

DALNET DATABASE STANDARDS COMMITTEE MEETING  
Minutes - December 12, 1989

Present: Anaclare Evans (Chair), Chris Audia, Audrey Bondar, Helen Ma, Ann Sargent, Theresa Shen, Charlene Wecker, Karen Zinterhofer.

The meeting was convened at 9:50 at Wayne County Community College.

Nancy Hunn's (NOTIS) visit to Wayne State in October as consultant on DALNET Authorities Control Maintenance was discussed. She will be sending us her report shortly.

Indra David's (Oakland University) request for a "look only" authorization for staff mode bibliographic records on behalf of a University faculty member was discussed. The faculty member is interested in downloading NOTIS bibliographic records. He is unable to do this when using LUIS as the LUIS record lacks subfielding. Louise is surveying DALNET Project Managers.

Blackwell is in the midst of processing Oakland Community College's Brodart tapes. Processing will be completed in early February and approximately 70,000 records will be loaded into DALNET. About 50,000 minimal level Brodart records were removed by Blackwell; they will be upgraded by OCC staff and will be added to its DALNET database.

Charlene discussed the fourteen NOTIS Special Interest Groups (SIGs) and their part in the NOTIS enhancement ballot process. The SIGs are listed in NOTISEs #47. Louise is the Chair of the Consortia/Network SIG. To ensure input into the various SIGs, there is a designated DALNET person on each mailing list of each SIG. Ann Sargent is the designated person on the Cataloging/Authority SIG. Many of the SIGs met at Midwinter ALA (including the Network/Consortia SIG). No one from our Database Standards Committee is going to Midwinter ALA.

Charlene reported on the MARCIVE project and the problems that were occurring with items in two locations and with titles held in microform when hard copy was also available. MARCIVE has solved the problem and will create a tape for WSU in January. In the course of editing its MARCIVE diskette, DPL identified some problems with item numbers on GPO records. GPO has corrected these errors; the MARCIVE tapes that will be produced for DPL, OU, and WSU will reflect the corrections. Helen reported that DPL's retrospective GPO holdings will be loaded into OCLC in addition to its current holdings as reflected on monthly MARCIVE tapes. Oakland and Wayne State will only be tapeloading their current (monthly) tapes.

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The DALNET Board accepted "in concept" our Committee's Minimal Records Standards document. Some minor areas for possible modification were identified by the Board. The Committee reviewed the suggested modifications and made some revisions to its document. The final document will be forwarded to the Board.

The Committee then discussed the new and dropped heading list as well as the verification process for new headings. In the course of a discussion regarding the editing of fields, one "tip" that was offered was that when staff is having trouble editing a field, the situation can usually be remedied by using the "EOF" key to erase the data in the field and inputting the data again.

One of the charges to the Acquisitions Task Force was to develop standards for the public display of acquisitions information. One of the records addressed by this Task Force is the volume holdings records; this record is also used extensively by catalogers. There is a need to develop a packet of examples of volume holdings records for use by staff of DALNET libraries to provide consistency as well as assist staff in formulating holdings statements. Since the volume holdings record is under the purview of both the Acquisitions Task Force and our Committee, Charlene is forming a group to develop this packet. The group will be comprised of: Audrey Bondar, Helen Ma, Charlene Wecker, and Karen Zinterhofer. The packet will be reviewed by Diane Paldan (who was in charge of serials conversion at WSU) and Anaclare Evans.

Our Committee needs to compile a list of desired SAS reports to forward to the Systems Office. The Committee reviewed the eight suggestions that were listed in the minutes of the last Committee meeting. Numbers 5 and 6 will not be necessary as Release 4.6 will alleviate the need for them. Committee members are asked to consider additional suggestions for SAS reports. At the next meeting, a "draft" will be developed. This list will then be circulated to DALNET Project Managers; they will be asked both to suggest additional ideas for SAS reports as well as to prioritize them.

The next meeting will be held in the NOTIS Training Room at WSUL on January 16, 1990 at 9:30 a.m.

Minutes by

Charlene D. Wecker