

**DALNET Project Managers Meeting
Children's Hospital, Board Room B
January 6, 1997, 1:00 - 4:00 p.m.**

Agenda

1. *Review Agenda* 1:00 - 1:10
2. *Shared database opportunities--
L. Bugg/J. Green* 1:10 - 1:45
Report on status, outcome of negotiations, determine next steps
 - a. ProQuest Direct and PrintText
 - b. Galenet databases
 - c. MLA Bibliography
 - d. Wilson (adding DMC)
 - e. BIP
 - f. IAC databases via the Web
 - g. Medline options
3. *E-mail via WSU for DALNET--L. Bugg* 1:45 - 2:00
Carried forward from 11/21/96 meeting; need reactions to proposal; determine if other options need to be explored for DALNET
4. *DALNET Web/Internet Interest Group--J. Green* 2:00 - 2:30
Proposal to recommend a new group to the DALNET Board; 11/14/96 minutes distributed with minutes of 11/21/96 Project Managers Meeting
- BREAK 2:30 - 2:45
5. *DALNET Audiovisual Cataloging Services
proposal--A. Evans* 2:45 - 3:00
Review and comment on attached proposal
6. *DALNET Libraries Customer Survey
Follow up--L. Bugg* 3:00 - 3:20
Review follow up and DALNET/Systems Office Staff Guide distributed with minutes of 11/21/96 Project Managers Meeting

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7. *Progress Reports*

3:20 - 4:00

Report on status and next steps

- a. LMS 6.2/6.3.1 project--A. Evans
- b. Use of "dalnet.wayne.edu"--J. Green
- c. WebZ project (MRLT)--J. Green
- d. Database Standards Committee's
proposed spring Update Session--A. Evans
- e. Ameritech Partnership Team--L. Bugg
- f. DALNET Planning Timeline--L. Bugg

NEXT MEETING: March 10, 1996, 1:00 - 4:00 p.m.
Send agenda items to Louise by February 28
Volunteer to host?

LB/cmz

Attachments: 1. DALNET Audiovisual Cataloging Services
proposal
2. Map and Parking Info for Children's Hospital

DALNET PROJECT MANAGERS MEETING
January 6, 1997
Children's Hospital of Michigan
Board Room B

Present: D. Adams, Botsford Hospital; J. Brennan, Hutzel Hospital; L. Bugg, WSU; E. Condic, Oakland University; D. Drobny, Rehabilitation Institute; G. Ellis, Walsh College; A. Evans, WSU; K. Fulwood, Harper Hospital; J. Green, WSU; J. Houser, DPL; M. Klein, Children's Hospital; C. Mudloff, Detroit Receiving Hospital; J. Murray, Oakland Community College; M. Sheble, University of Detroit; F. White, Macomb Community College; D. Zyskowski, Oakland Co. Law Library.

1. The agenda was approved as distributed.
2. Shared Database Opportunities--L. Bugg, J. Green
 - a. ProQuest Direct: WSU, OU, WA have agreed to subscription pricing while four hospitals: HH, BN, BR, and CH wish per transaction pricing. The free trial period has been extended to 1/31/97. Jim Green will coordinate a meeting to be scheduled with UMI, WSU and OU to establish IDs, etc. as needed for access and clarify charges, including the cost of printing.
 - b. GaleNet: Louise sent a letter of intent to Gale stating that a contract would be forthcoming sometime this month. Those interested included WSU, OCC, Rehab, Harper, and Botsford, Hospitals. Betty Franks will follow up while doing the purchase requisition.
 - c. MLA Bibliography: Participating institutions include WS, OU, MC, and UDM; Jim will activate on their terminals and in patron tables.
 - d. Wilson: The decision by the DMC libraries is still pending. The approximate cost of \$3,000 would be split by the number of institutions in DMC who agree to participate. Detroit Receiving Hospital is definitely out, but the others will let A. Evans know the decision by the next DMC librarians meeting.
 - e. Books in Print: Louise obtained a price to share the Books in Print files via PacLink with Michigan State University. MSU then decided that because they would be selecting a new library system within the next year, they did not wish to accept any new partners. This was the least expensive way to obtain access to the files. L. Bugg will explore alternative options with the

expectation that the files available from third party vendors vary in their completeness and cost.

- f. **IAC Databases via the Web:** The files available include Lega, Busi and Comp. M. Klein asked why we did not make Health Reference Center also available. L. Bugg mentioned that this free offer was only for those databases for which we had existing contracts. WA and OU are interested. OCC reported that it already licenses three files via the Web and that the access is good. Jim will coordinate arrangements for Web access to IAC files licensed by DALNET. Project Managers asked for a demo from IAC of their Web-accessible databases. Jim will arrange, possibly at the March 10th meeting.
 - g. **MEDLINE:** Louise is still talking with Ovid about access to Medline via the Web. She is obtaining more pricing information but access via the web is expected to be more expensive than access via a local server.
 - h. **ERIC:** L. Bugg spoke with R. Harris about annual subscription pricing for ERIC files. It was reported that each hospital would be charged \$20 per year, including overhead. Harper thought they were already getting ERIC. Anaclare will follow up re. hospitals wanting ERIC at the next DMC libraries meeting.
 - i. **CINAHL:** Hutzel Hospital has expressed interest in getting CINAHL. L. Bugg said she thought the cost per hospital was about \$550 per year plus overhead. Pricing will be brought to the next DMC librarians meeting.
3. **E-mail via WSU**
L. Bugg reviewed the statement which was attached to the minutes of the last meeting that announced the WSU Computing Center would be supporting PROFS and Rice Mail through 10/31/97. That will be the end of e-mail via an SNA connection. From 10/31/97 to 10/31/98, the Computing Center has agreed to provide DALNET with 200 IDs and passwords for the University's (TCP/IP) e-mail server. It appears that many have e-mail access via some alternative path and will not be needing accounts from WSU. Perhaps as few as 50 IDs may be needed in 97/98. L. Bugg preferred not to operate an e-mail server for DALNET, and it seems as though that won't be necessary.
4. **Web Interest Group**
The DALNET Web Interest Group has been meeting informally.

The question before the group was whether a proposal should be made to the Board to formalize the group or whether they should continue to meet informally. The group meets to exchange ideas for web services and to coordinate efforts among DALNET libraries. It seemed to be the consensus that it was premature to request a more defined status. The group will continue to function informally for now. J. Green invited anyone interested to attend the next meeting (scheduled 1/17/97 9:30 - 11:30 a.m. in the Simons Room, Purdy Library).

NOTE: J. Houser announced that he expects DPL's home page to debut on January 17 at <http://www.detroit.lib.mi.us>.

5. AV Cataloging Proposal

A. Evans reviewed the AV cataloging proposal which was attached to the agenda distributed in advance of the meeting. The contract cataloging would utilize the services of the WSU audio-visual cataloger and will be separate from DC3. Unlike DC3, users of this service would send the actual items needing cataloging to WSU for cataloging. Also, a contract would not be required, rather libraries would be charged on a per batch basis for work done. Interested DALNET libraries should contact Anaclare.

6. Customer Service Survey Follow-up

L. Bugg reported that a portion of each WSU Systems Office staff meeting was being spent reviewing the results of the survey. One response to date is the staff directory previously distributed. The directory was divided into two sections: Service Staff and Technical Staff. DALNET members were reminded that their primary contact should be with the Service Staff so the Technical Staff could work uninterrupted.

Calendars: It became clear this fall that the process for updating circulation calendars in LSYS was not working well. It was decided that a quarterly notice should be sent, via e-mail, to all project managers reminding them of their need to send Betty Franks updates to their calendars. Project Managers also asked for feedback from Betty when their calendars were completed.

IDs/Passwords: In general, the provision of new logon IDs and passwords has improved, although some requests submitted in mid-December have not yet been returned.

Statistics: Several sites reported that they had not received DALNET database or LUIS statistics since July, 1996. L. Bugg will investigate. There was some concern expressed that LUIS use statistics for all DALNET sites do not have to be distributed to everyone. Project Managers were most interested in the total statistics and in statistics for their own libraries. Is it possible to distribute the statistics electronically rather than on paper? Could they be posted to the Web site? The DALNET staff will investigate and report back.

Minutes: Can minutes be posted electronically. Many think this would be an improvement, but there were some who preferred paper due to e-mail storage constraints.

QuikReports and Other Reports: A. Evans distributed a list of reports which various DALNET sites have requested on a recurring basis. Attached to this list was a report of those requests which lacked parameters. Project managers were asked to review the list and see if all the reports were still desired. Also, those reports which lack parameters cannot be run until the parameters are provided. J. Murray asked that a numbering system be developed for DALNET developed reports. There was also a request for description and profiles of the various reports which Project Managers could use to help them determine which report to request. Project Managers' reviews as well as requests for reports should be submitted to A. Evans.

7. **Progress Reports**

a. **LMS 6.2/6.3.1 Implementation:** One of the changes which will occur with 6.3.1 will be a separation of the terminal address from the circulation function. An individual will be authorized to perform circulation functions and will then have to select the circulation service unit for which they wish to circulate materials. This can be done from any terminal which can access the staff functions of NOTIS. This will require that more care be taken with IDs and passwords for temporary and/or student workers. Some possible ways to deal with the issue are not to give individual passwords to student workers but rather to log onto the system for the students. This means that if the system goes down for any reason, a staff member, authorized for circulation

functions, will have to log onto the system for the student. Another method might be to change the shared student password immediately when a student worker leaves. A third alternative is to have individual IDs and passwords for the student workers, but to ask the DALNET office to cancel the ID immediately when a student leaves. Project Managers are asked to think about the alternatives and to see which alternative will work best for them. Such policy decisions have been made on a library-by-library basis, since NOTIS can accommodate all these options.

To assist in the evaluation of IDs and passwords, A. Evans distributed a list of authorizations for every Processing unit (for acquisitions, cataloging, authority control, serials check in), Patron category (for patron registration, bill and fine records), and service unit (for circulation). Project Managers are asked to review the lists of authorizations and to notify DALNET of any authorizations which need to be canceled. New authorizations should be requested on the DALNET authorization form. Project Managers were asked to return the lists by January 17, 1997. DPL was given until the end of January 1997 because of the size of their list. Lists should be returned to A. Evans at the DALNET office.

LMS 6.3.1 has been loaded into CICSNOTR. A. Evans distributed a draft of the plan for testing the release. Project managers were asked to review the plan and to suggest additional features which should be tested. Testing is to begin soon and training sessions for key staff at each institution will begin in late February or early March. Detailed training plans are not yet in place, but will be distributed as soon as they are. Training materials to be distributed can be used to train staff in individual libraries.

Patron file specifications: One of the areas which changed between 6.2 and 6.3.1 is the patron record loader. The meeting with programmers and Systems Office staff to review the specifications will be held as soon as DALNET staff knows enough to be able to review them with various programmers. This will affect only those libraries who batch load patron records. Project

Managers asked for changes in the specs between 6.2 and 6.3.1. The specs for the 6.2 patron loader had been previously distributed.

- b. **DALNET.WAYNE.EDU** is the new address which should be used to access both public mode and staff mode of NOTIS if a library is using TN3270 software via TCP/IP. This address provides direct access to the NOTIS mainframe where the default port 23 address has full ALA character support (which includes subfield delimiters and field marks). Each computer used to access NOTIS in this manner will have to have the host name changed and the default port changed. If you are having trouble accessing the system you may need to have your TCP/IP pool checked to be sure the proper addresses are included on the NOTIS mainframe. Also, remember that with this address you must key "CICSNOTP" to access staff mode. The alias NOTIS will not work. Jim Green is the contact for this.
- c. **WebZ/MRLT:** The December 1996 project planning meeting was canceled due to inclement weather. J. Green has prepared a draft project plan and divided the project into two phases. The first phase will provide patron initiated interlibrary loan requests for WSU staff who wish to request materials from MSU and U of M. The second phase will provide a full featured Web front end to the OPAC for WSU.
- d. **Database Standards Committee Proposed Update Session:** The Database Standards Committee is planning an update session for April 8, 1997. Details of the place and program are currently being determined and will be announced when they are available. The session hopes to partially fulfill the needs of staff members in DALNET libraries for continuing education and networking.
- e. **Ameritech Partnership Team:** L. Bugg reported that the partnership team continues to meet and is still working with Ameritech. The Team expects to have its report and recommendations ready for the DALNET Board soon. The next step will be the development of "partnership principles". The DALNET Board meeting will be scheduled after the report has been completed.

- f. **DALNET Planning Timeline:** L. Bugg reviewed the broad timeline relating to major projects currently underway in the DALNET Office. Current projects include implementation of LMS 6.3.1, implementation of new modules for the DMC libraries and for VA, implementation of GTO via TCP/IP, the move of MDAS databases from the mainframe to the UNIX environment, WebZ with MRLT, and plans for the new client-server integrated library system.
- g. **Collection Development Committee:** The DALNET Board chair is drafting a charge for the committee.
- h. **Year 2000 and NOTIS LMS:** Updates to the circulation system to support the year 2000 will be in release 6.3.1 currently scheduled for 27 May 1997. The remainder of the programs which will need to be updated, e.g. acquisitions and cataloging, will be in release 6.4. Some parts of the NOTIS software can handle dates including the year 2000 already. If the date field uses the year in a two digit form, it cannot deal with the year 2000. If the date field uses the year in a four digit form, you can already use the date 2000. A posting about this has been sent to the DALNET Listserv.
- i. **Joan Smith:** A. Evans extended a New Year's Greeting from Joan Smith, retired librarian from Beaumont Hospital. A. Evans saw J. Smith in the grocery store. Joan is well, very active, and looks wonderful, as most retirees do.

NEXT MEETING: The March Project Managers meeting will be held either at OCC Royal Oak campus, if we will be having a demonstration by any of the database vendors, or at Botsford Hospital if we will not be having a demonstration.

Summary notes by,
Anaclare Evans
January 8, 1997

DALNET AUDIOVISUAL CATALOGING SERVICES

1. Dalnet will provide full audiovisual cataloging services for member libraries on a per title basis.
2. The cost per title, thru June 1997, will be based upon the current charge for cataloging by the Detroit Cooperative Cataloging Center (DC3) which in fiscal 1997 is \$10.25. The same rate will be charged for all titles whether copy is found or original cataloging is required. The rate will be reassessed during Spring 1997.
3. Libraries will be billed for cataloging at the conclusion of each project, but at least annually.
4. All cataloging will be done on NOTIS and name, subject, and series authority work will be done on NOTIS. No cards will be produced. If the library is an OCLC member and wishes to have its symbol attached to an OCLC record, the library must supply the DALNET office with a full OCLC cataloging authorization and the appropriate OCLC holder code.
5. Since many DALNET libraries assign sequential shelving numbers to AV materials in place of call numbers, libraries will have the option of supplying the numbers in advance or of assigning their own numbers after records are in the database.
6. Libraries will be expected to bar code and create item records for their own materials.
7. Materials to be sent to DALNET for cataloging must be:
 - a. ownership marked
 - b. accompanied by information about the location for which they should be cataloged
 - c. accompanied by any provisional record number which may have been created
 - d. accompanied by any shelving number unless the DALNET member library agrees to assign the numbers when the materials are returned.
 - e. delivered to and picked up from the DALNET Office, 7th Floor, Science & Engineering Library, Wayne State University.
8. DALNET will:
 - a. create full bibliographic records for the titles
 - b. create copy holdings records for the titles
 - c. set the holder code on OCLC, if the library so requests
 - d. do name subject and series authority work for the DALNET database

- e. notify the DALNET member library when materials are ready to be returned
- f. bill the library for the number of titles cataloged in each group.

9. Because there are so many AV items with generic titles, it will be necessary to send the actual items to the DALNET Office for cataloging so they may be viewed, if necessary, in order to create the appropriate bibliographic record.

10. Turn around times for each batch of materials will be determined based upon the type of materials, the number of items, and the kind of copy found in addition to staff availability. The cataloger assigned to this project will be spending up to one day per week on it. Libraries will be asked to assist DALNET staff by assigning priorities to each title or each group of titles.

11. Records created by DALNET will meet all standards currently in effect for the DALNET database for full cataloging records, any local information which the library wishes to add will be the responsibility of the individual library.

For further information, or to initiate this service, please contact Anaclare Evans at 313-577-4002 or aevans@cms.cc.wayne.edu

ae
1/2/97