DALNET BOARD MEETING

MINUTES

MARCH 22, 1989

Present: Debbie Adams, Margaret Auer, Louise Bugg, Jean Curtis,
           Jim Flaherty, Sue Frankie, Kul Gauri, Robert Harris,
           Michele Klein, Sandra Martin, Joan Smith, Peter Spyers-
           Duran.

Jean Curtis, Chairman, called the meeting to order.

1.   Minutes of the Board Meeting of December 7, 1988 were reviewed,

      resulting in questions and comments on the following:

      Minutes of December 7, 1988 meeting. Item 2.3. Keyword Boolean

      In answer to members' concern about the status of Keyword Boolean,

      Louise Bugg reported that she had "verbal reinforcement" from

      Jane Burke that Keyword Boolean would be available by the end of

      1989. She had no written confirmation, however.

      Minutes of December 7, 1988 meeting. Item 2.6. New Members

      Members were concerned about the impact of additional members on

      DALNET system response time.   Margaret Auer suggested that a

      study of capacity load should be submitted to the Board every

      quarter.

      Minutes of December 7, 1988 meeting. Item 4.1 Patron Access

      Since there were many concerns about inter-institutional patron

      access, a discussion of Patron Access was made Item 5 on the

      Agenda of the present meeting.

1.1   Moved by Margaret Auer and seconded by Kul Gauri that minutes of

      the December 7, 1988 meeting be accepted.

2.   DALNET Operating Budget 1989-90

      Robert Harris had distributed the 1989-90 Operating Budget to the

      members prior to the meeting. He conducted a "walk-through" to

      explain how costs were allocated.

2.1   The Budget was based on statistics supplied by the members about the numbers of terminals, titles and circulation transactions at their institutions.

2.2   Percentage of the total was calculated for each of the above factors. Percentages were averaged. Averages were adjusted so that even the smallest institution would have at least one half percent.

2.3   Adjusted averages were applied to the total DALNET operating cost for 1989-90. As a result some members had very large increases over their 1988-89 costs. Members had been told that their operating budgets would not increase more than ten percent over the presious year. In order to adhere to this estimate, the increase for each member had to be at least five percent. The member with the largest increase would pay an additional five percent and the other members unallocated increase would be calculated relative to that. Whatever "fell out" would be absorbed by WSU.

2.4   Harris also stated that Central Site software has now been depreciated. Reporting software acquired in 1988 is still being depreciated.

2.5   Moved by Kul Gauri and seconded by Jim Flaherty that the budget be accepted as presented. Motion passed unanimously.

3.   Data Base Standards

Moved by M. Auer and seconded by K. Gauri that the Data Base Standards Task Force Report distributed at the December 7 Board Meeting be adopted and supported by the DALNET Board. Motion passed unanimously.

4.   Acquisitions Task Force Report

Louise Bugg reviewed the DALNET Acquisitions Task Force Report, explaining that Management Reports unavailable through NOTIS will be developed using SAS software. The Task Force had devided reports into Essential, Important and Desirable grouping. Louise will develop an implementation

plan with target dates for priority items. Moved by M.Auer and

and seconded by K. Gauri that the Board accept the recomendations of

the Task Force and direct the appropriate staff at Wayne to imple-

ment it.   Motion passed unanimously.

5.   Patron Access

Since several DALNET institutions have now brought up their

Circulation modules, questions of inter-institutional patron

access, blocking of privileges, awareness of other institu-

tions' policies etc. assume a new importance. DALNET needs

a Committee to collect this kind of information and to assist

in developing policies for the group. Since the Circulation

Task Force exists to handle technical questions, it was

decided to appoint a Committee of the DALNET Board to deal

with Circulation and Access policy matters. Members of the

Committee are:

> Jim Flaherty, Chairman
> Frances Young
> Sandra Martin

6.   Progress Reports of DALNET members

Oakland University	Serials will be up by May. Tapes expected back March 24. Printer testing will start next week. Sent GPO profile tape to Marcive. Acquisitions is up and running well.
Botsford Hospital	All modules running since the first of the year. Remote printing has been up for two weeks.
Wayne County Community College	Circulation is up. Jim is also trying to work with a local WCCC network.
University of Detroit	OPAC is scheduled for April. Furniture is on order.

Harper Hospital	DALNET contract has been signed Equipment has been received.
Oakland Community College	Staff is being trained. Expect OPAC to be up in May for librarians to practice on. It will be available to the public in the fall.
Detroit Public Library	Funding raising is the major concern. They have raised half the money. Friends of the Library have helped with fund raising. DPL will bring up a pilot branch.
William Beaumont Hospital	Circulation came up late January Training for Serials and Acquisitions will be in April.

The meeting adjourned at 4.10PM

Recorded by:

Joan M. B. Smith
Secretary

DALNET CENTRAL SITE

CAPACITY USAGE REPORT

1.   IBM 4381 cpu usage:

     Current data from the Computing Center indicates that
     when NOTIS is online during the day, cpu utilization is
     at 20% or less of system capacity. During the night,
     when batch jobs like indexing are running, the cpu
     utilization goes up almost to 40%.

2.   IBM disk drive usage:

     During the day, disk drive utilization is under 10% of
     their capacity measured in 10-minute intervals. At
     night, when batch jobs are running, utilization ranges
     from 15/20% to as high as 50/70%.

3.   Keyword Boolean impact:

     Testing keyword Boolean on a 30,000 record WSU database
     and extrapolating from the findings, we are predicting
     that it may take 8 hours or more to regenerate a WSU only
     keyword index. Response time with 8 simultaneous
     searches is as high as 3 minutes in testing. We are
     recommending that KB be implemented after installation of
     Release 4.5, which is supposed to provide performance
     improvements.

4.   "Window" for batch jobs:

     As the database grows and more libraries move into
     production with more modules, the nightly batch jobs are
     taking longer to run. We are working with the Computing
     Center to maximize our use of the nightly batch "window."

L. Bugg
6-17-88

LB88-157

OCLC Library Cluster Options
for Local System Users

OCLC has described membership options for libraries that are part of groups sharing a local automated library system in the attached description. DALNET libraries may want to review these options as the basis for new relationships with OCLC.

Wayne State is essentially functioning as a "primary cluster member" already, with Botsford Hospital as a "cluster affiliate." Wayne State is adding holding symbols to OCLC's database for Botsford's unique titles. Botsford does have its own 3-character OCLC symbol.

Questions to consider:

1.   Will any DALNET libraries want to become tape-loading members of OCLC in the future?

2.   Will any DALNET members want to change their status to "cluster affiliates" in the future, if OCLC "permits?" If more than one DALNET member's holdings were represented on OCLC by one 3-character holding symbol, how would inter-library loan requests be handled? Should DALNET get a 3-character symbol of its own?

3.   If prospective DALNET members are interested in being "cluster affiliates," which DALNET libraries would be willing to contract with them to catalog their unique titles on OCLC and transfer records into NOTIS for them?

4.   Should DALNET libraries be reimbursed for the "use" of "their" OCLC records by "cluster affiliates?" If so, how?

L. Bugg
6/17/88

LB88-158

ATTACHMENT I

LOCAL SYSTEM LIBRARY CLUSTER
GENERAL DESCRIPTION

GENERAL PROGRAM PROVISIONS

This policy creates no new OCLC membership categories per se; rather, it provides new means for institutions sharing a local, online, automated library system to meet the requirements of full participation in the OCLC Online System while providing a source of bibliographic information for libraries with which they share the local system.

The cluster option is designed to meet the needs of local library clusters, each built around a specific lead library, and each linking a nominal number of libraries through a local, online system. They are not intended to cover the operation of regional or statewide clusters linking multiple local systems and/or encompassing a significant number of libraries. These latter situations will be approached as they are proposed, in discussions with the State systems and other sponsoring organizations.

For the Primary Cluster Member and General Cluster Members, current Network and OCLC access and use charges remain in effect.

As used in this policy, "tapeloading" means to submit to OCLC machine-readable tapes representing the current cataloging of cluster members (i) derived from sources other than OCLC, or (ii) derived from OCLC if the same title has also been cataloged online, by the Primary Cluster Member or other General Cluster Member, at OCLC's then-current online charge. Tapes will be delivered to OCLC at mutually agreeable intervals, but not less often than twice per year.

Primary Cluster Member

This is the OCLC General Member who acts as agent for the Cluster. The Primary Cluster Member has direct terminal access to OCLC and agrees to catalog on OCLC via online processing or tapeloading (or a combination of the two) all current acquisitions for its library.

In addition, the Primary Cluster Member agrees to catalog online, on OCLC, under its own OCLC-assigned holdings symbol, all locally unique items for Cluster Affiliates, except as one of the other General Cluster Members has already done so. An item is "locally unique" if at the time the cataloging is first performed or obtained, the cataloging record is not available in the shared database of the local system.

General Cluster Members

These libraries are OCLC General Members who are identified by individual symbols, have direct terminal access to OCLC and agree to catalog on OCLC all of their current cataloging via online processing or tapeloading (or a combination of the two). Those libraries may also catalog, online on OCLC, locally unique items of Cluster Affiliates.

Cluster Affiliates

These Cluster members do not require full participation in the OCLC Online System. Locally unique titles held by Cluster Affiliates are added to the OCLC System by the Primary Cluster Member, or optionally by other General Cluster Members, under the holdings symbols of the library adding the record online. A Cluster Affiliate cannot be an OCLC General Member, nor is it entitled to online access to the OCLC Online System.

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DALNET Central Site

Status Report

1. Current system status
    a. Bibliographic file (see attached graph)
    b. Authority file, names and LC subjects
        •June 1988: 340,000 records
        •To be added 1988/89: 75,000 records
    c. WSU Libraries' implementation
        •All modules are in production, in varying stages of
         completiion.
        •Kellogg project data conversion in the next year
         includes: OCLC Retrocon contract, Center for
         Research Libraries' records, GPO records, records
         for micoform collections, and related authority
         records.
        •For LUIS, we are testing Keyword Boolean searching,
         which can only be done on one processing unit's
         database. Our recommendation is to implement after
         Release 4.5 is installed.
        •In circulation, we have designed carbonized mailer
         forms for overdues that are expected from the
         printer next week.
        •In acquisitions, we are beginning, on a trial
         basis, to load weekly MARC records matching books
         obtained on our Blackwell approval plan.
        •We are testing the load of non-MARC bibliographic
         records for the GM SASI collection into a separate
         NOTIS institution group.
    d. Other DALNET Libraries' implementation (see sttached
        chart)
    e. Hardware
        •Terminals (see attached chart)
        •Disk capacity--June 1988: 10 gigabytes; additional
         needed 1988/89: at least 5 gigabytes.
        •Front end capacity--June 1988: 21 ports used;
         additional needed 1989/90: 32 ports.

2. Current projects in process
    a. Obtaining MARC authority records for DALNET
        libraries from Blackwell--contracts being processed;
    b. Obtaining MARC GPO records for DALNET
        libraries--request for quotation is out to vendors;
    c. Distributed printing is being developed with
        implementation scheduled for this summer, as soon as
        the printers are installed, with Oakland the first
        site;

d.   Service agreement with WSU Computing Center is being discussed, to take into consideration the expanded services needed to support the growing DALNET system. Major issues being considered are:
•network control services on weeknights and weekends;
•production control services on weekends;
•front end port requirements.

e.   A programmer/analyst is learning SAS to begin to produce system reports not provided by the NOTIS software.

f.   Planning is underway to remove the holdings of the Detroit Cooperative Cataloging Center (DC3) libraries that decide not to join DALNET in the very near future. Their records are in the HS processing unit.

g.   WSU's Database Management Unit continues to do centralized authority database maintenance for all of DALNET.

h.   The DALNET NOTIS fact sheet is being revised into a brochure this summer.

3. NOTIS issues

a.   DALNET got spaces for 7 representatives to attend the NOTIS Users Meeting (NUGM) June 29-30. Attending will be: L. Bugg, C. Wecker, D. Fox, B. Heath, I. David, H. Ma, J. Houghton.

b.   Release 4.5 is now scheduled for an August delivery, so we will install into production 3 to 4 months after receipt.

c.   The results of the enhancements balloting will be announced at NUGM in June. If our top priorities do not make it to NOTIS's development schedule, DALNET may want to consider other options for getting the most needed enhancements done. The most critical enhancements are:
•searching by location and groups of locations;
•improved handling of copies;
•Keyword/Boolean LUIS searching across multiple processing unit files.
Options for DALNET include:
•doing the development ourselves, which may require negotiation with NOTIS;
•contracting with NOTIS to provide the enhancements for a fee.

L. Bugg
6/17/88