

## DALNET STEERING COMMITTEE

### MINUTES

August 24, 1998, 8:30—Noon

Botsford Hospital

Present: L. Bugg, D. Adams, K. Bacsanyi, J. Flaherty, J. Houser, P. Jose, H. Masek, M. Auer (representing M. Sheble)

Guests: Bill Easton (Ameritech Account Manager), Patricia M. Gaulin (Vice President for Sales, Ameritech), D. Callaway (Outreach Coordinator for DALNET), Members of the DALNET Horizon Cataloging/Authority Task Force, (Randy Call, Chair, Anaclare Evans, Kraig Binkowski)

1. Introductions were made. Ameritech Staff by contract meets with the Steering Committee several times during the year.

2. The agenda was accepted. Minutes of the 8/10/98 meeting were accepted with the corrections including adding Jeanette Woodward to the list of guests. Revised minutes will be distributed to the Committee and the Board.

3. New Task Forces. The final version of the Technology Policy Committee charge will be sent to the Board. A draft of the charge for an Acquisitions Task Force was discussed. Margaret Auer questioned the need for No. 5—standards for DALNET access to records of other DALNET members. In NOTIS, libraries have been sharing order information. The committee reviewed the DALNET Committee structure that has been in place. Some of the committees are active while others have not met for some time. The Steering Committee will recommend to the Board that the old NOTIS Acquisition and Serials Committee be disbanded and that a DALNET Horizon Acquisitions Task Force and a DALNET Horizon Serials Task Force be formed. The Committee discussed membership of these committees and suggested that WSU, DPL, UDM, OCC and Botsford provide representatives to the Acquisitions Task Force. The Serials task force should include a hospital library. Diane Paldan at WSU will be asked to draft a charge for the Serials Task Force and Mary Ann Sheble will be asked to provide input. The Steering Committee recommended that the DALNET OPAC Committee be disbanded.

4. Outreach Coordinator for DALNET (D. Callaway.) D. Callaway discussed her role with DALNET Horizon and the information hub development. She has reviewed a proposed Ameritech grant that will provide funds to promote DALNET/Horizon and in a later phase provide training for other agencies in the area. There is a goal to seek new members and involve agencies outside of traditional library membership. Librarians can do a lot with outside agencies to help them with their organization of information and delivery on the Web. Meetings have been held within WSU. Agencies that already have been targeted are SEMCOG, Small Business Development, and the Council of Foundations.

Organizations, councils, government offices, and agencies in the seven county area will be approached. The need for a logo and name has been discussed and is in process. The organization will go beyond an online catalog and will also include the concept of an information hub. There is a need to keep the identity of DALNET but it will be necessary to design a logo that goes beyond the current mission.

The proposed grant from Ameritech has two phases. The first phase will include producing a video and a marketing strategy to introduce the new product and organization. Phase 2 will provide training sessions to train the trainers. The business office and the legal department is investigating the 501C3 status of DALNET. The grant has been finalized pending resolution of this legal issue.

D. Callaway will be working with the Steering Committee. She asked for suggestions for new members including nontraditional members and information providers.

5. UDM Update

H. Masek reported on the technical work that is scheduled for the next two weeks. UDM staff will receive WebPac Training and DALNET Systems Staff will receive Horizon operation and maintenance

training. UDM will go live on September 8<sup>th</sup>. Additional staff training on acquisitions and serials will be scheduled for the week of Sept 15. Training will also be given for WebPAC 1.2 and WebPAC 1.3. WebPac 1.3 should be available in September/October. UDM has scheduled training for their Deans and the Departments. UDM is moving to NT and that has caused some problems with local equipment.

#### 6. Cataloging/Authority Design Task Force—Interim report

The design team presented their vision of a long range design for the DALNET union catalog and union authority/resource database. The presentation proposed a sequence of four stages to reach this goal.

Stage 1 represents the current UDM configuration.

Stage 2 could include purchasing a resource authority file for search and copy only.

Stage 3 would include an union authority resources database without a union catalog

Stage 4 would include both a DALNET union catalog and union authority/resource database.

Much of this development work will be conducted in Ameritech's Sunrise Project.

B. Easton will coordinate communication between DALNET and Ameritech staff on these development projects. Ameritech is working with DALNET and the California State University System to reach this goal. The first phase of the Sunrise Project will go into beta test at the San Jose Public Library. The first release of this project will be in April 1999, 5.2 (Unicode).

On September 14 this Task Force report will be given to the Project Managers.

The question has arisen whether to start work now on anticipating changes that would be needed for future workflow. It was suggested that until Stage 3 is operational, all should maintain current standards. UDM is maintaining current standards. This would be a topic for discussion for the DALNET Database Standards Committee.

#### 7. Discussion with Ameritech Staff—B. Easton and P. Gaulin

Now that a contract has been signed, it will be necessary to redo the schedule for migration.

DALNET has 30 days from the date of signing to set up a new schedule for enhancements and migration. The negotiation team will work with Ameritech. The committee reviewed the current PRODUCT ENHANCEMENTS -- Rider K schedule dated May 18, 1998.

The following includes proposed new dates as discussed:

1. Patron Database Enhancements (April 1999)
2. Authentication System for users (April 1999)
3. Shared Authority File (April 1999)
4. Children's OPAC (October 1999)
5. Ad-Hoc Management and Statistical Reports (Fall 1999)
6. Integrated Book Module (Fall 1999)
7. ILL/Document Delivery System (July 1999)

Fran Young will be the DALNET contact for the Patron Database enhancement. B. Easton indicated that there are three ways to handle the patron database:

1. one shared patron file
2. individual files
3. individual files plus a shared patron file

The Horizon Shared Patron Database Task Force will work with Ameritech staff to develop this enhancement.

Authentication is important and impacts many areas needed for the migration to be successful. Work needs to begin on this important feature. The Steering Committee will discuss DALNET contacts for Ameritech developers at its September 14<sup>th</sup> meeting.

J. Houser indicated that the Detroit Public Library's role will include product testing for the prototype of the Children's OPAC with the features of spell checking, concept searching, etc. A committee should be formed soon. WCCC would also like to participate.

No work has been done on the statistical report enhancement. The running of reports impacts response time on the database. Security features are needed for a multi-library environment with shared databases. UDM has need of many reports. But they will run the necessary reports before any other library migrates to Horizon. This enhancement is more critical when other libraries join UDM on Horizon.

Nothing has been done on the Integrated Booking Module. Ameritech did have a prototype but that has been scrapped. DALNET provided specs that were documented by Jeff Pearson for WSU a few years ago. A task force will have to be created to address this enhancement. This will take a year of work.

Work on the ILL/ Document Delivery System enhancement is stuck. Ameritech is having trouble getting the cooperation of OCLC and will need assistance from the Board to push this issue. The RSS module will automate the ILL process among institutions and will provide for patron initiated requests. The authentication feature is needed to run RSS. Communication with OCLC is a political issue and the Board will be asked to consider this request. DOCLINE interface is a separate issue.

The schedule of all enhancements will have to be finalized by the Negotiating Team. B. Easton will have Ameritech developers review these proposed dates as the next step.

Patricia Gaulin is the new Vice President for Sales. On Martin Luther King Day the first version of the Sunrise Project will be released. Horizon 5.2 will be released in December and Unicode (Sunrise 5.2) will be released in the Spring of 1999.

8. The final version of the I types was reviewed, the "s" was stricken from the reserve codes to comply with 4-character standards. The corrected version was accepted by the Steering Committee and A. Evans will finalize for distribution.
9. The WebMaster position description was accepted and will be posted first at Detroit Public Library and then on the WEB. Hiring someone awaits a signed agreement for DPL's services to DALNET.
10. DALNET Project Leader interviews will be conducted on Sept 8 and Sept 21. L. Bugg distributed the two candidates resumes and schedules. L. Bugg will fax a job description to committee members. The Steering Committee will meet with the candidates at 10:15—10:45. A list of questions will be used for both candidates. J. Flaherty and L. Bugg will draft the questions. Committee members are encouraged to send in their questions to Jim or Louise by Friday, August 28, 1998. The Committee is invited to attend the candidates presentation from 11-12.
11. The meeting locations for Sept-December are:
  - 9/28 UDM
  - 10/12 WCC (if available)
  - 10/26 WSU Purdy Library Conference Room
  - 11/9 Botsford Hospital
  - 11/23 Detroit Public Library
  - 12/7 WSU
  - 12/21 Botsford Hospital

**NEXT MEETING: September 14, 1998 8:30—Noon**  
Wayne State University, Purdy Library Conference Room

Corrected Minutes by K. Bacsanyi Sept 4, 1998