

DALNET ADMINISTRATORS' BRIEFING

**Planning Committee Meeting
October 23, 1992**

Minutes

Present: L. Bugg; S. Martin; J. Murray

1. Purpose of Briefing --

- To "re-sell" the concept of DALNET to maintain member institutions' financial support;
- To reinforce the image of DALNET and its member libraries/institutions as wisely using their institutions' resources;
- To educate administrators about the need to upgrade computer equipment to maximize use of DALNET's state-of-the-art software;
- To provide an opportunity for administrators to "network" with their counterparts at other DALNET institutions.

2. Target Audience --

- A group of administrators from all DALNET institutions, selected by the DALNET Board members for their institutions;
- e.g., administrative officers, key local "board" members, MIS/computing directors;
- Recommend that a joint briefing for all DALNET institutions would be the most impressive;
- We could offer to visit or talk with other local institutions' groups, upon request.

3. Time Frame/Dates --

- March/April 1993 time frame--to be able to show new PacLoan intra-system loan capability.
- Morning preferred;
- One hour maximum.

4. Scope of Briefing --

- Include PacLoan product;
- DALNET's purpose: commitment to resource sharing via computer network;
- Brief history of DALNET and "progress report;"
- Benefits of DALNET to: individual sites; DALNET and the region; beyond DALNET in the state and nation.

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5. Content/Delivery Method/Who --

- Include online demonstration (10-15 minutes);
- Handouts, e.g., DALNET brochures;

NOTE: "Technical" brochure needs revision/updating.

6. Location Options/Host Sites --

- First choice is WSU's McGregor Conference Center. Question is computer demo capability;
- Another option might be DPL's auditorium.

7. Invitations --

- WSULS could design invitations to include clear map;
- DALNET Board members would supply guest lists to WSU;
- WSU would send invitations;
- RSVP would be required to WSU. DALNET Board would be notified of who was attending from their institutions.

8. Meeting Logistics --

- Parking near McGregor or parking "passes";
- Entice with food, e.g., buffet brunch at 10:30 a.m. with program from 11:00 - 12:00 Noon;
- Display table for handouts from sites.

9. Assignments for Next Meeting --

- Louise will contact McGregor and DPL regarding facilities for computer demo;
- Louise will begin work on the DALNET technical brochure revision;
- Committee members will think more about scope, content, delivery, and who.

10. Next Meeting --

The Committee will "caucus" at the November 6 Board Meeting and select a date for the next meeting then.

Notes by,
Louise Bugg, Convener
November 2, 1992