DALNET Database Standards Committee
Minutes - May 7, 1993

Present: M. Audia, A. Bondar, R. Call, A. Evans, A. Pogany, T. Shen,
P. Shunn, C. Wecker, K. Zinterhofer

A. Evans welcomed a new member to the Committee -- Phyllis Shunn from
Walsh College.

Committee Charge and Holdings Record Standard

The Committee reviewed A. Evans' drafts of these documents.   A few
additional modifications were made to both documents.   Anaclare will
revise these documents and send them to Committee members for final
review before forwarding them to L. Bugg.   If Committee members have
additional changes/comments, A. Evans should be notified within two
weeks of receipt of the revised documents.

BITNET Electronic Discussion Groups

There was discussion regarding BITNET electronic discussion
groups that would be relevant to members of the Database Standards
Committee.   Some Committee members have attended W. Kane's
Profs/BITNET/Internet training which includes information on these
discussion groups.   C. Wecker will forward to Committee members a list
of library-related discussion groups and subscription information.

Wording of notes on MARC Holdings Records

DALNET libraries are basically using the same wording for notes as is
used on OCLC Local Data Records.   For most DALNET libraries, serials
holdings were loaded on NOTIS from libraries' OCLC union list tapes.
In order to maintain consistency among records, DALNET sites continue
to use similar wording.   It might be useful to create a list of
sample notes for libraries to use.

Format Integration

There was some discussion of MARC Format Integration which is
scheduled to be implemented by LC in January of 1994 and by OCLC in
March of 1994.   Several people on our Committee are going to MARBI's
Format Integration Workshop in Chicago in September.

Policy on Suppressing Lost/Missing Titles/Copies from LUIS

Based on our discussion of this topic at the last meeting, and the
inclusion of the Committee's recommendation of suppressing these
titles/copies from LUIS display after one year in our "Holdings
Records standard", the Committee is considering drafting a database
policy for approval by the DALNET Board.   C. Wecker will request
L. Bugg to bring up this topic at the next Circulation Task Force
meeting for Task Force members' input.

Fall Cataloging/Authority Users Meeting

The Committee decided to change the date of our meeting to either
November 1. By having it later in the Fall, the agenda could
include reports on NOTIS-related cataloging and authorities
issues and information gleaned from the various workshops/meetings
earlier in the Fall (i.e. Format Integration Workshop, annual NOTIS
Users Group Meeting in October, and the Michigan Library Association
Annual Conference in October.) Other possible agenda items include:
multi-purpose workstations, cataloging of looseleaf materials,
CheckMark, backlog control, recon cleanup, and future developments
affecting cataloging and authority staff.   Committee members need to
solicit suggestions from staff for other topics. There will also be
a "Question and Answer" period; registration materials will request
attendees to specify questions and topics they would like covered at
the meeting on their registration forms.

The Committee felt there were enough agenda items to warrant a full
day meeting. R. Call will see if DPL's Explorer's Room could be used
again for the meeting. With our plans to hold the meeting on a
Monday when DPL is closed to the public, free parking would be
available for attendees.

Our timetable is as follows:

    July: Finalize agenda for meeting (including designation of
        speakers for each section)
    August: Develop draft of announcement/registration materials
    September: Finalize announcement/registration materials
    October 1: Send out announcement/registration materials

The next meeting will be held on Friday, July 9 in the Wayne State
Science and Engineering Library basement meeting room at 9:30.

Submitted by Charlene Wecker

DALNET Database Standards Committee

Charge

The DALNET Database Standards Committee shall be responsible for establishing and monitoring compliance to those standards which determine content and quality of the DALNET database. The Committee will be responsible for the determination of (i) which bibliographic, holdings (copy, item, and mhld), and authority records must be created, (ii) the required and optional data in each record, and (iii) the processes by which these records may be manipulated. The committee shall assist in the review, selection and evaluation of products and enhancements which support bibliographic and authority control activities. The committee is also charged to establish and monitor necessary communications paths to insure that all needed modifications to the DALNET database are made in a timely manner. The DALNET Database Standards Committee will sponsor those activities deemed necessary for the continuing education and networking of cataloging and authority control personnel in DALNET libraries.

ae/

5/7/93

draft 3

approved by the Committee 5/7/93

DALNET
DATABASE STANDARDS COMMITTEE
STANDARDS FOR HOLDINGS RECORDS ON NOTIS

Creation and maintenance of proper holdings information is necessary for the location of library materials by the user. Holdings information, as found in the various NOTIS records, is required for proper inventory control of library materials.

COPY HOLDINGS RECORDS
1. All bibliographic records in the DALNET database on NOTIS must

have a related copy holdings record

2. Copy holdings records shall contain a valid copy status value, the correct copy status and classification codes, and a valid location code. During the order and receipt process, the location code may be a valid location (as determined by each DALNET member) used as a "default" value.

3. At the time of cataloging, values on the copy holdings record must be updated to reflect proper values, including the correct call number and location.

4. The use of $v is optional. Its inclusion shall be at the option of the library. However, once a DALNET library decides to use the $v, it should be used consistently.

5. The notes fields shall be used as appropriate. Notes for display in the public catalog shall be made as succinct and clear

as possible. They are normally limited to

a. Directions for circ status for "bound with" items

b. Information about a particular copy, i.e. missing
pages, physical condition precludes circulation, autograph of
author, etc.

c. Additional circulation status information on a case-by-
case basis

d. Those notes which can be displayed in LUIS from codes in
the copy level note.

Non-public notes may be used at the discretion of the DALNET member
library.

6. Copy holdings lines for items no longer owned shall be updated
to indicate that the particular item is no longer available.
Individual copies will have their status changed when they are no
longer available. It is recommended that records representing lost
or missing items be updated after they have been reported as
unavailable for one year. Each DALNET member library may decide
for themselves whether they will logically delete or suppress
bibliographic or holdings records, as appropriate, for items no
longer owned. *from LUIS display*

Linked?

ITEM RECORDS

1. Item records are not required for all titles.

2. Each item record must contain a valid item identification
number (bar code number). *+ location + call #*

See circ Standards for unlinked

3. Item records may contain valid enumeration and/or chronological data when required for the specific identification of the item. Values in the "Enum/Chron" and "Midspine" fields shall be appropriate for the accessioning of the item.

4. The use of temporary locations and notes fields shall be at the discretion of the DALNET member library. If these fields are used, they should contain correct, current information.

5. Item records for pieces no longer owned shall be marked "W" for withdrawn or "D" for deleted in the STATUS field of the item record. Use of the value "W" allows for the reinstatement of items.

MARC HOLDINGS RECORDS

what if only have current issues?

1. MARC Holding Records (MHLD) shall be required for any title which the publisher intends to issue in multiple physical parts.

2. Data on the MARC Holdings Record shall be encoded following the NOTIS-MARC values for Holdings Data.

3. Data included shall conform to the NISO Z39 standards for holdings data. For serials, this data will follow the guidelines for the OCLC Union Listing Subsystem.

4. It is the responsibility of each DALNET library to keep MHLD records as up-to-date as possible.