DALNET ACQUISITIONS TASK FORCE
January 17, 1989
Minutes

Present: B. Heath, Chair, H. Ma, A. Salisz, C. Wecker

The list of "desired" management reports to be developed for the
Acquisitions Module was reviewed. DALNET Project Managers are reviewing
the list and are to forward to L. Bugg by January 27th any suggestions
they have for additions to this list as well as rating the listed
management reports as essential, important, or desirable.

B. Heath passed out the University of Pittsburgh's document on operational
SAS programs as well as the additional SAS reports they are/will be
working on developing.

The group then addressed the third charge to the Task Force, that of
discussion and suggestions regarding the consistent display of
Acquisitions information in LUIS. The discussion centered on two types of
messages to the public:

1. LUIS messages that are system-supplied and will be consistent for
   all DALNET libraries but for which different wording might be
   desirable

2. LUIS messages and displays that can vary from one DALNET library
   to another

The four messages in LUIS whose wording can not be altered for various
institutions are messages regarding the status of an item and are
generated from codes on the copy holdings record to show:

a. pre-order status:
   IN THE PRE-ORDER PROCESS.

b. on order status:
   ON ORDER, NOT YET RECEIVED.

c. in process:
   IN PROCESS.   To have cataloged for your use, ask at circulation desk.

d. records for staff use only:
   THIS RECORD IS FOR STAFF USE.
   If another copy is not listed, ask staff for assistance.

The question regarding this category is: is there alternative wording that
can be used to indicate the status that DALNET libraries would like
better? The Task Force recommended that possible changes to the wording
of these statuses should be reviewed by the DALNET Screens Committee.

The second type of displays in LUIS are as follows:

    a. the "R" statement from the OPR record
    b. the volumes holdings record
    c. universal messages
    d. the content of provisional bibliographic records
    e. billing records (for memberships, etc.)

Questions regarding the necessity of consistency in LUIS display for the
above were put forth, as follows:

    a . "R" statement from the OPR record

        .type of information to display?
        .formatting of display?
        .summary or issue-specific?
        .one "R" statement or separate "R" statements for each issue?
         each volume?

    b. volume holdings record

        .close statement or leave open for titles still being
         received?
        .use of volume designation for monographs? for serials?
        .indication of back orders?
        .follow the OCLC snapshot tape format for serials?
        .consistency of spacing?
        .each volume on separate line?
        .indicate incompletes?

    c. universal messages

        One example of the use of universal message was on the "parent
        record" for a series when there are individual records for eac
        title in the overall series, e.g. "For holdings, see under
        individual titles". The question arose regarding the use of
        this field by Acquisitons staff. B. Heath and A. Pogany will
        report back regarding the use of the universal message by
        Acquisitions staff.

d. Provisional records

.should this be addressed by this Task Force or the Database
Standards Committee?
.what fields are minimally required? author, title, edition,
and imprint? what about series?
.how can the problem of name and series headings on provision
records coming on the "new/dropped name heading report" be
handled? searching of the bibliographic file prior to recor
creation will help? should there be a requirement to search
the authority file as well?

e. "billing" record

.should there be consistency in what this record is called?
.fixed field requirements?
.should a provisional record be created even when a record
could be pulled over from OCLC?
.should both the bibliographic file and the authority file
be checked prior to establishing the form of the corporate
body?

The preceding two LUIS displays (d. and e.) are particularly related to
serial publications. In general, the issues discussed by the Acquisitio
Task Force impact on serials publications as well as monograph
publications. The Task Force felt that it would be advantageous to have
serials person (Diane Paldan) meet with the Acquisitions Task Force on a
advisory basis. C. Wecker will discuss this with L. Bugg.

The next meeting of the Acquisitions Task Force will be held on Thursday
February 23rd. The responses should be back by that date regarding
possible SAS reports for the Acquisitions Module.

Charlene D. Wecker
Minutes submitted by Charlene Wecker