PROPOSED DALNET HUG ENHANCEMENTS PROCEDURES

(9/11/99)

The Horizon Users Group (HUG) Enhancements Committee maintains an Enhancements Database for all HUG members. Read-only access to this database is available at the HUG website: http://www-medlib.med.utah.edu/hug/. (User ID and password for the site can be obtained by contacting the DALNET Office.) This Enhancements Database is comprised of a rolling list of Horizon functionality and feature improvements that members submit to HUG through a process also described on the website. Voting on enhancements occurs semi-annually to determine the requests' priority order, and to determine which requests will finally be submitted by HUG to Ameritech Library Services (ALS) on a semi-annual basis.

DALNET, as an institutional member of HUG, is allowed one vote in the enhancements process, and is encouraged to submit its own ideas for system improvements and to support existing requests in the Enhancements Database. Because of the nature of our institutional membership, however, there needs to be a systematic way for DALNET members to share, consolidate and evaluate their ideas. Official DALNET submissions or comments must be approved by DALNET members before they are submitted to HUG. A process is also needed to determine if DALNET enhancements requests should be addressed as part of the DALNET/Ameritech Partnership Agreement, in addition to being included in the HUG enhancements process. To this end, the following procedures are proposed:

1. All DALNET members are urged to submit their enhancements suggestions, ideas, and comments in writing – along with examples, if possible -- to the appropriate DALNET Systems Librarian:

    > Acquisitions, A. Lim
    > Administrative Modules, A. Evans or A. Lim
    > Cataloging/Authorities Module, A. Lim
    > Circulation Module, A. Evans
    > Reserve Module, A. Evans
    > Serials Module, A. Evans
    > StafPAC, A. Evans
    > Utility Programs, A. Lim
    > WebPAC, A. Lim

2. DALNET Systems Librarians will compare the DALNET-member suggestion with the existing HUG Enhancements Database, to determine if the DALNET idea is already represented in the database.

    a. If the idea is already represented, it will be considered a proposal for a DALNET supporting comment in the Enhancements Database. As such, the DALNET Systems Librarian will create a draft of the wording to be included in the database, and will submit the draft to the DALNET Steering Committee for approval. Once approved, the comment will be added directly to the Enhancements Database by the Systems Librarian. The final version of the supporting comment will also be distributed via the DALNET discussion list to DALNET members.

    b. If the idea is not represented, it will be considered a proposal for a new DALNET submission to the Enhancements Database.

        *   The DALNET Systems Librarian will forward the suggestion to the appropriate DALNET committee or task force.
        *   The DALNET committee or task force will review the suggestion, revise it as necessary, and submit a detailed draft of the proposed new enhancement request to the DALNET Steering Committee for approval. The committee or task force should include its own comments as to the suggested priority of the request.
        *   The approved request will then be forwarded to the appropriate DALNET Systems Librarian, who will be charged with moving the request through the official HUG enhancements

process. The HUG process states that the request must be submitted first to a member of the appropriate HUG module committee, and must be posted to the Horizon-L discussion list so that other users will know the enhancement has been submitted. New HUG requests will be added to the Enhancements Database only by an official HUG Enhancements Committee member.

- The DALNET Systems Librarian will be responsible to advise DALNET members about the resolution of their requests via the DALNET discussion list.

3. As the DALNET Steering Committee reviews each DALNET-member suggestion, it will be charged with gauging whether or not an idea should be considered as part of the system development covered in the DALNET/Ameritech Partnership Agreement.

4. The DALNET Office will be responsible for submitting its recommendations for HUG enhancements voting. The voting recommendations will be reviewed and approved by the DALNET Steering Committee. Approved DALNET votes and the outcomes of the HUG voting process will be communicated to DALNET members by way of the DALNET discussion list.

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