beginners,
- Basic cataloguing to help those members who don't have cataloguing training or not have much catalogue experience,
- Authorities and best practices,
- Subject Headings,
- eBooks and editing vendor records (especially Subject Headings)
- Library and Archives Canada's Indigenizing Subject Headings work (could someone from LAC present on this?)

Members showed interest in learning more about coding.

Suggestions were provided for basic cataloguing training including the “ALA fundamentals of cataloguing” and Library Juice. Rina noted that Co-op libraries can consider requesting the “Association of BC Public Library Directors” to pay someone within the Co-op to run a course on cataloguing.

The idea of increasing BCCAT membership through recruitment was introduced. Fiacre noted that events could be a way to introduce members to BCCATS and what we do.

Rina addressed the issues of vendor records and problematic Subject Headings through advocacy. These conversations are being had at the Collections side.

8. Final Draft of the Terms of Reference for BCCATS (F. Ó Duinn) (15 min.)

Fiacre highlighted two changes in the Terms of Reference: the addition of an EDI statement, and the addition that our meetings take place virtually as well.

The group took a workshop approach to editing the Terms of Reference and some final edits were made live during the meeting by Zara Hockey.

The Terms of Reference were accepted.

Fiacre asked if the group could revisit Terms of Reference in the future once it is finalized.

Rina let us know that once the Terms of Reference are approved by the board, they do not need to be approved again unless we want to make changes. At the time we need to make changes, we can let the BCLA Executive Director know, and they will resubmit the updated Terms to board for reapproval.

The next steps are to put the Terms of Reference in the Minutes and then send them to Rina

9. Round table reports (NOTE: Please email your reports to the BCCATS LISTSERV (bccats-list@lists.bclibrary.ca) for inclusion in the minutes)

Reminder to send Roundtable reports

Meeting adjourned at 3:42 pm

Addendum: Next meeting

Being held on virtually on Friday, April 29, 2:00-4:00 pm

Group was surveyed after the BCCATS meeting and agreed up this date.

BCCATS TERMS OF REFERENCE

BCCATS (Cataloguing and Technical Services Interest Group of the British Columbia Library Association): Draft - 1 February 2021 : Updated/Approved - 30 October 2021

Committee Name:

BCCATS (Cataloguing and Technical Services Interest Group of the British Columbia Library Association)

Membership:

Interested members of the British Columbia Library Association and broader community

Mandate:

- To promote the exchange of ideas amongst Technical Services personnel
- To provide a network of professional expertise, including a forum for members to share resources, information and news
- To organize education and professional development opportunities for Technical Services personnel
- To advocate for best practices and the interests of Technical Services personnel
- To acknowledge the role metadata plays in constructing meaning and supporting power structures, and seek to encourage participation from a diverse membership with robust conversations that recognize and aspire to counter the realities of systemic racism, inequity, and colonization.

Activities:

- To engage with the broader BC library community to promote metadata interoperability and technical services best practices.
- To organize or sponsor presentations on metadata and technical services at annual BCLA conferences.
- To investigate and organize training opportunities relevant to the BCCATS membership.
- To provide membership to national or other committees, such as the CFLA-FCAB Cataloguing and Metadata Standards Committee (CMSC)
- To annually confer the BCCATS J McRee Elrod Leadership Award
- To explore ways in which the work of BCCATS members supports anti-racism and can contribute to indigenization of their organizations.

Meetings:

Meetings are held two times annually, with specific dates and location determined by the membership at the preceding meeting. Efforts will be made for members that cannot attend in person to participate via teleconference or videoconference.

Roles:

The following roles are selected by vote or acclamation:

- Chair
 - Plans, attends and chairs BCCATS meetings, and to coordinate the activities of the Awards Committee
- Secretary
 - Attends BCCATS meetings, takes accurate notes, compiles them with the roundtable reports, and posts them to both the BCCATS list and to our web page on the BCLA site.
- Continuing education coordinator
 - Attends BCCATS meetings, facilitates discussions of possible continuing education courses and programs for BCCATS members. Provides support and coordination of educational opportunities for members.
- Canadian Federation of Library Associations Cataloguing and Metadata Standards Committee representative
 - Attends CFLA CMSC meetings, reports back to BCCATS, and participates in CFLA CMSC as required
- Awards Committee members (three members, plus the BCCATS Chair)
 - Reviews nominees and selects the recipient of the J. McRee Elrod BCCATS Leadership Award ("the Mac"), per the Awards Committee Terms of Reference

For all roles terms are 1 year, with a maximum of 3 consecutive terms.

Procedures / Rules:

- Only BCLA members are voting members
- Anyone can attend BCCATS meetings
- Only BCLA members can hold office
- Only BCLA members can make a nomination for office or the BCCATS Award
- BCCATS meetings follow Robert's Rules of Order

BCLA Cataloguing & Technical Services Interest Group - Roundtable Reports

North Vancouver District Public Library: Collection Services Department - Roundtable Report: BCCATS October 20, 2021

Krista Scanlon, Manager, Collection Services

1. Library Operations:
 - NVDPL branches open 7 days/week
 - Patron services include accessing collections, individual work spaces, holds pick-up, and StoryLab at LV Branch
 - Some in-person storytimes and programs resuming
 - Continue to follow WorkSafe, VCH requirements and our Safety Plan
2. Department Operations & Staffing:
 - Hired 1 RFT Adult Collection Services & Evaluation Librarian who started July 20
 - Hired 1 RFT Acquisitions Library Technician who started October 14
 - Continue to explore additional Shelf Ready options with vendors
3. Express Library Locations:
 - Lions Gate: opening late December 2021; continue to receive and catalogue material
 - Lynn Creek: preparing a budget for a 2nd Express Library location to open in 2022/2023
4. Projects:
 - New collection: Caring Community Fund Kits (formerly Lynn Valley Strong Fund)
 - i. Initiated by a donation in light of the Lynn Valley events from March; purpose to purchase material to support community-building on themes of anti-racism, parenting; goal of strengthening resilience, creating more kindness and creating peace-building skills
 - ii. Launch mid-late November
 - New collection launch: Kobo eReaders
 - i. 14 eReaders, primarily for seniors and accessible services patrons; 21 day loan
 - Digitization project: Lynn Valley Strong collection
 - i. DSA from LIT Dept started project by photographing material (cards/stuffies/memorabilia) created or left by community members at the LV Strong memorial site in March/April
 - North Shore Authors Collection
 - i. NVCL catalogued this year: books to be delivered to NVDPL/WVML week of October 18; NVDPL staff to process, upload catalogue records, and prepare for collection launch in November
 - Department staff continue attending webinars on Indigenous, BIPOC, RDA and other topics of interest

To contact me, please email krista@nvdpl.ca or call 604-990-5800 Ext 8148

Surrey Libraries – BCCATS Fall 2021 - Round Table Report

Library Updates:

- Opened our 10th branch, Clayton with a soft opening in February 2021. The Grand Opening of the full Clayton Community Centre just occurred on October 16, 2021.
- As of September 12, the Library expanded the opening hours. The new hours are similar to pre-pandemic hours, but changes have been made to increase Sunday opening hours at four branches and to better align hours to community needs.

Cataloging / Collections Updates:

- Work continues around EDI (Equity, Diversity, and Inclusion) and subjecting headings, with the Indigenous terminology and with changing other terms like “illegal aliens”.
- We are currently working on cataloging more world languages including Korean and Urdu, in addition to Panjabi, Hindi, and Chinese.
- Launched a collection of [Dash Robotics Kits](#) which have been very successful and well received. These kits are part of our [Tech to Go](#) collections.
- With the RBDigital to OverDrive conversion of our magazines, we have somewhat “resolved” being able to provide a record for an OverDrive magazine without Bibliocommons making the patron check out a specific issue.
- Several cataloguing staff attended a course on MarcEdit through Library Juice Academy.
- Since September 2020 we have been operating with a centralized selection model, and we have been excited to welcome new staff members to our Collections Services Team.
- We have had several staffing changes, including welcoming Niki Penz to the position of Manager, Collections Services, and Amy Ashmore to the position of Director, Collections and Technology.

Burnaby Public Library- BCCATS Fall 2021 – Roundtable Report

Staffing

- In July 2021, Jessica Tourand joined us as a full-time library technician. In addition to her Diploma in Library and Information Technology, Jessica holds a bachelor's degree in geography with certification in Indigenous maps, Films, Rights and Land Claims. With a research background in Indigenous youth health, Jessica brings a wealth of experience and training in Indigenous cultural awareness and socially responsible approach to cataloguing. We are very pleased to welcome Jessica to our team.
- BPL is proud to have Andrea [Görgeç](#) take on the role of BCCATS Education Committee Representative. Andrea has been doing an amazing job coordinating training opportunities for us.
- We continue to adjust to the new public service staffing model implemented earlier this year. The new staffing model folds technical services librarians into regular public service shifts.

Cataloguing matters

- All members of the cataloguing team attended Laura Doublet's virtual presentation on Discovering the New RDA Toolkit. It was very helpful and encouraging to have Laura walk us through the process of actual cataloguing using the new Toolkit. Thank you, Laura. We also greatly appreciated Sue Andrew's IFLA LRM workshop in July and look forward to Dean Seeman's Bibframe session in November.
- After the last Roundtable Report, a few of you reached out to ask about how we are managing the incorrect display of some non-Latin scripts in Horizon. The issue remains unresolved at the systems level and we are still using alternate tools (MarcEdit character conversion tool, <https://www.lexilogos.com/keyboard/diacritics.htm>) to work around. We welcome suggestions.
- Technical Services team continues to mix working from home and onsite. We have managed to maintain a smooth workflow with minimal impact on service.

BCCATS Round Table Report September 2021 - BC Libraries Cooperative

Submitted by Jennifer Pringle

Sitka Consortium

Currently 103 libraries at 209 locations in 3 provinces are using a shared ILS on Evergreen. Three libraries went live in 2021 - a BC medical library and two Ontario post-secondaries.

BC Libraries Cooperative Recent and Current Projects in Technical Services:

Evergreen Upgrade – The BC Libraries Cooperative upgraded our instance of Evergreen to 3.7 in May.

Decolonizing Description - The Sitka Cataloguing Working Group met at the end of September to continue the conversation around updating subject headings in Sitka's Evergreen. The meeting included a presentation by Hillary Webb and Jonas Emmett from Emily Carr University of Art + Design library on their preliminary exploration of updating bibliographic records. Discussions continue about how to move forward in a way that will meet the needs of the different patron groups across the Sitka consortium.

Co-op Support Related to Cataloguing:

[Continuing Training](#) – Co-op Support regularly offers continuing training webinars to Sitka libraries. In July we continued our focus on cataloguing related topics with “Finding Your Best Match” which looked at loading and merging bibliographic records in Sitka's Evergreen. This month's session “Shining a Light on Circulation Policies” includes a look at item data cleanup that libraries can do to ensure their items follow the expected circulation policies. The January 2022 topic will be announced before the end of the year.

Training Resources - Over the summer Co-op Support concentrated on updating cataloguing related resources for Sitka libraries. This included updating sections of [Sitka's Evergreen Documentation](#), creating new cataloguing training videos on [loading and merging bibliographic records](#) and the [holdings editor](#), and a [cataloguing section](#) in the new getting started guide.

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.

Suite 320, 185-911 Yates St., Victoria, BC V8V 4Y9

bc.libraries.coop

1.855.383.5761

Vancouver PL BCCATS Roundtable Report

October 20, 2021

Grace Rempel, Head Bibliographic Services

Cataloguing Update

1. VPL has recently partnered with Internet Archives to begin the digitization process of the library collection for Public Domain materials, as well as for CDL purposes. We are currently fine-tuning the process to identify authors who fall within the PD criteria. The IA 'scribe' will be at VPL for a one year period and the machine will be setup on L3 for public viewing. The additional process of inserting IA links to existing bibliographic records will be investigated.
2. Carrying on in the same vein as the 2020 Indigenous Decolonization project (in which over 19,000 bibliographic records and over 7,000 authority records were edited to remove the terms 'indian' and 'indians'), Catalogue continues to address EDI issues by remapping outdated and contentious terms. We have begun this project by removing the terms 'Alien' and 'Aliens' from the catalogue.
3. To align with the objectives in point 2., all members of the Catalogue team have completed several webinars regarding BIPOC issues in cataloguing.
4. SirsiDynix completed a comprehensive authorities maintenance service for VPL in January 2020. The ramifications of this service had enormous implications on our quarterly Backstage authorities maintenance processes. The identification of the malfunctioning processes, along with corrections to faulty authority files delivery processes has led to a year and a half corrections process of authorities maintenance work—more work still has to be done.
5. Catalogue has begun the process of re-examining our foreign language cataloguing processes. Our current brief record processes need to be reassessed taking into account the availability of many copy records which provide very useful 880 tags. We have recently bumped up Portuguese materials to full-level cataloguing.
6. The entire Catalogue team is currently taking the NACO series training under the supervision of Peter Fletcher from UCLA. The training is expected to take several months with the outcome of having the Librarians becoming fully independent contributors of NACO series authorities into OCLC;
7. Accessible Services recently received grant money to test various formats of materials such as robotic pets, dementia kits, and Playaway Launchpads. The cataloguing of these unique items should prove to be most beneficial to VPL patrons.
8. The Downtown Eastside collection of approximately 900 items which highlight local, historic materials from this area are being sent to TSV to be catalogued.
9. Catalogue Department recently subscribed to WebDewey. Our longstanding method of annotating the print volumes of DDC are reaching an end—moving forward we will be working towards incorporating the WebDewey into our classification process.

Staffing and Organization

1. It has been a rather tumultuous year for Technical Services: our Acquisitions, Preparations, and Catalogue Support Supervisor positions all became vacant within a close period of time. The Head of Bibliographic Services was also recently filled in May, opening up a Librarian I position in Catalogue. The latter position was just filled this month.
2. Our Systems Librarian is undertaking a 18-month project; an internal Systems Librarian has been recruited to assist for the duration of the project.
3. Over the past year and a half VPL has developed a remote work infrastructure in response to the COVID-19 pandemic, including network changes and hardware, as well as facilitating remote work wherever operationally feasible. A 6-month Remote Hybrid Pilot Project, running from October 2021-April 2022, will be conducted to evaluate the feasibility of staff working remotely in the anticipation of restrictions being lifted and a return to a more normal working environment. The project will also inform VPL's future practice for flexible working arrangements. The results of this project will definitely impact the Technical Services staff.

Emily Carr University Library - BC-CATS Roundtable Report

October 2021

Submitted by Hillary Webb

Library Staff Changes

We are thrilled to welcome Vanessa Kam to the library team as the new eResources Librarian and Liaison to DDM and MDes. Vanessa started in August after almost five years as Head of the Bowes Art & Architecture Library at Stanford University.

We were sad to say goodbye to Danuta Zwierciadlowski, who retired after working in the library since 1986. Danuta looks forward to spending more time in her garden and getting back to her painting practice in her retirement.

New Archival Donations

The Archives has received four new donations since the end of 2019. We are still working on making some of these collections available.

The Paul Mathieu fonds (in process, available late 2021)

The Renée Van Halm fonds (unprocessed, available 2022)

[The Irene and Robert Alexander collection](#) (available)

[Coming Soon! - Diyan Achjadi prints](#) (available)

Events

The library has been hosting monthly Wikipedia Editing Meetups online. The goal of these sessions is to offer ongoing support and encouragement to make Wikipedia a more inclusive space, beyond our yearly Art + Feminism Wikipedia Edit-a-thons.

Service in the time of Covid

We are operating in a hybrid space. Our staff are all working one day per week from home. Our classes are happening mostly in hybrid environments, so partly online and partly in person. Many students are still not back in Canada, so are taking an online-only course load. This means we continue to offer options for information literacy instruction and research help online, as well as offer shortened research help desk hours and in-person instruction.

Catalogue decolonization project

(update written by Jonas Emmett)

We've begun work to update the LC subject headings to do with Indigenous peoples, for material in our catalogue. We started with GVPL's interim subject headings spreadsheet, identifying which of those headings existed in our catalogue. Since we're a part of the Sitka consortium, Sitka provided us with a list of all records with relevant headings that have only our holdings attached (almost 500), which we can freely edit. Now we're exploring the best ways to make these changes (including replacing headings and adding a local note about the project), whether it's as batch edits or manually or a combination. We're also continuing to meet as part of the Sitka Decolonizing Description group to discuss making global changes to all Sitka libraries' records.

Camosun College Library - Roundtable Report - Fall 2021

Jennifer Stenberg

Cataloguing Technician

Gwenda Bryan

Systems & Discovery Librarian

1. Camosun Library staff are back on campus full time as of the start of classes this September. We've made a few modifications to our space to allow ease of traffic flow and workspace for staff. Our hours have expanded to include evenings and Saturdays.
2. We have brought back in-person services but are still offering distance services like books-by-mail, virtual reference and virtual instruction.
3. Our new website is up and running. Robbyn Lanning and Stacey Steil have been working with the college web team to develop the library's website ensuring it has all of our services and features included and displayed properly.
4. Jennifer Stenberg, Gwenda Bryan, and Robbyn Lanning have created a working group to explore and implement actions toward indigenizing the Camosun library catalogue. We'll be looking at current cataloguing practices, vocabulary, and technological issues. We plan to consult with the Camosun College Indigenous community for guidance on best practices and terminology. We are currently using the Xwi7Xwa Library and Sue Andrews' presentation "Trying to mean more with metadata" as guides but are committed to doing more.
5. We are looking at ways to increased the circulation of the library's physical collection. Considering the effects of signage, displays, display layout and location, social media outreach and book/reading promotions.

New Westminster Public Library - BCCATS Round Table Report - Fall 2021

Submitted by Adam Farrell & Alina Gherman

Library Updates

- **Library hours:**

Both branches are open with closer to pre-pandemic library hours and robust cleaning and safety protocols in place per the PHO guidelines.

- **Collections/Services currently available:**

Access to all the library materials and most of our regular services have resumed, except for: advance and large group meeting room bookings, in-person adult programs, books for sale, and HLS.

- **Staff updates:**

- We are excited to welcome Jorge Cárdenas as our new Library Director as of Oct 13, 2021.
- All library staff have resumed working at the library.
- Our first cohort of library staff are taking the Indigenous Canada MOOC course via University of Alberta.

- **Services / technology / software updates:**

- Successfully migrated to BiblioCommons Bib Page v2 in July 2021.
- Subscribed and launched several new eResources including Niche Academy, SOLARO, Mango Languages, Creativbug, and several English Language learning programs from NAS Software/Clarity English.
- We have been affected by the BiblioCommons reindexing issues and continue to hope that the vendor finds technical solutions in a timely manner.

Cataloguing / TS Updates

- We continue to hold short internal Sound Byte training sessions for the technical services team on cataloguing and processing practices.
- We are working with some vendors on preprocessing options.
- Looking into streamlining the ordering process from various vendors
- Four members of technical services attended Laura Doublet's virtual presentation on Discovering the New RDA Toolkit

Capilano University Library – BCCATS Fall 2021 - Round Table Report

Library Updates:

After the initial covid-19 lockdown as the library was slowly reopening last year, public service and technical service staff have been working in a two cohort model where each group works onsite over one week and then from home the alternating week. As of September, this cohort system ceased as all staff have moved to working onsite full-time. Librarians have continued with the flexible work-from-home model, with some on-campus work.

We have had several staff changes over the past few months as well as role changes within the department. Currently, we are searching for a Technician 1, responsible for receiving and processing monographs and serials.

With all the changes in personnel and roles, staff have devoted significant time to writing down and updating procedures in an internal wiki as well as providing training to other staff.

This coming winter, cataloguing staff will be attending two Library Juice Academy courses: *Beyond the Basics: Cataloging DVDs, Blu-ray discs, and Streaming Videos* and *Using MarcEdit*.

As of May 2021, the library has fully implemented the Relais ILL system, which interfaces nicely with our ILS, Sierra.

Technical Services Updates:

There has been an overhaul in workflow in the TS department as staff have continued to implement workflow efficiencies and move towards a paperless environment. In place of paper, we have started using the ILS as a communication and tracking tool between TS staff. Additionally, we have streamlined the processes for rush requests.

To this effect, in collaboration with our Library Systems Analyst, we are developing a system of statistical tracking using the ILS in order to determine how long material takes to pass through individual stages in TS workflow and measure these against other external factors such as material types, request types, time of year, etc.

We have developed an internal cataloguing procedures manual for all major material types that articulates local practice and outlines workflow.