

**DALNET PROJECT MANAGERS' MEETING**  
**Wayne State University, Undergraduate Library**  
**Community Room**  
**July 17, 2000, 1:00-4:00 p.m.**

**Minutes**

Present: D. Adams (Botsford Hospital), B. Bett (Macomb Community College), J. Bosler (Macomb Community College), L. Bugg (WSU/DALNET), D. Callaway (WSU/DALNET), W. Cromwell-Kessler (DPL), M. Dow (Hutzel Hospital), D. Drobny (Rehabilitation Institute of Michigan), C. Eames (Children's Hospital), J. Emahiser (Beaumont Hospital), A. Evans (WSU/DALNET), J. Flaherty (WCCC), M. Galvin (DIA), F. Krempasky (WSU/DALNET), L. Lewis (Sinai/Grace Hospital), A. Lim (WSU/DALNET), E. Lindley (Oakland County Law Library), C. Mudloff (Detroit Receiving Hospital), S. Muir (DALNET), L. Papa (U of D Mercy), K. Sanders (DPL), M. Sheble (OCC), K. Tubolino (VA)

Absent: K. Binkowski (DIA), J. Brennan (Harper Hospital), N. Bulgarelli (Beaumont Hospital), M. Campbell (Huron Valley Hospital), D. Murphy (Walsh College), P. Orr (Henry Ford Museum & Greenfield Village), J. Shepard (Detroit Public Schools), J. Trzeciak (WSU), D. Zyskowski (Oakland County Law Library)

**1. Introduction and review of agenda**

The members introduced themselves. The agenda was amended. Item number two on the agenda was moved further down in the agenda to accommodate J. Bosler.

**2. DALNET Horizon Enhancements Progress Report**

**A. Sunrise Developments/Union Catalog and Shared Authority File**

A. Evans reported that she and R. Call, S. Muir, and W. Cromwell-Kessler met with Meg Fisher and other *epixtech* representatives about the development of the Sunrise Union Catalog and Shared Authority File. The DALNET reps stated to *epixtech* that matching algorithms were critical to avoid duplicate authority records in the database. Work on the specifications and programming for this product will begin after Sunrise Cataloging is released.

**B. Overview of Enhancements**

S. Muir, M. Auer and P. Jose met with *epixtech* representatives at ALA to discuss enhancements and received a commitment from *epixtech* that DALNET's enhancements would be given a higher priority. L. Bugg and S. Muir are working with Meg Fisher and Ricc Ferrante to set new timelines for the enhancements. The Steering Committee will review the proposed timelines and modify them if necessary.

**C. Shared Patron Database & SSN (Social Security Number) Issue**

S. Muir noted that it has not been possible for DALNET to come up with a unique ID number for use in a shared patron database. He is working on the 4 issues associated with the shared patron database: authentication, a DALNET-wide library card, ability for member library to see blocks on another library's patron record, and the ability to download patron information across DALNET libraries' patron databases.

**D. Children's OPAC**

The Children's OPAC enhancement has been split into two parts. L. Papa is leading a committee looking at the search engine aspects of the Children's OPAC and Sandra Bialac's Committee is working on the presentation information part. iPAC will include a children's version of the OPAC.

**E. Media Booking**

Version 1.0 of Media Booking is now available, so DALNET is reactivating this Committee and accepting new members. Contact S. Muir for further information about joining this Committee.

**Other**

- S. Muir noted that the Project Managers would receive enhancement timelines once they are reviewed by the Steering Committee, *epixtech* and the Board.
- The new deadlines will come quickly and DALNET members, especially those on enhancement committees, need to be prepared to respond quickly.

**3. DALNET Website Committee Report**

**A. Broadcast Searching Demonstration**

A. Lim distributed a handout regarding Broadcast searching in WSU's test Webpac. DALNET members can get into WSU's test database by bringing up the WSU search screen in production and typing the word "test" at the end of the URL. From there, you can link to broadcast searching. A. Lim noted the following regarding functionality: no more than 6 databases can be searched at a one time and title searching isn't working very well at this stage. George is currently working on keyword searching. Any comments on the layout of this page can be emailed to M. Galvin at [galvin@dia.org](mailto:galvin@dia.org), as chair of the Website Committee. There were suggestions from the Project Managers that search results be grouped by type and that the city be included next to each institution's name.

**B. DALNET Website Development**

M. Galvin distributed the "Website Committee Report." The Website Committee's main charge is to revamp the DALNET website to better meet the needs of the consortium. The Committee is addressing 3 issues: the Im@gine gateway; promotional materials for the consortium; and building an Intranet for DALNET members. The Intranet would be password protected and include such technical information as ReportSmith reports. The Committee asked that DALNET member institutions send them a quick synopsis and description of their institutions to add to the website.

The Website Committee report also included recommendations for standardizing DALNET Webpacs. Any comments can be directed to Mary Galvin via email at: [galvin@dia.org](mailto:galvin@dia.org) or via phone: 313-833-3460.

**4. DALNET Finance Committee Report**

J. Bosler discussed the distribution of the Finance Committee's DALNET member satisfaction survey. The survey was distributed to Project Managers as well as members of DALNET committees. The survey will serve as a cost-benefit analysis and as a means to allocate resources in creating a DALNET budget at the end of the summer. Conclusions will be drawn from the survey and presented at the September Board meeting.

**5. DALNET Libraries' Webpac Status Report**

DALNET Project Managers reported on the status of their Webpacs as a means to share open issues, problems and solutions with one another.

**Oakland County Law Library**

Webpac is running and working smoothly; both basic and advanced searching are done.

**John D. Dingell VA Medical Center**

There are still some problems with the Webpac. Have main search screen only. Corrections are ready to go. Test is working but the path through the firewall needs to be opened. (S. Muir is looking into this). Recommended that DALNET hold a Webpac refresher training course.

**Detroit Medical Center Libraries**

Having some problems with Z39.50. HTML work has been done by their staff; having difficulties getting help through the DALNET Webmaster. Would like to see documentation and more templates made available.

**Wayne County Community College District**

Experiencing problems with the firewall. All they have is a "vanilla" under construction page. Have been borrowing Wayne's templates for the cfg and cfm files. Feel they are not being technically supported and their questions go unanswered. This is a serious problem for them. Suggested that DALNET instate escalation procedures when work isn't completed. Suggested having a systems person available to come out to institutions to help with Webpac problems. Training is too complex and used infrequently. Suggested that the DALNET webmaster should perform the technical processes.

**Oakland Community College**

Changes to their Webpac have not yet been done. Have had to put in pointers and do workarounds locally. Webpac links to their advanced keyword searching have not been changed or updated. Availability "button" on advanced search is not working. Keyword filter is not sorting by date. Would like access to the files for patron empowerment. Suggested more training or better project planning with an organized staff. Suggested a standardized Webpac for member libraries to help solve some of the Webpac problems.

**Detroit Public Library**

No complaints.

**William Beaumont Hospital**

Have similar problems as the VA.

**Botsford General Hospital**

Would like to see the firewall opened so that files can be shared among member and so they can do some of their own Webpac support.

**University of Detroit Mercy Libraries**

Have 3 operational Webpacs; the cataloging Webpac and the two image databases. Have received conflicting information when they've asked questions. Image database has fixes pending for many months. Would like to be able to maintain their own Webpacs.

**Detroit Institute of Arts**

Webpac is not 100% but acceptable.

**Macomb Community College**

Currently has a simple Webpac, most of the advanced searches are not working. The sorting feature and limiting by availability are not working in advanced searching.

**Wayne State University**

Webpac is working well. The costume database is currently in test.

**General Consensus:**

- Webpac needs full-time attention from the DALNET staff. Project Managers would like to see a back up webmaster position created and more training for T. Cromer.
- They would like the path through the firewall to the test Webpacs opened up so they can do their own edits to Webpac. George will be testing this with OCC this week. Project Managers should get one or two IP addresses to Scott to be set up for access through the firewall. PMs may need help getting this working.
- problem areas are Z39.50, cfm and cfg files, not standard HTML;
- they requested the ability to copy each other's files, to make files accessible, e.g. copy WSU's;
- Webpac support is too complex and some libraries use it too infrequently to remember how;
- Group 4's were too rushed and had to learn to use the UNIX editor;
- need to consider standards for DALNET's Webpacs, e.g. a generic version;
- iPAC will require new training and possibly re-doing the HTML;
- escalation procedures are needed when work is not getting done.

**6. Info Hub Development Committee Report**

**A. Hub Concept Presentation**

K. Tubolino gave a PowerPoint presentation regarding the Hub concept. The goal of the hub is to provide integrated access to information regardless of its format or location using Im@gine. An infrastructure is being built, which will include standards documentation. This will make it easier for institutions to become DALNET members and also pull together resources that will benefit the whole of DALNET. Goals of the project were discussed, as was the automatic mark-up of metadata. A subcommittee of this group is creating metadata standards and a sample structure for integrated display.

**B. Pilot Projects Funded by Grant**

S. Muir noted that a demonstration project is currently set for the fall. Ameritech Michigan has given us a grant for demonstration projects and one underway uses Community Health as its theme. A group is currently meeting to create a calendar, which will be searchable by subject when put on Im@gine.

**C. Arts Breakfast: Outcomes**

D. Callaway discussed the Arts Breakfast, which was a way to bring together art and history information providers in Southeast Michigan. On June 26, the Cultural/Arts Breakfast attracted several non-DALNET members interested in this project. Examples of some of the ideas generated were the train museum photo collection as well as projects with the Henry Ford Museum.

**D. Future Partnership Opportunities for Im@gine**

The DALNET Board is asking Lana Porter, President of *epixtech*, to schedule the annual visioning meeting with DALNET to discuss future partnership opportunities, especially to develop Im@gine into an information hub.

**7. Update from DALNET Central Site**

**A. 5.3 Horizon Migration Plans**

George is currently upgrading the databases in Test. WSU had problems because they couldn't edit the patron record. (The problem was resolved.) A. Evans distributed a handout with instructions for changing checkout/checkin to display the patron's barcode instead of the SSN.

A. Lim noted that each database is reacting differently with the upgrade, so functionality testing is important for each one. WSU and OCC will begin their upgrades on July 29. DIA, UDM, OCLL on Aug. 6<sup>th</sup>; Botsford, Beaumont, DMC, MCC and VA on August 13<sup>th</sup>. Walsh and WCCC will be upgraded at a later date. DPL's date has yet to be determined. A. Lim noted that a prerequisite for the Horizon 5.3 client is 128 megabytes of RAM in staff workstations.

A. Lim and A. Evans distributed handouts for testing all modules in 5.3. If you encounter a problem when testing, please contact A. Lim or A. Evans.

Libraries currently testing 5.3 are WSU, OCC, Botsford, Beaumont and DPL.

A. Lim provided these instructions for testing:

- Installation part 1 can be skipped if you're already using the client on your PC.
- Passkeys need to be set up and selected as desired.
- Testing info; functionality enhancements; update chapters can be found in the 5.3 folder that comes with installation. These chapters are in PDF format.
- The serials binding module can be tested at a later time.
- Be sure to sign off on the Horizon testing sheets and return to A. Evans and A. Lim before you go live with production.
- On Aug. 8 there will be a DALNET training session on how to import patron records with BIMPORT. Contact A. Evans if interested.

**8. Institute for Legal & Ethical Issues**

Adriene Lim reported that she attended the Institute for Legal and Ethical Issues in the New Information Era (ILEI) on May 20-26, at the University of Wisconsin-Milwaukee, as DALNET's representative. She distributed a summary report for DALNET members to peruse. Part of Adriene's goal is to share information with DALNET member staff regarding the following topics: working with the collection, special issues in museum collection management, working with patrons, ethical challenges, copyright and other ownership issues, and implementation of legal and ethical concepts. A. Lim offered to present more information or hold workshops on any of the information or issues listed in her report for DALNET members.

**Other**

Item numbers 10 and 11 on the agenda were tabled until the next meeting. S. Muir will send out information to the Project Managers regarding item number 8, "DALNET Steering Committee report" via email.

**The next DALNET Project Managers' Meeting is scheduled for September 11, 2000, 1-4 p.m. at Walsh College.**

Minutes by,  
Frances Krempasky  
7/31/00

## Website Committee Report For DALNET Project Managers' Meeting July 17, 2000

### DALNET Website

We are currently in the process of revamping the DALNET website to better meet the needs of the consortium. We are addressing three key areas:

1. Im@gine gateway
2. Promotional material for consortium
3. Intranet for DALNET members

### DALNET Webpac

1. Asking for help with individual webpacs – use help desk
  2. Committee recommendations for webpacs
- Guidelines and Recommendations approved by DALNET Website Committee
    1. Keep graphics to a minimum.
    2. A link to DALNET should be on the first search screen preferably at the top within the banner.
    3. Drop down menus should be used instead of scrolling menus.
    4. Search screens should fit on one screen (with 640 x 480 horizontal resolution considered standard). A certain amount of vertical scrolling is inevitable but horizontal scrolling should be avoided.
    5. All search result screens should identify the library.
    6. Brief view should have a full citation (author or editor / title / place / publisher / date / edition).
    7. Brief view browse screens should have a twenty record limit per screen.
    8. The term "Im@gine Library System" should be included on the opening screen. A graphic file can be used to avoid @ conflicts in software.
    9. Do not use Horizon defaults for navigation (Back, Search etc). The terms Previous, Next, and New Search are preferred. The terms Previous Page or Previous Screen are also acceptable.
    10. "View Full Record" on brief view should precede citations.
    11. Availability information should have a due date or "Not checked out"

The committee is open to your comments and suggestions in all matters that effect the DALNET website or webpacs. I would be happy to bring up web related issues with the committee. I can be reached at 313-833-3460 or [galvin@dia.org](mailto:galvin@dia.org)