

**Dalnet Database Standards Committee  
December 8, 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), Mary Howarth (OCC), Fran Krempasky (WSU/DALNET, Acting Chair), Adriene Lim (WSU/DALNET), Donna Roe (UDM), Therese Shen (WCCCD)  
Absent: Birong Ho (WSU)

**1. Approval of Minutes**

Minutes from the November 9, 1999 DALNET Database Standards Committee Meeting were approved and will be forwarded to the DALNET Project Managers and the DALNET Board.

**2. Review of Agenda**

The agenda was approved.

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

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

This guideline was approved by the Committee and will be sent to DALNET Project Managers for approval.

**B. DALNET Horizon Guidelines: Entering Summaries of Holdings for Non-predicted Serials and/or Multipart Monographs**

A. Lim presented a revised version of her draft titled "DALNET Horizon Guidelines: Entering Summaries of Holdings for Non-predicted Serials and/or Multipart Monographs." A. Lim handed out the "ANSI Standards for the Principles of Reporting Summary Holdings" to the Committee so each member could familiarize himself or herself with it. Three previous documents were summarized and revised to form this one guideline: "Creating and Editing the MARC Holdings Record" revised by B. Heath 2/98, "Standards for Holdings Records on NOTIS" approved by DALNET Board 10/94, and "Consistent Display of Acquisitions/Serials Information in LUIS" revised 4/4/94. These three documents will be marked obsolete after the approval of the DALNET Project Managers.

Committee members will continue to discuss this guideline at the January meeting.

**Discussion**

-W. Cromwell-Kessler noted that DALNET libraries should conform to national standards whenever possible, especially since we're in a consortia environment. R. Dotson recommended that Committee members read the OCLC Manual for explanation and examples of ANSI Standards.

**C. DALNET Minimal Level Bibliographic Records Standards**

W. Cromwell-Kessler recommended that the MARC "National Level Record and Minimal Level Record Requirements" be followed as a guideline for revising this Standard. She noted that this MARC standard is available in Appendix A of the "MARC Format" and is also available on the web at: <http://lcweb.loc.gov/marc/bibliographic/nlr/>.

S. Corrsin and W. Cromwell-Kessler will work together on revising the "DALNET Minimal Level Bibliographic Standards" document for the January meeting.

**D. DALNET Database Change and Correction Procedures**

The Committee recommended that this document be marked obsolete in a Horizon environment. F. Krempasky will present this idea to the DALNET Project Manager's meeting in January.

**E. DALNET Online Subject Authority File**

This document has been superseded by "DALNET Guidelines for Bibliographic and Authority Databases" document and will be sent to the Project Manager's to mark as obsolete.

**4. DALNET Cataloging and Authority-Control Users Group Forum**

The DALNET Database Standards Committee will sponsor a DALNET Cataloging and Authority-Control Users Group Forum on March 22, 2000. This will be an all day event. D. Roe suggested that the Committee discuss the present Horizon situation and present revised or new DALNET Database standards.

**Actions:**

-S. Corrsin, A. Lim, F. Krempasky, T. Shen and M. Howarth will set the agenda and prepare it for the next DALNET Database Standards meeting. Any agenda items should be sent to Mary Howarth at: [mmhowart@occ.cc.mi.us](mailto:mmhowart@occ.cc.mi.us)

**5. Other**

**A. Dalnet Technical Standards, Policies, Guidelines Webpage**

The Committee discussed the need to have the DALNET web page updated to reflect obsolete documents and have new documents added to the page. F. Krempasky will update the web page once the DALNET Project Managers give final approval on the guidelines.

**B. Horizon Internal Note field**

A. Lim noted that the Internal Note field in the Summary of Holdings Record now displays in the list screen in Cataloging and Serials Control. This field can now be used for staff only information that could only be placed in the Note field previously. A. Lim also added a new run code for internal message use that can be used for internal note fields.

Next Meeting: Thursday, January 13, 2000 in Room 15 SEL.

Minutes submitted by F. Krempasky