

**DALNET**  
**Database Standards Committee**  
**Minutes**  
**October 20, 1988**

Present: Anaclare Evans, Chair (WSU), Helen Ma (DPL), Ann Pogany (OU), Anne Sargent (UD), Theresa Shen (WCCC), Charlene Wecker, guest (WSU/DALNET librarian), Barbara Whitney (MCC)

The meeting was convened by Anaclare at 9:45 am in the Training Room of the WSU Purdy/Kresge Library. The minutes of the September 29, 1988 meeting were approved as distributed.

Charlene reported that she spent a day on the WCCC campus investigating the concerns expressed by Theresa at the September 29 meeting. She suggested possible solutions and an improved mechanism for communication between WCCC and WSU. Again, she reminded all DALNET members that any problems that they experience with the system should be reported to her and/or Louise Bugg promptly.

Then, Charlene reviewed two indexing concerns that have recently surfaced: 1) Sometimes a heading is repeated on both the new and the dropped headings lists due to the way that the reports are generated. When this occurs, the heading can be ignored; it is not a problem. 2) Sometimes the system varies the number of characters it indexes, which results in separate files being created (this is primarily a problem for series). The programmers are working on this problem; there is not yet an explanation or a solution.

The Committee then turned its attention to the third draft of the document titled "DALNET DATABASE STANDARDS." The discussion followed the organization of the document and included comments forwarded from Louise Bugg via Charlene. The first suggestion was to make the title of the document more specific with the insertion of the phrase "bibliographic and authority" following DALNET. The next question concerned the definition of "new cataloging" in point 1. The Committee's understanding is that new cataloging is new titles received.

Most of the suggested changes were made to generalize statements to apply to a maximum of situations. In point 2, the word "batch" was substituted for "tape", and the verb "have" replaced the phrase "be processed...". In point 3, the last line was revised to read "Library of Congress bibliographic and authorities records." "Or" was substituted for the word "and" in point 5 to allow for two types of records: full MARC and minimal level. The fact that all OCLC libraries must continue to put their symbol on OCLC records for all their new titles that would normally be cataloged was reiterated. A discussion of the definition of cataloging and which materials should be cataloged ensued. Further

discussion will take place when the Minimum Level Record Standards are determined.

"And authority" was inserted following "bibliographic" in point 6, and the word "accepted" was replaced by "implemented." Points 8, 9 and 10 generated discussion about the various subject headings in use by members and the responsibilities for subject headings not normally used by a member library. The Committee recommends that all subject headings be left on the records for greater access. However, if the member does not use the system in question, how is it to do the authority work? In point 10, this will be addressed with a new phrase indicating that members are only required to verify the headings they normally use against the DALNET authority file. The Committee also recognized a need to specify all subject heading sources to be accepted in point 9.

In point 11, the phrase "for each institution" was inserted after "series treatment information." This brought up the issue of tracing series. The Committee could recommend that all members follow LC policy when making tracing decisions, or that all members follow the decision made by the first member to establish the series, or that all series be traced. Any of these recommendations would increase already heavy workloads, so the Committee left this issue as it stands in point 11.

Next, the Committee turned to the "PROPOSAL FOR DISTRIBUTED AUTHORITY CONTROL." Again, the title was the first phrase to be revised--the words "database maintenance" will replace "control" to specify that it applies to the authority database only. Members will continue to be responsible for maintaining their own bibliographic databases. For the Centralized Model portion of the proposal, it was recommended that the complete staffing required be specified. For the Combination Model, the following recommendations were made: 1) That the fields to be protected be specified rather than those to be opened (a list of fields by tag number was suggested). 2) That emphasis be placed on the requirement to alter NOTIS security tables (with perhaps a suggestion that this be funded as a local modification to the program).

At this point, the Committee considered global changes. When GLOB works, changes could be sent to a central authority to be made to both the authority and bibliographic records at the same time. That would mean that the changes would be coordinated during reindexing. Anaclore noted that at Vanderbilt, they have explored a partial global change option that might be useful for changing imbedded subheadings. Wayne State has not yet investigated global change types 2 and 3, which require programming.

For the Decentralized Model, global changes were again discussed. Who will be able to do GLOBs? It was noted that subject headings are in particular need of global changes, and that they are what

the public uses. Again, the question of staffing was raised. The administrative costs of these models will interest the DALNET Board, but the Committee concluded that it is not responsible for determining those. It will, however, determine the staffing needs for each model to aid in the process. The Committee's recommendation will be to use the Centralized Model until the Combination Model becomes a viable option.

Both documents need further work. So, the Committee will meet again to discuss them on November 2 at 1:30 pm in the Training Room of the WSU Purdy/Kresge Library. Members are requested to share the documents and concerns of the Committee with their institutions and bring more ideas to that meeting.

Submitted by Anne Sargent