NAMING CONVENTIONS
RECOMMENDATIONS

Charges: recommend consistent naming conventions for 1.) location codes, 2.) collection codes, and 3.) description displays.

LOCATION CODES
Recommendations:
1. Characters 1 and 2 represents the institution, ex. **WS** =Wayne State University
2. Characters 3 and 4 represents the building, campus, or agency of the institution, ex. **PK**=Purdy/Kresge Library

EXCEPTIONS:
1. Horizon requires that reserve rooms have separate locations. The task force suggests that for continuity that RSV should be used as the last three characters of the location codes. Therefore, if Wayne State Purdy/Kresge Library had a reserve desk, its code would be **wspkrsv**.
2. Future institutional mergers may require more than 4 characters to designate institution and building, campus, or agency.

COLLECTION CODES
Recommendations:
1. Characters 1 and 2 should replicate the first two characters of the location codes, ex. DP=Detroit Public Library.
2. The next five characters are assigned at the discretion of the library except for the attached to maintain consistency. (To be supplied by Anaclare Evans.) However, the collection codes need to include sufficient characters to identify the name of the institution, the building, and the specific collection.

DESCRIPTION DISPLAYS
Recommendations:
1. Display the same information in both the brief and long record displays on the Webpac.
2. The collection code display terms should include sufficient characters to identify the name of the institution, the building, and the specific collection. Ex. **Welwdsk** would expand for display as **WSU Law Library Diskette.**
3. Horizon expansion terms should follow the NOTIS model because these display terms are patron tested and easily recognized.
4. The Webpac display should have the label "*LOCATION.*"
5. The individual institutions should examine their existing NOTIS location names for abbreviations which could be expanded for clarity.

Ex. **DPL Phil, Rel & Ed** could read **DPL Philosophy, Religion, and Education.** OR **OCC O.R.** and **OCC R.O.** would read **OCC Orchard Ridge** and **OCC Royal Oak.**

OVERALL EXCEPTION

The University of Detroit Mercy has already created their location, collection and description display codes which have been keyed into the Horizon database. They are now concentrating on the migration tables. They will try, if time is available, to rekey all the tables involved (including circulation tables). Even if they are not able to follow the DALNET recommended codes, the information displayed to the public will follow the · model presented.