DALNET BOARD MINUTES

Thursday, October 13, 1994
Oakland University, Meadow Brook Hall

Present:	Peter Spyers-Duran	WSU	Suzanne O. Frankie	OU
	Joan Smith	BR	Deborah L. Adams	BH
	Frances O. Young	WCCC	Michele S. Klein	CH
	Phyllis Jose	OCLL	Kul B. Gauri	MCC
	Sandra Martin	HH	Judy Murray	OCC
	Gloria B. Ellis	Walsh		

Excused:	Jean Curtis	DPL
	Margaret E. Auer	UDM

Guest:	Louise Bugg	WSU
	Robert Harris	WSU
	Nancy Skowronski, designee	DPL

The meeting was called to order by S. Frankie, Chair at 10:05 a.m. at Oakland University, Meadow Brook Hall. DALNET Board elections were added to the meeting agenda.

1.0 **Minutes:** J. Murray moved and L. Bugg seconded approval of the minutes of the June 9, 1994 meeting.

Action: minutes approved as distributed.

2.0 **Proposed FY 1995/96 DALNET Budget:** R. Harris discussed revisions to the 95/96 budget, distributed with the meeting announcement. He explained the reasons for the revisions, which reduced the preliminary projection. He also described the methodology for cost allocations; reporting an increase of 3.9% for 1994/1995. There has been a general move away from the double digit inflation of past years. P. Spyers-Duran reiterated that the budget projection reflected guaranteed charges for the upcoming year.

Action: 1995/1996 DALNET budget approved.

Action: the Board thanked R. Harris for his hard work during the year.

3.0 **MDAS licenses for DALNET libraries:** L. Bugg asked member to indicate their interest in pursuing DALNET licenses for CINAHL and ERIC. She said the decision to obtain WILSON licenses would be more difficult because of the pricing option, which separates costs for back files from those for current files.

Action: DALNET system staff will obtain licensing for interested participants.

Action: L. Bugg will distribute MDAS license documentation including start dates.

4.0 DALNET Database Standards Committee - NOTIS holding records: L. Bugg asked for Board approval of recommended standards for holdings records on NOTIS.

5.0 Reports.

5.1 DALNET MichNet Options: L. Bugg reviewed progress toward obtaining MichNet/Internet connection for non-Internet libraries in DALNET. Systems Office staff has sent proposals to MichNet and WSU. WSU computing currently sees no cost savings for DALNET institutions and is encouraging a MichNet affiliation. Louise asked the Board whether office staff should continue to seek alternative sources. Board members discussed DALNET Internet access implications.

Action: DALNET Systems staff will continue to investigate additional Internet sources.

Action: P. Spyers-Duran / Systems staff will re-open discussions with WSU computing to develop a dedicated direct link into WSU for the delivery of all NOTIS services.

5.2 Dynix/NOTIS merger: the Board discussed the preliminary impact of the Dynix/NOTIS merger. Currently NOTIS libraries represent 80% of research library collections. Since NOTIS programming is dated, it will require considerable research and development. P. Spyers-Duran expects the merger will propel NOTIS forward in better shape given the substantial Dynix experience with client-server technology.

Members discussed the need for changes to DALNET hardware configurations and a timetable for phase-in. Recognizing the need to begin design and study of anticipated system change, the Board recommended that planning begin in 1994. L. Bugg was expected to learn more at the October Directors meeting which can be used to develop methodologies for planning and implementing upgrades.

Action: S. Frankie and L. Bugg will organize a subcommittee to plan for future upgrade. The subcommittee will discuss and provide recommendation on strategic planning, implications of technological change, DALNET vision and goals, and DALNET functionality requirements.

Action: membership on the subcommittee will be open to representative of member institutions' computer systems/networking offices.

5.3 New Member Prospects: L. Bugg described progress toward bringing in five additional DMC hospitals. The DMC is currently reviewing the DALNET contract. In addition WSU and DMC computing staffs are discussing connectivity issues.

5.4 WSU Director Search: the WSU search committee has planned for three waves of interviews for preliminary candidates. The committee will select five finalists from the pool of seven candidates. R. Holley is the only internal candidate.

6.0 Agenda Additions

TO: DALNET Board

FROM: DALNET Circulation Standards Committee

SUBJECT: Committee's Review of Board-Referred Issues

DATE: March 29, 1995

Attached is the Committee's review of the two issues referred to it by the Board. The Committee identified positive and negative aspects of implementing these policies. These were then reviewed by DALNET libraries to determine the degree of support at the DALNET sites. All DALNET libraries currently using the NOTIS Circulation Module responded, as follows:

ISSUE 1: Honoring financial blocks when the block is exceeded due to money owed to another DALNET library.

Three DALNET sites support honoring financial blocks on a "discretionary basis" for their primary customers. The other nine sites did not support this policy. The major reasons cited were:
- the legality of enforcing this policy with patrons who have a contract with an institution, e.g. students who have paid tuition (negative #1 on page 1 of attachment)
- the inability of patrons to immediately discharge their debt (negative #3 on page 1 of attachment).

Some libraries not supporting this policy might choose to do so in "extreme" cases, e.g. a patron owes an exorbitant sum to one institution or owes a large sum to many institutions.

Enforcing this policy for other than "primary" clientele is a more complicated matter as DALNET sites have varying borrowing policies for guest borrowers, etc.

ISSUE 2: Confiscating materials not charged out from another DALNET site

Two DALNET sites support confiscating other DALNET libraries' materials (or at least contacting the other DALNET library). The remaining ten sites did not support this policy. The two major reasons cited were:
- the legality of this policy (negative #1 on page 2 of the attachment)
- the potential hostility towards Circulation Desk Staff this policy might provoke (negative #2 on page 2 of attachment).

During the course of discussion, the word "policing" was mentioned by several sites as a way of describing their reservation about these policies. These policies were also not viewed as being "customer friendly."

The majority of the Committee felt the negatives outweighed the positives and did not recommend these policies be adopted.

DALNET Circulation Standards Committee's Review of DALNET Board-Referred Issues

Issue 1: Enforcing financial blocks when an institution's financial block is exceeded because of money owed to another DALNET library.

Scenario: WSU student financial threshold is $50.
WSU student is blocked because the total owed to ALL DALNET libraries is over $50.
WSU student owes less than $50 to WSU (i.e. anywhere from nothing to $49.99).
Should WSU student be blocked from charging WSU materials?

POSITIVE ASPECTS:

1. Encourages payment of fines to DALNET libraries.
2. Stops library "shopping," i.e. patrons moving from library to library looking for a library with a higher financial threshold.
3. Prevents libraries from loaning to patrons who have historically been "bad risks."
4. Reduces need for staff to check patron record to determine to which library money is owed and do overrides.
5. Honoring blocks would promote DALNET cooperative policies and system-wide standardization.

NEGATIVE ASPECTS:

1. Is this legal? Would it expose institutions to law suits? Can we legally prevent patrons who are in "good standing" with one DALNET institution from borrowing materials from that institution because of monies owed to another DALNET institution?
2. Some patrons might view one library being aware of his/her library fines at another library as being a violation of his/her privacy.
3. Patrons may be unable to immediately discharge their debts because:
   a. the lack of system-wide payment ability prevents patrons from paying anywhere except where the money is owed, and
   b. patrons may not have immediate access to the library at which money is owed due to differing hours of operation or transportation problems.
4. Library staff enforcing the block may be unaware and unable to verify that money owed at another institution is being disputed by the patron.
5. Implementing this would not take in account the possibility of mechanical or procedural errors at other libraries.
6. Patrons are likely to become hostile. Students and/or part-time staff may be unprepared and untrained to make such judgments.
7. Lack of uniformity of threshold fines and circulation policies could result in unequal treatment of patrons whereby patrons may be blocked at one institution and not at another due to differing threshold blocks

ISSUE 2: If a library discovers that a patron has material from another DALNET library that is not charged out, should that library confiscate that material?

POSITIVE ASPECTS:

1. Would assist in the retrieval of stolen library materials.
2. Confiscating materials would promote DALNET cooperative policies.

NEGATIVE ASPECTS:

1. Is this legal? Would it expose institutions to law suits? Would this be considered "illegal search and seizure?"
2. Patrons are likely to become hostile if materials were confiscated. Students and/or part-time staff may be unprepared and untrained to make such judgments.
3. Confiscation of materials would not take into account the possibility of mechanical or procedural errors at other libraries.

DALNET BOARD MEETING
Thursday, October 13, 1994, 10:00 a.m. - 2:00 p.m.
Oakland University Library

Agenda

1. Approval of minutes of June 9 meeting (attached)

2. Proposed FY 1995/96 DALNET budget (attached)

3. MDAS licenses for DALNET libraries (attached)

4. DALNET Database Standards Committee recommendations --
    Standards for Holdings Records on Notis (attached)

5. Reports

    *   DALNET MichNet affiliation options
    *   WSU search for Dean of Libraries/Library Science
    *   New member prospects
    *   NOTIS/Dynix "merger"

6. Next Meeting

LB/cmz 95-3
10-3-94

DALNET
DATABASE STANDARDS COMMITTEE
STANDARDS FOR HOLDINGS RECORDS ON NOTIS

Creation and maintenance of proper holdings information is
necessary for the location of library materials by the user.
Holdings information, as found in the various NOTIS records, is
required for proper inventory control of library materials.

COPY HOLDINGS RECORDS
1. All bibliographic records in the DALNET database on NOTIS
must have a related copy holdings record.

2. Copy holdings records shall contain a valid copy status
value, the correct copy status and classification codes, and a
valid location code. During the order and receipt process, the
location code may be a valid location (as determined by each
DALNET member) used as a "default" value.

3. At the time of cataloging, values on the copy holdings record
must be updated to reflect proper values, including the correct
call number and location.

4. The use of $v is optional. Its inclusion shall be at the
option of the library. However, if a DALNET library uses the $v,
it should be used consistently. The local decision to change an
institution's practice may be made at any time.

5. The notes fields shall be used as appropriate. Notes for
display in the public catalog (um:) shall be made as succinct and
clear as possible. They are normally used for
    a. Directions for circ status for "bound with" items
    b. Information about a particular copy, i.e. missing
    pages, physical condition precludes circulation, autograph
    of author, etc.
    c. Additional circulation status information on a case-by-
        case basis
    d. Additional shelving/location information
    e. Those notes which can be displayed in LUIS from codes in
        the copy level note.
Non-public notes may be used at the discretion of the DALNET
member library.

6. Copy holdings lines for items no longer owned shall be
updated to indicate that the particular item is no longer
available. Individual copies will have their status changed when
they are no longer available. It is recommended that records
representing lost or missing items be updated after they have

been reported as unavailable for one year. Each DALNET member library may decide for themselves whether they will logically delete or suppress bibliographic or holdings records, as appropriate, for items no longer owned.

ITEM RECORDS
1. NOTIS does not mandate that all copies of all titles have an item record.

2. When an item record is used, it must contain a valid item identification number (bar code number).

3. Item records may contain valid enumeration and/or chronological data when needed for the specific identification of the item. Values in the "Enum/Chron" and "Midspine" fields shall be appropriate for the accessioning of the item.

4. The use of temporary locations and notes fields shall be at the discretion of the DALNET member library. If these fields are used, they should contain correct, current information.

5. Item records for pieces no longer owned shall be marked "W" for withdrawn or "D" for deleted in the STATUS field of the item record. Use of the value "W" allows for the reinstatement of items.

MARC HOLDINGS RECORDS
1. MARC Holding Records (MHLD) shall be required for any title which the publisher intends to issue in multiple physical parts.

2. Data on the MARC Holdings Record shall be encoded following the NOTIS-MARC values for Holdings Data.

3. Data included shall conform to the NISO Z39 standards for summary holdings data. For serials, this data will follow the guidelines for the OCLC Union Listing Subsystem.

4. It is the responsibility of each DALNET library to keep MHLD records as up-to-date as possible.

5. For further information concerning Marc Holdings Records for serials consult the DALNET document: Consistent Display of Acquisitions and Serials Information in LUIS.

MDAS Licenses for DALNET Libraries
October 1994

1. Wilson

    Wilson requires one-time payment for those libraries using data prior to January 1989. They are willing to accept payment for these costs over 3 years.

    Currently, the Wilson database is a single file from 1982/83 to date. The only way to enable libraries to opt out of the backfile payment is to split the database into two segments, which involves more system resources.

    ACTION REQUESTED: Decision as to which libraries will license Wilson.

2. ERIC

    Costs have been allocated to those DALNET libraries interested in ERIC.

    ACTION REQUESTED: Decision to proceed.

3. Cinahl

    Costs have been allocated to those DALNET libraries interested in ERIC.

    ACTION REQUESTED: Decision to proceed.

4. Current Contents

    Oakland University has licensed this database. No other DALNET libraries are participating at this time.

L. Bugg/cmz 95-5
10/3/94

WHEREAS, Peter Spyers-Duran provided outstanding leadership in the creation of the DALNET Consortium, and

WHEREAS, Peter Spyers-Duran has been the primary mover in the implementation and continual development of the NOTIS library automated systems in the DALNET Libraries, and

WHEREAS, Peter Spyers-Duran has taken a principal role in advancing the applications of technology to extend services and resources in the DALNET Libraries, and

WHEREAS, Peter Spyers-Duran has demonstrated excellent administrative skills, in his capacity as the dean of Wayne State University Libraries, which serves as the host institution for DALNET,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Detroit Area Library Network express their sincere appreciation to Peter Spyers-Duran, and wish him and his family health and happiness in his retirement.

October 13, 1994

1994/95 Board of Directors of the Detroit Area Library Network

Deborah Adams
Botsford General Hospital

Margaret Auer
University of Detroit-Mercy

Jean Curtis
Detroit Public Library

Gloria Ellis
Walsh College

Suzanne Frankie
Oakland University

Kul Gauri
Macomb Community College

Phyllis Jose
Oakland County Reference Library

Michele Klein
Children's Hospital of Michigan

Sandra Martin
Harper Hospital

Judy Murray
Oakland Community College

Joan Smith
William Beaumont Hospital

Frances Young
Wayne County Community College

Peter Spyers-Duran
Wayne State University