



DALNET BOARD OF DIRECTORS  
Meeting: Monday, March 20, 2000  
10:00 am - noon  
University of Detroit Mercy/Outer Drive Campus  
Ward Conference Center

### AGENDA

1. Call to Order/Call to the Audience
2. Approval of the Minutes of January 24, 2000 (previously mailed) - ACTION
3. Ameritech Liaison Report - M. Auer
4. DALNET Staffing
  - WSU/Current Vacancies/Plans & Impact - L. Bugg
  - DPL Staffing - M. Wheeler
  - Proposed DALNET Director's position - R. Holley
5. Grants Committee - D. Murphy
  - LSTA grant application/Update & Plans
6. Director of DALNET Online System Report - L. Bugg
  - epixtech* Focus Group
  - H. Masek status
  - Database guidelines - PM vote
7. DALNET Project Leaders Report - S. Muir
  - HELP Desk
  - Committee/Task Force items - ACTION
  - Annual Report
8. Central Site - J. Trzeciak
  - System performance & recent downtime
  - Disaster recovery planning
9. DALNET Outreach Coordinator Report - D. Callaway
  - Status of member prospects
10. Old Business
11. New Business.
12. Next Board meeting.
13. Adjournment.

# DALNET BOARD MINUTES

APR 25 2000

Monday March 20, 2000  
Ward Conference Center  
University of Detroit Mercy

## Present:

Phyllis Jose, Chair	OCL
Jerry Bosler	MCC
Debbie Adams	Botsford
Robert Holley	WSU
Margaret E Auer	UDM
Karen Tubolino	VA
Ann Walaskay	OCC
Nancy Bulgarelli	Beaumont
Maurice Wheeler	DPL
Cathy Eames	Childrens
David Murphy	Walsh
Jerome Shepard	DPS

## Staff:

Scott Muir (WSU)  
Louise Bugg (WSU)  
Robert Harris (WSU)  
Jeff Trzeciak (WSU)  
Tim Cromer (DPL)  
Nancy Skowronski (DPL)  
Kerry Sanders (DPL)  
Dee Callaway (WSU)

1. The meeting was called to order by P. Jose, Chair at 10:05AM.

2. **ACTION:** A. Walaskay moved, seconded by D. Adams, that minutes of the January 29, <sup>2000</sup>~~1999~~ Board meeting be approved as amended in Sect 7, para 7, item 2 to read Sybase 11.9.2.

**APPROVED.** And noted that T. Cromer and N Skowronski attended as guests and that in Sect 3 the DALNET logo was from Ameritech Custom Business Services.

### 3 Ameritech Liaison Report

- Some epixtech employees have been laid off, but M. Auer reported that L. Porter had explained it was following an organizational review and analysis of skills needed by the new company. Some of the employees who resigned included those that were remote workers and who did not want to move to Provo or Evanston.
- B. Easton was temporarily removed as the representative to DALNET since we are now in production. Because the enhancements are not yet available, he is now back as our liaison until those are delivered.
- The Net Publisher letter is an issue that is now 'off the table.' There will be no \$3000 database fee and no software or maintenance contract.

### 4. DALNET staffing.

There are two DALNET vacancies. A. Fidler's position has been posted at WSU and they expect to have internal candidates. D. Fox's position will be posted before she leaves and they will be looking for someone who is knowledgeable about client server environments.

T. Cromer will be helping out as the WebPAC administrator until further notice. Kerry Sanders was introduced as the new Associate Director for Information Systems at DPL. Tim Turner is DPL's Sybase Administrator and W. Cromwell Kessler is the Interim Internet Lab Manager.

**ACTION:** R. Holley moved, seconded by J. Bosler, to go into Executive Session.

**APPROVED**

**ACTION:** J. Bosler moved, seconded by R. Holley to go out of Executive Session.

**APPROVED**

**ACTION:** The Finance Committee recommended that the Board create a sub committee to study the feasibility of creating a DALNET Director position. Members of the committee include: Robert Holley, Louise Bugg, Phyllis Jose, Bob Harris and Jerry Bosler.

**APPROVED**

5. The LSTA grant application deadline is April 28. We are looking at two products, CPS URSA and RSS, which will support cooperative ILL activity including patron initiated ILL's. ILL statistics and service populations will be requested from each institution. Also letters of support for the project will be needed from some DALNET members indicating the fit between partnering with OWLS and Macomb Cooperative for this ILL plan and the mission of DALNET libraries and the use of technology. The decision of whether to use URSA or RSS will be postponed until the outcome of the grant application is known. Eileen Palmer from TLN will put the grant together. DALNET will not be resubmitting last years grant to LSTA but will re-evaluate it and submit it to other foundations. We will not be pursuing 501 3C status at this point so we will need to find another means of submitting future grant proposals.
6. L. Bugg reported on the epixtech Focus group meeting held in Chicago on Mar. 8. Representatives from 10 large sites attended, as did L. Porter. These groups had similar issues such as customer support and problems related to the largeness of the sites. Thirty suggestions were made for improvement and the top priority was WebPAC. Other priorities included upgrade to the acquisition module, improved batch loading, union catalog, and more server based operations. Epixtech also announced that they will become an Application Service Provider which will host Horizon for libraries that do not want to run their own system.

Harry Masek was on a 24 month contract which expired as of mid March. All outstanding issues will be assigned to other staff at epixtech. The frame relay is the biggest issue still incomplete but he will be meeting with S. Muir to hand over all pertinent information.

Revised database guidelines were voted on by Project Managers and brought to the Board. D. Adams moved, seconded by N. Bulgarelli, that the Board accept the recommendations as presented. After discussion D. Adams withdrew her motion. The item will be on the agenda for the next Board meeting.

7. The DALNET Help desk went live on February 14. Remedy is being used as a logging software. A web interface will be the next step. DPL is in the process of obtaining a direct phone line to avoid communication delays. Access is available through phone, fax, pager, email, and web.

**ACTION:** The Steering Committee recommends that the Acquisitions and Serial Task Forces be thanked for their work and dismissed.

**APPROVED**

**ACTION:** G. Bosler moved, seconded by M. Wheeler, that the Board approve a resolution that in the future when a member library wishes to change their representative on a committee or task force, it does not require Board approval only notification.

**APPROVED**

**ACTION:** P. Jose requested that the Board confirm three votes taken via email since the last Board meeting. These were:

1. Establishment of an Information Hub Steering Committee with the following members: Karen Tubolino/VAMC; Willy Cromwell-Kessler/DPL; Sandra Martin/WSU; George Libbey/UDM; and Ann Walaskay/OCC.
2. That Leo Papa be appointed the UDM representative on the Steering Committee replacing George Libbey.
3. That Betty Nelson be appointed as the UDM representative to the Horizon Course Reserves Task Force replacing Russell Davidson III.

**CONFIRMED**

The Steering Committee's annual report was distributed and reviewed by S. Muir.

Updates to the Horizon release dates are:

Horizon 6.0 – 3d quarter 2000

Horizon 5.3 – 2d quarter 2000

Sunrise Acquisitions module – 4<sup>th</sup> Quarter 2000

8. J. Trzeciak explained the problems with the recent downtime experienced by DALNET. Hardware interface cards failed. Both epixtech and Sun knew about this potential problem but did not inform us. The response time of Sun support staff to the trouble call was unacceptable. A meeting has been scheduled with Sun representatives and staff from DALNET and DPL to ascertain whether they can support us considering this past incident. It could have been resolved within 4 hours and there are concerns about the number and expertise of Sun staff and their accountability. These cards are now being replaced in the DPL servers. These servers do not mirror each other but the database in each server is mirrored. J. Trzeciak is recommending a daylong retreat with epixtech, Sun and DALNET on the configuration of the server and the setup between WSU and DPL. This should take place sometime this spring. D. Murphy, M. Auer and N. Bulgarelli volunteered to represent the Board at this meeting.
9. D. Callaway distributed a report on the current status of our outreach efforts. In addition, Lewis Business College has requested information from us on short notice for an alumni meeting. She will follow up on this shortly.
10. Next meeting was set for May 8, 2000 at 1PM. The Board meeting will be held at Botsford Hospital in the Zeiger Administration Building/ Classroom A-B.

Meeting adjourned at 11:50PM.

Karen M Tubolino  
Secretary

## Proposed DALNET Director Position...

Bob Holley, Louise Bugg and Bob Harris have met to discuss the feasibility of creating a DALNET Director position. Their consensus was that it looks possible organizationally and financially.

I am recommending that the Board create a subcommittee (approximately 6 people) to review this issue and make recommendations at the next DALNET Board meeting.

If the Board concurs, we can discuss the make up of this subcommittee on the 20th and have the group begin their work ASAP.

-Phyllis

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**INTEROFFICE MEMORANDUM**

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**TO:** DALNET Board members  
**FROM:** Fran Krempasky, Chair Dalnet Database Standards Committee  
**SUBJECT:** Request for DALNET Board approval on Dalnet Database Standards Committee Guidelines  
**DATE:** 03/16/00

1. Submission to the DALNET Board members to approve the following revised guideline:

**DALNET GUIDELINES FOR BIBLIOGRAPHIC AND AUTHORITY DATABASES**

2. Submission to the DALNET Board members to mark these documents obsolete as they are superceded by the revised version of "DALNET Guidelines for Bibliographic and Authority Databases."

**DALNET ONLINE SUBJECT AUTHORITY FILE Revised 4/98**

and

**DALNET NAME/SERIES AUTHORITY STANDARDS Revised 8/26/97**

Submitted by the:

**DALNET DATABASE STANDARDS COMMITTEE**

Date of Project Manager's Approval Vote: JANUARY 28, 2000

Submitted for Board approval on March 20, 2000

## DALNET Guidelines for Bibliographic and Authority Databases

Revised 11/99

1. All newly cataloged titles input into the DALNET databases will be done using the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.
2. All name and series headings on bibliographic records will be constructed in the form of the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.
3. The latest form of any name or series used by the National Authority File will be used.
4. The following subject heading systems may be used: Library of Congress (LC), Medical Subject Headings (MeSH), LC Children's Subject Headings, Sears List of Subject Headings, and local subject heading lists if approved by DALNET before the institution's bibliographic records are loaded.
5. The latest version of the *Library of Congress Subject Headings* will be used as the authority. For headings not controlled by the *LC Subject Headings* list, DALNET members should be guided by LC's *Subject Cataloging Manual*. The authority for medical subject headings will be the most current version of the *Medical Headings, Annotated Alphabetic List*. The authority for the Children's subject headings will be the most current version of *LC Subject Headings* and the principles and guidelines set forth in its introduction. Any institution using local subject headings or *Sears List of Subject Headings* will be responsible for maintaining a controlled list of such terms.
6. DALNET members will prefer Library of Congress or BIBCO full-MARC records.
7. All full-MARC bibliographic records shall conform to the latest version of the OCLC Bibliographic Input Standards and Formats or the DALNET Standard/Guidelines for Minimal Level Records.
8. DALNET members will *not* generally delete classification numbers and subject headings from records containing classification schemes and subject heading systems they do not use. However, 650 and 651 fields with a second indicator of 5, 6, 7 or 8 should be deleted. Retention of the second indicator 4 is optional.
9. DALNET members commit to maintaining the integrity of the authority file. Members will evaluate authority records created by the system, merging headings as necessary to maintain conformity with DALNET Guidelines for Bibliographic and Authority Databases. The authority evaluation process may occur during cataloging or post-cataloging.
10. Member libraries are urged to follow LC's decisions regarding the tracing of series. Decisions differing from LC should be recorded in the 6xx |5 field.

### References:

*Anglo-American Cataloguing Rules*. Prepared under the direction of the Joint Steering Committee for Revision of AACR...Michael Gorman and Paul Winkler, eds. Chicago: American Library Association. Use latest edition.

*Bibliographic Formats and Standards*. OCLC Online Computer Library Center, Inc. Dublin, Ohio. Use latest edition.

*Library of Congress Rule Interpretations*. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition.

Library of Congress. Subject Cataloging Division. *Library of Congress Subject Headings*. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition and weekly updates issued quarterly.

Library of Congress. Subject Cataloging Division. *Subject Cataloging Manual: Subject Headings*. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition.

National Library of Medicine (U.S.). *Medical Subject Headings: Annotated Alphabetic List*. Bethesda, Md.: National Library of Medicine, distributed by National Technical Information Service. Use latest issue.

Sears, Minnie Earl. *Sears List of Subject Headings*. New York: H.W. Wilson Co. Use latest edition.

DALNET Online Subject Authority File

**Obsolete**

Revised 4/98

This document represents the specific policies for topical subjects from LC Subject Headings, as such it is a supplement to the DALNET Bibliographic and Authority Database Standards.

1. DALNET bases its LC topical subject authority records upon the machine-readable form of the LC Subject Headings. Names, series and uniform titles may also be used as subjects and follow the policies outlined in the DALNET Name/Series Authority Policy.
2. Records must be transferred from LCSH resource file to the active DALNET authority file.
- 2.5 Subject headings composed of a topical subject heading and a free-floating subdivision may not always require authority records.
3. Each DALNET library is responsible for performing authority work for new subject headings encountered in the process of cataloging items for its collections.
4. One record may represent a name or series used both as a name and as subject. Names or uniform titles used as subjects will have properly encoded fixed field values to indicate their use as a subject and may contain topical subject references if appropriately tagged. If the LC file contain both a name authority record and subject authority record, the cataloger prefers LC name authority record.
5. DALNET library may add additional references.
6. When records are transferred into the system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institution's NUC symbol as the modifying agency and a 690 field with the cataloger's institutional NUC symbol, his/her initials, and dates will be added.
7. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials, institution symbol, and dates. Subject authority records created on the basis of a "pattern" heading shall contain a 670 note: "Based on ."



8. If a Library of Congress authority record has been revised, the DALNET library finding the record will institute update procedures as specified in DALNET DATABASE CONFLICTS AND CORRECTIONS GUIDELINES.

9. The reports generated as a result of loading updated Library of Congress authority records are the basis for subject maintenance.

10. Headings found on LC-MARC bibliographic records but not found in the LCSH authority file will be considered valid LC headings if the heading is on very current cataloging or if it follows an established pattern heading.

11. Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files.

12. In the event that there is no longer a bibliographic entry that matches an authority record, the record will be retained in the authority file, but the fixed field coding will be changed to "appropriate but not yet used."

13. Responsibility for the accuracy for the authority file rests with each DALNET library.

14. This policy is supplemented by procedural documents for the transfer of data between libraries.

Policy Approved by  
DALNET Board 11/90,  
revised by  
DALNET Database Standards  
Committee, 12/97  
Revisions approved by DALNET  
Project Managers 4/98

DALNET NAME/SERIES AUTHORITY STANDARDS

**Obsolete**

REVISED: 8/26/97

This document presents specific policies for name, uniform title and series authority records in the DALNET database; as such, it is a supplement to the "DALNET Bibliographic and Authority Database Standards."

1. Responsibility for the accuracy of the shared authority file rests with each DALNET library.
2. Series authority records are input for all series. DALNET members must add their series decision information to series records.
3. Names, personal and corporate, and uniform titles require authority records only when the heading requires references and/or notes.
4. Each DALNET library is responsible for performing authority work for new names and uniform titles it encounters in the process of cataloging items for its collections.
5. Preference is given to the LC or NACO authority record.
6. When records are transferred into the DALNET system, nothing further needs to be done to the record unless it is modified. If modified, an 040 field with the institutions' National Union Catalog (NUC) symbol as the modifying agency and a 690 field will be added with the cataloger's institutional NUC symbol and her/his initials. If a library must input an authority record from a source file, it should give the source of the data in the 040 \$a and its NUC symbol in the \$c. Libraries keying records into the system should develop internal procedures for the detection of input errors.
7. If an original record must be input, the heading and its references will conform to the latest edition of the Anglo-American Cataloguing Rules and the Library of Congress Rule Interpretations. The record will be tagged according to the most current version of the NOTIS-MARC format for authorities. Original authority records input contain an 040 field giving the institution's NUC symbol and a 690 field giving the cataloger's initials and her/his institution's NUC symbol.
8. Where two LC records exist, preference is usually given to the more recent and complete.
9. If an LC authority record has been revised by LC, the DALNET library finding the revised record will institute update procedures.
10. Each DALNET library is responsible for reporting conflicts between the authority file and the bibliographic files or --- in the case of its own records --- correcting these conflicts when possible.
11. If there is a conflict between what is in the database and an incoming authority record, the more current heading is usually used. The authority record and related bibliographic records must be updated as described in the "DALNET Database Change and Correction Procedures."
12. References may be added according to DALNET standards and the "DALNET Database Change and Correction Procedures."

13. Authority records will not normally be deleted by a DALNET library, except in the case of duplicate records that have been inadvertently created or loaded.

14. No authority record may have the heading changed without notifying Authority Central. Authority Central will be responsible for alerting other DALNET libraries about the need for revision of their bibliographic records. Authority Central is also responsible for correcting DALNET records when global-change methods are possible.

15. When a DALNET library begins to perform authority work, all original authority records and all records substantially modified are sent to Authority Central until it is mutually agreed that review is no longer needed. DALNET libraries may request review of any record, at any time, by submitting it to Authority Central.

16. This document will be supplemented by procedures for the resolution of conflicts and changes in the DALNET database.

Approved,  
DALNET Database Standards Committee  
8/26/97

March 17, 2000

To: DALNET Board of Directors  
From: Jeff Trzeciak  
Subject: Recent Downtime/Disaster Recovery

The recent downtime of the Horizon server at Wayne was ultimately a hardware problem. Unfortunately the problem was known to both epitech and Sun who did not notify us of any potential for failure. The problem could have been resolved within approximately 4 hours had Sun responded according to the terms of our contract. Again, unfortunately, the Sun technicians were either unavailable or did not show up on time.

On a positive note, the failure of the server at WSU pointed out a potential for failure in the DPL server as well. We have since corrected the hardware problem as it existed in the DPL server.

We have invited Sun to attend a meeting at WSU on March 21 in the Dean's Conference room. The meeting will include representatives from WSU and DPL. In addition, Bob Holley and Bob Harris have been invited to attend. We hope Sun can address the many concerns we have regarding their ability to provide support to the DALNET servers.

There have been some questions about "mirroring" that need to be addressed. While we have mirroring WITHIN the servers, we do NOT have mirroring ACROSS servers. That means that if there is a disk failure within the server another disk will "take over". Therefore, there was no loss of data during the recent downtime. When DALNET migrated from Horizon it could not "mirror" servers for a variety of reasons which we will now investigate again. They include the following:

1. Replication was cost prohibitive. The software itself was expensive. In addition, we would have needed a "high speed" link between the servers. Their physical location (two different buildings separated by a highway) have prevented that.
2. The two servers are currently dissimilar. The DPL server has fewer cpu's and less disk space. DALNET could not afford to have two identical servers at the time
3. Both DPL and Wayne are on the same power grid. In the event of a loss of power in the area, both buildings will be without power. Therefore, both servers will be unavailable. A UPS has been installed at DPL but that only provides enough power to shut down the server. WSU can maintain power up to 6 hours which solves 99% of all problems. To eliminate the last 1%, WSU is installing a motor generator and a second transformer and re-wiring our substation to reduce the number of single points of failure in the system. This should be completed by September.
4. Until recently, DPL was experiencing significant network problems that necessitated all DALNET databases (with the exception of DPL) be placed on the server at WSU.

Now that we've been up for approximately 18 months, we have asked epitech to come to Detroit for a "Disaster Recovery Planning Retreat". Scott Muir is making these arrangements. We have a number of questions regarding future product plans (Sunrise), disaster recovery, server configuration and synchronization. We hope this meeting can occur during the next few weeks.

In the meantime, in the event of a catastrophic failure (one lasting more than 3 hours) of a database server we will switch over the OPACs to the test databases.

We apologize for the inconvenience and thank you for your patience.

## DALNET Task Force/Committees...

NEW:

1) Recommendation from Steering Committee:

Acquisitions Task Force and the Serials Task Force be retired, committee members thanked & dismissed.

2) Debbie Adams has suggested a Board resolution that in the future... "when a member library wishes to change their representative on a committee or task force - it does not require Board approval, only notification".

### CONFIRM THE FOLLOWING E-MAIL LIST VOTES:

3) Information Hub Steering Committee

- Karen Tubolino/VA Medical Center
- Willy Cromwell-Kessler/DPL
- Sandra Martin/WSU-Shiffman
- George Libbey/UDM
- Ann Walaskay/OCC

4) Steering Committee: that Leo Papa be appointed the UDM representative, replacing George Libbey.

5) Horizon Course Reserves Task Force: change the UDM representative from Russell Davidson III to Betty Nelson.



March 15, 2000

Dear Focus Group Participant:

Thank you for being part of the *epixtech* Academic Focus Group last week. We appreciate your candid feedback as we work together to serve the needs of the academic community.

Some highlights and key points from our discussion are summarized in the following paragraphs:

**Collaboration** - Academic libraries are being required to collaborate in a variety of new ways. Different types of databases need to have common interfaces, various disparate systems must interface with each other, and large volumes of data from a variety of sources must be loaded into catalog or other types of databases. To address these needs *epixtech* systems must be open and adhere to current industry and library standards.

**e-everything** - The campuses are readying everything for the Web or other digital form. Universities are moving course material to the Web in the form of electronic reserves and are undertaking distance learning initiatives which will grow in the coming years. The e-everything environment is accompanied by an attendant set of challenges including authorization and authentication issues.

**Patron empowerment** applications of all types are important to academic libraries with a goal to provide more services, more quickly and with a savings of staff time. These applications must not only be bug-free, they must "shine" as there is no longer an intermediary between the patron and the information or desired task.

Some of the areas that you would like to see *epixtech* attend to:

**Customer Support, Communication and Documentation** - Large academic libraries have staffing to run the system, tweak the system and ensure it runs efficiently. Horizon customers require more technical documentation, an academic training session on tuning and tweaking for the large site. Libraries need additional information on release contents and technical requirements well before release date. We discussed the best way to provide a forum for sharing local developments, discoveries and "how-to" information.

**Specific Horizon Problems** - Fix bugs particularly in software destined for public use. Improve operator security at a task level to accommodate workflows in large libraries and at consortia.

**Optimize for large site operation** - The huge volume of activity and number of libraries (consortia or departmental libraries) makes this an issue that is not a concern for smaller installations. *epixtech* should consider carefully the balance of client operation vs. server operation and the effect on response time and workflow at large sites. Needs of outlying libraries in the consortia setting must also be considered.

Acquisitions, including serials and binding should be addressed to improve both online workflow for high volume operation and batch processes. Loaders for acquisitions data

should be provided (aka VITLS to NOTIS folks) to streamline processes and minimize staff intervention.

Security concerns for the larger sites are magnified. Greater control at operator and library level (for consortia) is desired in the Horizon system.

**WebPAC** - concentrate on WebPAC, iPAC and all Patron Empowerment applications to ensure they are reliable and "really shine". Work on electronic reserves and Reserve Book Room.

Other items of guidance:

***epixtech* vision** - communicate vision and involve large academic libraries in the planning from early stages.

**Delivery** - improve track record for delivery on commitments. Be sensitive to the planning needs at the customer sites and the impact of late releases on library staff. Work on union catalog.

Should you have further thoughts on our discussions at any time please feel free to send them on via phone or email.

Each and every one of us on the *epixtech* team thanks you wholeheartedly for traveling many miles to join us and investing a day of your very valuable time with us in Chicago.

Sincerely,

Linda Scott Zaleski  
Product Manager