

DALNET Steering Committee Meeting
July 13, 1998, 8:30 a.m. – 12:00 noon
University of Detroit Mercy, Fisher AD Building, President's Boardroom
AGENDA

1. Review agenda and minutes of 6/22 meeting (attached) 8:30--8:45
2. Indexes Task Force Recommendations (to be distributed) 8:45--9:45
Guests: A. Lim and E. Lindley
3. New Horizon Hardware Quote (to be distributed) 9:45--10:45
Conference call with B. Easton and R. Jones at 10:00 EDT
4. Horizon Enhancements 10:45--11:00
 - a. Letter from B. Easton (attached)
 - b. OPAC enhancements draft (previously distributed)
 - c. Media booking—WSU RFP
5. DALNET Circulation Committee Recommendations 11:00--11:15
Guest: A. Evans--Itypes and Btypes (attached)
6. University of Detroit Mercy Migration – M. Sheble 11:15--11:30
 - a. Other coding conventions needed—media types, fund codes
 - b. Table updates and fixes for production load
 - c. Decision on acquisitions implementation
 - d. Training schedule (draft attached)
7. WebPAC Implementation 11:30--11:40
 - a. Training to be scheduled
 - b. WebMaster position
8. Technology Policy Committee recommendation (attached) 11:40--11:50
9. Other Issues 11:50--12:00
 - a. AshureNet Network software demo
 - b. DALNET Project Leader search
 - c. Horizon Users Group membership (attached)
 - d. MDAS migration planning—which DALNET group?
 - e. Schedules for WSU, Botsford, and DPL migrations

Handouts: Minutes from Task Force meetings (Cataloging/Authorities 6/3; StafPAC 6/11; and Shared Patron Database 6/19)

NEXT MEETING: July 27, 1998, 8:30 a.m. – 12:00 noon; Botsford General Hospital, Farmington Hills (Debbie will provide maps) LB
7/11/98

DALNET Steering Committee
University of Detroit Mercy-McNichols
July 13, 1998
DRAFT

Present: D. Adams, K. Bacsanyi, L. Bugg, J. Flaherty, J. Houser, P. Jose, M. Sheble, H. Masek

1. Minutes of the 6/22/98 meeting were approved.

2. A. Lim and E. Lindley presented the Indexes Task Force recommendations for standard indexes. They recommend all the High, Medium, and Low indexes to be included. One problem identified was that the author keyword search was pulling uniform titles as well (all lxx entries) and not eliminating the 130's. Sheble stated that Limits can be put in later after the indexing.

Lim will check to confirm that cannot mix authority and non-authority controlled fields for keyword indexes (ex. 130 and 245)
No hospital uses NLM classification so those indexes in staff and public can be removed from the list.

Indexes should be decided prior to loading-although they can be done later, it could take more time and resources.

SC will decide on standard indexes for all of DALNET and each library can add to that.

Broadcast searches and union catalog should use the standard indexes to guarantee consistency in search results for the user.

Union catalog will allow staff to search other libraries rather than having to do broadcast search.

Any further comments on the list of standard indexes must be given to Lim by 5:00 pm Tues., July 14.

SC consensus was that the Indexes TF was on the right track and that these would be the standard indexes for DALNET.

Sheble, Bugg, and Lim would have a conference call with Jan on the 130 problem, the list of indexes, and another problem with LC call number index searching which was mentioned by Sheble.

3. The new hardware quote from B. Easton was distributed. A conference call was held with Easton and Jones to discuss the quote.

Easton said prices were estimates.

The Total Servers w/ Sun Web Server line in the quote assumes the WebPAC server in B was removed.

The Infoshare hardware and software costs of \$136,848 could be removed.

Easton stated on the phone that the F40 server would be reused by Ameritech and the restocking fees for returning the R50 server would be absorbed by Ameritech as well. DALNET would not be charged for returning the servers.

SC asked for more information about the configuration used to determine the size of the servers at DPL and WSU. Was backup of each site included? DALNET needs Ameritech to help with a disaster/backup plan for the servers. Were the union catalog and shared authority file included in the configurations? If more equipment recommended, SC needs a list with prices. Easton will get information from Steve and give it to Louise by Monday afternoon.

SC will need to make a recommendation for hardware to the DALNET negotiating team ASAP.

After the conference call, SC discussed and decided that the ideal hardware configuration would level the load between the WSU and DPL servers as much as possible. Can some components be hot swapped in an emergency? SC assumes that

degraded performance in an emergency situation is expected. Is additional disk space needed in the disaster plan?

SC agreed to recommend SUN computer configuration to the negotiating team because it is less expensive and more expandable. They also recommend removing the Infoshare hardware and software from the contract. Additional money for backup may also be necessary.

4. SC discussed the letter from Easton dated 6/23/98. SC agreed that the line "there is no problem with a shared patron and authority file" needed further clarification.

SC also agreed that the line "this gives DALNET the functionality they are requesting for authorities" should also be clarified using DALNET language from the contract.

Houser remembers there may be a problem with sharing patrons and authorities across files on the same server.

5. A. Evans presented the Circulation Committee revised list of itypes and btypes. SC made a few recommendations for revisions and additions. Any future additions should go through the Circulation committee.

6. Sheble distributed a letter describing the use of media codes and a possible list of those codes. After discussion, SC decided to use the itypes list of codes for media codes. The media codes are for staff use only for statistics.

Partial minutes respectfully submitted,
Debbie Adams

STEERING COMMITTEE MINUTES
CONTINUATION OF JULY 13, 1998 MINUTES by Kazen Bacsanyi

UDM Migration-M. Sheble

6A.

CODING CONVENTIONS -- Media Types

M. Sheble compiled a list of media types that UDM wants.

The SC recommends that each DALNET institution will add a character to the I type codes to identify the media types they want to have for their library collections.

M. Sheble will work with DALNET staff, design her list of media types, and the list will be sent to Ameritech for conversion for their test database /production database.

CODING CONVENTIONS -Fund Codes

This is not an immediate priority item. Fund codes will be discussed at the July 27th SC Meeting. Fund codes will be dependent on the new Acquisitions module which will be available in 5.1.

6B. Table updates and fixes for production load

Mary Ann has identified some problems with Serials. She will work with DALNET staff to find solutions or reasons.

Mary Ann passed out a Load Sequence schedule which UDM followed.

6C. Decision on acquisitions implementation for UDM

The decision will be deferred until Anna Fidler returns from vacation. Twenty-two programs need to be loaded for this implementation.

6D. Training Schedule-Staff(PAC)

In addition to UDM staff, training slots are available for Staff(PAC) Training on Horizon. A. Evans and G. Marck will attend. Other staff from the System Administration Task Force are invited to attend. Karen Tubolini and Jeff Treziak will be invited to attend.

4b. OPAC enhancement draft which was previously submitted to the SC Committee was given to Tyler Gingrich by J. Houser at the ALA Annual Conference. He accepted the suggestions.

4c. Acquisitions implementation for UDM will be deferred until A. Fidler returns from vacation.

7. WebPAC Implementation

Training for DALNET members and technical assistance to UDM is needed to implement WebPAC 1.3. UDM is on a fast track implementation schedule and maybe forced to accept the generic version of 1.3 and make their recommendations and changes later. Louise, John, and Harry Masek are working to set up a WebPAC training session for UDM, DALNET WebPAC Design Task Force, and DALNET Systems Staff. Tyler G. is aware of the need and might be sending members of his development staff in the next few weeks. Harry is working on this matter.

7b. Webmaster position-Plans should begin to post this position once DPL and WSU sign the contract. Currently the contract is in the hands of the lawyers at DPL and WSU.

8. Technology Policy Committee recommendation

There is some concern about the type of committee this Committee should be:
a committee of the Board or a standing committee of the Steering Committee.

After discussion the SC will recommend that the Technology Policy Committee be a Task Force reporting to the Steering Committee. Once the work of the Steering Committee is completed, the TF can become a committee of the Board. Louise Bugg will handle this matter. The questions in the draft can be used as examples to clarify the work of the committee.

Items 9 a,b,d,e are deferred until the next meeting on July 27, 1998.

Next Meeting July 27, 1998, 8:30 AM, Botsford General Hospital Classroom A/B in the Zieger Administration building.

Last part of the minutes recorded by Karen Bacsanyi and submitted to Deborah Adams