

**DALNET DATABASE STANDARDS COMMITTEE**  
**September 30, 1997**  
**Wayne State University, SEL RM. 15**

Present: Chris Audia (DPL), Rex Dotson (DPL), Birong Ho (WSU, Chair), Adriene Lim (WSU/DALNET), Ann Pogany (OU), Donna Roe (UDM), Theresa Shen (WCCC), Phyllis Shunn (WC)

**1. DALNET Data Analysis Project Survey**

Two documents "NOTIS Migration for DALNET" prepared by Michael Ping, Ameritech, and NOTIS/HORIZON Mapping Fields" from Johns Hopkins University were distributed. The Committee discussed the documents and reviewed the possible impact of the incoming new system. B. Ho distributed the four-part survey draft. They are Pt. 1: Bibliographic Record, Pt. 2: Copy Holding Record, Pt. 3: MARC Holding Records, and Pt. 4: Linked/Unlinked Item Records. The Committee members examined the draft in detail, offered suggestions, and identified the standard and nonstandard usage of NOTIS records in their institutions. The subcommittee members, R. Dotson, B. Ho, A. Lim, D. Roe will incorporate the comments into the draft. The committee also discussed the procedures to fill out the survey. The survey is scheduled to be mailed to DALNET libraries on October 3. Special thanks go to B. Ho and A. Lim for drafting the test survey.

**2. Review of Standard Documents**

B. Ho reported that the revised standards "DALNET Bibliographic and Authority Database Standards, 8/97" and "DALNET Name/Series Authority Standards, 8/97" were approved by DALNET Project Managers and were distributed. Please contact B. Ho for copies should you need one. The documents will be posted on the DALNET home page and WSU Technical Services and System home page. Special thanks go to A. Lim for editing. The Committee was concerned about the confusion about "policy and standards". The distributed "DALNET LC Subject Authority in NOTIS" drafted by A. Evans and B. Ho will be reviewed by the Committee at the next meeting, due to the time limits.

**3. Special New**

C. Audia (DPL) will retire as of Jan. 1998. Her last day in DPL is October 23. Thank you, Chris, for your many years' service to the Committee. We will miss you.

**4. Next Meeting will be held** Tuesday, October 28, 1997 at 9:30 a.m. - 12:00 p.m. at WSU's Science/Engineering Library, Rm. 15

Notes by B. Ho

dalnetm.doc  
/bho

## **DALNET Data Analysis Project Progress Report**

1. **Analyze the DALNET Database:** A draft report based on DALNET surveys was completed in December 1997. Some libraries reported that circulation staff did not have any chance to fill out the surveys. Efforts were taken to facilitate the data gathering. In the report, NOTIS bibliographic, holding, and linked and unlinked item records were analyzed. The report will be used more extensively when data conversion is actually planned, thus all member libraries should continue to document any changes in practices that may alter or add to the answers given on their completed surveys. Additional printouts of sample records are always desirable to use as test cases.

2. **Recommendations will be offered about any changes in practices and revision of records:** Currently, we are compiling a recommendation list. Major changes in practices were recommended. Among them are:

- . key in the call number information which duplicates call number information in the preceding line in the Copy Holding Record; do not leave the call number area blank;
- . link as many unlinked records as possible;
- . catch up on any backlogged authority work or database maintenance;
- . maintain an up-to-date and complete list of locations and sublocations used in NOTIS;
- . maintain an up-to-date and complete list of subfield k and copy holdings notes.

However with limited knowledge of Horizon, the Committee will advise member libraries cautiously.

3. **Non-standard practices were identified:** Few non-standard practices were identified. DALNET Database Standards Committee is in the process of reviewing these non-standard practices. As we learn more about the new system, the Committee will advise member libraries accordingly.

4. **Project participants learned more about their records prior to migration:** Through filling out the surveys, and analyzing the database, the project participants have identified difficult areas and non-standard practices.

5. **Sample records are identified to use for developing and testing the conversion programs:** In the surveys, all participants were asked to provide sample records. A database using Microsoft Access is set up for each participant DALNET member library. Additional printouts of sample records are always desirable and will be added to the test database.

Submitted by,

Birong Ho  
Chair, DALNET Database Standards Committee  
January 6, 1998



(313) 577-4058  
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Wayne State University  
University Libraries  
Technical Services and Systems Division  
5048 Gullen Mall  
Detroit, Michigan 48202-3918

TO: DALNET Project Managers  
FROM: Birong Ho, Chair, DALNET Database Standards Committee  
SUBJECT: DALNET Data Analysis Survey  
DATE: October 6, 1997

A handwritten signature in black ink, appearing to read "Birong Ho", written over the printed name in the "FROM" field.

The DALNET Database Standards Committee is conducting this enclosed survey to analyze the ways DALNET libraries create and edit NOTIS records and specific fields. It will be used to investigate the best way to prepare the database for conversion to a new upgrade system.

The DALNET Data Analysis survey (4 parts) should be completed by catalogers, acquisitions, or their designees who are actively involved in creating and editing NOTIS records.

The survey is to be returned or mailed by October 24. Return the survey to your institutions DALNET Database Standards Committee representative or mail to Birong Ho, Chair of the DALNET Database Standards Committee.

Please photocopy as many copies as are needed. Please direct any questions to

Birong Ho  
Chair, DALNET Database Standards Committee  
Technical Services and Systems  
Wayne State University Libraries  
Detroit, MI 48202  
Phone: (313)5774190  
Fax: (313)577-3615  
E-mail: bho@cms.cc.wayne.edu or  
ad4362@wayne.edu

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Thank you for your attention to this matter.

**DALNET DATA ANALYSIS PROJECT SURVEY**

**PART I - BIBLIOGRAPHIC RECORDS  
(INCLUDING PROVISIONAL FIELDS)**

9/30/97

PLEASE COMPLETE THE FOLLOWING:

INSTITUTION TAKING SURVEY: \_\_\_\_\_

SURVEY COMPLETED BY (INDICATE DEPT./TEAM TITLES OR INDIVIDUAL'S TITLES):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explanation:** Questions about many fields and tags verified as USMARC are included because they relate to those fields used specifically for local information, or are regarding fields that may reveal differences in cataloging practices at DALNET libraries. Non-USMARC fields indicated with asterisk (\*).

**PLEASE USE SEPARATE SHEET FOR ANSWERS, IF MORE SPACE IS NEEDED.  
PROVIDE PRINTOUTS OF SAMPLE RECORDS WHENEVER POSSIBLE.**

**A. Questions proposed regarding Leaders/Fixed Fields**

D/S\*

1. Does your institution have suppressed records in the database? Circle one.

Yes  
No

2. If yes, why are these records suppressed? Describe characteristics of records involved and provide printouts of sample records.

**B. Questions proposed regarding the variable fields (010-899)**

035

3. Please indicate ALL of the utilities, vendors, or sources from which your institution has obtained cataloging copy.

OCLC                      GPO  
BRODART                OTHER? \_\_\_\_\_  
BLACKWELL            DALNET (Deriving)  
MARCIVE

4. Does your library ever delete 035 information from bib records?

Yes  
No

5. If yes, please explain when and why the 035 fields are deleted.

039\*

6. Does or has your library ever used the 039 field, Level of Bib Control and Coding Detail, as a local field? Circle one.

Yes  
No

7. If yes, under what circumstance(s) and how? Describe as fully as possible.

049\*

8. If your institution has included or does include local call numbers, locations, or other information in the 049 field, such as "[REF]" or "[c.1]," please describe what type of information is included. This includes records that have been tapeloaded.

9. Do you have any information in the 049 field that is not provided elsewhere in the bib, copy holdings, item or MARC records?

Yes, (explain) \_\_\_\_\_  
\_\_\_\_\_

No

069\*

10. Does or has your library ever used the 069 field, Level of Bib Control and Coding Detail, as a local field? Circle one.

Yes  
No

11. If yes, under what circumstance(s)? Describe as fully as possible.

098

12. Does or has your library ever used the 098 field, Other Classification

Schemes, as a local informational field? Circle one.

Yes  
No

13. If yes, what types of classification schemes have been used? *(Include copies of local classification schemes, if this is practical.)*

099

14. Does or has your library ever used the 099 tag, Local Free-Text Call Number, as a local informational field? Circle one.

Yes  
No

15. If yes, what types of call numbers are used and under what special circumstances, if any? *(Provide copies of local call number schemes, if practical.)*

16. If yes, is there any information in this field that is not provided elsewhere in the bib, copy holdings, MARC and item records?

Yes, (explain) \_\_\_\_\_  
\_\_\_\_\_

No

130/730

17. The use of these uniform title fields vary according to catalogers' judgement. Does your institution have any practices or procedures related to the use of the 130 or 730 fields (e.g. deleting or adding 130s to manipulate the indexing of records)? Circle one.

Yes  
No

18. If yes, what types of material or circumstances are involved to indicate the use of the 130 or 730 field at your institution? Please provide detailed information. *(Include copies of related procedures, if practical.)*

245

19. Does your institution use the 245 field for any thing *other than* the usual title statements, such as in the case of archival materials?

Yes

No

20. If yes, please provide sample printouts of records (or NOTIS control numbers) where the 245 field has been used to hold non-title information.

4XX

21. As a rule, does your institution follow LC/DALNET practice in terms of series treatment? Circle one.

a. Always follow as a rule

b. Usually follow, but depends upon circumstances

c. Don't follow as a rule

22. If *b* or *c* circled, describe the circumstances involved when your institution's treatment of series differs from LC/DALNET practice.

500

23. This field is normally used to include general information about material, but may also contain information that is local-specific. Does or has your institution used the 500 field to include local information? Circle one.

Yes

No

24. If yes, what local information is included in the 500 field by your institution? Please provide detailed information. (*Include copies of related procedures, if practical.*)

505

25. As a rule, does your institution use 505 fields to provide contents notes, even when other institutions have not?

Yes

No

26. If yes, what types of material or circumstances are present when your institution inputs 505 fields not normally present in cataloging copy?

27. If yes, are 740 fields also input for contents listed in the 505 fields?  
Circle one.

Always input  
Sometimes input, depending upon circumstances  
Never input

590

28. Does your institution use the 590 field to include local notes on bib records? Circle one.

Yes  
No

29. If yes, what types of notes are included? Please provide detailed information, including any procedures that standardize the contents of the field at your institution.

650

30. Does your institution use any subject heading systems *other than* those entered in 650 fields, second indicators 0, 1, or 2? Circle one.

Yes  
No

31. If yes, what other subject heading systems are used in the 650 field?

69X

32. Does your institution use, or has it ever used, any local subject heading system in the 690, 691, or 692 fields? Circle one.

Yes  
No

33. If yes, please provide detailed information about the local subject headings used, including whether or not the local system is used regularly or only in special instances. (*If practical, include descriptions of the system or printouts of sample records.*)



740

34. Has your institution ever used the 740 field to include any information *other than* the usual added entries-uncontrolled related/analytical titles, such as in the case of special collection titles or the like? Circle one.

Yes  
No

35. If yes, what local information has been or is included in the 740 field by your institution? Please provide detailed information and/or printouts of sample records.

75X

36. Has your institution ever used the 75X fields to provide local access points? Circle one.

Yes  
No

37. If yes, what local access points have been or are included in the 75X fields by your institution? Please provide detailed information.

856

38. How complete (e.g. to what level of specificity) are the URL addresses input into this field by your library? (If your institution has standards dictating the level of URL addresses entered, please attach copies.)

**C. Questions proposed regarding the provisional fields (9XX)**

9XX\*

39. Please indicate ALL of the instances wherein your institution will create provisional bib records.

- a. Order records, before full bibliographic data is available
- b. Temporary cataloging for rush and/or gift items or \_\_\_\_\_
- c. Billing records for standing orders
- d. Billing records for payments
- e. Other \_\_\_\_\_

40. If your institution creates provisional bib records, what variable fields do you *regularly* input for most, if not all, items when appropriate? Circle as many as applicable.

901	911	928	946
902	912	930	947
903	913	931	948
904	923	932	949
905	924	934	970
907	925	935	971
908	926	940	972
910	927	945	973

41. If your institution creates provisional bib records, what variable fields do you input only under special circumstances? Circle all that apply.

901	911	928	946
902	912	930	947
903	913	931	948
904	923	932	949
905	924	934	970
907	925	935	971
908	926	940	972
910	927	945	973

42. If any items are circled in Item #37 above, describe the special circumstances involved when these fields are used.

43. At what point in the ordering or cataloging process are your institution's provisional records upgraded to full bibliographic records? Please describe in detail.

44. As a rule, does your institution verify headings (i.e. make sure headings conform to established headings) when it creates provisional records?

Yes  
No

45. Does your institution retain any 9XX fields in full bibliographic records?

Yes  
No

46. If yes, list the fields and under what circumstances are the 9XX fields retained.

**D. Questions about the 9XX fields used as local processing fields**

47. If your institution has used the 945-949 fields for retrocon or other local processing, does it normally retain these fields in the bib record?

Yes

No

AIL/

**DALNET DATA ANALYSIS PROJECT SURVEY  
PART II - COPY HOLDING RECORDS**

Please complete the following information:
Institution: _____
Survey completed by (indicate Dept./team or individual's title): _____ _____ _____

**A. Catalog Status Code ( shown in NOTIS as STATUS)**

Please indicate codes that your library use by circling the applicable answers. For "other use", please explain and provide printouts or NOTIS Control Numbers.

- | <u>code</u> | <u>definition</u>   |
|-------------|---|
| <b>a</b>    | <b>in process, cataloging copy found</b><br>(1) Yes<br>(2) No<br>(3) other use _____                            |
| <b>b</b>    | <b>in process, no cataloging copy found</b><br>(1) Yes<br>(2) No<br>(3) other use _____                         |
| <b>c</b>    | <b>not to be cataloged</b><br>(1) Yes<br>(2) No<br>(3) other use _____  |
| <b>e</b>    | <b>classed separately (generates online public catalog message)</b><br>(1) Yes<br>(2) No<br>(3) other use _____ |
| <b>f</b>    | <b>temporarily cataloged, cataloging copy found</b><br>(1) Yes<br>(2) No<br>(3) other use _____                 |
| <b>g</b>    | <b>temporarily cataloged, cataloging copy not found</b><br>(1) Yes<br>(2) No<br>(3) other use _____             |
| <b>h</b>    | <b>cataloging completed</b><br>(1) Yes<br>(2) No<br>(3) other use _____   |

- x not held, not in process
- (1) Yes
- (2) No
- (3) other use \_\_\_\_\_

**B. Catalog Status Date (shown in NOTIS as DT)**

Does your library change the date, Yes or No ? If Yes, explain under what circumstances that your library has changed the date. Please provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

**C. Action Date (shown in NOTIS as AD)**

Does your library change the system "default none", Yes or No ? If yes, please explain under what circumstances your library has changed the date. Please provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

**D. Title Notes (Copy Holdings Record "NOTES" Field)**

This note field has been used for recording local information that pertains to the title as a whole. For example: Notes: BNA, monographs classed separately

Does your library use this field to indicate vendor source information (e.g. BNA, GPO) ?

- (1) Yes
- (2) No

If yes, please include all vendors sources.

\_\_\_\_\_

Please include other instances your library has used for this field and provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

**E. Copy Holding Line Statements**

**1. Copy Status Code**

- 0 single volume, incomplete
- 1 single volume, complete
- 2 multivolume, incomplete
- 3 multivolume, complete

Has your library even use the above codes for any other purpose, Yes or No ? If yes, please explain the usage and provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

## 2. Classification Type Code

Please indicate all codes that your library has used by circling applicable answer. For "other use", please explain and provide printouts or NOTIS Control Numbers.

- | <u>Code</u> | <u>Definition</u>   |
|-------------|---|
| <b>A</b>    | <b>undetermined</b><br>(1) Yes. Please circle the codes you use. (0A, 1A, 2A, 3A)<br>(2) No.<br>(3) other use _____             |
| <b>B</b>    | <b>NLM</b><br>(1) Yes . Please circle the codes you use. (0B, 1B, 2B, 3B)<br>(2) No.<br>(3) other use _____                     |
| <b>C</b>    | <b>alternate NLM</b><br>(1) Yes. Please circle the codes you use. (0C, 1C, 2C, 3C)<br>(2) No.<br>(3) other use _____            |
| <b>D</b>    | <b>Dewey</b><br>(1) Yes. Please circle the codes you use. (0D, 1D, 2D, 3D)<br>(2) No.<br>(3) other use _____                    |
| <b>E</b>    | <b>alternate Dewey</b><br>(1) Yes. Please circle the codes you use. (0E, 1E, 2E, 3E)<br>(2) No.<br>(3) other use _____          |
| <b>F</b>    | <b>3rd Dewey</b><br>(1) Yes . Please circle the codes you use. (0F, 1F, 2F, 3F)<br>(2) No.<br>(3) other use _____               |
| <b>I</b>    | <b>in process</b><br>(1) Yes. Please circle the codes you use. (0I, 1I, 2I, 3I)<br>(2) No.<br>(3) other use _____               |
| <b>L</b>    | <b>Library of congress (LC)</b><br>(1) Yes. Please circle the codes you use. (0L, 1L, 2L, 3L)<br>(2) No.<br>(3) other use _____ |
| <b>M</b>    | <b>alternate LC</b><br>(1) Yes. Please circle the codes you use. (0M, 1M, 2M, 3M)<br>(2) No.<br>(3) other use _____             |

**N** 3rd LC  
(1) Yes. Please circle the codes you use. (0N, 1N, 2N, 3N)  
(2) No.  
(3) other use \_\_\_\_\_

**O** alternate other class scheme, unique call no.  
(1) Yes. Please circle the codes you use. (0O, 1O, 2O, 3O)  
(2) No.  
(3) other use \_\_\_\_\_

**R** alternate SuDocs  
(1) Yes. Please circle the codes you use. (0R, 1R, 2R, 3R)  
(2) No.  
(3) other use \_\_\_\_\_

**S** SuDocs  
(1) Yes. Please circle the codes you use. (0S, 1S, 2S, 3S)  
(2) No.  
(3) other use \_\_\_\_\_

**T** other class scheme, unique call no.  
(1) Yes. Please circle the codes you use. (0T, 1T, 2T, 3T)  
(2) No.  
(3) other use \_\_\_\_\_

**U** non-unique call number (message appears in the online catalog only if there is no |b subfield in the copy holdings record)  
(1) Yes. Please circle the codes you use. (0U, 1U, 2U, 3U)  
(2) No.  
(3) other use \_\_\_\_\_

**X** no call number (ask for shelf location)  
(1) Yes. Please circle the codes you use. (0X, 1X, 2X, 3X)  
(2) No.  
(3) other use \_\_\_\_\_

**Y** accession type number  
(1) Yes. Please circle the codes you use. (0Y, 1Y, 2Y, 3Y)  
(2) No.  
(3) other use \_\_\_\_\_

Please indicate all types of accession number your library has used, and include printouts or NOTIS Control Numbers.

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**Z** none (not classed or withdrawn)

Do you use this code to deactivate copy statement?

(1) Yes. Please circle the codes you use. (0Z, 1Z, 2Z, 3Z)  
(2) No.  
(3) other use \_\_\_\_\_

**Do you use this code to indicate it is a billing record ?**

- (1) Yes
- (2) No

**3. Location Call Number Field (CN)**

**|a location**

- (1) Yes.
- (2) No.
- (3) other use. \_\_\_\_\_

Please provide any obsolete location codes that are not in your current system profile but still remain in the system. Please include printouts or Notis Control Numbers.

\_\_\_\_\_

**|b class number**

- (1) Yes.
- (2) No.
- (3) other use \_\_\_\_\_  
(e.g. : GEN FIC RACK  
See; URL  
Electronic Access)

**|c remainder of call number**

- (1) Yes.
- (2) No.
- (3) other use \_\_\_\_\_

**|v Volume designation**

- (1) Yes.
- (2) No.
- (3) other use \_\_\_\_\_

**|k form/size description**

- (1) Yes.
- (2) No.
- (3) other use \_\_\_\_\_

**Does your library use “ ; “ in between call number for example “ ML; 429;.H87;R6;1994”**

- (1) Yes
- (2) No

**Does your library record call numbers in an unusual sequence (e.g. placing |k after |c) for example: |b ML429;.H87 |c .R6 |k Oversize**

- (1) Yes
- (2) No

**Does your library input no call number information if it duplicates call number information in the preceding line ?**

- (1) Yes
- (2) No



**4. Copy Statement Default Date (System defaults to the current date)**

Does your library change the date ?

(1) Yes.

(2) No.

(3) other use \_\_\_\_\_

**5. Copy Level Notes**

Does your library use universal message codes e.g. UM: \*, UM: (non-circulating), UM-

(1) Yes.

(2) No.

Does your library use this note field to indicate the copy is an electronic copy ?

(1) Yes

(2) No

Does your library use the following OPAC copy level codes to display message ?

**CI:PR** OPAC message : Current Issues in Periodicals

**CI:REF** : Current Issues in Reference

**CI:RES** : Current issues in reserve

**LV:REF** : Latest volumes in reference

**LV2:REF** : Two latest volumes in reference

**LV3:REF** : Three latest volumes in reference

**LV5:REF** : Five latest volumes in reference

**PRUM** : Current issues in periodicals until microform copy returned.

**RUM** : Current issues in reference until micorform copy received.

**SC** : Subscription canceled.

(1)Yes. Please provide printouts or NOTIS Control Number.

(2) No

Does your library use other copy level notes, e.g. to create new title list ?

(1) Yes. Please include all instances and provide printouts or Notis Control Number.

(2) No

**6. IF YOU CANNOT FIND THE APPROPRIATE CATEGORY FOR YOUR USAGE OF COPY HOLDING INFORMATION. PLEASE INDICATE THEM IN THE FOLLOWING LINES.**

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**DALNET DATA ANALYSIS PROJECT SURVEY  
PART III - MARC HOLDING RECORDS**

Please complete the following information:

Institution: \_\_\_\_\_

Survey completed by (indicate Dept./team or individual's title):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIXED FIELD**

**STAT**                      Please circle the codes you use in your library.  
(n, c, d, u)

**E/L**                        Please circle the codes you use in your library.  
(1, 2, 3, 4, 5, m, z, ?)

**R/STAT**                  Please circle the codes you use in your library.  
(0, 1, 2, 3, 4, 5, ?)

**MTHD**                    Please circle the codes you use in your library.  
(d, e, f, g, p, u, z)

**G/RTN**                    Please circle the codes you use in your library.  
(0, 1, 2, 3, 4, 5, 6, 7, 8, ?)

**S/RTN**                    Please circle the codes you use in your library.  
position 1: (b, l, p)  
position 2: (b, 1, 2, 3, 4, 5, 6, 7, 8, 9)  
position 3: (b, m, w, y, e, i, s)

**COMPLT**                 Please circle the codes you use in your library.  
(0, 1, 2, 3, 4, ?)

**LEND**                    Please circle the codes you use in your library.  
(a, b, u, ?)

**REPOL**                   Please circle the codes you use in your library.  
(a, b, u, ?)

Has your library even use the above codes for any other purpose, Yes or No ? If yes, please explain the usage and provide printouts or NOTIS Control Numbers.

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**VARIABLE FIELDS**

**TAG**

852

Do you use |l to indicate the shelving title ?

(1) Yes

(2) No

(3) other use \_\_\_\_\_

Do you use |z public note ?

(1) Yes

(2) No

(3) other use \_\_\_\_\_

Do you use |x non-public note ?

(1) Yes

(2) No

(3) other use \_\_\_\_\_

Do you use the other subfield codes provided by USMARC - Holding data, for example |c shelving location |g non-code coded location qualifier etc. Yes or No ? If yes, please explain and provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

866

Do you use the value other than "30" for the indicators, Yes or No ? If yes, please explain and provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

Do you repeat 866 fields to indicate enumeration, incompleteness , Yes or No ?  
For example:

866/1:30: 183-268 <1963-1992: nos. 1-8>

866/2:30: v.261,263-264 incomplete

866/3:30: v.253-254 incomplete

If yes, please include printouts or NOTIS Control Numbers.

\_\_\_\_\_

If no, please explain how you input the information and provide printouts or NOTIS Control Number.

\_\_\_\_\_

Do you follow general guidelines issued by DALNET, Nov. 1994 (adapted from OCLC PRISM Union List and ANSI Standard Z39.44-1986) to input enumeration and captions , Yes or No ?

If no, please explain and provide printouts or NOTIS Control Numbers.

\_\_\_\_\_

Do you input the note "See following/previous copy for holdings on microfiche in this location" in 866 field for linking paper copy and microfiche copy , Yes or No ?

For example:

866/4:30: |a See following copy for holdings on microfiche in this  
866/5:30: |a location.

If yes, please include printouts or NOTIS Control Numbers.

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Do you use different note to indicate the linkage, Yes or No ?

If yes, please include printouts or NOTIS Control Numbers.

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Do you input the note "See following/previous copy for holdings on electronic copy" or similar note in 866 field to link paper copy and electronic copy , Yes or No ?

If yes, please include printouts or NOTIS Control Numbers.

---

Do you use 866 field |a to supply any notes in addition to the above example, Yes or No ? If yes, please include printouts or NOTIS Control Numbers.

---

Do you use |z public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

Do you use |x non-public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

867

Do you use this variable field, Yes or No ? If yes, please provide printouts and NOTIS Control Number.

---

Do you use |z public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

Do you use |x non-public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

868

Do you use this variable field ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

Do you use |z public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

Do you use |x non-public note ?

- (1) Yes
- (2) No
- (3) other use

For Yes or other use, please provide printouts and NOTIS Control Numbers.

---

899

Do you use this variable field instead of 866, 867, and 868, Yes or No ? If yes, please provide printouts and NOTIS Control Numbers.

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**DALNET DATA ANALYSIS PROJECT SURVEY**  
**PART IV - LINKED AND UNLINKED ITEM RECORDS**

9/30/97

<b>PLEASE COMPLETE THE FOLLOWING:</b>
INSTITUTION TAKING SURVEY: _____
SURVEY COMPLETED BY (INDICATE DEPT./TEAM TITLES OR INDIVIDUAL'S TITLES): _____ _____ _____

**PLEASE USE SEPARATE SHEET FOR ANSWERS, IF MORE SPACE IS NEEDED.  
ATTACH PRINTOUTS OF SAMPLE RECORDS WHENEVER POSSIBLE.**

**A. Questions regarding use of Linked Item Records**

1. Has your institution ever used linked item records for any thing *other than* cataloged items in your collection, such as, for example, barcoded media equipment attached to dummy bib records?  

Yes  
No
  
2. If yes, under what circumstance(s) are these linked records used? Describe all types of instances as fully as possible.
  
  
  
  
  
  
  
  
  
  
3. Does your library create additional subrecords for Linked Item Records, for anything *other than* Course Reserves?  

Yes  
No
  
  
  
  
  
  
  
  
  
  
4. If yes, under what circumstances are these subrecords created?

**B. Questions regarding the variable fields in Linked Item Records**

Note: No questions are asked about "protected" fields, system-supplied fields, or fields that contain codes already defined within the system, such as "location codes."

- ENUM/CHRON**      5. Does your institution consistently use the ENUM/CRON field whenever

applicable?

Yes

No

6. If yes, do you have a uniform way that volume, part, number, and year data are entered? (Include information about how colons, semicolons, and spaces are used regularly to separate data segments.)

**MIDSPINE**

7. When does your institution use the "midspine" field?

Only if the ENUM/CHRON field is full  
Always for second-level numbering for multi-part items  
Sometimes used for second-level numbering  
Never used

**DEPT LOCATN**

8. Does your institution use the DEPT LOCATN field?

Yes

No

**TEMP LOCATN**

9. Does your institution use the TEMP LOCATN field?

Yes

No

10. If yes to #9, under what circumstances is the TEMP LOCATN field used? Please list all instances as fully as possible.

**ITEM ID**

11. Has your library ever used more than one Item ID on one item record?

Yes

No

12. If yes, please describe the circumstances or types of materials involved when more than one Item ID is used. (For example, if you consistently barcode both the jacket and the piece for certain types of books, describe the types of books involved.)

**VALUE**

13. Does your library use the VALUE field on a regular basis?

Yes  
No

14. If yes, what types of material are involved?

**NOTE**

15. If your institution uses the NOTE field, what types of notes are included?  
(Please describe as fully as possible.)

16. Has your institution ever used NOTES for circulation information (e.g. patron's name), instead of checking items out?

Yes  
No

**COURSE  
RESERVE  
FIELDS**

17. Does your library use COURSE NO, INSTRUCTOR and other Course Reserve fields on a regular basis?

Yes  
No

18. If yes, please describe or attach copies of procedures used to input the the information (e.g. Instructor's last name first, course name and number in free-text "course no." field, etc.) at your institution.

**C. Questions regarding use of Unlinked Item Records**

19. Has your institution ever used unlinked item records for any thing *other than* the usual circulating materials in your collection (e.g. barcoded media equipment, software, etc.)?

Yes  
No

20. If yes, under what circumstance(s) are these unlinked records used? List all examples and provide printouts of sample records.



21. Does your institution ever re-use unlinked item records? (An example might include using barcoded bookmarks over and over again in stored materials to circulate the material.)

Yes  
No

22. If yes, describe the circumstances involved when are these unlinked item records are re-used.

23. Do you use unlinked item records for materials that are NOT a permanent part of your collection?

Yes  
No

24. If yes, list the type of materials involved.

**D. Questions regarding the variable fields in Unlinked Item Records**

**AUTHOR**

25. Please describe how your institution enters author information into this field, including where the information is usually taken from and the way it is entered (e.g. taken from book pocket, last name only or taken from title page, last and first name in that order, etc.) Attach your library's procedures, if that is practical.

**TITLE**

26. Please describe how your institution enters title information in this field, including where the information is usually taken from and the way it is entered (e.g. always off title page, no articles but first three words of title only, etc.)

**COPY NBR**

27. If your institution uses this field when applicable, how is the information input usually (e.g. volume and number, no spaces, etc.)?

**CLASS TYPE**

28. If "O" (Other) is ever used, what types of classification does this indicate at your library?

Used for: \_\_\_\_\_

Never Used

**CALL NUMBER**

29. Does your institution adhere to a uniform way that call numbers are entered, such as, for example, complete number input with spaces to indicate line breaks, etc.

AIL/