

Dalnet Database Standards Committee
January 13,2000
Wayne State University, SEL Room 15

Minutes

Present: Willy Cromwell-Kessler (DPL), Rex Dotson (DPL), Mary Jo Durivage (VA), Mary Howarth (OCC), Birong Ho (WSU), Fran Krempasky (WSU/DALNET, Acting Chair), Adriene Lim (WSU/DALNET), Donna Roe (UDM), Therese Shen (WCCCD)

Absent: Kraig Binkowski (DIA), Steve Corrsin (WSU)

1. Approval of Minutes

Minutes from the December 8, 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 Horizon Guidelines: Entering Summaries of Holdings for Non-predicted Serials and/or Multipart Monographs

Committee members commented on the responses they gathered from their institutions about this document. A. Lim met with Diane Paldan and S. Corrsin at WSU to gather their comments about the document. She reported that WSU's formation and use of captions has been inconsistent. A. Lim suggested that it should be noted within the guideline that using captions is highly recommended. However, if a DALNET member library chooses not to use the recommended standard, then they need to document the variance and send their procedure to the DALNET Office. This would be useful information for the DALNET Systems Office in case of future migrations. In discussion, W. Cromwell-Kessler noted that it's important to use captions consistently across DALNET libraries as it will add distinction to DALNET's catalog, especially when we have a shared Union Catalog. A. Lim will make revisions to the guideline and send it out on email for members to approve. Once the guideline is approved, F. Krempasky will send to the Project Managers to vote on via email. It is important that DALNET member libraries implement this standard as soon as possible.

B. DALNET Minimal Level Bibliographic Records Standards

W. Cromwell-Kessler distributed copies of the revised guideline for minimal level record standards titled, "Minimal Level Bibliographic Records in DALNET Databases." Committee members discussed the

document and made some minor changes. W. Cromwell-Kessler will revise the guideline and send to the Committee over email to peruse. It was suggested that an addendum be constructed to this guideline that shows the differences between minimal, PCC, and full records. W. Cromwell-Kessler agreed to prepare and write this addendum.

C. Update on Guidelines Submitted to DALNET Project Managers

F. Krempasky presented the Project Managers the following documents for approval at their January, 10, 2000 meeting:

1. **Guidelines for Creating Provisional Records for Public Display**
Approved by the DALNET Project Managers on January 10, 2000.
2. **DALNET Database Change and Correction Procedures**
Approved to be marked obsolete by the DALNET Project Managers on January 10, 2000.
3. **DALNET Guidelines for Bibliographic and Authority Databases**
(For approval)
DALNET Online Subject Authority File
(For approval to be marked obsolete)
DALNET Name/Series Authority Standards
(For approval to be marked obsolete)

Per the discussion at the Project Managers' meeting, F. Krempasky will send out an email to the Project Managers so they can vote to approve the above documents.

4. **DALNET Cataloging and Authority-Control Users Group Forum**
The DALNET Cataloging and Authority-Control Users Group Forum will be held on Wednesday, March 22, 2000 from 9:00-4:00 on Wayne State University's campus. P. Shen suggested that we hand out DALNET Information packets to members in attendance. Packets will also include information on area restaurants for lunch. F. Krempasky will look into options for refreshments. . The Committee decided on the agenda and speakers for the Cat/Auth. Control Users Forum.

Agenda

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| 9:15-9:30 | Refreshments |
| 9:30-9:45 | Welcoming Remarks & Forum Overview |
| 9:45-11:00 | Authority Overview in Horizon – Fran Krempasky |
| | -Bib-Auth-Invalid Table |
| | -Stubbies in Horizon |
| | -Update on v field in bibliographic and authority records |

- 11:00-11:15 Break
- 11:15-12:30 Importing Records into Horizon – Adriene Lim
- Loader issues
 - Mistrake Table in Horizon
 - Using Marcin to upload records into Horizon
 - Batch Uploading in Horizon (BNA, GPO, OCLC records)
- 12:30-1:30 Lunch (On your own) : Maps to area restaurants will be provided
- 1:30-2:30 Breakout Sessions
1. Reportsmith : Finding Problems and Fixing Them in the Catalog -Willy Cromwell-Kessler and Birong Ho
 - Database Management Reports & Reports for Reference Librarians
 2. Label Printing in Horizon – Anaclare Evans
 - Hardware & Printer issues
 - Formatting and printing labels
 3. Overview of Electronic Resource Cataloging – Richard Moritz
- 2:30-2:45 Break
- 2:45-3:45 Horizon Overview & Questions and Answers –Scott Muir and Adriene Lim
- Update on Enhancements
 - Status of Shared Authority File
 - Questions & Answer Period

5. Other

A. Subcommittee for DALNET Information Hub Development Committee

F. Krempasky forwarded the names of members interested in serving on the Standards SubCommittee of this Committee to Scott Muir.

B. Rider H

Rider H, Schedule 1, Module Functionality Test” for Horizon was Distributed to members of the Committee. Committee members are asked to read the document and send their comments to F. Krempasky as soon as possible.

C. Cataloger's Desktop

M. Howarth suggested that DALNET consider buying licenses for "Cataloger's Desktop" as a service for DALNET member institutions. F. Krempasky will forward that suggestion to L. Bugg.

Next Meeting: Thursday, February 10, 2000 in Room 15 SEL.

Minutes submitted by F. Krempasky