

DALNET STEERING COMMITTEE MEETING

Minutes

February 22, 1999, 8:30—11:30 a.m.

Wayne County Community College

Members present: L. Bugg, K. Bacsanyi, J. Flaherty, J. Houser

Absent: D. Adams, P. Jose, H. Masek, M. Sheble

1. Review agenda and draft minutes of 2/8/99

The item on the DALNET Project Leader was corrected..

2. ACRL Showcase Plans (April 8-11, 1999)

Items a. Ameritech booth representation and b. RSS demo with Catholic Library Consortium will be discussed at the next meeting when Harry is present. Representatives from DALNET including Systems Office, UDM, DPL, WSU, and Botsford will be at the Ameritech booth during Exhibitor Hours:

Thursday, April 8 6:30—8:30 p.m. Exhibits Opening and Reception

Friday, April 9 9 am—4:30

Saturday, April 10 9 am—4:30

Louise will issue a call for volunteers.

c. Subject Resources suggested by Project Managers.

The Project Managers suggested a number of resources. There needs to be an approval process to get local "Subject Resources" on the DALNET Web page. The approval process is automated at DPL and J. Houser can help with the setup, however people must be assigned and a process needs to be designed

Discussion centered on the need to fill all the DPL DALNET HORIZON support positions:

Webmaster—full time

DALNET WAN administrator full-time

Database manager half-time

Help Desk half-time

Clerk half-time

J. Houser is working with the DPL Human Resources Department to get the job descriptions and the postings out all at once. They want to post to the *Chronicle of Higher Education* and over the WEB. These positions are critical to the implementation and success of the DALNET Horizon project. A formal request from the DALNET Steering Committee will be sent to Maurice Wheeler by Louise Bugg.

Access to local "Subject Resources" will be provided on the DALNET Web Page. Louise Bugg will contact the DALNET WebPAC team to see if someone from the team can help out.

3. Enhancement Projects

Item a. on the Shared Patron File delivery date and the DALNET id number requirement will be discussed at the next meeting with Harry.

b. Media Booking Enhancement Task Force

J. Flaherty reported on the February 16th meeting with Sharon Phillips and Eric Jacobs of the University of Detroit Mercy. The Task Force examined the old WSU RFP that was designed for media booking. A survey was designed that will be sent to all the DALNET Project Managers. Media scheduling for UDM is handled from the Instructional Materials Center which has designed a web page with interactive forms for users to order the equipment. Ameritech states that this module will be in release 5.2 which was originally scheduled for Summer 1999 (that date may have slipped). One requirement is to integrate this booking process with Horizon and the WebPAC including patron empowerment. The committee must provide input to Ameritech to get DALNET's requirements into the development process.

c. Children's OPAC Task Force Chair.

John has meet with the two Detroit Public Library members and will be naming the Chair in the next few days.

d. Horizon Image Module Revision.

Louise presented the revised draft that incorporated comments from members. John will review and send his comments to the S.C. list.

4. **Horizon Migration Update**

- a. Botsford—The whole(test) load is being reviewed. They have version 5.1. Debbie will receive Horizon training with the WSU staff. She has already attended StafPAC training.

DPL—Highland Park records need to be merged with DPL. Currently they are separate but they will need to be merged. Highland Park staff are attending the DPL (HIT) Horizon Implementation Team meetings. They need a matching algorithm which should overlay DPL's records over the HP records. HP has very basic records so this should be smooth process. DPL has made progress on tables for CIRC. The tentative date for the cutover to Horizon is April 19. They are awaiting the delivery of 400 computers which have been ordered from Gateway. DPL has ordered one shared laser printer for each Department/Branch. The laser printers will be near the Circ or Call Desk. The question of printing fees is an issue. Eventually they would like to install a debit card system but that will have to wait until next summer. Currently they offer free printing in their Internet Lab. They may institute an honor system and have cash boxes encouraging patrons to contribute. Their Horizon cutover depends on the unique patron ID question—which is a make or break decision. DPL plans on checking out on Horizon and checking in on NOTIS until at least mid way. They will get a report from NOTIS on all outstanding loans. This is not as much of a problem as DPL only has three week loans. J. Houser asked which database should be pointed to for the DALNET WebPAC. Should it be to the Wayne production database? Louise will ask Jeff T. to set up the link between the DALNET WebPAC and the Wayne production file.

UDM—UDM records need to be reindexed. There is a problem with the 490 (series field) which now is under authority control and should not be. This needs a major effort and they must back out the data and reconstruct it. Ameritech is trying to find the way to do this. They also are getting a fix for circulation on fine calculations and data for lost books.

WSU—Wayne is in the countdown to the cutover to Horizon the week of March 22 to March 29th. The bib, authority, and items records have been accepted. The server is being shipped this week and will reside in the WSU Computing Center. Tim Hyde will be at WSU next week to help install the server and continue to test serial holdings and the patron file. WSU will go live with 5.1 but will not use Acquisitions until the matter of migrating year-end encumbrances is settled. It may be necessary to wait until September 30 for the fiscal year rollover and then start with Horizon Acquisitions on October 1. In the interim only RUSH orders will be issued. For circulation, live Circ data, fines, and fees will not migrate. Ameritech is writing a program that will identify items checked out with some unique message such as (checked out on NOTIS). Circulation staff will check in on NOTIS and Horizon. The current showstopper is whether the Purdy Library will get the cabling, hubs, and terminals in time for the cutover. A separate quote for the Purdy Library had to be obtained and vendors are submitting their quotes this week. This process is receiving high priority.

b. Group 3 Libraries

The libraries have completed profile training. The topic of the by step-by-step process of migrating libraries was discussed and feedback will be sought. J. Flaherty suggested that

much more time, documentation, training is needed for setting up your profile. Adriene will work with the Group 3 libraries. A plan will be devised for bringing up the Group 4 libraries from the experience that has been gained thus far. A listserv for Group 3 libraries has to be set up to improve communication. A task list needs to be developed to guide the libraries through their generic project timelines.

b. WebPAC 1.3

No date has been given for the release of WebPac 1.3. The important features are:

Patron empowerment (installed in the Wayne test file and in UDM WebPAC)

Broadcast searching—not yet available

Course reserves (will be installed in Wayne test the first week of March)

DPL needs to activate patron empowerment. Louise will ask Jeff T. to do.

Broadcast searching is the major issue and the DALNET Steering Committee needs a date for the release. Louise Bugg will follow up.

5. DPL Service Implementation

a. Help Desk –policies and procedures

REMEDY will be the program to use to report queries. DPL Staff will need to be assigned to take the queries and direct them to the DALNET Staff. J. Houser will review the March 1st date for implementation. There is a possibility that by March 1 a clerk may be hired. John Houser will check with the DPL Human Resource Department.

b. Horizon Client distribution services

There has been some confusion on what is needed to install the client. Sybase and IP addresses are needed. John Houser will authorize DALNET library IP addresses to access the Sybase and Horizon 5.1 client software as well as some utility files that are helpful. The Horizon documentation will be available in PDF format. If any other utility files are needed, let John Houser know. If anyone needs help in installing files, contact Adriene.

6. Horizon 5.1 Testing Plan

Review of time table and payment implication

Invoices from Ameritech need to be matched with the testing and payment schedules. Payments are linked to testing milestones. Definitions of “30 days”—when does testing begin, “completion of installation”, module function tests, and versions 5.0 and 5.1. were discussed. DALNET cannot sign off on functionality until WebPAC 1.3 is released. The issue of training is also related. A sequence of steps, leads to testing and then acceptance including previewing, profiling, testing, training, and signing off on functionality.

7. Other

a. DALNET Project Leader News

An offer has been made and negotiations are underway.

b. HUG enhancement ballot.

L. Bugg distributed her response to the ballot which incorporated the input received. The Committee thanks Louise for her effort and meeting the deadline.

**NEXT MEETING: Monday, March 8, 1999, 8:30-11:30 a.m.
Botsford Hospital**

K. Bacanyi 2/24/99