Dalnet Database Standards Committee
November 9, 1999
Wayne State University, SEL Room 15

Minutes

Present: Kraig Binkowski (DIA), Steve Corrsin (WSU), Willie Cromwell-Kessler (DPL), Rex Dotson (DPL), Mary Jo Durivage (VA), Birong Ho (WSU), Mary Howarth (OCC), Fran Krempasky (WSU/DALNET, Acting Chair), Adriene Lim (WSU/DALNET), Donna Roe (UDM), Therese Shen (WCCC)

1. **Approval of Minutes**

   Minutes from the October 7, 1999 DALNET Database Standards Committee Meeting were reviewed, amended and approved and will be sent to the DALNET Project Managers and DALNET Board.

2. **Review of Agenda**

   The agenda was approved.

3. **Introduction of New Committee Members**

   The Committee welcomed Kraig Binkowski from the DIA Library and Mary Jo Durivage from the VA Medical Center Library as new members of the Dalnet Database Standards Committee.

4. **Review of Dalnet Database Standards Revisions for Horizon**

   A. **Provisional Records**

   The Committee reviewed and gave final approval for the "Guidelines for Creating Provisional Records for Public Display" document. The document will be sent to the DALNET Project Managers for final approval.

   B. **DALNET Guidelines for Bibliographic and Authority Databases**

   The Committee made some minor changes to the revised version of this document. F. Krempasky will edit the document then send to the members for approval before sending to the DALNET Project Managers.

   C. **DALNET Name/Series Authority Standards**

   The Committee agreed that the guidelines covered in this document are duplicated in the revised version of the "DALNET Guidelines for Bibliographic and Authority Databases" document. Therefore, the "DALNET Name/Series Authority Standards" will be sent to the Project Managers to ask that they be considered obsolete and superseded. B. Ho spoke about the history of the Name/Series standards and discussed how they were originally constructed as procedures to aid DALNET libraries in authority control for NOTIS. The Committee decided that a procedures document could be written at a later time if needed.

D. Summary Holdings Guidelines

A. Lim presented her draft of the "DALNET Horizon Guidelines : Entering Summaries of Holdings for Non-predicted Serials and/or Multipart Monographs." R. Dotson discussed the need for maintaining ANSI standards at the summary holdings level. The consistent use of captions was also discussed. A. Lim will continue drafting this guideline and the Committee will review the document at the next meeting.

5. HUGM Reports

-A. Lim and W. Cromwell-Kessler attended the Horizon User's Group Meeting in early November and shared information with the Committee on the sessions they attended. The following authority documentation was distributed to the Committee: "Bib-auth-invalid-audit @ Chicago" by Jane Ciacci, "Horizon 4.2 Authority Overview," "Functional Specifications Handling Reversal of Valid/Invalid Authority Headings in Horizon" and the procedures by Jane Ciacci titled, "Draft: All about Bib-Audit-Invalid-Audit." The Committee members will read the documentation and discuss it at the next meeting to determine what uniform procedures can be developed.

-A. Lim discussed the Bib-audit-invalid-auth" table in Horizon and how it can be used in authority problem solving.

-W. Cromwell-Kessler and A. Lim noted that Sunrise (Horizon 6.0), which is scheduled for a May/June 2000 release date, will be able to handle the |v and |w subfield problem. Sunrise will allow a bibliographic heading to exist outside of an authority record. When cataloging, libraries can choose to not create stubbies if an authority record doesn't exist. There should also be options for normalization, as well as tag order control and full display of the fixed field. Screen editing should also be available in Sunrise.
-W. Cromwell-Kessler also stated that Ameritech is developing the use of "English Wizard software" which uses natural language to generate reports. Ameritech is also developing a spell-checking feature for Horizon as well as the capability of including URL's in any field of the bibliographic record.

Next Meeting: Wednesday, December 8, 1999 in Room 15 SEL.

Minutes submitted by F. Krempasky