

DALNET Circulation Standards Task Force
Summary Minutes
November 1, 1988

- 1) Review of Minutes
Minutes of the October 18, 1988 meeting were accepted as distributed.
- 2) Unlinked Item
 - a) Unlinked item record fields
Whenever an unlinked item record is created, the call number field must be completed. The call number should be entered as it appears on the spine of the item with a space between each line. The Task Force recommends that the author and title fields also be completed. No standards for author/title are recommended for photocopies etc.
 - b) Linking unlinked records
The decision to link an unlinked item record to a full record is at the discretion of the individual DALNET institutions.
 - c) Minimal cataloging vs use of unlinked item record
The Task Force prefers the use of unlinked item records to minimal cataloging. Staff at circulation points may not have the skills needed to perform minimal cataloging and could create bibliographic record degradation.
 - d) Public use of the call number index
Future versions of NOTIS will provide public access to the call number index. This means that the information entered into the call number field of the unlinked item record for uncataloged items must be standardized at the DALNET institution. Standardization at the DALNET level may be too difficult and cumbersome to justify.
- 3) Progress report (Louise Bugg)
 - a) Patron record clean-up
During the WSU strike several patron records were updated with an "x" inadvertently entered at the end of the patron name. These records will be corrected as they are used. (The "x" will be removed.)
 - b) Separate patron record file
There has been no response yet from the University of Windsor on their use of separate patron files.
 - c) Maximum number of patron subrecords
The test for the maximum number of subrecords that can be attached to one patron record is still in progress.
- 4) Next Meeting
The Task Force meeting is scheduled for November 28, 1988 at 2:00 pm at DPL.