DALNET PROJECT MANAGERS' MEETING
Minutes
University of Detroit Mercy McNichols Campus
March 6, 2000 1:00-4:00

Present: J. Brennan (Harper Hospital), L. Bugg (WSU/DALNET), N. Bulgarelli (Beaumont Hospital), Duryea Callaway (WSU/DALNET), T. Cromer (DPL), W. Cromwell-Kessler (DPL), A. Evans (WSU/DALNET), J. Flaherty (WCCC), C. Hall (DPL/DALNET), F. Krempasky (WSU/DALNET), S. Muir (DALNET), C. Mudloff (Detroit Receiving Hospital), D. Murphy (Walsh College), L. Papa (U of D Mercy), M. Sheble (OCC), J. Shepard (Detroit Public Schools), J. Trzeciak (WSU/DALNET), T. Turner (DPL), K. Tubolino (VA), D. Zyskowski (Oakland County Law Library)

Absent: D. Adams (Botsford Hospital), B. Bett (Macomb Community College), K. Binkowski (DIA) M. Campbell (Huron Valley Hospital), M. Dow (Hutzel Hospital), D. Drobny (Rehabilitation Institute of Michigan), C. Eames (Children's Hospital), L. Lewis (Sinai/Grace Hospital), A. Lim (WSU/DALNET), N. Skowronski (DPL)

1. **Introduction and review of agenda**

    The Project Managers introduced themselves. A. Evans stated that she would be reporting information from the Collection Access Committee, which was item 2D on the agenda.

2. **DALNET Committee Reports**

    A. **DALNET Database Standards Committee report**

    F. Krempasky, Chair of the Committee, distributed minutes from the Committee's December and January meetings. Two DALNET Database Standards Committee guidelines were submitted for review. The two guidelines were "DALNET/Horizon Guidelines: Entering Summaries of Holdings for Non-predicted Serials and/or Multi-part Monographs" and "DALNET Guidelines for Minimal Level Bibliographic Records." Project Managers were asked to review the documents and discuss them with their staff members. F. Krempasky will ask for approval from the Project Managers on these guidelines through an email vote. Once Guidelines are approved by the Board, they will be posted on the DALNET web site.

    M. Sheble asked about the note field in the summary of holdings record. She wanted to know if that field will be displayed in some later version of Horizon. F. Krempasky will follow-up on this. The DALNET Cataloging and Authorities Forum, sponsored by the DALNET Database Standards Committee will be held March 22, 2000 at Wayne State University. DALNET members were encouraged to attend and submit their registration forms to F. Krempasky.

    B. **Circulation Standards Committee**

    A. Evans summarized the Circulation Standards Committee meetings. The Committee is working toward the goal of a shared patron file, but is awaiting information regarding the matching number for merging records. Inputting the patron's full social security number is the best choice at the moment. The Shared Patron File Task Force has made recommendations, but doesn't know if they're possible to implement at this time. WSU's legal counsel is currently looking into the ramifications of this project to determine if DALNET meets FERPA requirements for the use of WSU's student social security numbers. L. Bugg stated that the counsel is looking into the issue of whether or not the social security numbers can be used in a shared patron file as long as they don't display. L. Bugg suggested that other DALNET member institutions gather legal opinions from their institutions about this matter as well.

    C. **Collection Development Committee**

    L. Bugg forwarded information from M. Nagler that the Committee is currently working on the electronic database survey form to be presented at the May Project Managers' meeting.

    D. **Collection Access Committee**

    A. Evans reported that some institutions would like to use RSS without using other components of the DALNET Horizon system. Some non-DALNET libraries would like to connect to lm@gine using a Z39.50 connection. The Access Committee endorses this Z39.50 connectivity as the

impact on Horizon WebPAC is reduced. Anyone may connect to Im@gine over the Internet using a web browser. To use the resource sharing system (RSS) of Horizon, participating libraries could choose to be customers instead of full DALNET members. The Committee is also looking into the idea of implementing academic library reciprocal borrowing.

3. **Update from DALNET Central Site**

   A. **Detroit Public Library**
   W. Cromwell-Kessler reported that DPL's Horizon access is now stable, with some system slow-downs occurring in the afternoons. This is an internal network problem at DPL. T. Cromer stated that he would be monitoring the system for the next two weeks to determine and analyze problems with the system. T. Cromer also noted that DPL's UPS server is now up and all of the appropriate cabling and connections have been updated and changed. If the server goes down, the UPS will cover the outage for an hour. The Sun server at DPL needs to be repaired the same way the server at Wayne was fixed during the recent outage.

   B. **DALNET Webmaster**
   C. Hall, the DALNET Webmaster, was introduced to the Project Managers. He will be dealing with web documents and work with the DALNET Web Site Committee to develop the DALNET web site.

   J. Trzeciak advised that the existence of the firewall hinders DALNET members from getting to their WebPac templates for editing. He was hesitant to open the firewall because of security issues. This being the case, C. Hall can edit WebPac templates until another solution can be found. Chris Hall can be reached via e-mail at: chall@detroit.lib.mi.us, by personal phone at: (248) 755-1535, or by work phone (313) 833-4795. M. Sheble asked if the test WebPacs could be moved outside the firewall. J. Trzeciak will move the longview templates over.

   C. **Wayne State University**
   A. Fidler's job will be posted 3/10/2000. D. Fox has announced her retirement and her last day of work will be May 10, 2000. J. Trzeciak noted that this will be an opportunity to investigate office restructuring.

   J. Trzeciak explained that Horizon was down for three days due to a hardware problem that both Sun and epixtech were aware of. After analyzing and correcting the situation with a Sun representative, J. Trzeciak contacted Sun and together they will review the chronology of events to determine what plans need to be in place for this situation to not occur in the future. The Systems Staff, a Sun representative, and epixtech will all get together to discuss issues regarding a disaster recovery plan, as well as a server upgrade strategy. A discussion will also take place regarding what technology will be needed for Sunrise.

   M. Sheble reminded the Project Managers that if the emergency contact list is used to telephone member libraries about an outage, the person telephoning should make actual contact with a person. Currently, this procedure is being reviewed and the Project Managers were reminded to hand in their updated emergency forms to reflect the appropriate contact persons.

   The Project Managers voted to approve switching over to test WebPacs when Horizon will be down for 3 hours or longer, per J. Trzeciak's suggestion. If DALNET libraries want their test databases updated, they must send a request to George.

   D. **DALNET Frame Relay Network Issues**
   S. Muir stated that all DALNET libraries using the frame relay network should now be operational. Once the Help Desk staff is trained, they will be able to monitor if your circuit is working on frame relay. S. Muir added that DALNET libraries should be aware that they are now being billed directly for frame relay from AADS, not through DALNET. He urged sites to check their billings to make sure they're being billed correctly.

4. **DALNET Help Desk**

W. Cromwell-Kessler, Acting Manager, DPL's Internet Lab, announced that it would take the Help Desk staff 2-4 weeks to come up for Tier II level service. Tier I was Horizon ready, Tier II will be frame relay ready. By late March, the backlog of DHMT Horizon problems will be input into Remedy. Open DHMT problems will be logged in to Remedy by Help Desk staff, who will assign ticket numbers to the problems. At the last Project Managers meeting, an updated contact list request was given to each Project Manager to fill out so that the Help Desk will have updated contact information. W. Cromwell-Kessler suggested that the contact list include the name of a secondary contact and a technical contact. Contact lists can be forwarded to W. Cromwell-Kessler via e-mail. Her e-mail address is: wcromwel@detroit.lib.mi.us Her mail address is Detroit Public Library, Database Management Department. As an FYI, the Help Desk email is: dalnet@detroit.lib.mi.us.

There is hope that DPL/WSU will have a web interface in place to track problems logged through the Help Desk in the near future. In regards to DHMT outstanding problems, S. Muir stated that he would ask the Help Desk staff, A. Evans and A. Lim to meet to analyze these problems and work on solutions.

There was a concern raised that the Help Desk phone number connects to the general DPL switchboard. T. Cromer will address this issue and get a phone line for the Help Desk to remedy this situation.

5. **DALNET Steering Committee Report**

S. Muir noted that Horizon 5.3 is currently in beta testing and DALNET libraries will probably migrate to 5.3 over the summer. Version 6.0 has been delayed for one year. Broadcast searching may be a possibility as *epixtech* has agreed to loan us 2 configured NT servers. S. Muir also discussed the migration of Group 5 libraries. Detroit Professional Schools will require a new database; Grace/Sinai Hospital will add their holdings to DMC's database. S. Muir also noted that Harry Masek's assignment as the DALNET *epixtech* Project Lead is ending in March. DALNET libraries should review outstanding projects and forward them to the Steering Committee for their next meeting. Acceptance testing is moving forward. Results from testing should be sent to Louise Bugg as soon as possible.

6. *epixtech* **Focus Group, March 8**

L. Bugg accepted an invitation from *epixtech* to take part in a focus group for academic libraries on March 8, 2000. L. Bugg brainstormed with the Project Managers regarding *epixtech* pre-focus group questions. The Project Managers listed what they liked about Horizon/*epixtech*. Responses included that the system is flexible and configurable; circulation is simple to use, the ability to import records from the desktop, the authority index structure, the bundled quality of the product, ability to handle non-MARC records and the web interface which allows individual configurations.

The second question asked the Project Managers was, "what do you find problematic about Horizon and/or *epixtech* products?" The Project Managers stated that late delivery of products was a problem, as were OS 2 hangovers, lack of documentation, lack of broadcast searching, and lack of customer support from *epixtech*.

The third issue for discussion was the Project Managers' views on RSS, RPA, WebPac and other products. The general consensus was that WebPac was a problem because broadcast searching was not available on Solaris. Also noted was a lack of documentation for WebPac, as well as the inability to mark, send, and download search results. Performance issues were also problematic in WebPac.

The fourth question, "Are there special strategies (for *epixtech*) to consider for consortia?" The Project Managers noted the lack of broadcast searching, union catalog, patron database, and authority database is very problematic for DALNET. Project Managers noted that there should be some expertise at *epixtech* regarding consortia issues. Consortia might be more apt to consider Horizon if processes could be moved from the client to the server, if there was security/record ownership available as well as a materials booking module.

7. **Information Hub Development**

A. **IHDC Formation**
S. Muir discussed the formation of the IHDC (Information Hub Development Committee). The DALNET Board approved the following members to serve on the Committee: Scott P. Muir (Chair), Ann Walaskay (OCC), Karen Tubolino (VA), Sandra Martin (WSU), George Libbey (UDM), Willy Cromwell-Kessler (DPL). Dee Callaway will be ex officio, (DALNET Outreach Coordinator), and Jeff Trzeciak will be the DALNET staff liaison.

B. **Ameritech Grant Plans**
D. Callaway reported that Healthy People-Healthy Oakland has sent her information to put together a a community calendar on the web. D. Callaway is also working with the African-American Detroit Doctor's History Project to place their exhibit on the web. Reuther Archives may have oral histories to contribute to this project. D. Callaway also noted that there is currently a pilot imaging project underway using WSU Art Department's costume collection.

C. **Outcome of DALNET's LSTA grant for FY 2000**
D. Murphy noted that the grant was not funded for the History of Woodward project. The grant writing group has scheduled a conference call with LSTA to discuss this outcome.

D. **LSTA Grant ideas for FY2001 with Macomb County and TLN/OWLS**
TLN/OWLS, Macomb County Cooperative, and DALNET all met to discuss ways to link the three groups together for ILL purposes using URSA or RSS. TLN/OWLS currently use an OCLC WebZ connection. A representative from *epixtech* is coming out to talk to the groups on March 14. The grant deadline for this project is April 28, 2000.

8. **Other Items**

A. **New DALNET member prospects**
D.Callaway listed new DALNET prospects. DALNET is currently awaiting a decision from Greenfield Village/Henry Ford Museum. Other prospective DALNET customers include, William Tyndale, Schoolcraft College, Rochester College, Marygrove, Michigan Jewish Institute, Archdiocese of Detroit High Schools, and Detroit Public Schools. D. Callaway will check with Henry Ford Community College, as it has been a year since they were approached.

B. **DALNET Board Appreciation Lunch**
There will be a DALNET Board appreciation lunch for DALNET staff, Project Managers, and Steering Committee on March 20, 2000 at the University of Detroit Mercy Outer Drive campus.

C. **Future Project Managers Meeting Schedule**
The next Project Mangers meeting will be May 1, 2000. The members agreed to hold a meeting in the summer on July 17, 2000. The next meeting after that will be September 11, 2000.

Minutes respectfully submitted by: Frances Krempasky
Next Meeting: May 1, 2000