DALNET Single Database Policy Documents
9/18/06

Recommendations from the SDTF
8/17/2006
DRAFT

Proposed Batch Processes Policy Recommendation

In the DALNET Single Database production environment access to running batch processes* in the DALNET shared ILS system ILS system should be initially limited to the DALNET office until it is ensured that the system is not overloaded.

The DALNET office should be contacted when a batch process in excess of 50 records needs to be run.

The DALNET office must approve all loading profiles for member institutions to ensure the protection of existing records in the system.

The DALNET office will provide a review progress report of this temporary policy to the Project Managers after no longer than one month of operation of the DALNET Single Database in production.

Rationale:

Running a batch process in Horizon against the DALNET Single Database could potentially affect all institutions using the shared database.

Notes:

Contacting the DALNET office for completing batch processes will make it possible to maintain control of when and how processes are run against the DALNET Single Database.

This policy is meant to be a temporary measure, the ability to run batch processes returned to members after the initially limited test period.

*For purposes of this temporary policy, batch processes shall be defined as those processes importing or altering more than 50 records simultaneously.

[This document was approved by the DALNET Project Managers on 08/09/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Guidelines for Bibliographic and Authority Databases
DRAFT August 2006

1. All new additions to the DALNET database will be made only after a careful search of the DALNET database to avoid duplicate records.

2. All bibliographic records in the database will retain an "Unknown" ownership, thus allowing authorized staff to update them by adding subject headings, classification numbers, or making corrections. Staff at any member institutions should not delete any portion, part, or element of a bibliographic record if items from another institution are attached to it. DALNET members will not delete classification numbers and subject headings from records containing classification schemes and subject heading systems they do not use.

3. All newly cataloged titles input into the DALNET database will be done using the latest edition of the Anglo-American Cataloguing Rules (or successive document) as interpreted by the Library of Congress.

4. All name and series headings on bibliographic records will be constructed in the form of the latest edition of the Anglo-American Cataloguing Rules (or successive document) as interpreted by the Library of Congress.

5. The form of any name or series used by the National Authority File [Anglo-American Authority File accessible via OCLC or Library of Congress] will be used.

6. The following subject heading systems may be used: Library of Congress (LC), Medical Subject Headings (MeSH), LC Children's Subject Headings, and local subject heading lists if approved by DALNET Project Managers before the institution's bibliographic records are loaded.

7. The latest version of the Library of Congress Subject Headings will be used as the authority. For headings not controlled by the LC Subject Headings list, DALNET members should be guided by LC's Subject Cataloging Manual. The authority for medical subject headings will be the most current version of the Medical Headings, Annotated Alphabetic List. The authority for the Children's subject headings will be the most current version of LC Subject Headings and the principles and guidelines set forth in its introduction. Any institution using local subject headings will be responsible for maintaining a controlled list of such terms.

8. DALNET members will prefer Library of Congress or BIBCO full-MARC records.

9. All full-MARC bibliographic records shall conform to the latest version of the OCLC Bibliographic Input Standards and Formats or the DALNET guidelines for "Minimal Level Bibliographic Records Standards."

10. Libraries may create temporary brief records for materials that are not part of the library's permanent collections including professor's personal copies of items for course reserve, on order materials, items not yet cataloged, items that are uncataloged, single issues of serials not normally circulated, community information files, and equipment such as keys, projectors, laptops, etc. These may be coded so as not to display in the public access catalog at the discretion of the institution.

11. DALNET members commit to maintaining the integrity of the authority file. Members are strongly encouraged to evaluate authority records created by the system, merging headings as necessary to maintain conformity with "DALNET Guidelines for Bibliographic and Authority Databases." The authority evaluation process may occur during cataloging or post-cataloging.

12. Member libraries are urged to follow LC's decisions regarding the tracing of series. Decisions differing from LC should be recorded in the 6xx $5 field of the authority record.

13. Member libraries are expected to keep all of their holdings records up to date in the database.

14. Local information should be carefully evaluated and, where appropriate, put into a note field on the item record (i.e. signed copies, noted damage, donor notes, etc.; information may be left in field 590 but this may be less secured from viewing in stafpac).

15. A full or complete bibliographic record (OCLC encoding level blank or I) will overlay a brief or minimal record. Care should be taken to insure that all subject headings and all classification numbers found on the minimal record are retained.

16. Bibliographic records for items accessed electronically should include an 856 field or a 530 field with access related information in $z. A list of suggested phrases will be created by the Database Standards Committee.

17. Member libraries will be responsible for keeping URLs on bibliographic records current.

18. Separate entries for the following list of repeatable MARC fields and/or subfields may be retained for members:

> 246 - VARYING FORM OF TITLE (R)* (add $5 note** with horizon location symbol)
>
> 505 - FORMATTED CONTENTS NOTE (R) (add $g note**)
>
> 506 – RESTRICTIONS ON ACCESS NOTE (R) (add$5 note**)
>
> 521 – TARGET AUDIENCE NOTE (R) (add $b note**)
>
> 563 - BINDING INFORMATION (R) (add $5 note**)
>
> 590 - LOCAL NOTES (R) (add $z note**)
>
> 856 - ELECTRONIC LOCATION AND ACCESS (R) (add $x**)

*(R) indicates that the field is repeatable. Institutions may add a new version of these designated fields to the MARC record if needed. If an acceptable entry already exists the institution may choose to simply enter an additional appropriate subfield and location code.

**In order for the information in these fields to properly display in member OPACs, it is necessary to include the Horizon location code in the noted subfields listed above.

19. The DALNET Database Standards Committee is responsible for monitoring the quality of the DALNET database. They will also coordinate any continuing education needed with DALNET staff.

20. The DALNET Database Standards Committee will review the DALNET Guidelines for Bibliographic and Authority Databases at least every two years. DALNET members and other DALNET groups may submit suggestions for changes on an on going basis.

References:

Anglo-American Cataloguing Rules. Prepared under the direction of the Joint Steering Committee for Revision of AACR. Michael Gorman and Paul Winkler, eds. Chicago: American Library Association. [Use latest edition.]

Bibliographic Formats and Standards. OCLC Online Computer Library Center, Inc. Dublin, Ohio. [Use latest edition.]

Library of Congress Rule Interpretations. Washington: Cataloging Distribution Service, Library of Congress. [Use latest edition.]

Library of Congress. Subject Cataloging Division. Library of Congress Subject Headings. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition and weekly updates issued quarterly.

Library of Congress. Subject Cataloging Division. Subject Cataloging Manual: Subject Headings. Washington: Cataloging Distribution Service, Library of Congress. [Use latest edition.]

National Library of Medicine (U.S.). Medical Subject Headings: Annotated Alphabetic List. Besthesda, Md.: National Library of Medicine, distributed by National Technical Information Service. [Use latest issue.]

Sears, Minnie Earl. Sears List of Subject Headings. New York: H.W. Wilson Co. [Use latest edition.]

[This document was approved by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on ___/___/2006]

DALNET DATABASE STANDARDS COMMITTEE
MINIMAL LEVEL BIBLIOGRAPHIC RECORD STANDARDS

This document represents specific policies and procedures relating to minimal level records. As such it is a supplement to the DALNET Guidelines for Bibliographic and Authority databases.

1. While the latest edition of the Anglo-American Cataloging Rules (AACR2), level two or higher (OCLC, Inc. level I) cataloging is the most desirable and recommended, minimal level cataloging may be necessary.

2. DALNET member libraries may use minimal level records for those items which they determine should not receive at least AACR2 level two cataloging or for which they are unable to do such cataloging. Minimal level records would not normally be created for those items for which a copy is accessible. Minimal level records should not be created if another DALNET library has already created a full bibliographic record for the same item in the database.

3. Records created solely for the purpose of ordering and/or receiving materials should be provisional records rather than minimal records. Provisional records may also be used for backlog or in-process control.

4. The minimal data elements required by the Horizon system are selected fixed fields (format dependent) and the title. Default values are permissible in those fixed fields not mandated by the system.

5. The descriptive portion of the minimal level bibliographic record must follow the latest version of the AACR2, level 1 requirements: title proper, statement of responsibility, edition, place, publisher, date, and extent. The GMD (general material designation) should be added for non-print materials. Standard number fields shall be included on the record, e.g. ISBN, ISSN, LCCN. Additional information may be added at the discretion of the DALNET library creating the record.

6. AACR2 rules for choice and form of the main entry will be followed. Each minimal record must include at least one personal or corporate author access point, if known. Additional access points are desirable but optional.

7. The series statement and tracing is desirable but optional and may be included at the discretion of the institution. If series are included, they should be verified in the Horizon authority file and the established decision followed.

8. Subject analysis is encouraged but is not mandated.

9. Minimal level records may be upgraded at any time to full cataloging records.

10. Authority work will be done by member institutions for all name, series and subject access points present on a minimal level record.

11. Copy holdings, volume holdings and item records will be created following DALNET approved practices.

12. For non-book formats the minimal record will include any additional data elements necessary for the correct bibliographic identification of items in that format.

[This document was approved by the Database Standards Committee 09/12/1989]
[This document was revised by A. Evans 09/11/1989, 09/12/1989, and 01/09/1990]
[This document was approved by the DALNET Board of Directors on 03/19/1990]
[This document was corrected by S. Bowers 03/20/2006]
[This document was revised by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Guidelines for Borrower Records
DRAFT April 2006

1. General
   Each DALNET institution should follow the Library Privacy Act and treat personal information in Horizon Borrower records as confidential.

   In Horizon, for each location, circulation rules are written based upon the type of item and the type of borrower. Circulation transactions are based on the Borrower record and number and the Item record number, not the barcodes, but the system generated ID record numbers. One does not need to have a library card with them to check out a book. The Borrower record barcode serves only as a fast and unique search point of the patron file. Barcodes may be needed for patron authentication at a later time.

   It is the DALNET Office recommendation that while fields (table columns) may be added to the Borrower record, DALNET sites should not remove columns from the Borrower table in the database. The more generic the patron file can be kept the easier it will be to load files into the single database.

2. Viewing, Editing, and Copying Borrower (Patron) Records
   Within the single database, there will be a single combined file of all Borrower records. Any one patron will have a separate Borrower record for each DALNET institution that s/he uses in the system; potentially, any one borrower may have several borrower records, one for each library the patron does business with.

   Members will have access to the entire single combined file of Borrower records, not just those records from their institution. Each DALNET institution should follow the Library Privacy Act and treat personal information in Horizon Borrower records as confidential when viewing, editing, or copying a Borrower record.

   Staff should only access a Borrower record from another institution to determine borrowing privileges of a patron and/or to copy a Borrower record for the creation of a new Borrower record.

   Staff should not edit information on a Borrower record from another institution.

3. Location Field
   Staff should only create Borrower records for locations that have authorized them to do so. When creating or editing a Borrower record, staff should only enter information in the Location field for locations that belong to their institution.

4. Btype (Borrower Type) Field
Btypes are used by Horizon in conjunction with Itypes (Item Types) to generate circulation privileges. Each Borrower record must have a Btype just as each Item record must have an Itype.

DALNET standards for Btype codes require a format of two initial letters for the institution and four additional characters of the standard abbreviations for Btypes. A seventh character of the (letters a-z, except i and o, and the numbers 1-0) can be added, if needed, to subdivide any category.

> Example:
>
> rcstud1

Btypes are also used by the system to generate certain circulation statistics. A Borrower record can have only one Btype code assigned to it.

5. Exp. Date Field
After selecting a Btype for a Borrower record the system should automatically fill in a corresponding expiration date for the Borrower record. If the system does not fill in a date, or if staff wish to edit the date that has been filled in, the Exp. Date field may be manually edited, using the following format:

> MM/DD/YYYY

6. Name Field
It is recommended that personal names be entered in all upper case letters in the appropriate fields on the Borrower record, in the following format:

> LAST NAME FIRST NAME MIDDLE NAME/INITIAL (optional)
> Example: SMITH JOHN A

Names entered in any other order will affect retrieval. If possible, entries should be made in all upper case letters, with no punctuation, to conform to U.S. Postal Services standards for address information.

All titles, either preceding or following an individual's name, should be eliminated. It is recommended that corporate names be entered consistently within each DALNET institution.

The Names entered for Borrower records created for "Internal Library Use" should include a consistent institution identification code as the prefix to the Name field so that a Borrower name browse will sort all of the internal records for a single institution together.

Examples of Borrower record Names for "Internal Library Use":

CHM CIRCULATION DEPARTMENT
UDM BINDERY/TECHNICAL SERVICES DEPARTMENT

7. Numerical Fields
    The Barcode (labeled Barcodes) field in a Borrower record must be assigned by
    library staff. Staff should input a unique codabar mod 10 barcode number for each
    Borrower record that is created. Each library in DALNET is assigned a unique
    barcode prefix that must be used. New members are assisted in acquiring a barcode
    prefix assignment.

    The Primary ID (labeled Borrower No.) field in a Borrower record is assigned by the
    Horizon system.

    The 2nd ID (labeled ID) in a Borrower record must be assigned by library staff. The
    Board has specified that entries in this field must be begin with digits 1-5 of the
    barcode prefix for the library that is creating a Borrower record and the remaining
    digits must be an Institutional ID, for example 2934310973. If an Institutional ID is
    not available it is suggested that the 2nd ID field be populated again with the Barcode
    that is used on the record, for example 293430000010973. The DALNET office will
    work with member institutions to correct existing 2nd IDs that do not follow this
    format.

    The DALNET Board has stipulated that Social Security numbers cannot be used in
    the 2nd ID field or anywhere else on a Borrower record.

8. Birthdate Field
    If desired, staff may enter a date of birth in the Birthdate field using the following
    format:

    MM/DD/YYYY

9. Notes Field
    Since the information in the Note field displays on the check out screen the following
    recommendations are made for the use of the Note field:

    a. Messages used in the Note field should be standardized within each
    DALNET institution but not necessarily DALNET wide.

    b. A permanent note for the Borrower Record should be communicated using
    the Note field as it will display each time the Borrower record is retrieved in
    circulation.

c. DALNET institutions should make use of the Blocks: Add Note: Address Correction Requested block to communicate the need for address or phone corrections to the patron, for Borrower records belonging to their libraries. Blocks for address correction should be resolved by which ever DALNET library next opens the Borrower record with the block, so that the block can be removed.

See Section 14 of this document for additional information on Blocks for Fees and Notes on Borrower Records.

10. Phone Field
   If a phone number is included in a Borrower record, because the metropolitan Detroit area has multiple area codes, and because the same telephone exchanges are used in several area codes, the area code must be included as part of the phone number.

   An example of a telephone number entry:

   Phone: 111-222-3456   Type: Home*

   *Horizon will support multiple phone numbers; a phone number Type must be specified for each phone number entered on a Borrower record.

11. Addresses Field
   At least one complete address is required for each Borrower record, noting the following:

   a. Each address shall contain appropriate data in the proper fields.

   b. City, State should be entered on Line 4 of the Addresses field, and the Postal Code field should be completed.

   c. The City, ST codes button and table will not be used by DALNET libraries because of the large number of entries which would be required in that table, and the possible creation of unwanted duplicates.

   d. Each address entered in the system must contain a valid Mail Sort Type.

   e. For Notice By, either Stnd or E-mail must be selected. The default selection is Stnd. E-mail should only be selected if there is an email address entered on the Borrower record and the library has set up email circulation notifications.

   Address data, shall, insofar as possible, conform to U.S. Postal Services standards for address information. All address information should be typed in all caps and there should be no punctuation. If a person's permanent address is not in the United States, the mail type should be F (foreign) and the appropriate country included.

An example of an address entry:

DEWEY B EVANS
234 TERRIER LANE
OAK PARK MI 48237
USA

If desired, staff may enter information in the E-mail field using the following format:

Name: STEVE   Addr.: sbowers@wayne.edu

12. Proxy Borrower Field
If desired, staff may enter information in the Proxy Borrower Field following the format for barcodes outlined in section 7 of this document. Dates should be entered in the Date Expire field using the following format:

MM/DD/YYYY

Alternately, staff may click on Find Borrower and select a Proxy Borrower without entering a Barcode and Date Expire.

13. Stat Classes Field for Bstats (Borrower Statistical Codes)

Borrower records may be assigned one or more Bstats. It is recommended that Borrower records be assigned at least one Bstat. Bstats may be assigned as needed by each institution. Bstats may be added during the creation of the Borrower record by batch file load. Bstats are only used by the system for the generation of circulation statistics and may be added after the library has begun to use Horizon. Btypes added after Horizon has been implemented are effective the date they are entered. DALNET standards for the creation of Bstats should be followed.

14. Security Groups Field
If desired, staff may enter information in the Security Groups field. When creating or editing a Borrower record, staff should only enter information in the Security Groups field for locations that belong to their institution.

15. Pin# Field
When creating or editing a Borrower record the Pin# field should usually be left blank. The Pin# field in a Borrower record is filled in by the Horizon system when a patron self-registers to use My Account in the OPAC. Institutions that do not allow Patron Self-registration through HIP should leave this field blank.

16. Language Field

If desired, staff may enter information in the Language field. This field is meant to indicate the primary language of the patron. This field may be left blank.

17. Home Service Field

When creating or editing a Borrower record the Home Service field should usually be left blank unless an institution uses the Home Service module in Horizon.

18. Pac Access Type Field

When creating or editing a Borrower record the Pac Access Type field should usually be left blank unless an institution has defined individual OPAC access privileges for different types of patrons.

19. Approved Field

When creating or editing a Borrower record the Approved check box should be checked (by default). Self-registered Borrower records will have the box unchecked. Once a self-registered Borrower record is approved, the Approved check box should be checked. Institutions that do not allow Patron Self-registration through HIP should leave the Approved check box checked.

20. Borrower Records for Interlibrary Loans (ILL) for lending purposes

The use of a separate Borrower record for each ILL library/patron is recommended so that overdues, fines, etc. are linked directly to the borrowing ILL library/patron. Two other ILL patron options are:

a. Use of a single "ILL Department" Borrower record for all ILL activity. While this procedure reduces the number of Borrower records that need to be created for ILL, it also fails to provide a link between the borrowed item and the ILL library/patron resulting in the need for a paper file.

b. A combination approach may be used in which separate ILL Borrower records are created for frequent ILL users and an "ILL Department" Borrower record for less frequent or one-time borrowers could also be in the system; corresponding paper files for the less frequent borrowers should be kept for the ILL libraries/patrons that do not have an actual Borrower record. When the "ILL Department" type Borrower record is used for ILL, the guidelines for Borrower record Names for "Internal Library Use" in Section 2 of this document should be followed.

21. Blocks for Fees and Notes on Borrower Records

Since the information in blocks displays on the check out screen the following recommendations are made for the use of Blocks/Notes:

a. Block messages should be standardized within each DALNET institution but not necessarily DALNET wide.

b. One time notes to patrons should be communicated using the Blocks: Add Fee: Note block.

c. DALNET institutions should make use of the Blocks: Add Note: Address Correction Requested block to communicate the need for address or phone corrections to the patron, for Borrower records belonging to their libraries. Blocks for address correction should be resolved by which ever DALNET library next opens the Borrower record with the block, so that the block can be removed.

22. Accidental Duplicate Borrower Records for one Patron, at a single Institution
   The following guidelines should be used to resolve accidental duplicates that occur:

a. The resolution is at the discretion of the DALNET institution for which there are accidental duplicate records, but it is suggested that only one Borrower record per patron per institution be kept.

b. When a choice must be made between multiple Borrower records, the most complete record is preferred. Staff may wish to update one record with information from other records, before the others are deleted.

c. When accidental multiple records for the same patron are discovered and there is insufficient information to determine which record is most accurate, one record should be selected and a block should be placed on the additional Borrower record/s with a message in the block/s to get the correct information for the patron. Once a single, correct Borrower record is completed, the multiple records should be deleted.

DALNET libraries are encouraged to keep additions and deletions of Borrower Records up to date. It is recommended that each institution develop and implement a policy for purging inactive Borrower records.

Note: Libraries that file load Borrower records will have incoming records match on 2nd ID or some other Borrower record numerical field. The form of name in the incoming record will overlay the existing record.

[This document was approved by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Recommendations from the SDTF
5/17/2006
DRAFT

Proposed DALNET Approved List of Shared Item Status Codes to use in Horizon

In the DALNET Single Database production environment the Item Status table will be shared. Additionally, several members use the same or similar codes for several item statuses, so these statuses will be added to an approved list of shared Item Status codes. Several Item Statuses are also Horizon defined so these statuses will all be added to the approved list of shared Item Status codes. For Item Statuses on the approved list of shared Item Statuses, the Item Status code, description, and settings will be shared for all libraries in the merge database. Other item statuses that are not on the list will not be shared and will be prefixed with the code for the owning library/institution.

The DALNET office should be contacted when the creation of an additional Item Status code is needed.

Rationale:

In the Single Database environment all of DALNET will have to share a single set of Horizon defined Item Status codes. Since the Item Status table will be shared it is suggested that a uniform list of Item Statuses be established, with institutional prefixes to collocate any additional codes. To maintain a uniform list of codes it is suggested that no codes be added to the list without first contacting the DALNET office. The Approved List of Shared Item Status Codes to use in Horizon will be maintained in the DALNET Circulation Best Practices documentation.

Notes:

Approved List of Shared Item Status Codes*

Item Status Description	Code	Available for Request	Fill a Request	Reserve	Inventory Action	Track Cataloging	Uses/Meanings	How Status is Assigned
Archived	a	Yes	Yes	No	Reported	No	Used for items in Reserve Bookroom that have been archived	System Generated OR Manually Edited
At Bindery	b	Yes	Yes	Yes	Reported	No	If an item is, or will be, at the bindery	Manually Edited
Claimed Returned	c	No	Yes	No	Reported	No	Used when a borrower claims that an overdue item has been returned	System Generated

Shared Item Status Codes 2

Item Status Description cont.	Code	Available for Request	Fill a Request	Reserve	Inventory Action	Track Cataloging	Uses/Meanings	How Status is Assigned
Closed Stack	csa	Yes	Yes	Yes	Reported	No	Used only if Closed Stack Access module is implemented	System Generated OR Manually Edited
Damaged	dmg	No	No	No	Not Repo	No	Used when an item is returned in a damaged state – use the "Damaged Check-In" mode in Circulation module, under the CKI menu or manually change the status to "Damaged" in the item record.	System Generated OR Manually Edited
Not Available	Down	No	No	No	Not Repo	No	Denotes OCLC holdings deletion needed	Manually Edited
Item Hold Expired	e	Yes	Yes	No	Reported	No	Used when an item on hold is not picked up by the patron requesting it and the hold is cancelled	System Generated
Item Being Held	h	Yes	No	No	Reported	No	Used when an item has had a hold placed on it	System Generated
Hold	hold	Yes	No	No	Reported	No	Used to manually place an item on hold	Manually Edited
Checked In	i	Yes	Yes	Yes	Not Repo	No	Currently checked in	System Generated
Checked In	in	Yes	Yes	Yes	Not Repo	No	Item is currently checked in but not through Circulation module	Manually Edited
In Process	ip	Yes	Yes	Yes	Not Repo	No	Item is somehow in process with staff	Manually Edited
Lost	l	No	Yes	No	Reported	No	An item is automatically changed to lost when a final overdue notice is sent or an item can be changed to lost in Circulation module	System Generated
Lost Recall	lr	No	No	No	Reported	No	Used when a recall was placed on a checked-out item which was never returned and is now presumed lost	System Generated

Shared Item Status Codes 3

Item Status Description cont.	Code	Available for Request	Fill a Request	Reserve	Inventory Action	Track Cataloging	Uses/Meanings	How Status is Assigned
Item Missing	m	No	Yes	No	Reported	No	An item's status can be manually changed to 'missing' in the item record or automatically changed to 'missing' in Circulation after an item has held the status of 'lost' or 'claimed returned' for a specific number of days.	System Generated OR Manually Edited
Missing Inventory	mi	No	No	No	Not Repo	No	An item that was not on the shelf during the Inventory process (electronic or manual) will be given this status.	System Generated OR Manually Edited
Newly Acquired	n	Yes	Yes	No	Reported	No	Assigned to items created upon receipt or later (in Acquisitions)	System Generated OR Manually Edited
Not found on shelf	nos	Yes	No	Yes	Reported	No	Item could not be found on the shelf	Manually Edited
Checked Out	o	Yes	Yes	No	Reported	No	Checked out of the library	System Generated
Available Online	online	No	No	Yes	Reported	No	Item is available on the Internet	Manually Edited
On Order	oo	No	No	No	Reported	No	Used to manually assign "On Order" status	Manually Edited
On Order	r	No	No	No	Reported	No	Assigned to items created at order or any time before receipt (in Acquisitions)	System Generated
Reserve Bookroom	rb	Yes	Yes	Yes	Reported	No	Used only if Reserve Bookroom is implemented. At the main location, it means that an item has been flagged for reserve but is not yet available to circulate in the Reserve Bookroom. At the reserve location, it means the item is checked in to the reserve location but has been flagged for withdrawal.	System Generated

Shared Item Status Codes 4

Item Status Description cont.	Code	Available for Request	Fill a Request	Reserve	Inventory Action	Track Cataloging	Uses/Meanings	How Status is Assigned
Recall	recall	No	No	No	Reported	No	Used to recall an item that has been checked out normally but which needs to be returned to the library before the due date	System Generated
Reserve Withdrawal	rw	Yes	Yes	Yes	Reported	No	Used only if Reserve Bookroom is implemented. At the reserve location, it is used for an item that is checked out but has been flagged for withdrawal. When it is returned, the item is to be withdrawn from the reserve location and returned to the main location.	System Generated
Shelving Cart	s	Yes	Yes	Yes	Not Repo	No	Upon check-in, an item's status is changed to 'shelving cart' before it is automatically changed to 'checked in'. The library determines the amount of time the item remains on the 'shelving cart.'	System Generated
In Cataloging	t	Yes	No	No	Reported	No	Used for an item in the process of being cataloged	Manually Edited
Transit Recall	tc	No	No	No	Reported	No	An item that was recalled has been checked in and is in transit to the recalling location	System Generated
Transit Request	th	No	No	No	Reported	No	An item in transit to the requesting location to fill a specific hold	System Generated
In Transit	tr	Yes	Yes	Yes	Reported	No	Used for items in transit between library locations	System Generated
User Fast Added Item	ufa	Yes	No	No	Reported	No	Obsolete DO NOT USE	System Generated
Unknown	unk	Yes	Yes	Yes	Not Repo	No	Should not be used; a system required entry.	Should not use.

Item Status Description cont.	Code	Available for Request	Fill a Request	Reserve	Inventory Action	Track Cataloging	Uses/Meanings	How Status is Assigned
Checked In	up	Yes	Yes	Yes	Reported	No	Denotes OCLC holdings update needed	Manually Edited
Withdrawn	w	No	No	No	Not Repo	No	Denotes an item that has been withdrawn	Manually Edited

*For these Item Statuses, the Item Status code, description, and settings will be shared for all libraries in the merge database. Other item statuses that are not on the list will not be shared and will be prefixed with the code for the owning library/institution.

[This document was approved by the DALNET Project Managers on 06/12/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on ___/___/2006]

Patron Privacy Agreement DRAFT

DALNET has developed a Patron Privacy Agreement at the request of member libraries. While always important, patron privacy becomes an even larger issue within a merged database. The purpose of the Agreement is to provide a consistent method of informing library staff of current legislation that protects the privacy of patrons. By signing this agreement, employees of DALNET member libraries agree to abide by FERPA, HIPAA, and the Library Privacy Act. It is recommended that staff members of DALNET libraries read and sign this agreement annually.

FERPA – The Family Educational Rights and Privacy Act
http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t17t20+3776+12++%28family%20

- "The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records."
- Except for certain conditions outlined in the law, "schools must have written permission from the parent or eligible student in order to release any information from a student's education record."
- "Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance" to ". . . officials with legitimate educational interests."

HIPAA – Health Insurance Portability and Accountability Act of 1996
http://www.hhs.gov/ocr/AdminSimpRegText.pdf

- HIPAA (Public Law 104-191) is a Federal Law that governs the "electronic transmission of certain health information." The privacy provisions of the federal law apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses. The Department of Health and Human Services (HHS) has issued the regulation, "Standards for Privacy of Individually Identifiable Health Information," applicable to entities covered by HIPAA.

Michigan Library Privacy Act – Act 455 of 1982
http://www.legislature.mi.gov/(55qjqjybe3un4hf4m3420w45)/mileg.aspx?page=GetMCLDocument&objectname=mcl-act-455-of-1982

- This state act provides "for the confidentiality of certain library records"
- "Unless ordered by a court... a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person...identified in that library record."

Agreement:
I have read the DALNET Patron Privacy Agreement and reviewed the content of the listed web sites for FERPA, HIPAA and the Library Privacy Act. I agree to abide by this legislation.

Library Staff Member: _____ Date: _____
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Recommendations from the SDTF
5/17/2006
DRAFT

Proposed DALNET Phone Types to use on Borrower Records

In the DALNET Single Database production environment the Phone Types table will be
shared so one approved list of types will be used.

The DALNET office should be contacted when the creation of an additional Phone Type
code is needed.

Rationale:

In the Single Database environment all of DALNET will have to share a single set of
Phone Type codes. Since all codes will be shared it is suggested that a uniform list be
established. To maintain a uniform list of shared codes it is suggested that no codes be
added to the list without first contacting the DALNET office.

Notes:

Table of Proposed Phone Types

Phone Type	Code	Use/Meaning
Beeper	B	Beeper/Pager Number
Contact	c	Temporary Contact Number
Cell Phone	ce	Cell Phone Number
Dorm	d	Dorm Room Phone Number
Fax	f	Fax Number
Home	h	Home Phone Number
Work	w	Patron's Work Phone Number
Unknown	unk	

[This document was approved by the DALNET Project Managers on 06/12/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Recommendations from the SDTF
8/17/2006
DRAFT

Proposed OPAC Policy Recommendation

In the DALNET Single Database production environment access to the OPAC Administration in the DALNET shared ILS system should be limited to the DALNET office.

The DALNET office should be contacted when a change to a member's OPAC profile is needed.

Rationale:

In the Single Database environment all of DALNET will have to share a single installation of HIP OPAC and the HIP administration interface will have to share a single login for all profiles.

Notes:

Contacting the DALNET office for changes in OPAC profile configurations will ensure that members do not inadvertently access and change another member's profile.

[This document was approved by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Guidelines for Reserve Records
DRAFT August 2006

1. Member institutions must create and use a separate Reserves Location for employing the Horizon Reserve Bookroom Module.

2. Libraries may create temporary brief records for materials that are not part of the library's permanent collections including professor's personal copies of items for course reserve, on order materials, items not yet cataloged, items that are uncataloged, single issues of serials not normally circulated, community information files, and equipment such as keys, projectors, laptops, etc. These may be coded so as not to display in the public access catalog at the discretion of the institution.

3. Staff at any member institutions should not delete any portion, part, or element of a Reserve Record from another institution.

4. Project Managers should ensure that the statuses of all Reserve Records for their institutions are kept current and that Reserve Records are deleted or disabled for reserve items that are no longer active. Project Managers should ensure that their institutions review all of their Reserve Records, for this purpose, at least once per year, by August 1st.

5. Members should not use the Horizon Reserves Module without first completing training for the use of the module.

6. Members should not attempt setting up the Horizon Reserves Module without first consulting the staff of the DALNET office.

7. Members should only use the Horizon Reserves Module as specified by the Horizon manual and DALNET training materials. The staff of the DALNET office cannot support use of the Horizon Reserves Module if members are using the module in a way in which it was not designed to be used.

References:

DALNET Guidelines for Bibliographic and Authority Databases. Detroit Area Library Network. Detroit, MI. [Use latest edition.]

DALNET Horizon Reserve Bookroom Module Training Materials. Detroit Area Library Network. Detroit, MI. [Use latest edition.]

Horizon Reserve Bookroom User's and Administrator's Guide. SirsiDynix. Provo, UT. [Use manual for relevant edition of Horizon.]

[This document was approved by the DALNET Project Managers on 08/29/2006]
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[This document was approved by the DALNET Board of Directors on __/__/2006]

Recommendations from the SDTF
8/17/2006
DRAFT

Proposed Report Policy Recommendation

In the DALNET Single Database production environment access to running reports* in the DALNET shared ILS system ILS system should be initially limited to the DALNET office until it is ensured that the system is not overloaded.

The DALNET office should be contacted when a report is needed.

The DALNET office will provide a review progress report of this temporary policy to the Project Managers after no longer than one month of operation of the DALNET Single Database in production.

Rationale:

Running a report in Horizon against the DALNET Single Database could potentially affect all institutions using the shared database.

Notes:

Contacting the DALNET office for creation of reports will make it possible to maintain control of when and how queries are performed against the DALNET Single Database.

This policy is meant to be a temporary measure, the ability to run reports returned to members after the initially limited test period.

*For purposes of this temporary policy, reports shall be defined as any data query run against the database, in Horizon or other utilities, including, but not limited to, borrower reports, item reports, AdHoc reports, circulation and overdue reports, hold reports, and ReportSmith reports.

[This document was approved by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Guidelines for Security Privileges
DRAFT August 2006

1. Each person accessing the Horizon client should be assigned an appropriate level of security access. Each Project Manager should work with the DALNET office to determine an appropriate level of security for each staff user at their institution.

2. Only staff of the DALNET office will have access to setting up securities within the Horizon client.

3. It is strongly recommended that each person using the Horizon client have an individually assigned user name and password. Shared logins are allowed for shared workstations, such as those at the circulation desk, but this practice is discouraged. An individual should not divulge user name and password information to any other individual.

4. User accounts will be prompted to change password information every six months.

5. Project Managers must notify staff of the DALNET office when user accounts should be deleted or disabled. Project Managers should review user account access at least once per year for this purpose. As part of the employee exit process at member institutions, the DALNET office must be notified of the termination of staff employment if an exiting employee had access to the Horizon client.

6. No user login, outside of staff of the DALNET office, will have greater security access than that identified in **Appendix A** of this document: **Local Administrator Privileges**. Full Local Administrator privileges should generally only be assigned to Project Managers.

7. Only staff of the DALNET office will have access to Running DayEnd in any shared database for the consortium.

[This document was approved by the DALNET Project Managers on 08/29/2006]
[This document was approved by the DALNET Executive Committee on 9/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

Procedure Recommendation from the SDTF
04/12/2006

Proposed Vendor Code addition to DALNET Naming Conventions

Recommendations:
1. Characters 1 and 2 represent institution, ex. wa = Walsh and should be consistent with other prefixes used by the institution in the ILS.*
2. The remaining characters (up to five in addition to the first two, no more than 7 total) are assigned at the discretion of the library.
3. Institutions may wish to have characters 3 and/or 4 represent the building, campus or agency of the institution, ex. tr = Troy Campus

Rationale:

The Single Database Task Force makes this recommendation because the same vendor may be used by multiple institutions within the merged database. A uniform distinction will need to be made in Vendor Codes for the same vendor dealing with different institutions so that members can keep their records separate. This recommended naming convention follows the format of other recommended DALNET naming conventions.

Notes:

Member Institution	*Current 2-Digit Prefix Used
Beaumont Hospital	wb (wbr, wbt)
Botsford Hospital	bh
Detroit Institute of Arts	di
Detroit Medical Center	dc
John D. Dingell VA Medical Center	va
Lewis College of Business	lc
Macomb Community College	mc
Marygrove College	mg
Mount Clemens General Hospital	cg
Oakland Community College	oc
Oakland County Law Library	ol
Oakland County Research Library	or
Rochester College	rc
The Henry Ford	bf
University of Detroit Mercy	dm
Walsh College	wa
Wayne County Community College District	wc

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[This document was approved by the DALNET Executive Committee on 09/12/2006]
[This document was approved by the DALNET Board of Directors on __/__/2006]

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Guidelines for Serials Records
DRAFT August 2006

1. All new Serials Bibliographic Records added to the DALNET database shall follow the DALNET "Guidelines for Bibliographic and Authority Databases."

2. In addition to following the DALNET "Guidelines for Bibliographic and Authority Databases," all new Serials Bibliographic Records added to the DALNET database shall follow the most recent OCLC Bibliographic Formats and Standards or the most recent Library of Congress Program for Cooperative Cataloging CONSER guidelines for serials cataloging.

3. Since multiple and varying forms of standardized serials cataloging rules exist, both single and multiple Serials Bibliographic Records will be allowed in the DALNET database. Members may choose to add an additional record or records, even if an appropriate record already exists. Members may also attach their Serials holdings (item, copy, or other) to an existing Serials Bibliographic Record, if an existing record meets the member's needs.

4. Staff at any member institutions should not delete any portion, part, or element of a Serials Bibliographic Record if items from another institution are attached to it.

5. Staff at any member institutions should not delete or alter any portion, part, or element of any Serials Records (holdings, item, copy, or other) from another institution.

6. Separate Serials Bibliographic Records will remain separate when loading member records into the DALNET database.

7. Serials Bibliographic Records will not be merged in the DALNET database unless members choose to do so manually, following the DALNET "Guidelines for Bibliographic and Authority Databases."

8. Members should not use the Horizon Serials Module without first completing training for the use of the module.

9. Members should not attempt setting up the Horizon Serials Module without first consulting the staff of the DALNET office.

10. Members should only use the Horizon Serials Module as specified by the Horizon manual and DALNET training materials. The staff of the DALNET office cannot support use of the Horizon Serials Module if members are using the module in a way in which it was not designed to be used.

References:

Bibliographic Formats and Standards. OCLC Online Computer Library Center, Inc. Dublin, Ohio. [Use latest edition.]

CONSER Cataloging Manual. Library of Congress, Program for Cooperative Cataloging. Washington, D.C. [Use latest edition.]

DALNET Guidelines for Bibliographic and Authority Databases. Detroit Area Library Network. Detroit, MI. [Use latest edition.]

DALNET Horizon Serials Module Training Materials. Detroit Area Library Network. Detroit, MI. [Use latest edition.]

Horizon Reserve Bookroom User's and Administrator's Guide. SirsiDynix. Provo, UT. [Use manual for relevant edition of Horizon.]

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Detroit Institute of Arts	di
Detroit Medical Center	dc
John D. Dingell VA Medical Center	va
Lewis College of Business	lc
Macomb Community College	mc
Marygrove College	mg
Mount Clemens General Hospital	cg
Oakland Community College	oc
Oakland County Law Library	ol
Oakland County Research Library	or
Rochester College	rc
The Henry Ford	bf
University of Detroit Mercy	dm
Walsh College	wa
Wayne County Community College District	wc

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[This document was approved by the DALNET Executive Committee on 09/12/2006]
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