

DALNET

TECHNICAL BULLETIN

A Publication of the Detroit Area Library Network
Wayne State University Libraries Systems Office
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PURPOSE

This is the "premiere" issue of the DALNET NOTIS Technical Bulletin . The purpose of this publication is to:

- . provide technical information about NOTIS implementation for DALNET libraries.
- . answer questions and provide solutions to problems reported.

The Technical Bulletin will be published on an "as needed basis"; it is expected that it will be published at least monthly. The Bulletin will be organized with separate sections for each specific module or area. The sections to be covered are:

General
Cataloging/Authority
Circulation

LUIS
Acquisitions/Serials
Hardware

Staff can extract the pages for those sections that are appropriate to their job responsibilities and keep them together. Each section will have page numbering on the top that is specific to that particular section. In addition, there will be overall numbering for each issue at the bottom of each page.

PLEASE CIRCULATE issues of the DALNET Technical Bulletin to all members of your staff who are involved in the use of the NOTIS System.

LOGOFF REMINDER

Please remember to logoff all NOTIS staff terminals and return to the WSUNET menu at the end of the day.

NOTIS STAFF MODE LOGON

The quickest method is to follow these 3 steps:

- on WSUnet screen, select "cicsnotp" or "cicsnotr" <enter>
- on "Welcome" screen, type: logon<your id> <enter>
- on logon screen, type: <your password> <enter>

NOTE: In all cases, the cursor will automatically be at the appropriate location for typing.

Printers

These additional screen printers have been tested for use on the DALNET NOTIS network.

(a.) Panasonic KX-P1091i (Dot matrix impact printer)

Tested for use on IBM 3192 terminal. It emulates an IBM Proprinter. During the test, it seemed a little noisier than a Proprinter.

Estimated price: \$182 plus \$10 for the printer cable.

-- tested with U of D

NOTE: also tested as a pc printer; some incompatibility with word processing software reported.

(b.) Panasonic KX-P1524

Being used by Oakland County Law Library with microcomputers.

Estimated price: \$575 with cable

(c.) Epson FX-850 (Dot matrix impact printer)

Tested for use on IBM 3192 terminal. Paper seems easier to load than for a Proprinter.

Estimated price: \$329 plus \$15 for the printer cable.

-- tested by DPL

ONLINE INDEXING OF BIBLIOGRAPHIC FIELDS

Main entry authors (1xx field) and the title proper (245 field) are indexed immediately upon bibliographic record creation. This is true for all bibliographic formats with the exception of the Music Format. For music titles, the uniform title (240 field) is indexed immediately rather than the title proper (245 field). The 245 title is indexed during the author/title indexing cycle (currently, Monday and Thursday evenings).

--Helen Ma, Detroit Public Library

SEARCHING HYPHENATED PERSONAL, CORPORATE, AND CONFERENCE NAMES

There is an inconsistency in the searching of hyphenated names between bibliographic records in LUIS and bibliographic and authority records in Staff Mode.

(a.) bibliographic records (in LUIS)

Searching with or without the hyphen will yield identical retrievals of hyphenated names when doing author, title or subject searches.

(b.) bibliographic and authority records (Staff Mode)

A hyphenated name in an author or title search of the bibliographic database can only be retrieved when searched without the hyphen. A hyphenated name in a subject search of the bibliographic database can only be retrieved when searched with the hyphen. A hyphenated name in the authority file can only be retrieved when searched without the hyphen.

NOTE: When the hyphen is not used in the search key, a blank space **MUST** be used to replace the hyphen.

SEARCHING WORDS WITH PUNCTUATION (i.e. hyphens, "&s" apostrophes, commas, periods, semi-colons, colons and slashes).

There is an inconsistency in the searching of these words in title searches between LUIS and Staff Mode.

(a.) title searches (in LUIS)

Words containing punctuation can be retrieved with or without the punctuation.

NOTE: If a hyphen, slash, or apostrophe is being eliminated, it **MUST** be replaced by a space. If an "&", comma, period, semi-colon, or colon is being eliminated, a space need not be inserted since a space already follows each of these pieces of punctuation.

(b.) title searches (in Staff Mode)

Words containing punctuation can **ONLY** be retrieved without punctuation.

NOTE: When the title includes a hyphen or a slash, it **MUST** be replaced by a blank space. A space need not be added in place of an "&", comma, period, semi-colon, or colon since a space already follows each of these pieces of punctuation

BUT

when the title includes an apostrophe, **DO NOT** replace it with a space but rather close the word up.

(c.) subject searches (in LUIS and Staff Mode)

There is a further inconsistency in the searching of words between title searches (as detailed above) and subject searches.

Hyphenated words in subject searches can be retrieved **ONLY** when the hyphen is used

-- with assistance of Helen Ma
Detroit Public Library

Searching subject headings with sub-divisions

There is an inconsistency in searching between LUIS and Staff Mode in the use of dashes and spaces between the subject heading and a subdivision or between two or more subdivisions. There is a further inconsistency in the display of dashes and spaces on the guide, index, and bibliographic screens in both LUIS and Staff Mode.

(a.) LUIS

In LUIS, "--" and " -" can be used interchangeably between a subject heading and a subdivision as well as between two or more subdivisions

(b.) Staff Mode

In staff mode, " -" must be used both between the subject heading and a subdivision and between subsequent subdivisions.

NOTE: It is easiest for staff members who move frequently between modes to use " -" in both cases so they do not need to remember which to use. The bibliographic record on LUIS DOES show the headings utilizing "--", but the headers on the bibliographic record screen as well as the guide and index screen headers and entries are not consistent.

KEYING PATRON RECORDS TO BE UPDATED BY TAPELOAD

When keying into the NOTIS database a patron record that is likely to be updated via your institution's tapeload, make sure to:

- (a.) create the subrecord in the patron group to which the tapeloaded record will belong; do not create the subrecord in the patron group for keyed records, which always ends with the letter "k";
- (b.) enter the patron's name in caps: LAST, FIRST MIDDLE;
- (c.) enter the patron's social security number.

These practices are necessary to ensure that the tapeloaded patron information will update the keyed information, rather than creating unnecessary duplicate records or subrecords.

VISUAL AIDS FOR PATRON AND UNLINKED ITEM RECORDS

Botsford keeps printouts of blank NOTIS patron and unlinked item record screens at the circulation desk. Fields which must be filled in are highlighted. Information or specific formatting that Botsford requires is shown in the highlighted areas, e.g. the codes used in "patr code" fields.

---Debbie Adams, Botsford Hospital

"HAS" SCREEN ABBEND 660H

If a patron record has a subrecord that is missing a patron category code and barcode ID, you cannot display the patron charge ("has") screen. Instead, you get an "abend 660H".

To correct this situation, an ID and the appropriate patron category must be added to the incomplete subrecord or all fields on the subrecord must be erased. If the subrecord "belongs" to another DALNET library, your NOTIS circulation manager can request the fix from that library.

DAILY OPERATIONS REPORT

In case you've wondered what "renewals not-in-hand" are on your daily operations report, they are a count of renewals NOT done one by one. This count, if ever activated, is supposed to be for renewals done via batch or global renewal transactions.

RECALLS

Just a reminder that only recalls currently "block" renewals. A renewal attempted after the recall due date has passed will be blocked. A renewal before the recall due date will still be due on the recall due date. Holds do not block renewals in NOTIS Release 4.4, which we are currently running in the DALNET Production region.

PATRON BLOCKS DUE TO "OTHER"

Staff need to be careful about the notes put on patron records when adding "blocks" due to "other". Wayne State circulation staff are preceding such notes with the NOTIS 4-character default location code for their service unit, e.g. wslw (for the Law Library). Only the Wayne State Library putting on the block is supposed to remove it, unless it is a block for an address correction. Then, any Wayne State Library can make the correction and remove the block.

To remove patron blocks due to "other", remember to delete the related note and key an "a" over the "active" status value when updating the patron record in order to reactivate it.

ACTION DATES ON ITEM RECORDS

Due to a problem that Joan Frye of Oakland University reported, we have discovered that if there is an action date on an item record before it is charged out, the title will not show up on the patron charge ("has") screen and overdue notices, bills, etc. may not be generated. NOTIS has issued a "fix", which is being tested now. In the meantime, DO NOT set action dates on item records if you are using the Circulation Module.

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DALNET DATABASE - January 1989

Bibliographic Records:

University of Detroit: 217,230 records, loaded 1/89

TOTAL NUMBER OF BIBLIOGRAPHIC RECORDS IN DALNET
DATABASE: 2,219,000

Authority Records (name/series and subject):

Detroit Public Library: 117,931 records
Oakland University: 45,571 records
Wayne County Community College: 10,240 records
Wayne State University: 20,797 records
(all four were loaded 1/89)

TOTAL NUMBER OF AUTHORITY RECORDS IN DATABASE: 543,643

Patron Records:

Wayne County Community College: 13,474 records
(loaded 1/89)

Oakland University update load
Wayne County Community College update load
Wayne State University update load

TOTAL NUMBER OF PATRON RECORDS IN DALNET DATABASE: 100,839