

NOV 07 1997

DALNET DATABASE STANDARDS COMMITTEE

October 30, 1997

Wayne State University, SEL RM. 15

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

1. System updates

A. Evans briefly reported on MHI problems over the weekend. The Committee members were concerned about the down time for NOTIS especially during afternoon peak time. DALNET libraries were reminded to record down time in the system log and to forward the log to the DALNET office.

2. DALNET Data Analysis Project Survey Results

The surveys were received, thanks to DALNET libraries staff who filled out the surveys, and thanks to the Committee members and Project Managers for facilitation. The Committee discussed the survey results and possible formats for presentation of the survey results. The subcommittee which is composed of R. Dotson, B. Ho, A. Lim, D. Roe is designated the responsibility of analyzing, reviewing, and drafting the results into presentable format.

3. Review of Standard Documents

The policy document "DALNET database change and correction procedures" drafted by A. Lim was discussed and revised. The suggestions will be incorporated and a final version will be distributed. Since this is a procedure document, it will not go to Project Managers for approval. The procedure document will be posted on the DALNET home page and WSU Technical Services and System home page. Special thanks go to A. Lim for editing.

F. White was concerned that some DALNET libraries have no staff to do authority control work and that some libraries do not have educational background to recognize the situations described in the procedural document. D. Roe also expressed concerns about incoming libraries should have qualified staff to do the authority work indicated in the document.

The distributed "DALNET LC Subject Authority" drafted by A. Evans and B. Ho will be reviewed by the Committee at the next meeting, due to the time limits.

4. Special News

Articles and Tips and tricks for cataloging and authority activities are needed for the incoming Winter Issue of DALNET Data. Please contact A. Lim for details.

5. Next Meeting will be held on

Thursday, December 4, 1997 at 9:30 a.m. - 12:00 p.m. at WSU's Science/Engineering Library, Rm. 15

Notes by B. Ho

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