DALNET CIRCULATION ADVISORY COMMITTEE

Minutes

April ??? 1997   Oakland University

Attendees: A. Evans, S. Vest, L. Stewart, T. Potvin, G. Bosler, J. Miller, R. Ewald, B. Reisterer, J. Emahiser, B. Nelson, L. Goode

1. Patron Records: Since the address is now part of the root of the patron record, all sites will be sharing a single address record. The file can contain multiple address types (Permanent, Campus, Office, eXpired), but they are all shared. When patron records are tape loaded into NOTIS, each incoming record overlays the address information from the previous record. While we see some potential problems with this, the decision of those present was to load the records from the community colleges first, then the four year colleges and finally from Wayne State. Hopefully, this will result in records with complete addresses and as few duplicates as possible. Concern was expressed that some students choose to keep information such as their Social Security number and address private. Since records match on Social Security numbers duplicate records are likely to result. Beaumont Hospital asked if their records could all be set to "C".

   INDEF should no longer appear in any date field. In 6.0.1 a date between now and 12/31/99 should be used. With 6.3.1 the activation date is the date input and the expiration date is always one year later. Both dates may be overridden at the terminal. There is no longer a fixed delete date, but rather a fixed number of days past expiration. This is currently set at 365.

   "Pseudo Patrons" may continue to be used. If the appropriate patron group and category are set to have the note/subnote display in the OPAC, these note fields can be used to convey information to patrons. This will mean that existing bindery procedures may continue if the library so desires. The item condition for BINDERY will also be available for those who wish to use it.

2. COURSE RESERVES: Anaclare Evans presented a draft of some new standards for course reserve statements now that these statements display to the public.
   A. Course Reserve statements are not in the location based catalog so an institutional designation needs to be included in one of the indexed fields.
   B. The index is free text and is based on whatever the library has input, consistency is mandatory.
   C. Recommendation is to use the 2 letter institution code to course number. Since the instructor's name and course both display on the same screen, only the course needs to be qualified. Putting the institution code first will result in a defacto location based index.
   D. A QuikReport is available for those institutions who need a listing of their unlinked item records. This may be useful for those who need to identify item records for reserve items.
   E. Dates are required in the beginning date field and the ending date field. The action date field is recommended, but not mandatory. Dates in the beginning and ending date fields determine the display of information in the OPAC. The action date field results in an entry on a report to assist in maintenance.
   F. The document will be revisited at the next meeting.

3. Blanket renewals will default to the service unit for which the operator is currently authorized and has selected. Another "view" of the record must be selected to renew other materials.
4. Courtesy charge and discharge works the same as always. The item condition "IN TRANSIT" is automatically set by the system and a message appears on the screen when something is discharged at other than its home service unit.
5. TRAINING: DPL has been trained and everything worked as expected. T. Potvin now has serious training to be done.

6. Training for Oakland University and some Walsh College staff will be held at Oakland University on April 23 and 25, 1997. Sites being trained need to bring item and patron bar codes and either cards or paper on which to affix the bar codes.
7. At the time of this meeting, implementation was still set for Memorial Day, 1997.
8. Lecture/Demo training sessions will be held for TS and PS staff not involved with circulation. The session for Public Service staff will be held on 24 June 1997 in the Kresge Auditorium in the Purdy/Kresge Library on the Wayne State University campus. The emphasis at this session will be on changes in the public catalog: new guide screens, course reserve displays, and messages from item conditions. Another session will be scheduled for Technical Services staff and will emphasize those changes related to working with item records.
9. Next meeting: 14 May 1997 at Wayne State University.
   A. Agenda items will include more on item condition codes, return addresses on notices, and the course reserve guidelines.

Summary notes by,

Steven Vest and Anaclare Evans

6/3/97