- D R A F T -

DALNET PROJECT MANAGERS' MEETING

November 5, 1990, 1:00 - 3:00 p.m.
WSU Libraries, Purdy Library, Dean's Conference Room

Agenda

1. NUGM '90 News
   - Release 5.0 features -- Charlene
   - Release 5.0 OPAC implementation -- Bill
   - Release 5.0 MFHD implementation -- Charlene
   - Report sharing

2. NOTIS Enhancement Training Plans -- Charlene
   - AOVL/BOVL
   - LCSH resource file

3. DALNET Office Communications/Telephone Support Policy --
   (revision) -- Louise

4. USPS New Mailing Label Requirements -- Bill

5. Progress Reports
   - Charges for printing (non-VPS libraries)
   - OCLC Passport and Telex transfer/GTO
   - MDAS installation plans
   - Keyword performance
   - SAS report status
   - Order record access

6. Other Questions/Announcements

L. Bugg
10/31/90

LB91-26

Wayne State University Libraries

Memorandum

TO: Peter Spyers-Duran

FROM: Louise Bugg

SUBJECT: DALNET Project Managers' Meeting
           November 5, 1990 -- Draft Agenda

DATE: October 31, 1990

Attached for your review is a draft agenda for the DALNET Project
Managers' meeting scheduled for Monday, November 5th. I am still
working on the Telephone Support policy revision.

Please let me know if I should make any changes. Thanks.

DALNET PROJECT MANAGERS' MEETING

November 5, 1990

Minutes

Present: D. Adams, L. Bugg, E. Condic (for I. David),
           J. Flaherty, K. Gauri, J. Houghton, W. Kane, M. Klein,
           C. Liner, H. Ma, S. Martin, J. Murray, J. Smith,
           C. Wecker

Visitors to DALNET

L. Bugg described two recent visits made to DALNET from other
NOTIS sites. On October 11, four librarians from Canada—from
McMaster University and hospital libraries in the Hamilton,
Ontario area—visited the WSU/DALNET NOTIS site. In addition to
talking to staff in the WSU Systems Office, they also visited
both Beaumont and Children's Hospital Libraries.

Following the NUGM 1990 Meeting, eleven people from Latin
American NOTIS sites (from Chile, Puerto Rico, Colombia and
Venezuela) were here for three days. Their visit included an
afternoon at the Detroit Public Library and two of its branches.
All five Latin American NOTIS sites are consortia. The visits
provided valuable opportunities to exchange information.

NUGM '90 News

W. Kane and C. Wecker distributed reports and reviewed the NUGM
1990 meeting; in particular, they reported on Release 5.0
implementation, the MARC Holdings Record, and the Consortium and
Network Special Interest Group meeting. W. Kane gave Project
Managers a diskette with sample LUIS bibliographic displays that
could be generated with Release 5.0.

NOTIS Enhancement Training Plans

C. Wecker reviewed training plans for two NOTIS enhancements that
will be implemented shortly. Testing has been completed on the
New "derive overlay" software, called AOVL/BOVL. C. Wecker will
distribute to Project Managers instructions for using it.
Securities will need to be changed to authorize staff at DALNET
libraries to use the AOVL/BOVL commands. DALNET staff should
practice the command in the training region before using it in
the production region.

Testing is continuing in preparation for loading the LCSH
resource file. The goal is to have testing completed and
libraries' staff trained in its use by the end of 1990.

DALNET Office Communication/Telephone Support

L. Bugg is still re-writing this policy based on input from the last Project Managers' meeting.

USPS New Mailing Label Requirements

W. Kane reported on the Postal Service's new mailing label requirements. D. Adams alerted us to these requirements for typed and computer-produced mailing labels. It is unclear when the new label formats will become mandatory, however, it is understood that use of the format will facilitate the USPS computerized sorting. W. Kane is working with D. Fox to see if changes can be made so that addresses on our NOTIS-produced products comply with these new requirements. They are starting with circulation products and will then do acquisitions products. The Circulation Task Force will need to review current patron record input standards in light of these requirements.

PROGRESS REPORTS

Charges for Printing

L. Bugg is currently preparing the 1990/91 annual printing charges for libraries who are having NOTIS products printed centrally.

Cost elements are as follows:

1. Paper -- 1.01 cents per sheet
2. Postage, First Class (Libraries typically have daily mailings of circulation and acquisitions products)
3. Supplies (envelopes and mailing labels -- 7.5 cents per mailing
4. Labor and overhead -- 60 cents per mailing (or more)

L. Bugg hopes to have the costing finished within the next few weeks. G. Marck has been talking to staff from the DALNET libraries that plan to use VPS in the near future, i.e., Children's Hospital, Harper Hospital, and OCLL.

OCLC Passport and Telex Transfer

The Detroit Public Library, Oakland University, University of Detroit, and Wayne County Community College have all successfully used the new OCLC Passport software to transfer OCLC records via their Telex terminals. It is no longer necessary to order GTO equipment through NOTIS; it can be ordered directly from a vendor or distributor. Those who need help ordering their equipment should contact L. Bugg. J. Houghton alerted libraries that 300 baud rate printers cannot be used with OCLC Passport software.

MDAS Installation Plans

Wayne State is negotiating an MDAS contract with NOTIS. The contract is currently being reviewed by WSUL legal staff and should be finalized by the end of December 1990. The contract is specifically for use of MDAS by Wayne State, but includes options for expanding use to other DALNET libraries. The commercial databases of greatest interest to Wayne State are the Wilson databases, MEDLINE, Current Contents, and PsychInfo.

MDAS costs are divided into four parts:

1. MDAS License -- Initially paying for WSUL use; there will be an additional cost for other DALNET libraries.

2. License for Commercial Databases -- Various by vendor.

3. Disk Drives to Store Data

4. Staff Costs -- Including programming and training.

The idea of using MDAS for "pseudo" location-based searching is still being considered. Use of the MDAS software for this purpose is not ideal. Though the "softlink" will produce a LUIS display with copy and volume information, information from the item record such as circulation status will not display. Currently, NOTIS's "softlink" links only on standard number. Customization would need to be done locally so the NOTIS record number could be used for linking.

The MDAS software should be installed in January 1991 with testing estimated to take approximately 3 months.

Wayne is planning to license software developed by SUNY Binghamton that provides security for MDAS access by requesting a user's social security number and/or library card ID. These numbers are verified against the NOTIS patron file.

Keyword Performance

A modified LUIS introductory screen was put into production October 29 adding the command for keyword searches to those for author, title, and subject. Keyword searching became operational from all terminals during September. In September, keyword searches accounted for 4% of total LUIS searches. Some users have experienced error messages (SM04 and TM02) relating to temporary workspace for keyword searches; it may be necessary to increase workspace. Recent weekly downtime logs have reported longer response times. This may be due to the fact that all LUIS transactions/searches have increased 40% over last year, not to keyword searches. G. Marck is implementing a program which puts a cap of 20 on the number of simultaneous keyword searches that can be done.

SAS Report Status

Acquisitions

1. New Title List: Available by LC subject and call number. Currently being produced for Children's Hospital and WSU.

2. List of Serials: G. Marck is developing a sample to be reviewed by the DALNET Acquisitions Task Force. Initial specifications were developed by B. Heath and G. Marck.

Circulation

1. List of Patrons Delinquent in Paying Bills: Being reviewed by the Circulation Task Force on November 7. It will then be available to DALNET libraries.

2. Course Reserve SAS List: Being investigated by D. Fox.

Cataloging

A list of desired SAS reports in priority order is being forwarded to the Systems Office from the Database Standards Committee in the near future.

Order Record Access

All DALNET libraries have permitted "look" access to their order
records. The NOTIS transaction code must be "lt" followed by the
processing unit of the library whose order record is being
retrieved, e.g., "ltws" displays an order record for WSUL.

Other Questions/Announcements

CRL Borrowing: C. Wecker attended a dinner meeting with
staff from other NOTIS libraries who are involved in loading
CRL tapes. A liaison from CRL was also there. The reminder
was made that only CRL members can borrow from CRL without
paying a fee. Other Libraries must pay $10 per item
borrowed.

ILL: There has been increased ILL activity between Oakland
University and WSU. E. Condic brought up the need for
improved handling of items borrowed between these two
institutions, e.g., communication via electronic mail or
library cards activated at both institutions. There was
some discussion of the micro-based interloan software
package developed by one of the WRLC libraries. The DALNET
Access Committee will be meeting this Thursday.
Interlibrary Loan is the number one item on the agenda.

The next meeting is scheduled for **Monday, January 7 at 1:00 p.m.**,
in the WSUL Dean's Conference Room.

Notes by Charlene Wecker
November 20, 1990

91-64

Wayne State University Libraries

Memorandum

TO: DALNET Project Managers

FROM: Louise Bugg

SUBJECT: DALNET Guidelines on Provisional Cataloging

DATE: November 26, 1990

The Database Standards Committee's Guidelines on Provisional Cataloging were accepted by the DALNET Board at their November 19th meeting. Attached for your records is the final copy of those Guidelines.

Attachment

LB91-45

DALNET DATABASE STANDARDS COMMITTEE

GUIDELINES ON PROVISIONAL CATALOGING RECORDS

1. Provisional records are brief records to support acquisitions activities, to control materials during processing and to control temporary collections e.g. lease books. As such, they are temporary records.

2. Provisional records are designed to be upgraded. Provisional records shall be upgraded.

3. The use of the bibliographic utility to NOTIS transfer is encouraged for cataloging purposes.

4. Provisional records must have the system required fixed field information and a title. The required fixed fields are:
    FORMAT: use as appropriate to the item be handled
    ENC LEV: leave at 9
    DATE: fill in for monographic items; leave all others at the
        default value.
The suggested variable fields are:
    AUTHOR: use if available
    TITLE: SYSTEM REQUIRED. Use exact title omitting intital
        articles.
    EDITION: use if appropriate
    IMPRINT: use when available and if needed to identify the
        item.
    SERIES: use if available.
The use of additional fields is encouraged to make bibliographic identification more specific.

5. Provisional records have no subject access in NOTIS at this time.

6. Provisional records will use the NOTIS-MARC 9xx fields. These fields will be deleted upon the completion of cataloging. The 9xx fields do not allow for subject headings to be added.

7. Access points, other than title, will be verified in the NOTIS on-line author index. Bibliographic records will be checked to determine the correct form of the author's name. Use of the correct and complete form will insure that the provisional record will be in its proper place in the index. Access points other than the title are not required on provisional records.

8. Omit all initial articles.

9.   Provisional records will have properly coded copy holdings records attached. Records properly coded will display appropriate messages in LUIS.

1Ø. Order/pay/receipt records will be found with most, but not all provisional records.

11.   Ephemeral materials in the permanent collections shall be controlled with minimal level cataloging rather than provisional records. If cataloging is not desired, unlinked item records may be used.

12.   Standards for provisional records for billing purposes will be provided by the Acquisitions Task Force.

ae/

Wayne State University Libraries

Memorandum

TO: DALNET Project Managers

FROM: Betty Franks, WSUL Systems Office

SUBJECT: Official Policies -- Database Standards Task Force
                                Committee

DATE: December 5, 1990

Attached for your retention are the official approved copies of
the Database Standards Task Force Committee's policies on
Name/Series Authority in NOTIS and LC Subject Authorities in
NOTIS.

Thank you for your attention.

Attachments

91-69

DALNET

NAME/SERIES AUTHORITY IN NOTIS

This document represents specific policies for name, uniform title and series authority records, as such it is a supplement to the DALNET Bibliographic and Authority Database Standards.

1.   This document covers the policies for name, uniform title and series authority records being entered into the DALNET authority database.   It is supplemented by various procedures for the transfer of data between libraries.

2.   The authority file contains records for all series. Names, personal and corporate, and uniform titles require authority records only when the heading requires references and/or notes.

3.   Each DALNET library is responsible for performing authority work for each new name and uniform title it encounters in the process of cataloging items for its collections.

4.   Preference is given to the LC or NACO authority record.

5. When records are transferred into the system, nothing further needs to be done to the record unless it is modified. If modified, an Ø4Ø field with the institutions's NUC symbol as the modifying agency and a 69Ø field will be added with the cataloger's institutional NUC symbol and his/her initials.   If a library must key in an authority record from a source file, they should give the source of the data in the Ø4Ø $a and their own NUC symbol in the $c. Libraries keying records into NOTIS should develop an internal system for the detection of keying errors.

6.   If an original record must be input, the heading and its references will conform to the latest edition of the Anglo-American Cataloguing Rules and the LC Rule Interpretations. The record will be tagged according to the most current version of the NOTIS MARC format for authorities.

7.   Original authority records input contain an Ø4Ø field giving the institution's NUC symbol and a 69Ø field giving the cataloger's initials and their institution's NUC symbol.

8.   Where two LC records exist, preference is given to the most recent and complete.

9.   Series authority records are input for all series.
DALNET members must add their series decision information to
series records.

1Ø. If a Library of Congress authority record has been
revised, the DALNET library finding the record will
institute update procedures.

11. Each DALNET library is responsible for reporting
conflicts between the authority file and the bibliographic
files.

12.   In the event of a conflict and if a global change
cannot be done, an Authorities Librarian at Wayne State
University will resolve the conflict and indicate to the
various DALNET libraries which of their headings require
change.

13.   If there is a conflict between what is in the database
and an incoming authority record, the most current heading
is used.   The authority record and related bibliographic
records must be updated.

14. References may be added.

15. Authority records will not normally be deleted. In the
event that there is no longer a bibliographic entry that
matches an authority record, the record will be retained in
the authority file, but the fixed field coding will be
changed to "appropriate but not yet used."

16.   No authority record may have the heading changed
without notifying Wayne State University Libraries Database
Management.   WSU Libraries Database Management will be
responsibile for alerting other DALNET libraries as to the
need for revision. WSU Libraries Database Management will
be responsible for consolidating information from duplicate
records and deleting the duplicate when these duplicates
occur   between   institutions.   DALNET   libraries   are
responsible for deleting any duplicate records inadvertantly
created or loaded.

17.   WSU   Libraries   Database   Management   makes   any
modifications to authority records which the NOTIS system
prevents member libraries from completing.

18.   When a DALNET library begins to do authority work on
NOTIS, all original authority records and all records
substantially modified are sent to Database Management
at Wayne State until it is mutually agreed that review is no
longer needed.   DALNET libraries may request review of any
record, at any time, by submitting it to WSU Libraries

Database Management.

19.   Responsibility for the accuracy of the authority file rests with each DALNET library.

20.   This policy will be supplemented by procedures for the transfer of data between libraries.

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DALNET

LC SUBJECT AUTHORITIES IN NOTIS

This document represents the specific policies for topical subjects from the LC Subject Headings, as such it is a supplement to the DALNET Bibliographic and Authority Database Standards.

1.   DALNET bases its LC topical subject authority records upon the machine-readable form of the LC Subject Headings. Names, series and uniform titles may also be used as subjects and follow the policies outlined in the DALNET Name/Series Authority Policy. Other forms of the LC Subject Headings may be used, but these headings are more likely to require revision than those from LCSH-mr.

2.   Records must be added to the DALNET authority file if they require references or notes.

3.   Each DALNET library is responsible for performing authority work for new subject headings encountered in the process of cataloging items for its collections.

4.   One record may represent a name or series used both as a name and as a subject. Names or uniform titles used as subjects will have properly encoded fixed field values to indicate their use as a subject and may contain topical subject references if appropriately tagged.   If the LC file contains both a name authority record and a subject authority record, the cataloger chooses the most current and complete record and adds information from the other record as needed.   DALNET libraries can use one record where LC sometimes needs two.

5.   Additional references may be added.

6.   When records are transferred into the system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institution's NUC symbol as the modifying agency and a 690 field with the cataloger's institutional NUC symbol and his/her initials will be added.

7.   If a record is keyed into the authority file from a printed source, the library cites the source of the data in the 040 $a and gives its NUC symbol in the 040 $c (inputting agency subfield).   Libraries keying records into NOTIS should develop an internal system for the detection of keying errors.

8.   Original authority records input contain an Ø4Ø field giving the institution's NUC symbol and a 69Ø field giving the cataloger's initials and institution symbol.

9.   Subject authority records created on the basis of a "pattern" heading shall contain a 67Ø note: "Based on <heading>."

1Ø.   If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures.

11.   The reports generated from the NOTIS programs for loading updated Library of Congress authority records are the basis for subject maintenance.

12.   No authority record may have the heading changed or deleted without the modifying library notifying Wayne State University Libraries Database Management Section. WSU Database Management is responsible for alerting other DALNET libraries to the need for revision. WSU Database Management will be responsible for consolidating information from duplicate records and deleting duplicates when duplicates occur between processing units.   DALNET libraries are responsible for deleting any duplicate records inadvertantly created or loaded or other records created in error.

13.   Upon review, WSU Database Management makes modifications requested by DALNET libraries.

14.   Headings found on LC-MARC bibliographic records but not found in the LCSH authority file will be considered valid LC headings if the heading is on very current cataloging or if it follows an established pattern heading.

15.   Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files.

16.   In the event of a conflict, an Authorities Librarian at Wayne State University will resolve the conflict and indicate to the various DALNET libraries which of their headings require change.

17.   In the event that there is no longer a bibliographic entry that matches an authority record, the record will be retained in the authority file, but the fixed field coding will be changed to "appropriate but not yet used."

18.   Responsibility for the accuracy for the authority file rests with each DALNET library.

19.   This policy will be supplemented by procedural documents for the transfer of data between libraries.