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DALNET BOARD MEETING
Monday, March 19, 1990 Minutes of Meeting

Present: Deborah Adams, Margaret Auer, Richard Beer, Jean Curtis, Joan Emahiser, James Flaherty, Suzanne Frankie, Michele Klein, Sandra Martin, Peter Spyers-Duran.

Guests: Louise Bugg, Robert Harris

I.A. DALNET Acquisitions Task Force Report: Consistent Display of Acquisitions Information in LUIS. (L. Bugg reporting)

There being no questions concerning the document it was moved by Adams, seconded by Beer "That the document be approved as submitted." Approved.

I.B. DALNET Authority Control Maintenance. (L. Bugg reporting)

There are four actions being recommended in this proposal: (1) that DALNET continue to employ a combination model to distribute authority work among the member libraries and the host institution; (2) that authority control maintenance unit retain exclusive editing and/or changing responsibility of the established headings and give authorization level to key people in DALNET to change bibliographic record fields, such as series, added reference, notes, etc.; (3) that LCSH tapes be loaded; and, (4) that a librarian be added to the WSU central control to assist in authority control work.

Question: Is authority control being done for the DC3 libraries? DC3 libraries are contracting for authority work for new titles but the contract does not cover follow up or maintenance authority work.

Question: Are DALNET libraries being asked to fund another librarian position? There is no intention to create additional charges for the DALNET institutions in 90/91. Since it is yet unknown how much additional time the authority work represents, WSU will reassign cataloging processing responsibilities during the next year to cover the authority work. If the work should become a burden WSU would begin to negotiate with the individual institutions as needed.

Comment: Authority Control Unit authorization to make changes in the bibliographic records (exceptions noted above) will be given to an individual once specified standards have been met and individual proves the ability to consistently do quality authority work.

Question: (supporting document p.3, boxed-in information) Since the University of Detroit is currently doing name and series authority work, with only subject authority work to begin in the fall of 90, is any of the other information boxed-in needing to be corrected? No answer was available so clarification will be requested and document amended.

Comment: In the training sessions the DALNET member libraries learn how to manipulate the authority information using the NOTIS system, what is additionally needed is training on how to generally do authority work/verification. L. Bugg will follow up with A. Evans and A. Sargent to see if such a training session could be developed.

Question: (supporting document p.4, #5.) Could the documentation referenced in this section be shared with all members of Task Force on Authority Control? L. Bugg will make sure all members receive copy.

Question: (supporting document p. 5, #6, par. 2) Do the LCSH tapes access the LC Name Authority File and the LC Subject Headings? No, the LCSH tapes do not include the LC Name Authority File and this reference should be removed from the document.

Moved by Frankie, seconded by Beer, "That the proposal summary be approved, that the supporting document be amended, and that clarifications noted in the discussion be provided in the minutes." Approved.

I.C. DALNET Circulation Standards. (L. Bugg reporting)

The Board had been provided with a two page summary of its recommendations and supporting documents: (1) Patron Record Recommendations; (2) Unlinked Item Record Recommendation; (3) Course Reserves Recommendations; and, (4) Project Manager Concerns.

Comment: A problem has developed recently on what to do when a patron does not wish to provide a social security number or wants the number removed from the patron record. The Task Force will be asked to develop a procedure to deal with such a situation.

Comment: A statement needs to be developed concerning the confidentiality of the patron information when displayed on the screen and the limitations on the staff relative to the use of the social security number. Social security numbers may only be used for records management and may never be given out. P. Spyers-Duran is developing a statement for the WSU libraries staffs.

Question: Since duplicate social security numbers have been issued in the metropolitan Detroit area could a statement be added to the policy on the steps to be taken when such a situation occurs? The Task Force will be asked to develop a statement to cover such a situation.

Question: (Patron Record, p.3) Could a statement on handling Infopass records be incorporated in this section of the recommendation? The Task Force will be asked to develop a procedure.

Moved by Adams, seconded by Klein, "That the policy be approved with understanding that it will be expanded to include sections on deletion of social security numbers, duplication of social security numbers, and Infopass." Approved.

I.D. DALNET Database Standards. (L. Bugg reporting)

Two documents were submitted for consideration: (1) Minimal Level Records and (2) Provisional Cataloging Records. The Minimal Level policy was previously approved in principle but had been sent back to Committee to address a list of concerns expressed by Macomb County Community College Library. Their comments have been reviewed and incorporated into this draft.

A minimal level record may be created for an item to be permanently added to a library's collection where a provisional record is placed in the database for items not yet permanently added to a collection or items not necessarily available to the public (e.g. titles on order).

Comment: Statement 8 of Minimal Level document is unclear. Moved by Auer, seconded by Spyers-Duran, "That 'using standardized headings' be deleted from the sentence." Approved.

Moved by Adams, seconded by Martin, "That the Minimal Level Records document be approved as amended." Approved.

Comment: A statement should be added to the guidelines indicating that no subject access is available for provisional records.

Question: Should there be a time limit for leaving a provisional record in the database or at least reviewing whether a full bibliographic record is available. The Committee will be asked to review this subject and develop a statement to be added to the guidelines.

Moved by Auer, seconded by Adams, "That the Provisional Cataloging Records document be accepted in principle and that subject access and time limit statements be incorporated into the guidelines when reviewed by the Committee." Approved.

I.E. LUIS Screens. (L. Bugg reporting)

The Screens Committee has been working on giving input to NOTIS during the 5.0 software development. WSU is pleased that NOTIS is giving our consortium an opportunity to participate in the screen development.

I.F. Patron Access. (J. Flaherty reporting)

No progress to report.

II. Budget. (R. Harris reporting)

Six documents were distributed for discussion: (1) DALNET Budget Summary by institution; (2) DALNET Operating Budget FY 90/91 <by operation>; (3) DALNET Operating Budget Allocations FY 90/91 <by institution>; (4) DALNET Products and Services 1990/91 Price List; (5) WSU/DALNET Equipment Installation/Repair/Maintenance Services; and (6) NOTIS Peripherals Serviced by WSU Libraries.

Document 1 included a summary of each member's share of the operating costs, depreciation, and individual contractual obligations.

Document 2, column 1, reflects the 1989/90 budget amended to include the Board approved staffing increase and the subsequent overhead adjustment. Members have not been billed for this position since it is not yet filled. The overhead adjustment includes record keeping, supplies, heat, light, etc.

Document 2, columns 2 and 3 reflect the 90/91 projected budget indicating an overall 9.41% increase. This projection incorporates a 6% salary increase and inflation. Increase in other lines, e.g., computer hardware and software, are as passed on by the vendor for maintenance contracts (NOTIS) and service contracts with WSU computer center. There was approximately a \$17,000 increase in the NOTIS fee because the WSU/NOTIS 5 yr. contract expired and NOTIS brought the charge up to the current rate it is charging all libraries.

Document 3. Once the Budget Committee determined that the aggregate would be 9.41% the Committee decided to spread the entire increase proportionately among all members.

Documents 4-6 are self explanatory.

Question: How are centralized printing services being charged? Since as they are being brought up on the system most libraries are developing their own printing capabilities WSU has not been charging for the printing service. Only if a library decides to never develop its own printing service would WSU than generate an invoice.

P. Spyers-Duran summarized for the Board the number of enhancements that have been put into place. That is, (1) the equipment storage capabilities of DALNET has been increased to 30 gigabites. This increase was necessary due to the number of bibliographic records and new program added and was completed without allocating charges to members; (2) a new front end has been added which increases the reliability of service without additional expense to the members; and, (3) the computer center director has agreed to add two full-time network people to handle DALNET needs for evenings and weekends. Members of the Board requested a one page update of system hardware improvements (major purchases) as a public relations tool to use with their own constituencies.

Question: Since in the last contract with NOTIS there was a cost containment cap will such a cap be available in the future? Research and development for NOTIS is tied to income and since they have raised their fees for DALNET they have been more responsive to improvements or enhancements that DALNET has on its wish list.

III. DALNET Membership Update. (P. Spyers-Duran reporting)

There is no substantive movement in this area. Oakland Schools decided to

wait and there has been no contact with Detroit Public School. DPS is evaluating options for which DALNET is only one.

IV. Personnel. (L. Bugg/P. Spyers-Duran reporting)

The Assistant Director's position has been posted and there are currently four applicants. The position is designed to include the person acting on behalf of and attending meetings for the System Director. The level of responsibility is directly tied to the service the members receive. Should a work stoppage take place the person in this position is still responsible for being on the job.

Concern: This position seems to have an elevated status above what was approved by the Board. Will the members continue to have difficulty getting services we want covered? In the minds of some the approved position was meant to be a worker not someone who would be off covering administrative responsibilities. It is important that this position focus on improved availability and better service for the members.

V. Other Business.

J. Flaherty. Everyone on the Board should have received an invitation to WCCC's "Inaugural DALNET Connection" celebration for next Friday. Hopefully, everyone will be able to attend.

S. Frankie asked that in the future policy statements needing Board's approval be indicated separately from procedures.

S. Frankie asked for someone to speak to the "Look-Only" access to DALNET bibliographic records. L. Bugg responded that the software that works best for downloading records requires access to the fully tagged MARC records. When reviewing Oakland's request for this type of access, the project managers were concerned with the creation of products for sale by a third party rather than access for personal research only. With the 5.0 NOTIS release captioned data from the LUIS screen will be available which would allow downloading the necessary information for building a bibliography. The managers decided that since the revision would be coming this fall why expend energy now on this problem. It is possible in the interim for a contract to be developed between an institution and a faculty member to provide access using one of the institution's ID numbers. It would be risky to issue ID numbers to individual faculty.

VI. Adjournment.

Moved by Adams, seconded by Frankie that the meeting be adjourned. Approved. Meeting adjourned at 11:25 a.m.

Respectfully submitted.

Margaret E. Auer