DALNET Project Managers Meeting
May 5, 1997, 1:00 - 4:00 p.m.
Botsford Hospital
Administration Building, Classroom C
(near the Library)

Agenda

1.   Tours of Botsford Hospital Library   12:00 - 1:00 p.m.

2.   Introductions and Review of Agenda   1:00 - 1:10 p.m.

3.   OViD Proposal for DALNET (To be   1:10 - 2:10 p.m.
        distributed at the meeting)
     Jean Miller, OViD Technologies
     Discussion of OViD trial, options for
     DALNET libraries to license and access
     OViD databases/services, interest in
     sharing Medline on WSU Shiffman
     Library's OViD system.

4.   Database issues--L. Bugg/J. Green   2:10 - 2:30 p.m.
     a.   Books in Print
     b.   IAC SearchBank trial
     c.   Access Michigan proposal
     d.   Wilson file split recommendation
          (attached)

5.   Distributed Printing Policy (draft   2:30 - 2:40 p.m.
        attached)--L. Bugg
     Review and approval of recommended
     policy.

6.   DALNET Committee Reports--L. Bugg   2:40 - 3:00 p.m.
     a.   DALNET Cataloging/Authority Control
          Users Meeting (attached)
     b.   DALNET Partnership Team update
          Board Meeting May 29th; Universal
          Service Fund Meeting May 15th
          (attachment)

7.   **NOTIS LMS Release 6.3.1--A. Evans**   3:00 - 3:55 p.m.
   a.   Status reports on:
      (1)   Patron file conversion
      (2)   Testing, including VPS, batch
           products, statistics
      (3)   Quik Reports testing
   b.   Training plans
      (1)   Circulation plans
      (2)   Circulation supervisors briefing
           on batch products/management
           reports
   c.   New Course Reserve Record Standards
      (to be distributed at the meeting)
   d.   Plans to be ready for Memorial
      Weekend installation
      (1)   LCR file freeze May 7 - 26
      (2)   No Special reports run
           during May
      (3)   NOTIS downtime expected
      (4)   CICSNOTP's fate· ·
      (5)   fallback plans
   e.   Summer projects
      (1)   Add new libraries to
           circulation module
      (2)   Circ history/archive file
           conversions
      (3)   Patron record loader
           development
      (4)   Circ batch "fine-tuning"
      (5)   Begin work on new GTO via
           TCP/IP

8.   **Wrap-up**   3:55 - 4:00 p.m.
   Plans for next meeting: September 8, 1997, 1:00 - 4:00 p.m.

NOTE: Map to Botsford attached.

L. Bugg/cmz
4-25-97

DALNET PROJECT MANAGERS MEETING
5 May 1997
Botsford Hospital

Present: D. Adams, K. Binkowski, J. Brennan, N. Bulgarelli, L. Bugg, I. David, G. Ellis, A. Evans, J. Flaherty, J. Green, J. Houser, E. Marks, J. Miller, C. Mudloff, M. Sheble, K. Tubolino, F. White, D. Zyskowski

1.   Those arriving early had an opportunity to tour the Botsford Hospital Library.

2.   Guests Jean Miller, Ovid Technologies, and Ellen Marks, Shiffman Medical Library, WSU, were introduced. Kraig Binkowski, the new Project Manager from the Detroit Institute of Arts , was introduced.

3.   **OVID Proposal for DALNET**
       Jean Miller, OVID Technologies, was present to discuss the proposal prepared for DALNET. This proposal represented the second round of pricing for DALNET. Twenty-five additional users for all of DALNET will be added to the existing license at Shiffman Medical Library which will allow for five simultaneous users per database. The number of simultaneous users was felt to be far too low. DALNET libraries expressed interest in the following types of Ovid clients: Web, Windows, and VT100.

       Other questions were raised about the options for links between the citations in the Ovid databases and DALNET's resources, e.g. DCAT.

       Pricing—Pricing is based by site, so libraries which opt out will not increase the cost. Pricing on Ovid proposals is valid for 90 days, and this proposal expires on June 20. The proposal does not include any central site costs which Wayne State University might also incur.

       Ellen Marks reported that Shiffman Medical Library currently supports over 4000 users of Medline on the Ovid System and that they are continuing to register new users. Providing access to additional databases is part of the IAIMS grant. Shiffman is also in contact with the National Library of Medicine (NLM) for fixed fee pricing for access to the NLM databases.

       Shiffman provides online access to their OVID system twenty four hours per day, seven days per week with just a few hours of announced downtime each month to update the database. Shiffman is also testing WWW interfaces to their server. A web interface will support Macintosh computers, and will traverse firewalls more easily. Training in the use of the NLM databases could be provided by the staff at Shiffman Library.

Access Michigan may be providing free access to a variety of databases via OCLC's First Search. While the First Search search engine is not as sophisticated, the cost is very attractive, especially for general users of Medline.

WSU central site costs for OVID will need to include the web interface (ca $12,500 one time), staff costs, training, management and creation and maintenance of local holdings data.

An informal poll of interest was taken by going around the table.

WA--no interest
BH--uncertain, currently has web access for several concurrent users
OL--no
DI--no
CH/HH--at least 8 users
WD--no
OU--prefers access via First Search or Silver Platter CD
MC--no
WC--no
BR/BT--maybe, currently has 14 users, will they be able to apply some of their
        current Ovid money to access via the consortium.
DR--questionable, money
HZ--no, closing/merging in one year
VA--maybe, wants at least 2 users, will stay in for the next round.

Louise will get back to Jean Miller with this information to obtain revised pricing for the next project managers meeting.

4.   **Database Issues**
        a.   **Books in Print**
                OCLC First Search provides only the "books" files not the publisher info. Both files are available on the Search Bank trial.

        b.   **IAC Search Bank trial**
                The current trail may not be providing all files to all DALNET libraries. If you are having problems accessing any of the trial files, please contact Michele Dotterer directly. L. Bugg will start the process of getting pricing, beginning with the Heath Reference Center-Academic database.

c.   **Access Michigan Proposal**

This proposal is to provide free access to Michigan citizens to citation and full-text databases, e.g. OCLC's First Search databases. The Library of Michigan issued an RFP to potential providers and an announcement is expected in early June. DALNET project managers need to know the results of this RFP and their eligibility for participation before they make any other database purchase decisions.

D.   **Wilson File Split Recommendation--**

L. Bugg reviewed the proposal to split the Wilson files. This is necessary because we are running out of space in the files for more citations. The proposal would be to split WILS into WILS (1988-), WILB (1982-87) and WILD (1988-(full text)). If this is not done, new citations cannot be added without deleting some other citations.

The Project Managers present agreed to the splitting of the files, which may need to be done in 3 to 4 months. Ideally, it should be done by September 1997.

5.   **Distributed Printing (VPS)**

A draft of the DALNET Distributed Printing Service Policy was distributed with the agenda. This was developed as a means of documenting what kind of service the users may anticipate in the event they have printer problems. Backup options for sites include spare printers to swap for broken ones and shifting printing to TCP/IP attached printers. Both options need to be tested ahead of time.

6.   **DALNET Committee Reports**

a.   **DALNET Cataloging and Authority Control**

Users meeting: An all day session was held in April and the evaluations indicated a successful meeting. A written report was attached to the agenda. Several Project Managers reported that the meeting was well received by attendees.

b.   **DALNET Partnership Team**

L. Bugg reported that the Partnership Team would be presenting their proposal to the DALNET Board on May 29th at the Ward Conference Center, Outer Drive Campus of the University of Detroit Mercy. The Project Managers and DALNET Office staff were also invited to attend the meeting. Copies of the proposal should be received by attendees by May 15th.

Universal Service Fund: L. Bugg also distributed copies of a letter from Jeff Ogden regarding the Universal service fund and a statewide information meeting on 15 May 1997 to present the FCC's decisions.

7. NOTIS LMS 6.3.1
a. Status Reports
(1) Patron file conversion
The patron record purge was completed on 3 May 1997. This archived all patron records with a delete date prior to December 1994. This will remove records, subrecords and IDs which meet these criteria.

Conversion--The patron file conversion jobs will require over fifteen hours to run. Patron records with names that include parenthesis such as the DPL records for minor children all have conversion problems. A fix is being written to move the parenthetical information out of the name field. Some records will require cleanup of addresses and zip codes based on error reports from the conversion program. We recognize that this may be an unplanned summer workload.

(2) Testing
We are currently testing all batch jobs including VPS printing. OU will be testing VPS printing on the SNA network, while BH will be testing VPS via TCP/IP.

The batch output is different in 6.3.1. The data is all there but on different reports. There is automatic billing now and some data can be found online.

(3) Quik Reports
We received a new version of Quik Reports for 6.3.1. They have been tested and all seem to work.

The Vandy report will go away as it is no longer usable with 6.3.1. There are some Quik Reports which can give most of the same information.

B.   Training

(1)   All circulation users who have not been scheduled will be scheduled. Those not currently using the circ module and waiting to come up will have their tables done and receive their training over the summer.

(2)   There will be a briefing scheduled (6/16) for Project Mangers and Circulation Managers to review circ batch products, reports, and circ related Quik Reports. This will be close to the time of implementation.

A briefing for Technical Services staff members from DALNET libraries has been scheduled for June 20th from 10:00 a.m. - 11:30 a.m. This will review the TS implications of the release.

Another session, for Public Services staff, is scheduled for 24 June from 1:30 - 4:00 p.m. This will provide a demo of the circulation module and review those changes which affect the OPAC.

(c)   Course Reserve Standards

A. Evans distributed and reviewed the draft course reserve standards document revision. The Circulation Advisory Committee is currently testing the guidelines and will likely bring them forward in Fall for approval.

Course reserve statements may be created now.   The beginning and ending dates will trigger the display of course reserve statements in LUIS. The action date may be used to alert staff for the need to review a record.

(d)   Implementation

Implementation has been postponed to the July 4th weekend. Conversion will begin as soon as the regular LMS 6.0.1 jobs are completed and will run all weekend. A smaller group of circulation people will test the system on July 7th before it is made live to the entire network.

(1)   LCR file freeze

The system control files (LCR file or LSYS command) will be frozen from June 4th thru July 7th in order that they may be brought into conformation with the new release.

(2) There will be no special reports in June, especially no SAS jobs. Regularly scheduled reports will continue to be run. Quik Reports may be requested in an emergency. Fiscal year close for OU, UDM, DPL, and OCC will be scheduled around implementation dates.

(3) Downtime expected
For the weekend 4-6 July, LUIS (CICSNTPA) will be available most of the weekend while staff mode (CICSNOTP) will be completely down.

(4) CICSNOTP will go away with 6.3.1
We will bring up the new release with the staff mode and public module merged. Staff will be required to key LOGON from the first LUIS screen and will be able to use > to toggle between a LUIS display and a staff mode record.

(5) Fallback
If something goes wrong we will likely push through and try our best to implement. In the worst case, implementation will be delayed until Christmas.

e. Summer Projects

(1) Those libraries who have indicated interest in coming up on circ will have their tables done and will be trained in circ. These libraries include the DMC libraries, the VAMC, and WSUs Undergraduate Library.

(2) The circulation history and the various archived files will be converted to 6.3.1 as they are needed.

(3) The Circulation Committee has suggested a method for loading files of patron records. Over the summer, Systems Office staff will develop the requirements for fall term file loads. The suggested order is community colleges first, then the four year colleges, and finally WSU.

(4) Circ batch "fine tuning"
While the batch jobs run as expected in our test regions, some refinement may be required when we begin to run on production data.

(5) GTO via TCP/IP
GTO via TCP/IP is an update to the existing GTO. The existing GTO and GTO TCP/IP may co-exist. The current GTO does work with Passport for Windows. GTO via TCP/IP sends records from a host (OCLC, Bibliofile, RliN, etc.) to NOTIS LMS by means of a Unix box instead of a PC. The Systems Office hopes to install this in late Summer or early Fall.

8.   Wrap Up

There is a need for another PM meeting before September. It was recommended that it be held back to back with the meeting on circulation batch jobs. Oakland University will host the June meeting. Walsh College volunteered to host the September 8th meeting.

Summary notes by,

Anaclare Evans
June 16, 1997

AE/cmz

To: Louise Bugg, Director, Technical Services & Systems, University Libraries

From: George W. Marck

Subject: Wilson Database

Date: April 17, 1997

The following is a recommendation for splitting of the Wilson database currently accessed through the WILD and WILS MDAS files on LUIS. The primary recommendation is to split the file into WILD, WILS, and WILB. The new file (WILB) would be a back file that would cover the years 1983-87 that would not include links to the full-text articles in UMI Power-Pages. This would avoid having to run this records through the programs that link the citations to the full-text records in UMI. In addition, although there are sometimes revisions to these older records they do not occur on a regular basis, so this file could be considered a more static file only requiring updating and re-indexing approximately every six months, rather than on a monthly basis. This is the format that the University of Michigan (which also has Power-Pages) utilizes, for precisely the reasons stated above. Based on information garnered from Wilson on the number of records, this split would result in the following configuration:

    WILB 1982-1987:   1.499.708 records
    WILS 1988-Present: 3,342,541 records

This will save approximately 25-30% in the file, which is approximately the same amount that was saved at the University of Michigan. This would probably allow us to continue to add records to the file for approximately two years.

DRAFT

DALNET DISTRIBUTED PRINTING SERVICE POLICY

This policy documents the service that the DALNET Office can provide when DALNET libraries have hardware or telecommunications problems that prevent local printing of NOTIS batch products and reports.

1.   the DALNET Project Manager, or designee, should notify the DALNET Office, namely Dody Fox, that they are unable to do local printing;

2.   the DALNET Project Manager, or designee, should contact their local service people to diagnose the problem and get an estimated duration for the outage;

3.   if the repair is expected to be completed within 72 hours, DALNET staff will keep the output in that Library's print queue;

4.   if the repair is expected to take longer than 72 hours, the DALNET staff will print the output at WSU on plain paper and consult with the DALNET Project Manager to determine the best method for delivery, e.g. USPS, pick-up

L. Bugg/cmz
April 1997