



DALNET BOARD OF DIRECTORS

Meeting, Monday, March 8, 1999
1:30pm - 4:30pm

Botsford General Hospital
Zieger Administration Bldg, Classroom C

AGENDA

1. Approval of Minutes of Jan. 11, 1999 action item
 (copy previously mailed, recommended
 changes attached) *JB Secured Deb*
2. DALNET Name update
 (P. Breivik)
3. Finance Committee update
 (J. Bosler)
4. Academic/Public Library Focus Group update
 (A. Walaskay)
5. Medical/Special Library Focus Group update
 (N. Bulgarelli)
6. Video Enhancement Focus Group update
 (M. Wheeler)
7. Marketing and Membership update
 (D. Callaway)
8. Project Leader update
 (P. Breivik)
9. RSS Implementation update
 (L. Bugg)
10. NetPublisher Substitution update
 (M. Auer)
11. Other business
 Government documents

A

Detroit Area Library Network (DALNET) Financial Guidelines
Revised March 5, 1999

Philosophy

The purpose of the DALNET / Ameritech Partnership Agreement is to create a partnership to develop and implement an open, integrated library and information system as the central component of a metropolitan information hub. It is in the interest of the information hub to add to the Detroit Area Library Network membership. The types of membership in DALNET are: full-member, information provider and customer. Membership in DALNET is open to profit and non-profit organizations as well as to academic, public, school and special libraries. The advantages in adding to the DALNET membership are: 1) a richer database, 2) better access to grants, 3) cost reduction based on the number of new DALNET members, and 4) standardized information access for patrons.

Principles:

DALNET organizational assets include: the combined informational resources of the membership, DALNET member staff support, DALNET system resources, DALNET Systems staff support, and the DALNET help desk.

The long-term financial viability of DALNET is a primary focus.

As a vital information access resource, DALNET needs to cultivate new members, information providers and customers.

In financial terms, there is a need to create a reasonable equity between new and old members.

Attractive pricing formulas should be offered to perspective participants.

Flexible financing packages are necessary in order to encourage participation by new members. DALNET needs to provide a maximum number of financial options.

Examples:

- High up front and low ongoing costs, or
- Low up front and high ongoing costs, or
- Prepayments which will earn 5% annual interest, or
- Structured payments over a period of years at a 5% interest.

Full-members, information providers or customers may be added at cost to the DALNET membership if there is a perceived benefit by the Board.

Guidelines

Standard practice shall dictate that existing members will not be responsible for underwriting the costs incurred in adding a new member nor for the ongoing maintenance costs of new members.

As a general rule, new members will never be charged less than \$20,000 for initial capitalization costs nor less than the first tier of pricing for ongoing annual operating costs.

Moneys derived from new member payments will be used to pay the expense in adding the member to the DALNET database and / or providing that member with DALNET services. Money left over after the payment of expenses in bringing the new member online shall be divided: 60% to Wayne State University and 40% to DALNET.

DALNET funds realized by adding new members can be used for a capital expense pool or for any other purpose approved by the Board.

Capital needs or improvements to the DALNET system will be approved and financed by the institutions represented by the Board members.

Only full members will have a vote to approve or reject proposals made to the DALNET Board.

Protocol

Requests for membership in DALNET will be considered by the Board on a case by case basis. Prospective members will be initially contacted by a marketing team which shall consist of the DALNET Director of Marketing and one or more members of the DALNET Board. The marketing team will recommend to the Finance Committee which type of membership is appropriate. The category of membership will be based on the mission of the potential member, its affiliation (e.g. type of library), and the intended purpose in joining DALNET.

The type of membership will be considered and designated by the Board on the recommendation of the Finance Committee. Before making a recommendation to the Board, the Finance Committee will assess the ramifications of adding the new member by consulting with the marketing team, the DALNET Accounting Office and the DALNET Systems Office.

The Accounting Office will evaluate the potential member based on the tiered method as specified in the DALNET / Ameritech Partnership Agreement. The agreement provides the rate which Ameritech will be paid for each new member. The formula is based on a sliding scale depending on the number of records the new member will add to the DALNET database. The formula is as follows:

000 - 10,000 records = \$ 0
10,000 - 50,000 records = \$ 5,000
50,000 - records = \$10,000

The Accounting Office and the Systems Office will jointly attempt to itemize the actual costs in adding the anticipated member. The marketing team will suggest the value added merit of including the potential participant. General cost considerations for the member will include: capitalization, maintenance, hardware, software, and enhancements. Specific cost considerations for DALNET will include: additional server requirements, record loading costs, data conversion costs, training costs, consulting costs and documentation costs.

Due to the individual requirements that each possible member brings for consideration in requesting cost figures for DALENT membership, each request for membership must be tailored to the specifications of the anticipated member.

Community Information Providers

Community Information Providers (CIPs) can be governmental, public, or private entities that have as their mission objective the dissemination of information to the general public. Because the information provided may come from a variety of sources, in a local, regional, state, national and global context, inclusion of this information will not be constrained by the DALNET/Ameritech Partnership Agreement which restricts full-members to the seven county, southeastern region of Michigan.

Information providers furnish data which is loaded into the DALNET system. There are three reasons for becoming a CIP.

- to provide or disseminate information, e.g. publicly available consumer information.
- to offer information services, e.g. organized information, webpage access and links, digitized information, archival information.
- to offer financial/support information, e.g. access to search for grant opportunities, or grant proposal assistance.

It is acknowledged that every CIP will present a different set of circumstances in joining DALNET. For that reason, a variety of pricing models may be considered depending on the nature of the information and the needs of the CIP and DALNET. Two options are presented for your consideration.

Option 1. Web Page Scenario

Under this option the CIP's information is priced in a similar manner as if the CIP were to contract with a web server. The charges would include:

- Initial formatting of data based on FY99 DALNET customized programming rate of \$50 per hour, plus expenses (travel, supplies, etc.)
- Data maintenance, if required, based on FY99 DALNET customized programming rate of \$50 per hour, plus expenses (travel, supplies, etc.)

Note: CIPs will not be charged for self maintenance of data.

- Minimum annual charge for storage of data - \$250.

Note: This could be reduced, but not below \$0, for any data maintenance charges billed during the year. The intent of this charge is to encourage the CIP to keep only current data on the system.

Option 2. Acquisition of data for our database/collections

Under this option CIP data would be of the same status as other electronic resources/materials acquired for our database/collections. The following assumptions apply:

- The data enhances the DALNET database as determined by the DALNET Board.
- Addition of CIP data to database will not have a noticeable adverse affect on the Horizon system nor any member's response time.
- The cost of acquiring, formatting, maintaining, storing, and providing access to the CIP's data will be absorbed by DALNET, with the approval of the DALNET Board.
- If the DALNET Board does not approve absorbing the costs associated with acquiring, formatting, maintaining, storing, and providing access to the CIP's data within the DALNET budget, options will be explored to subsidize the cost to a level acceptable by the DALNET Board. These options include external grants or subsidies offered by an individual DALNET member or a group of DALNET members.
- It is the CIP's responsibility to maintain the data, provide DALNET with current data for maintenance of the database, or provide DALNET an annual certification that the data is current. Failure to comply with this requirement will result in extraction of the data from the DALNET database.

c

DALNET MARKETING: ACADEMIC LIBRARIES

Community Colleges:

Henry Ford Community College - Dynix
Monroe County Community College - Dynix
Schoolcraft College - Dynix
St. Clair County Community College - Dynix?
Washtenaw Community College - WebZ Obi?

Catholic Consortium:

Ave Maria Institute - none
Marygrove College - Innopac
Sacred Heart Major Seminary - Horizon
St. Mary's College - Dynix

Other SEMLOL Libraries:

Baker College - ?
Cranbrook Academy of Art - Horizon
Lawrence Technical Univ. - DRA

Jewish Colleges:

Lubavitch Institute of Advanced Studies - ?
Midrasha College of Jewish Studies - ?
Yeshiva Beth Yehudah ?

Not good candidates:

Detroit College of Law
Eastern Michigan Univ.
Lewis College of Business
Madonna Univ.
Univ. of Michigan



Marketing Segments

Community Health
Government and Other Community Information
Economic Development
Libraries
Educational Organizations/Institutions



Capture Their Interest

Video

- Illustrating the need for an information hub
- Explaining relationships to other information sources
- Outlining benefits to participants and partners
 - Sells benefits not technology
 - Provides public awareness
- Projected completion date - APRIL 30, 1999



Explaining the Information Hub

Brochure

- (color) Basic description of DALNET
- List of members
- Advantages of membership for information providers
- Cost strategies for available services

Projected completion date: APRIL 30.1999



How to Connect & Use

Computer assisted demonstration

- An appeal to all level of users
- Navigation explained



Meeting the Potential Customer

Breakfast Meetings

(Leaders in economic development, government (7-county), health care, social services & education)

- Five (5) sessions
- Seventy-five per session

Projected completion date: NOVEMBER, 1999



Expected Outcomes

Six (6) organizations and agencies committed to mounting information on DALNET system.

Project completion date - October, 2000



Training and Training Materials

Train the trainers workshops

- 14 workshops
(Includes all 7 counties)

Projected completion date:
NOVEMBER, 2000

Produce information guides for self instruction in the use of the information hub

- Print and multimedia
- 10 guides with differing targeted groups
- Distribution to 200 locations within 7 counties



Public Relation Activities

ACRL Showcase

General public news releases

"Spotlight on the News" segment



Grant Planning

**TIAP grant application - Dept. of Commerce -
joint project with CULMA**

**LSTA grant application - Library of Michigan/State of
Michigan**

E

SCOTT P. MUIR
183 LaGrange Street
West Roxbury, MA 02132
home: (617) 325-9461
ScottPMuir@aol.com

EXPERIENCE:

Head of Systems:

Boston College Libraries, Chestnut Hill, Massachusetts, May 1997-December 1998.

- Seek creative opportunities for library computing and network systems which expand and improve access to information for users and keep Boston College Libraries on the cutting edge of technology.
- Manage the current Integrated On-line Library System and coordinate the planned migration to a client-networking replacement system.
- Supervise Libraries Systems Office staff, review and prioritize programming and project requests.
- Communicate with Libraries and Information Technologies staff and administration on progress and projects in the Libraries Systems Office and in the development of University-wide network applications.
- Participate in capital budget planning and coordinate the evaluation, ordering, distribution, and maintenance of equipment and software throughout the libraries.
- Administer a comprehensive program of library staff training and the development of documentation.
- Consult with Library staff on automation needs and projects.

Systems Officer

The University of Alabama Libraries, Tuscaloosa, Alabama, August 1987-April 1997.

- Led and managed systems operations, planned for future library technology, conducted needs analysis for the University Libraries.
- Communicated with Libraries' faculty and staff and computer center administration and staff on library automation, new technologies, networking, and telecommunications.
- Coordinated all activities for Integrated Online Library System including the conversion from VTLS to NOTIS, new releases and new systems installations, reviewed and prioritized requests for customized reports and programming.
- Supervised planning and installation of Novell local area networks and access to Internet and coordinated telecommunication and networks wiring with architects and contractors for three new libraries and numerous renovations of the main library.

Scott P. Muir

- Administered daily operations of the Systems Office, supervised Systems Office staff, Served individuals and departments in resolving automation related problems and processes.
- Recommended specifications for hardware and software purchases review bids and identified computer training and development opportunities for staff and faculty.

Assistant Librarian / Librarian

Georgia Power Company, Atlanta, Georgia, September 1978 - July 1987

- Planned and implemented Integrated On-Line Library System.
- Conducted long-range planning, budgeting, facilities and space planning, and statistical reporting.
- Managed and provided library services statewide to 14,000 employees.
- Assisted departments on R&D projects and with other research requirements.

EDUCATION:

Emory University, Atlanta, Georgia.
Master of Librarianship (1978).

Tennessee Tech University, Cookeville, Tennessee
Bachelor of Science, Speech & Theatre (1977).

PROFESSIONAL ACTIVITIES:

American Library Association, 1987-present.

Library Information and Technology Association, 1987-present:

- Top Technology Trends Committee 1998-present.
- Telecommunications Electronic Reviews Board 1997-present.
- Telecommunications Interest Group, chair, 1996-1997.
- Program Planning Committee, 1989-1994.

NOTIS Special Interest Groups

- NOTIS MDAS/InfoShare S.I.G. chair, 1994-1996.
- LIB1 S.I.G. chair, 1992.

Special Libraries Association. 1977-1994.

- Alabama Chapter President/President-Elect, 1989-1991.
- South-Atlantic (Georgia) Chapter President/President-Elect, 1985-1986.
 - Conference Planning Committee, Denver 1988, 1986-1988.

Scott P. Muir

SELECTED PUBLICATIONS

LITA Telecommunications Electronic Reviews Subject Index,
<http://www.lita.org/ter/subject.html>.

"After the Break-in Occurs: How to Handle the Student Hacker," *Library Hi-Tech*, Volume 15:1-2, 1997, pp. 92-95.

Library Systems Office Organization, Systems and Procedures Exchange Center. Washington, DC. Association of Research Libraries, Office of Management Studies. Spec Kit No. 211. 1995.

"Selecting and Installing a Second System," Insider's Guide to Library Automation, a Handbook. Greenwood Press, 1993, pp. 65-85.

"Determining Bar-coding Priorities in a Medium-Sized Academic Library," Library Software Review, Volume 11:4 July/August 1992, pp. 8-14.

SELECTED COMMITTEES:

Boston College Library Committees

- Technical Operations Committee, 1997-1998.
- Public Services Committee, 1997-1998.
- Electronic Collections and Services Committee, 1997-1998.
- Library, Audio-Visual and Information Technology, 1997-1998.
Chair, 1998.

Boston Library Consortium

- Information Technology Committee 1997-1998.
Secretary, 1997-1998.
- Bibliographic Control Task Force 1997.
- Massachusetts Board of Library Commissioners, Virtual Catalog - InterLibrary Loan Steering Committee, 1998.

University of Alabama Libraries Committees

- Libraries Information Technology Team, 1996-1997.
- Libraries Management Council, 1994-1997.
- Systems Management Council, 1987-1994.
- Library Horizons Editorial Board, 1988-1997.
- Network of Alabama Academic Libraries Access to Electronic Information Committee 1994-1997.

University of Alabama Committees

- Resources and Priorities Committee, 1995-1997.
- Program Review for Seebeck Computer Center/Office of Systems Development, 1992.

F

SOFTWARE LICENSE AGREEMENT

This Agreement is made and entered into by and between Ameritech Library Services, Inc., (hereinafter referred to as "AMERITECH") having its offices at 400 Dynix Drive, Provo, Utah 84604-5650, and "THE USER", whose name and address are shown below. The term "AMERITECH" shall also refer to the company, its agents, and its subcontractors.

THE USER: _____

Address: _____

The parties hereto agree to the terms and conditions set forth herein.

TERMS AND CONDITIONS

- 1. **DEFINITION OF TERMS.** Licensed Software: Each AMERITECH software product including machine-readable object code (not source code) for such product, any user documentation for such product, and any other related materials which are furnished to THE USER by AMERITECH for use in connection with such product.
- 2. **WARRANTIES.** AMERITECH warrants that AMERITECH has the right to license or sublicense the Licensed Software listed in its current price list and that it is an authorized distributor for the sublicensed software and that THE USER hereby obtains the right to use the sublicensed software as allowed in the attached sublicensed agreement (if applicable) for operation of the system.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES OF ANY TYPE WHETHER EXPRESSED OR IMPLIED. HOWEVER, NOTHING IN THIS SECTION SHALL BE CONSTRUED TO LIMIT ANY WARRANTIES WHICH AMERITECH MAY HAVE MADE TO USER PURSUANT TO THE AGREEMENT BETWEEN AMERITECH AND WAYNE STATE UNIVERSITY IN ITS CAPACITY AS FISCAL AGENT FOR DALNET ("THE DALNET AGREEMENT") OR TO OTHERWISE LIMIT OR RESTRICT ANY OBLIGATION OF AMERITECH PURSUANT TO THE DALNET AGREEMENT.

- 3. **SOFTWARE LICENSE.** Subject to the terms and conditions hereinafter set forth and upon receipt of payment, AMERITECH hereby grants to THE USER a nontransferable, nonexclusive and royalty-free license (the "License") to use the Licensed Software solely in the conduct of the business of THE USER on a designated server to be approved by AMERITECH prior to installation of the Licensed Software. Concurrent usage of any module shall be limited to the total number of end user licenses purchased under the DALNET Agreement. Licensed Software will be provided by AMERITECH to THE USER pursuant to the terms of this Agreement, only in machine-readable object code. THE USER acknowledges that by virtue of this License, THE USER acquires only the right to use the original and duplicate copy of the Licensed Software as described herein and does not acquire any rights of ownership in the Licensed Software which rights shall remain exclusively with AMERITECH. The term of License shall commence upon delivery of the first module of Licensed Software and shall remain in force as long as THE USER is in compliance with all the provisions of the Agreement.

No portion of the Licensed Software or any updates or enhancements to the Licensed Software may be duplicated by THE USER except that THE USER may make an archival copy of the machine-readable portion thereof for normal security backup purposes, provided that THE USER properly reproduces on such copy all notices of AMERITECH's patent, copyright, trademark, or trade secret rights.

AMERITECH retains ownership of all Licensed Software and related documentation. Ownership of all training materials shall be determined in accordance with the terms of the DALNET Agreement. THE USER will not seek to obtain ownership rights in AMERITECH's software, copyrighted material, patented material, trademarks, or material protected by trade secret, through application in the copyright office, patent and trademark office, or otherwise.

Within thirty (30) days from the date of THE USER's discontinuance of the use of any portion of the Licensed Software licensed hereunder, THE USER shall furnish AMERITECH with written notice certifying that through its best efforts and to the best of its knowledge, all machine-readable code, user documentation or other related materials provided to THE USER with such Licensed Software, including any copies thereof, whether in whole or in part, have been destroyed.

AMERITECH retains for itself, and THE USER acknowledges that AMERITECH so retains, all proprietary rights in and to all designs, engineering details, and other software pertaining to the System, and any and all such Systems.

THE USER recognizes and agrees that all Software and updates of Licensed Software which are provided to THE USER: 1) are considered by AMERITECH to be trade secrets of AMERITECH; 2) are furnished by AMERITECH to THE USER in confidence; and 3) contain proprietary and confidential information. THE USER shall immediately notify AMERITECH of any information which comes to its attention which does or might indicate that there has been any loss of confidentiality of the Licensed Software furnished hereunder. In such event THE USER shall take all reasonable steps within its power, including legal action, to limit or terminate the spread of such information.

AMERITECH's placement of a copyright notice on any portion of any Licensed Software or any update to such Licensed Software will not be construed to mean that such portion has been published and will not derogate from any claim that such portion is a trade secret or contains proprietary and confidential information of AMERITECH.

4. **LIMITATION OF LIABILITY.** Except as may otherwise be provided by the DALNET Agreement, AMERITECH's and its suppliers' liability on any claims for damages, losses or expenses arising out of this agreement for personal injury and damage to tangible personal property claims, shall be limited to direct damages and shall not exceed the Licensed Software purchase price.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER AMERITECH, ITS AFFILIATES, SUBSIDIARIES, PARENT CORPORATION, ANY OF ITS PARENT CORPORATION'S AFFILIATES OR SUBSIDIARIES, INCLUDING THEIR OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS, NOR AMERITECH SUPPLIERS, INCLUDING THEIR OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS NOR THEIR SUBSIDIARIES, SHALL BE LIABLE TO OR THROUGH THE USER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUE OR FAILURE TO REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF WORK UNDER THIS AGREEMENT AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE SYSTEM OR SERVICES PROVIDED OR SOLD HEREUNDER, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

THIS SECTION 4 SHALL SURVIVE FAILURE OF ANY EXCLUSIVE REMEDY.

5. **ASSIGNMENT.** Neither this agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by THE USER without AMERITECH's prior written consent.
6. **GENERAL.** This agreement and the DALNET Agreement contains the entire understanding of the parties hereto and neither it nor the rights and obligations hereunder may be changed, modified, or waived except by an instrument in writing signed by the parties hereto. In the event there is a conflict between the terms

of this Agreement and the terms of the DALNET Agreement, the terms of the DALNET Agreement shall prevail.

AMERITECH LIBRARY SERVICES, INC.

THE USER

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBLICENSED SOFTWARE

The CUSTOMER agrees to the following terms as they apply to the sublicense of Sybase Software.

1. Only a non-exclusive, nontransferable right to use the related software on a single computer system (designated by serial number or equivalent) is granted to THE USER and no right to use other Embedded Run-Time Version of the Sybase Program is granted;
2. AMERITECH and/or its licensor retain all title to the Licensed Copy, and all copies thereof, and no title to the Licensed Copy, or any intellectual property therein, is transferred to THE USER;
3. THE USER may not copy the Licensed Copy, except for backup and archival purposes only, and the licensee shall include on the backup and archival copy of the Licensed Copy all copyright and other proprietary notices or legends included on the Licensed Copy when it was shipped to THE USER;
4. THE USER agrees not to reverse assemble, decompile, or otherwise attempt to derive source code from the Licensed Copy;
5. THE USER agrees to comply with all export and re-export restrictions and regulations ("Export Restrictions") imposed by the governments of the United States. THE USER will not commit any act or omission which will result in a breach of any such Export Requirements; THE USER agrees that it will comply in all respects with any governmental laws, orders or other restrictions on the export of the Program and the Licensed Copy (and related information and documentation) which may be imposed from time to time by the governments of the United States and Canada ("Export Requirements"). THE USER will take all actions which may be reasonably necessary to assure that it does not contravene the Export Requirements. Without limiting the foregoing, THE USER agrees that unless prior authorization is obtained from the U.S. Office of Export Administration, it will not export, re-export or transship, directly or indirectly, to country groups Q, S, W, Y, or Z (as defined in the Export Administration Regulations) or Afghanistan or the People's Republic of China (excluding Taiwan), or disclose to any national or resident thereof, any of the technical data or software disclosed or provided to THE USER or the direct product of such technical data or data described on the Control List with a letter "A" following its Export termination of the Licensed Copy license agreement.
6. Although copyrighted, the Licensed Copy is unpublished and contains proprietary and confidential information of AMERITECH and its licensor and is considered by AMERITECH and its licensor to constitute valuable trade secrets. THE USER will hold the Licensed Copy in confidence and shall protect the Licensed Copy with at least the same degree of care with which THE USER protects its own similar confidential information;
7. Sybase Software is a third party beneficiary of the license agreement and may enforce it directly against THE USER; provided however, that Sybase shall not be liable to THE USER for any general, special, direct, indirect, consequential, incidental, or other damages arising out of or related to the Licensed Copy, and
8. Upon termination of the license for the Licensed Copy, THE USER shall return to AMERITECH all copies of the Licensed Copy, or certify to AMERITECH that the licensee has destroyed all such copies.

DALNET NETWORKING POLICIES

1 Description of the DALNET service

DALNET (the Detroit Area Library NETwork), in cooperation with Ameritech Advanced Data Services and Ameritech Library Services has designed a network service intended to provide access to DALNET resources such as the Horizon system servers. It provides connectivity to sites through Ameritech's Managed Router Service with Frame Relay as the transport.

Included in a typical DALNET new connection is a CSU/DSU, router, frame relay circuit, and PVCs (Private Virtual Circuits) to the two DALNET head end sites. Ameritech manages the network connections, hardware, and configurations.

2 DALNET Requirements

- 2.1 DALNET head end circuits (to DPL and WSU) should carry only traffic for DALNET services.
- 2.2 Redundancy should be built in for the head end sites. That is, if a head end circuit or router goes down, customers should be able to access services at the other head end.
- 2.3 The DALNET network should be scalable to accommodate over 100 remote sites.
- 2.4 DALNET network components, such as routers, CSU/DSUs, and frame relay circuits should be installed, monitored, and maintained by Ameritech.
- 2.5 The presence of DALNET at any site should not interfere with access to the Internet or the customer's intranet.
- 2.6 DALNET should not interfere with alternative (Internet) access to its services. For example, if a DALNET router goes down the customer should be able to use the Internet to access its services.
- 2.7 The presence of DALNET at any non-head end site should not prevent that site from utilizing Ameritech frame relay services to connect to any other site using the same circuit, so long as the following conditions are met:
 - 1) All DALNET traffic is routed through a dedicated PVC.
 - 2) Ameritech manages the router.

3 Design Recommendations

- 3.1 The Detroit Public Library (DPL) currently has a T1 circuit for its intranet traffic. DALNET traffic should run over a separate T1 that terminates at its own router. The DPL T1 contains DPL local and Internet traffic. The DALNET T1 will contain DALNET traffic only.
- 3.2 A PVC (private virtual circuit) between the DPL head end and the WSU head end should be configured. This PVC will be the primary path used for server to server updates.
- 3.3 To make router configuration easier, DPL and WSU should each place DALNET servers on dedicated sub-nets.
- 3.4 Each remote site should have a separate PVC for each head end site for redundancy purposes.
- 3.5 Remote site DALNET routers will provide Network Address Translation (NAT) services at the remote site routers. It will translate all customer addresses to a private class B address in the 172.20.x.x range. This accomplishes 4 things:
 - 1) It insures that DALNET servers use the DALNET network when responding to requests that originate from a remote DALNET router. If the source address of a packet is in the 172.20.x.x range then the traffic gets routed back through DALNET. If the source

address is something other than 172.20.x.x then it will route the response through the Internet.

- 2) It allows the configuration of the DALNET routers to be consistent (the cookie cutter approach).
 - 3) Customers are relieved of the burden of having to provide proxy or NAT services on their own.
 - 4) It makes the DALNET network traffic predictable and easier to troubleshoot.
- 3.6 Filters will be configured on the head end routers so only routes to the servers will be published to the remote DALNET routers. Since the remote DALNET routers are only aware of how to get to the servers then they can't be used for non-DALNET traffic.
- 3.7 DALNET servers use NIC registered TCP/IP addresses.

4 Different Scenarios and How They Will Be Addressed

4.1 Scenario A. Standalone Sites with No Internet Access

- 4.1.1 Stub sites are those that have only one ethernet LAN segment. A typical stub site is a small library. The ethernet segment will use the 172.20.x.x range provided by DALNET.

4.2 Scenario B. Standalone Sites With Internet Access

- 4.2.1 There are sites with only one LAN that also have access to the Internet (perhaps through a Merit router). DALNET will treat such sites just like any customer with an intranet. Devices such as PCs on such a single LAN site should be configured so that their gateway of last resort is the DALNET router address. The DALNET router will route all non-DALNET traffic through the Internet router.

4.3 Scenario C. Remote Sites with PVCs to Other Sites

- 4.3.1 A DALNET remote site will have a PVC for each DALNET head end. Additional PVCs to other sites will not be considered as DALNET connections. Ameritech will still manage the router and its configuration. The configuration will insure that only DALNET traffic goes through the DALNET PVC. One example may be a site on The Library Network.

4.4 Scenario D. DPL Remote Sites

- 4.4.1 DPL remote sites are unique in that they need to access DPL services and DALNET services through the same head end. By installing a separate T1 dedicated to DALNET traffic at the DPL head end, DPL remote routers can be configured to direct traffic through the appropriate circuit and PVC.

4.5 Scenario E. Sites With Connections to Intranets

- 4.5.1 By providing NAT services the DALNET routers can readily accommodate sites with intranets, regardless of the addressing they use internally. An example of this type of site is U. D. Mercy.

5 Customer Responsibilities

- 5.1 DALNET's responsibility ends at the remote DALNET router's Ethernet port. Customers must configure their networks to make them aware of DALNET services. This can be done several different ways, including configuring static routes or redistributing DALNET routes into their network. Ameritech will provide a standard paper on how DALNET is configured and what options the customer has to communicate effectively with the DALNET router.
- 5.2 The customer needs to provide the DALNET installer a list of TCP/IP addresses that are used in their intranet. This information is required to configure NAT.

- 5.3 The customer needs to provide access to their network through one of the following:
1. A patch cord and a hub connection.
 2. A patch cord and a switch connection.
 3. A cross over patch cord and a router's Ethernet port.
- 5.4 It is up to each individual institution to manage Internet connections to DALNET servers.

Prepared by the DALNET Technology Issues Task Force in consultation with John Meiers of Ameritech
Advanced Data Services

Please direct questions to:

John Houser
Chair, DALNET Technology Issues Task Force
(313) 833-4501
jhouser@detroit.lib.mi.us