

DALNET Steering Committee

May 18, 1998 at University of Detroit Mercy

Present: D. Adams, K. Bascanyi, L. Bugg, J. Flaherty, J. Houser, P. Jose, and M. Sheble.

Houser served as Secretary for the meeting.

Minutes: Bugg asked for approval of the previous meeting's minutes. Flaherty referred to a clarifying message from Margaret Auer which explained that although the DALNET implementation plan is a two year plan, the cost of the plan is spread over three years because DALNET member institutions have various fiscal years. Spreading the cost over three years will also reduce the financial burden in any given year. Flaherty asked if there was need to more precisely determine a starting and stopping date for the project. The Committee acknowledged Auer's clarification but approved the minutes without changes.

Bascanyi asked that the locations for the June 1 and June 15 meetings be exchanged so that June 1 would be at DPL and June 15 would be at Wayne State. Houser will schedule a room for the June 1 meeting at DPL.

1. Database Structure Recommendations

Bugg indicated that the DALNET Board had approved all of the recommendations contained in the Committee's database structure recommendations. The Board did, however, refer item 4 (resource sharing policy) to the Collection Access Committee for action in the fall. It also acknowledged that some of the recommendations might produce contractual issues that will have to be negotiated with Ameritech.

Bugg gave preliminary file size information to Harry Masek so that he could find out what additional disk space might be needed and what such additional space might cost. Bugg also distributed a handout that indicated some preliminary cost figures for licensing the Anglo-American Authority File (Names/Series). Licensing from Peter D. Ward would cost less than getting the files from the Library of Congress directly. The National Library of Medicine Medical Subject Headings file is free.

2. Task Forces

Bugg reviewed the status of the Task Force authorized by the Board and asked the Committee to suggest chairpersons. Naming Conventions was excluded from the discussion because their work is complete. After discussion, the following were recommended:

Task Force	Recommendation	Alternate
Horizon Indexes	Carol Sims	Janice Selberg
WebPAC Design	Cheri Gay	Jim Doyle
Cataloging/Authority Design	Randy Call	Adriene Lim
Statistics Coding	Nancy Bulgarelli	Steve Savage
Shared Patron Database	Fran Young	Sandra Martin
Horizon StaffPAC	Jeff Pearson	Donna Roe
Horizon System Administration	John Houser	Jeff Trzeciak

Bugg suggested that Jan Sheppard from Ameritech could act as the Ameritech liaison to the task forces. The Committee concurred. A discussion on the best means of receiving reports from the task forces followed. The Committee agreed to ask that minutes from the task force meetings be distributed to the Committee via e-mail. Bugg will facilitate. Bugg will also forward the task force charges to the Committee. E-mail messages should be forwarded in text format, not as attachments. A report from each

chair will be due the Thursday before each Steering Committee meeting. Harry Masek and Bugg will also divide up the task forces for monitoring.

3. Naming Conventions

The Chair of the Naming Conventions Task Force, Sue Homant, joined the Committee. A discussion of the Naming Conventions Task Force report followed.

Homant and Sheble explained the relationships between location codes, collection codes, and display codes. Sheble explained that there was some concern on the part of the Task Force about the ability of UDM to revise code names to meet DALNET conventions without dropping data and the UDM-SQL database structure. Houser pointed out the difficulty of writing reports that extract data using the codes if the codes do not conform to a consistent pattern.

After additional discussion, the Committee requested three changes to the naming convention recommendations. First, that collection codes conform to the same pattern as location codes, i.e. that the first four digits consist of two characters for the institution and two characters for the building, campus, or agency of the institution. Second, the remaining characters of the collection code should be taken from a standard list of three character collection codes derived from those currently used by the consortium or, if there is no appropriate code on the list, assigned by the library. Finally, no exception should be granted for UDM. Homant agreed to re-draft the recommendations.

4. Schedule for the Week of May 18 - Visit of Jan Sheppard and Valerie Chase from Ameritech

Valerie Chase, Harry Masek, and Jan Sheppard joined the Committee.

Bugg outlined the goals for the week: 1) Complete a system profile for UDM; 2) Review the test database; 3) Complete task force charges; and 4) Determine if DALNET needs to create other groups right away.

Sheppard suggested that since profile changes should not be made while records are being reviewed, review of the test database should proceed first, before any changes are made to UDM's profile. She also pointed out that DALNET might wish to agree on standard item types. These codes may be used to extract statistics from the system. Standardization will allow DALNET to generate statistics from all libraries. The Committee agreed to request that the existing Circulation Standards Committee be charged with choosing standard item types.

Bugg will ask the Circulation Committee to attend the circulation parameters meeting at 2 p.m., May 19, after which the group can discuss standard item types.

After more discussion, the Committee decided to ask the Indexes Task Force to stay for an additional hour on May 21 to discuss the impact of their indexing decisions on the StafPAC with the StafPAC Task Force. Bugg will contact the Indexes Task Force members.

The Committee also decided to invite the DALNET project managers and other DALNET staff to attend the demonstration of the Reserve Book Room module, May 21, from 1-2 p.m.

Sheppard offered to coordinate conference calls with other Ameritech staff during the test database building meeting, May 20.

5. Horizon Enhancements

Sheppard presented an update on the Sunrise Project and related enhancements to the Horizon system. She distributed a set of PowerPoint slides.

The Committee considers three of the Horizon systems enhancements to be show stoppers i.e. required prior to the time DALNET brings up the second library (Wayne.) They are the shared patron file, patron authentication, and shared authority file enhancements. The first two are also required before bringing up UDM.

Sheppard will try to schedule a conference call with Tyler Gingrich and/or Earl Boyce to discuss the schedule for the enhancements during the June 1 Steering Committee meeting at DPL.

Flaherty asked for more information on Unicode. Sheppard explained that it would allow the display of more characters but that it would only be available on Windows NT stations.

Sheppard provided a list of development partners involved in the Sunrise Project. The Committee was surprised to find out that the California State libraries were not included. Apparently, they are working with Horizon development staff to develop a batch updating process for adding records to their union catalog, but the batch files are not part of the Sunrise Project. Sheppard shared some of the matching rules for updating the California State union database.

There are three, separate but related, development tracks that may produce Horizon enhancements useful to DALNET. The Horizon product team is continuing to enhance Horizon. The Sunrise Project represents a new generation of library automation system based on Horizon but incorporating features from Dynix as well. Some pieces of the Sunrise product will appear in the Horizon system in 5.x releases. The batch processes being developed at California State aren't part of any regular product development process, instead they represent an effort to meet a customer's needs in the short term, while more comprehensive enhancements are on the way.

Given that some of the enhancements that will come out of the Sunrise Project are of great interest to DALNET, the Steering Committee expressed concern to Sheppard and Masek that DALNET have sufficient opportunity to work with Ameritech to ensure that enhancements coming out of that project actually meet our needs. Committee members also expressed some concern about the timetable for various enhancements. Will the Sunrise Project or the regular Horizon development process produce enhancements fast enough to meet the contractual deadlines contained the DALNET/Ameritech contract? If not, then can DALNET have sufficient input into the creation of the batch files for California State to ensure that those tools will at least be adequate to tide us over until the regular Horizon updates or Sunrise Project enhancements become available?

6. Training Needs and Options

Sheppard suggested that some training could begin while we're still working with test records. Cataloging and PAC module users, rather than Circulation users, would benefit from early training on tasks such as adding authority records, adding holdings, creating bibliographies, and creating new searches. Bugg asked for help in creating a new timeline that would integrate training with other activities.

Sheppard suggested that we might train UDM staff first, then do train the trainer sessions that would be open to other libraries. She also noted that she hoped to develop a set of Excel spreadsheets that could be used for profiling the Horizon system rather than the paper forms. The configuration data could then be transferred into the Horizon system without re-keying.

The Sheppard, Chase and the Committee then discussed the following, tentative schedule for training and other Horizon implementation tasks:

Task	Target Date	Training
UDM test database	June 15	Cat and StaffPAC for UDM & key DALNET staff, and testing the test database
Servers installed at WSU (Horizon and WebPAC)	Mid June	WebPAC configuration and setup (HTML)
UDM production data load	July 1	Circulation and WebPAC
WSU and DPL profiling	July 1-27	Profile training for WSU, DPL, and Botsford
Final WebPAC setup/ Horizon 5.1 in test	August 1	
UDM gap tape	August 12	Functionality testing

UDM in production

September 7

Acquisitions and Serials

7. RSS

The Committee needs more information about the capabilities and configuration of this system. Sheppard will obtain training video tape to show Steering Committee in June.

Respectfully submitted,
John Houser 5/19/98