

## **DALNET Circulation Standards Committee Minutes**

### **Meeting:**

1/11/00, Purdy/Kresge Conference Room, 10:00-12:00.

### **Present:**

Bradd Burningham (WS), Betty Nelson (UDM), Becky Riesterer(WC), Anaclare Evans (DALNET), Joyce Zurel (OCC), Robert Marcelain (DPL), Joan Emahiser (WBH), Janice Miller (MCC), Carol Sims (WCCC), Ruth Ewald (MCC).

#### **1. Announcements.**

Bradd announced the sad and unexpected passing of Sallie Ellison, Director of Purdy/Kresge Library, over the Christmas holidays.

On a brighter note, all DALNET sites are now up on Horizon. There appear to be no Y2K problems within the system.

#### **2. Scott Muir, DALNET Project Manager.**

At the suggestion of Louise Bugg, Bradd had asked Scott to come to the meeting to discuss with the Task Force the issue of using the SSN as the unique identifier for a shared patron database.

Scott announced that he had obtained the agreement of all DALNET project managers to push ahead with discussions with epixtech to use the SSN as a unique identifier for a shared patron database. The initial reluctance of DPL to use this solution had been overcome. He is hoping to come up with a procedure to mask the appearance of the SSN on screens at check-out desks, and perhaps in other places. He and others would be working with epixtech to develop procedures to put the shared patron database in place.

Bradd asked for clarification. He was under the impression that epixtech was reluctant to invest much effort in developing the combined SSN/birthdate workaround in current versions of Horizon because the work would have to be redone in Sunrise, which is written in a different code. Was this a temporary solution, and would the hybrid identifier be used in Sunrise?

Scott said that the only way a shared patron database can be implemented is to use SSN. It is simply a case of "use the SSN or forget having a shared patron database." Epixtech would be doing this work for a single customer – DALNET – and this is the only solution possible. He was uncertain about what level of masking was possible, but it appears that, depending on passkeys and the level of individual access required, at least some staff at the individual institutions will be able to view the SSN of patrons at the other institutions.

Bradd asked if legal advice had been sought on this issue. SSN is considered part of an educational record, and the Federal Educational Right to Privacy Act forbids institutions from sharing such information except in very limited and clearly defined circumstances. Bradd was under the impression that a large reason for not using SSN in the first place was out of concern for FERPA regulations.

Scott said that no legal advice had been sought regarding FERPA regulations. However, legal counsel would review any forms that were developed that requested SSN.

Bob Marcelain said that from a frontline, DPL perspective they encountered a lot of patrons who did not wish to provide the SSN. Others on the committee talked about the increasing public concern over identity theft and automated gathering and collating of personal information. Bradd noted that DPL's concerns were important ones, and perhaps a PR issue. In practical terms, requiring and collecting SSNs would be more of a chore for them than the academic partners, who have SSN information already available in student/staff records. However, DPL does have the legal right to request the SSN and even to share it for legitimate purposes. For the academic institutions it could be a legal issue rather than a practical one.

### **3. Training.**

Anaclare announced several training sessions which were scheduled or in the works. One would deal with circulation notices and statistics and would be about two hours. Another would deal with systems and cataloging, and borrower record import. She was also thinking of having a drop-in session dealing with circulation module problems.

In addition, Anaclare said that the database management people were planning on having a forum in the spring that DALNET member staff could all attend.

The committee discussed the possibility of a similar Circulation Forum for the spring or summer. TF members thought the fall would probably be best for such an event.

The DHMT list will announce times and places for these and other DALNET training sessions.

### **4. Other Items.**

One member noted that the Add Note function in the Circulation Module was not working properly. Notes added disappear by the next day. Most members were not sure whether this was happening at their site, since staff rarely go back to double-check on added notes. Anaclare said she would look into this.

The Project Managers are drafting a statement about why libraries are requesting the SSN. Anaclare will bring a draft of this to the next meeting.

**The next meeting will be on Wed. Feb. 9, at 9:30 a.m. in the Purdy/Kresge  
Conference Room, Wayne State University.**

**Bradd Burningham  
Feb. 6, 2000**