DALNET Project Managers Meeting
September 8, 1997, 1:00 - 4:00 p.m.
Walsh College, Haas Conference Room (Board Room)*

Agenda

1. **Introductions and Review of Agenda**   **1:00 - 1:10 p.m.**

2. **NOTIS LMS 6.3.1 Implementation Report--A. Evans**   **1:10 - 1:45 p.m.**
   - (a) Circulation batch
   - (b) Open problems--status report
   - (c) Patron record loading
   - (d) Adding new libraries to circulation

3. **Database Standards Committee Projects--L. Bugg**   **1:45 - 2:15 p.m.**
   - (a) Standards revision
      Goal: Two updated standards documents are
         attached for review.
   - (b) DALNET Bibliographic and Holdings
      Data Analysis: Project Charter
      Goal: Project Charter and Proposed Task List
         are attached for review.

4. **Access Michigan Implementation by DALNET libraries--   2:15 - 2:30 p.m.**
   L. Bugg/J. Green
   Goal: Identify projects DALNET needs to evaluate/undertake
      as a result of Access Michigan, including MDAS and
      PACLink/Z39.50 projects. (List of OCLC First Search
      databases is attached.)

5. **Progress Reports**   **2:30 - 3:15 p.m.**
   - (a) DALNET/Ameritech Partnership Proposal--L. Bugg
   - (b) Fall DALNET Project Plans (list attached)--L. Bugg
   - (c) MRLT PACLink/WebZ Grant Project--J. Green
   - (d) WSU New E-Mail System Implementation--J. Green
   - (e) IAC's Health Reference Center Academic--J. Green

6. **DALNET Logo (samples attached)--A. Lim**
   Goal: Consider/recommend Logo to DALNET Board   **3:15 - 3:25 p.m.**

7. **Wrap-up**   **3:25 - 3:30 p.m.**
   Plans for next meeting: November 3, 1997, 1:00 - 4:00 p.m.

8. **Tour of Walsh College Library--G. Ellis**   **3:30 - 4:00 p.m.**

* Stop at the Library (located on Livernois between Big Beaver and Waddles) for
directions.

L. Bugg/cmz
8/28/97

DALNET PROJECT MANAGERS MEETING
WALSH COLLEGE
September 8, 1997

PRESENT: D. Adams, Botsford Hospital; K. Binkowski, DIA; J. Brennan, Hutzel Hospital; N. Bulgarelli, Wm. Beaumont Hospital, R.O.; L. Bugg, WSU; M. Campbell, Huron Valley Hospital; E. Condic, Oakland Univ.; D. Drobny, Rehabilitation Institute; G. Ellis, Walsh College; A. Evans, WSU; J. Flaherty, WCCC; J. Green, WSU; M. Klein, Children's Hospital; J. Houser, DPL; J. Murray, Oakland Community College; M. Sheble, UDM; K. Tubolino, VA Hospital; F. White, Macomb Community College; D. Zyskowski, Oakland Co. Law Library.

Excused: C. Mudloff, Detroit Receiving Hospital

1.   **Circulation Batch Jobs:** The circulation batch jobs ran for almost 36 hours last week in order to do the first pass on processing bills for non-returns. The records online have been updated but, to date, no actual bills have been printed for them. This run of the job took a very long time because our files are so large. The reason that we had so many bills generated for non-returns is due to a combination of factors:

   a.   Any item in circulation at the time we converted from 6.0.1 to 6.3.1 had its counter reset to 0.
   b.   With V.6.3.1, the circulation policy being used when the item is checked out is now stored in the circulation transaction. Any items in circulation at the time of conversion, lack a circulation policy.
   c.   Items lacking a circulation policy looked for the DALNET default circulation policy, which was a very generic Wayne State University student policy. Bills for non-returns were created using this policy.
   d.   The Library most heavily affected with this is DPL as bills were generated too soon and for too much money. Over 98% of the online records updated belong to DPL.

The DALNET Systems Office has been very busy trying to analyze the problem and is looking at ways in which the problems can be fixed or minimized. It appears that notices and bills are being correctly generated for items checked out after the conversion to 6.3.1.

The questions being asked of the Project Managers are:

a. Do we want to print this batch of bills? This first series of jobs looked at the circulation records, updated the online records, and generated a file to go to the bill printing program. Special sorting is required to print the bills via distributed printing and on different mailers and forms.

b. Can/should we sort the file by institution and print out a report of affected record numbers for PMs to evaluate?

c. Can/should we sort out items that were charged to lost and missing before conversion to 6.3.1?

d. Should we not print the notices at all?

e. When should we archive the active item and patron accounting files? This would reduce the time required to run the batch jobs but would require the system to be down for an extended time.

After much discussion, it was decided that a group of circulation expert users would work with A. Evans and with the programmers to evaluate the various options and to make recommendations. T. Potvin from DPL and L. Stewart from OU were volunteered.

A. Evans distributed a handout that shows how circulation desk staff can determine when a bill was generated and for how much money. Staff will have to work around the problems until a solution can be determined.

Response Time: L. Bugg surveyed those present to inquire about response time with the new version. DPL reported that system response time is unacceptably slow in the Main Library. Wayne County Community College reported that their terminials which are connected through a protocol converter are slow, but their SNA connected terminals are working properly. Children's and Harper Hospitals reported that it is slower going from screen to screen, but the transactions don't seem to be much slower.

Due Time: Under the new release, items are considered overdue on their due dates. Patrons can be blocked due to overdue items when, in fact, the items are due that day. Blocks for overdues also block access to any databases requiring a sign-on. One work around is to set the calendar due time to the end of the day. A. Evans will test and implement if it works.

DALNET staff were reminded that they should notify libraries with phone calls when the system will be down for any period of time.

2.   **Database Standards Committee:** The DALNET Database Standards
Committee put forward two revised standards documents for review by the
Project Managers. The documents were approved with the one suggestion that
the database be referred to as the "DALNET Database". Because the changes
were not viewed as substantive, the documents do not need to go to the Board.
Copies of the revised standards will be distributed to all DALNET sites via
Project Managers and will be updated on the DALNET home page.

Data Analysis: Birong Ho and Adriene Lim are working with representatives
from the Database Standards Committee to develop questionnaires to gather
data about how we are currently using various records in the NOTIS LMS. The
instruments will be tested at WSU and will later be sent to all other DALNET
libraries to complete. None of the DALNET libraries currently without
representation on the Database Standards Committee asked to be added to the
committee roster for this project. The Project Managers agreed to serve as
contact persons in this data gathering project.

3.   **Access Michigan:** The major issue facing DALNET libraries is what impact will
Access Michigan have on MDAS databases to which DALNET libraries
subscribe? Almost all DALNET libraries have implemented Access Michigan; all
DALNET libraries are eligible. Access Michigan provides access to OCLC First
Search Databases and to IAC's General Reference Gold. The IAC product is
available only via the Web with IP address authentication. J. Green distributed
the form for IAC access if libraries had not yet received such a form. M. Dotterer
of IAC wants to do special training sessions for DALNET. J. Green will
coordinate arrangements for a place and a date. The various Regions of
Cooperation will be providing training for OCLC First Search. A variety of
access options for First Search were discussed.

For now, DALNET Project Managers recommend that no MDAS databases
should be discontinued. DALNET staff will investigate Z.39.50 links to First
Search Files. Project Managers suggested testing links to one or more of these
FS files:

> Education Abstracts
> New York Times
> Books in Print
> Newspapers Abstracts
> AIDS and Cancer Research
> MDX Health Digest
> World Cat
> OCLC Union List of Periodicals

4.   **Progress Reports**

Partnership Proposal: Various DALNET Board Committees are still working. The Finance Committee is working on putting together the figures for consideration while keeping in mind equity and ongoing cost reduction. The Negotiating Team has had several meetings and conference calls with Ameritech regarding contract details. The contract includes the services of Ameritech to design and install a wide area network or an intranet connecting DALNET library buildings to the server sites.

The Board will meet on 9/26 to consider the report of the Finance Committee and to conduct elections. On 10/8, the Board will meet again to review the draft contract. One of the issues the Board and Finance Committee are grappling with is how to define membership in DALNET to reflect different levels of participation. Project Managers discussed the need for a briefing on this proposal and the financial plan with their key administrators.

Fall Project Plans: L. Bugg distributed a time line for the various DALNET projects on the Fall Schedule. The projects include:
    GTO via TCP/IP
    Wilson File Split (previously discussed)

MRLT/PACLink, etc: The WebLuis pilot was made available to users in July. A new, updated version of Web Z was installed in test. WSU is currently working on patron authentication software.

This will allow access to databases requiring signon as well as authorize patrons to complete interlibrary loan request screens online.

WSU E-mail: On 24 December 1997, PROFS and Rice Mail will go away. They are being replaced with a new system which is TCP/IP based. E-mail clients for the new system need to be based on POP3, IMAP4, or one can telnet using Pine. Netscape mail and Eudora are among the suggested mail clients. E-mail IDs and passwords will change. An Access ID will automatically be assigned and mailed to all WSU students and employees. If staff members in DALNET participating Libraries need an e-mail address, they should contact J. Green. The Computing Division has offered to provide up to 200 e-mail IDs for DALNET libraries for one year while they find other local alternatives to PROFS.

Health Reference Center : The following are in on the DALNET license for Health Reference Center: BH, OC, RH, WS. We have requested a license for seven simultaneous users. DALNET has a special URL to access this database. CH is also interested but has a subscription to the service on CD-ROM. IAC will pro-rate their Web products for a partial year but will not give a refund or credit to return/cancellation of the CD-ROM version.

5. **DALNET Logo:** L. Bugg presented several logo ideas developed by the Database Maintenance Team and Adriene Lim. Project Managers responded favorably to the concept of a logo, but wanted more samples to review. J. Murray and K. Binkowski also had ideas which they would be submitting.

6. **NEXT MEETING:** The next regularly scheduled meeting is on **November 3, 1997**. Agenda topics will include more on circulation batch reports and the new 6.3.1 version of Quik Reports.

   PLEASE SEND OTHER AGENDA ITEMS TO L. BUGG BY **OCTOBER 20, 1997.**

   The following DALNET Project Managers volunteered to look into the possibility of hosting the meeting: M. Klein from Children's Hospital, D. Zyskowski from Oakland County Law Library, and J. Murray from Oakland Community College.

Summary Notes by

Anaclare F. Evans

9/23/97

ae/

DALNET Project Managers Meeting
September 8, 1997

AccessMichigan Project
Information may be found on MLC's web site:
http://www.mlc.lib.mi.us/resources/accmich/index.htm

OCLC FirstSearch:
You need an OCLC FirstSearch authorization/password; for current FirstSearch users, this is a **new** autho/password that is just for AccessMichigan FirstSearch. Apply either through MLC or through your ROC.

All existing access methods for FirstSearch may be used (OCLC network with Passport software, telnet, Z39.50, web); WSU is implementing FirstSearch Web access.

Authentication: OCLC is offering IP address-based authentication. You send them your IP address range, and they will set up authentication and automatic login at their site. OCLC has a form to request this service on their web site:
http://www.oclc.org/oclc/forms/ipaddr.htm

If you have a UNIX web server OCLC has a CGI program that can be downloaded from their web site that allows you to set up auto login with IP filtering on your own web server. This is the approach WSU is using. For information, check out:
http://www.oclc.org/oclc/software/fsauto.htm

Automatic login: If you use OCLC's IP authentication service, auto login is included. With Passport for Windows and many telnet software packages, it is possible to set up automatic login in the software on the PC side.

IAC General Reference Center Gold:
Web access only is offered for this product (it is a web-based product). IP authentication is the only method currently supported.

IAC would like your IP addresses as soon as possible if they do not already have them. If they have already got you set up you will appear on the list of authorized libraries on MLC's web site:
http://www.mlc.lib.mi.us/resources/accmich/iac-libs.htm

If your library does not appear there, fill out the application form and fax it to Michele Dotterer (the fax number is on the form).

Michele would like to schedule one or two (depending on our needs) DALNET-wide training sessions for General Reference Center Gold. Early October is when the session should take place. We need suggestions/volunteers for training facilities.

LMS 6.3.1 IMPLEMENTATION TASKS STILL TO BE ACCOMPLISHED

- Batch products
    - overdues   (done, running regularly)
    - bills   (autobill ran for the first time last week)
    - item conditions set/reset
            lost
            missing   all will be on one report
            stolen
            claims returned
            not returned by patron
    - course reserve lists
            by instructor
            by course

- Patron tape loads

- ID fixes (on going)

- Patron accounting file archiving
  File size is so large that it effects the time required for the batch jobs

- Calendar fixes
  Due time makes items listed as overdue the day they are due
  Options: Do not block for overdue
                Change the due time to later in the day
  Fall out if left as is: some patrons will not be able to access databases requiring
                sign on if they are blocked due to overdues.

- WSU Undergraduate Library circulation fixes

- DMC/VA Hospitals to be brought up on circulation

- WSU and DPL fiscal year end close

/ae
9/8/97

LMS 6.3.1 BATCH JOBS UPDATE

This is a summary of what happened last week with the batch output.

1. When we converted from 6.0.1 to 6.3.1, all items in circulation and allso those already overdue had their overdue counters set to 0.

2. LMS 6.0.1 did not keep the relevant circulation policy in the record of the actual circulation transaction. Nor did the conversion jobs add the relevant policy. This data is blank in the online record forcing the batch jobs to go to the DALNET wide default policy.

3. On 7/28/97 we ran batch jobs for the first time and were down for a long time.

4. Because there was no circulation policy in the circulation transaction record, the batch job looked for the default circulation policy for all of DALNET which was determined to be a Wayne State University Policy (WP WS01), selected because it was fairly generic and because our consultant on batch jobs said it would only be called upon infrequently. This policy charges $.25 per day in fines, sends out one overdue notice after 9 days and the billing occurs 42 days from the due date. There is the standard $10.00 processing fee and a $51.00 replacement cost. Since the converted records did not have a circulation policy in them, this was the policy used for anything that was in circulation when we converted.

5. Over the Labor Day weekend, the magic date was encountered. Batch jobs did not run because of the holiday. When we went to run them on Tuesday evening, we had a problem and the job was aborted. When we began running the batch jobs on Wednesday night, we first had to run the regular back up jobs, then the batch products began running around 3:00 AM, because of the large number of transactions to be processed, the jobs ran until 11:00 AM on Friday.

6. The Systems Office staff spent most of Thursday and Friday trying to figure out why these jobs took so long and what we could do about it. The jobs took a long time because the files being read are so large. The patron accounting file was about 4 million records when we started and is now about 5.5 million records (each charge is a separate record, most bills for non-returned items generate 3 records). The patron record file is about 600,000 records and will be growing. The number of items in circulation (active item file) is about 550,000 records. The program to extract the data took 8 hours to run and the program to update the various records took 24 hours to run. After looking at all of our options and after consulting several people at NOTIS, the best solution to make the jobs run more efficiently is to reduce, if possible the size of some of the files.

7. The file most easily made smaller is the patron accounting file. We are proposing that we run an archive of this file removing all FINES that have been paid for 6 months and all REPLACEMENT CHARGES that were closed more than 1 year ago. We want to get

some data to show you how this will affect our system, but the job to get the data will take 24 hours to run.

8. I am attaching some sample screens from the circulation file so you can see exactly what happened.

9. In order to print the bills and notices, D. Fox will need to run yet another batch program which will sort and print the notices. This job can be run while the system is up and running.

REFERENCE SERVICES

MICHIGAN LIBRARIES TO PARTICIPATE IN FIRSTSEARCH ACCESS STATEWIDE

On May 28, 1997, Michigan State Librarian, George Needham, announced that the Library of Michigan is using federal funding received throught the Library Services and Technology Act (LSTA) to purchase a one-year subscription to the OCLC FirstSearch service for all Michigan libraries. This purchase includes statewide access to 59 FirstSearch databases, including ASCII full-text of the New York Times, H.W. Wilson Select, UMI's Periodical Abstracts, and the Business & Industry databases for one full year, beginning September 1, 1997. A complete list of all databases may be found at the end of this article.

FirstSearch is an easy to use service designed for end user searching. The databases purchased by the Library of Michigan for all Michigan libraries include indexes, abstracts, and full text databases covering a wide range of topics. Staff and users will find the variety of databases ideal for locating the information they need. Access to FirstSearch may be through the Internet, World Wide Web or telenet.

To participate, Independent libraries in Michigan need to complete and return the "OCLC FirstSearch Statewide Purchase provided to Michigan Libraries by the Library of Michigan" form, indicating the number of FirstSearch authorizations needed. This form, along with a cover letter and list of databases, was faxed to each Independent library in Michigan on June 10, 1997. If you did NOT receive a fax and you wish to participate, please contact Kathy Kie at 800-848-5878, ext. 5183 as soon as possible.

Orientation and "train-the-trainer" sessions are being coordinated through the Regions of Cooperation in Michigan and all Michigan libraries may attend. Staff from the Michigan Library Consortium (MLC) will conduct these sessions. Dates and locations for these classes is located at the MLC web site, under AccessMichigan:
        http://www.mlc.lib.mi.us/resources/accmich/training.htm

Independent libraries who are members of a Region of Cooperation should contact that organization for information about training. FirstSearch orientation and training will also be available through your training and support office. Please contact Kathy Kie at 800-848-5878, ext. 5183 or kathy_kie@oclc.org for more information about training.
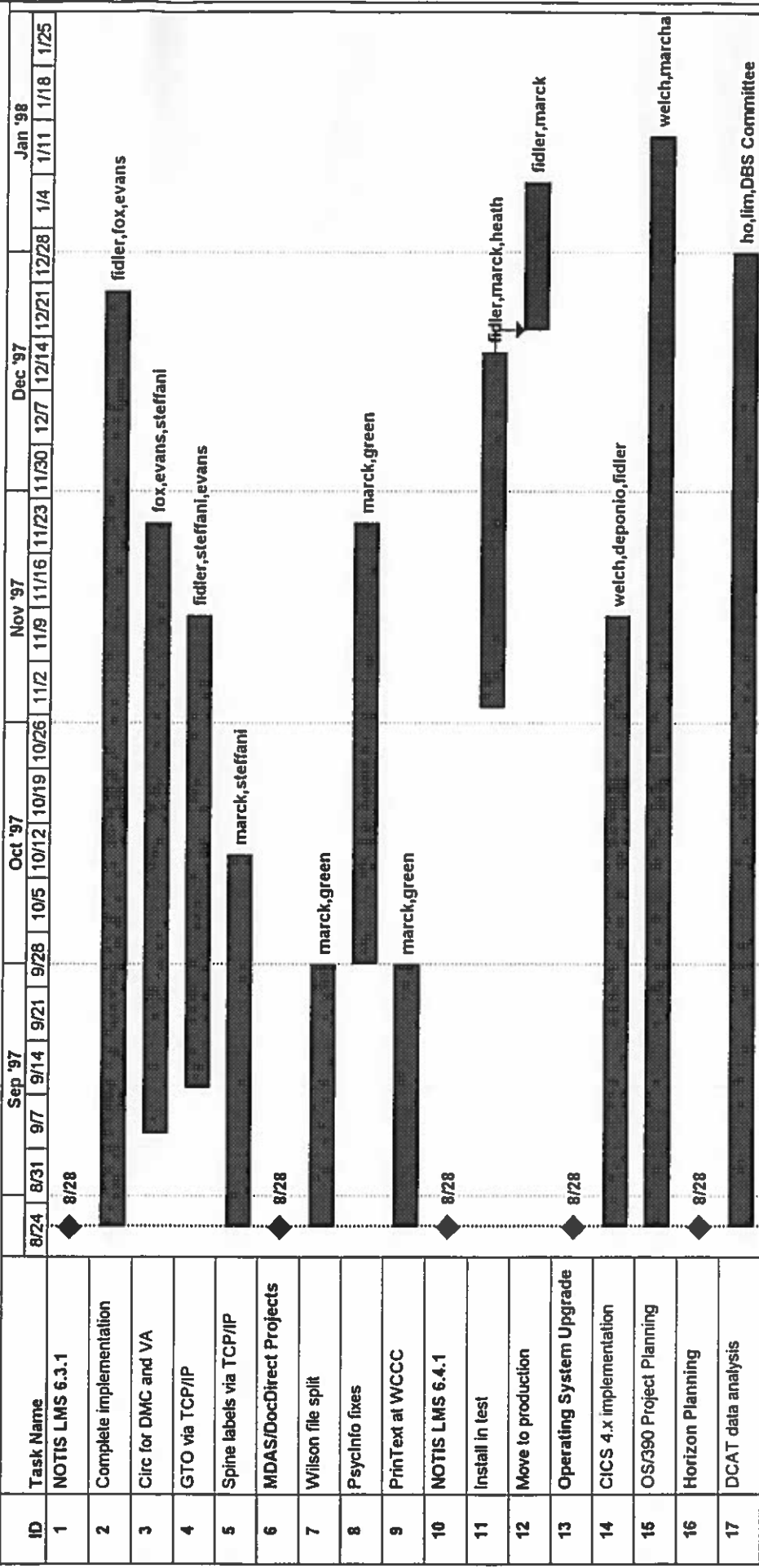
Providing FirstSearch is only one step in the Library of Michigan's AccessMichigan effort which will bring a full range of electronic resources to Michigan citizens. Watch for more information about the AccessMichigan project soon. (MLC/KMK)

FirstSearch DATABASES AVAILABLE UNDER AccessMichigan Program

WorldCat	Eventline
OCLC ArticleFirst	Fact Search
OCLC ContentsFirst	General Science Abstracts
OCLCFastDoc	GEOBASE
OCLC NetFirst	GeoRef
OCLC PapersFirst	**GPO Monthly Catalog**
OCLC ProceedingsFirst	**H.W.Wilson Select (full-text)**
OCLC UnionList of Periodicals	Humanities Abstracts
AGRICOLA	Index to Legal Periodicals
AIDS & Cancer Research	INSPEC
Applied Science & Technology Abstracts	Library Literature
Art Abstracts	MDX Health Digest
Arts & Humanities Search	**MEDLINE**
Basic BIOSIS	Microcomputer Abstracts
Biography Index	**New York Times (full-text)**
Biological & Agricultural Index	Newspaper Abstracts
Biology Digest	PAIS Decade
Book Review Digest	Periodical Abstracts (full-text)
Books in Print	Pro CD Biz
Business & Industry (full-text)	Pro CD Home
Business Dateline	PsycFirst
CINAHL	Readers' Guide Abstracts
Consumers Index	RILM Music Abstracts
DataTimes	Social Sciences Abstracts
Disclosure Corporate Snapshots	SocioAbstracts
Dissertation Abstracts	Wilson Business Abstracts
EconLit	World Almanac
Education Abstracts	World Book
Environmental Sci & Pollution Mgt.	WorldScope Global
ERIC	

Databases in **Bold** are available on July 1, 1997.

DALNET Projects Fall 1997

ID	Task Name
1	NOTIS LMS 6.3.1
2	Complete implementation
3	Circ for DMC and VA
4	GTO via TCP/IP
5	Spine labels via TCP/IP
6	MDAS/DocDirect Projects
7	Wilson file split
8	PsycInfo fixes
9	PrinText at WCCC
10	NOTIS LMS 6.4.1
11	Install in test
12	Move to production
13	Operating System Upgrade
14	CICS 4.x implementation
15	OS/390 Project Planning
16	Horizon Planning
17	DCAT data analysis

Gantt chart timeline columns: Aug '97 (8/24, 8/31), Sep '97 (9/7, 9/14, 9/21, 9/28), Oct '97 (10/5, 10/12, 10/19, 10/26), Nov '97 (11/2, 11/9, 11/16, 11/23, 11/30), Dec '97 (12/7, 12/14, 12/21, 12/28), Jan '98 (1/4, 1/11, 1/18, 1/25)

Task bar labels:
- 8/28 milestones on tasks 1, 6, 10, 13, 16
- Complete implementation: fidler,fox,evans
- Circ for DMC and VA: fox,evans,steffanl
- GTO via TCP/IP: fidler,steffanl,evans
- Spine labels via TCP/IP: marck,steffanl
- Wilson file split: marck,green
- PsycInfo fixes: marck,green
- PrinText at WCCC: marck,green
- Install in test: fidler,marck,heath
- Move to production: fidler,marck
- CICS 4.x implementation: welch,deponio,fidler
- OS/390 Project Planning: welch,marcha
- DCAT data analysis: ho,lim,DBS Committee

Legend

Task	▬▬▬
Progress	▬▬▬
Milestone	◆
Summary	▬▬▬
Rolled Up Task	▬▬▬
Rolled Up Milestone	◇
Rolled Up Progress	▬▬▬

Project:
Date: 8/28/97

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Date: August 29, 1997

To: DALNET Project Managers

From: A. Lim

Subject: DALNET Logo

The suggestion is made to designate an official logo for DALNET that could be used on all DALNET electronic and print publications, including the DALNET web site, technical newsletters, and marketing brochures. Official DALNET stationery could also be created to incorporate the new logo.

Having an official logo is important for all the reasons that businesses employ the use of logos:

1. Logos help to establish a corporation's identity and make it more easily recognizable to the public.
2. Logos convey important concepts about certain entities (in this case, perhaps the notion of DALNET as an "information hub").
3. Logos provide a consistent graphic image that will unify the management and marketing efforts of different departments or staff members within a corporate body.

Attached for your review are some examples of DALNET logos that have designed by the Wayne State University Media Services Department at no direct cost to DALNET.

DALNET

DETROIT AREA LIBRARY NETWORK

DALNET

DETROIT AREA LIBRARY NETWORK

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