

**Horizon Single Database Taskforce Minutes**  
**October 20, 2004, 9:00 AM to 11:00AM**  
**University of Detroit Mercy Library**

Attending:

S. Martin, Chair; M. Dow, A. Evans, L. Grogan, G. Marck, J. Wrosch,

Absent: M. Carr, E. Lindley, M. Sheble

Brief Summary

Decisions made:

Call for volunteers approved  
Sub-committee charge drafted  
Timeline drafted

Task List:

Call for subcommittee volunteers on email—S. Martin, ASAP

The task force reviewed the draft of the call for subcommittee volunteers. It was suggested that a date by which names should be suggested be added.

*Preliminary* The reports of the subcommittees are due by *Feb 1* ~~December 1<sup>st</sup>~~. The names will

be divided between the committees. The goal is to have the committees meet during the first week in November. A brown bag session will be scheduled before the Project Managers meeting on 11/15 during which the subcommittees can meet. S. Martin will send out the call for volunteers via email as soon as she possibly can.

*Send out solutions by Apr 1.*

The charge for the sub-committees was drafted. It was determined that the charge would be basically the same for each group. The following language was suggested:

Each committee is charged with

- Identifying issues
- Proposing solutions
- Identifying standards
- Working cooperatively with other committees
- Preserving individuality wherever possible
- Meeting deadlines
- Working with DALNET staff to implement solutions.

The task force agreed to review the charge at its next meeting to insure that this is what is wanted.

The preliminary timeline that was developed has the following mileposts:

- ~~Preliminary reports from subcommittees by 12/1/04~~
- Report to Project Managers by 12/6/04
- Report to the Board by 12/13/04
- Upgrade to Horizon 7.3.2 by 1/1/05
- Identify issues by 2/05
- Install new server by 3/1/05
- Propose solutions by 4/1/05
- Identify standards by 4/1/05
- Test version of single database by 4/15/05
- Evaluate issues 4/1/05 to 5/30/05
- Implementation of merged databases 6/1/05 to 8/30/05

There will be a need to do a number of post-merger clean up tasks on various records. Among the post-merger tasks is an authority clean up project.

Individual libraries can aid the process by considering what is important to them and by identifying those areas they will want to test or evaluate. They can also help by doing an inventory of their collections and withdrawing items no longer owned.

At the next meeting the task force will undertake to assemble the committees, to review the charge and timeline, and to assign task force members to the committees.

Summary notes by,

Anaclare F. Evans, Ph.D.