

Single Database Task Force Meeting Minutes

January 26, 2005, 9:45 a.m. to 11:35 a.m.

University of Detroit Mercy, McNichols Campus, Library, 1st Floor Dean's Conference Room

Attending:

Steven Bowers	DALNET (recorded minutes)
Mary Carr	Mt. Clemens General Hospital
Anaclare Evans	DALNET
Lois Grogan	Macomb Community College
George Mark	DALNET
Sara Martin	University of Detroit Mercy
Jackie Wrosch	DALNET

Not in attendance:

Marilyn Dow	Harper University Hospital
Elizabeth Lindley	Oakland County Law Library
Mary Ann Sheblé	Oakland Community College

Brief summary

Decisions made

Charge Circulation subcommittee with also testing reserves module in merge database

Noted

Discussed updates from/progress of subcommittees.

Final report must note that only a numeric figure should be used for the 2nd ID field if an institution intends to use Blmport since Blmport will not recognize alpha numeric codes.

Once there is a merged database item records will have to be marked for notation of holdings deletions in OCLC for withdrawn materials, not the bib status as is currently used.

Subcommittees will have to consider how bib records for multiple versions of serials will be handled, and how records are loaded for collections such as Serials Solutions of NetLibrary.

Tasks

S. Bowers and A. Evans to notify Circulation subcommittee of additional charge.

S. Bowers and A. Evans add to tables and locations in merge for additional institutions to be added.

A. Evans to notify Cataloging and Serials subcommittees of serials considerations.

Full minutes

The meeting began at approximately 9:45 a.m.

S. Martin inquired if emergency call number lists had been complete for each subcommittee. J. Wrosch reported that most committees had this completed or were working on it.

S. Martin inquired if all subcommittees had been notified of the date to submit noted issues from testing of the merge/union environment. J. Wrosch said that all committees had been notified of the February 21st due date.

Subcommittee Updates

CIRCULATION

A. Evans reported that the circulation subcommittee made the following recommendation:

“The Circulation Committee recommends that the 2nd unique ID number field for patron records be prefixed by digits two through five of the unique barcode prefixes assigned to each DALNET institution and the remainder of the digits for the unique ID numbers should be completed with some sort of unique Institutional ID number, i.e. a student or employee ID number.” [or the barcode in full in no unique institutional ID is used]

S. Bowers noted that the merge database let him save any number for the 2nd ID field: alpha, numeric, and alphanumeric. He asked if this would be a problem.

A. Evans noted that we should recommend that only numeric codes be used if institutions intended to use BImport since the field has to be numeric for it to load. It was decided that this information should be included in the final report since some institutions may have alphanumeric IDs.

A. Evans also noted that the Circulation Subcommittee will recommend the removal of all Social Security Numbers from the 2nd ID field for issues concerning FERPA compliance. It was noted that most institutions said will be able to comply, with the exception of Wayne county Community College District, who could not comply possibly until summer 2006. It was thought, however, that until that time WCCCD could perhaps repeat the barcode number in the 2nd ID field.

ACQUISITIONS

G. Marck noted that he would be adding additional records to the merge database for use in Acquisitions Module testing. He also noted that he was going to try and reload the Mt. Clemens Hospital bib records with items to facilitate circulation testing. He wants to add another hospital to the merge database, perhaps Beaumont, and the Walsh College database. He noted that S. Bowers and A. Evans would have to set up

tables/locations in the merge database for these additional institutions before the data was loaded.

S. Martin reported that the Acquisitions Subcommittee had tasked its members with the creation of a series of questions that their institutions had when looking at the Acquisitions Module and in relation to how the merged/union environment could affect use of the module.

A. Evans noted that security for the Acquisitions Module in 7.3.2 is weak but 8.0 will employ shibboleth and ?X? to greatly enhance security. G. Marck noted that there was a possible concern because in the 7.3.2 merge database institutions can see budgeting information for other institutions.

SERIALS

A. Evans noted that serial records appear to be pretty secure in the merge/union test environment. She attempted to edit a serial record for another institution and the system noted that check-in was not configured for her location, i.e. she was not allowed to edit another locations record.

Much discussion ensued about how serials records would be dealt with in "master bib record" environment. Some institutions are using multi-version (mulver) records (i.e. all versions of a serial on one record) while others are listing different material types on different bib records. In particular it was wondered how links to online versions would be dealt with. It was decided that the subcommittees would have to consider these issues and make recommendations on these issues.

It was also discussed whether or not the new database should be that of a "master bib record" environment or one with a single database and multiple bib records for like items at different institutions. A. Evans suggested that the "master bib record" environ would be better for authorities maintenance.

It was noted that loading of records for collections such as Serials Solutions and NetLibrary may have to be done centrally once there is a single database. This will have to be considered by the subcommittees.

PUBLIC INTERFACE

J. Wrosch reported that the Public Interface Subcommittee has identified/constructed templates that members will have to choose from for their HIP pages. The templates will allow for various configurations, accommodating most, if not all, of the current HIP installations for members.

J. Wrosch also reported that the subcommittee reviewed the keyword indexes currently used by members in their HIPs and noted that the subcommittee had decided to make recommendations to add/amend a few indexes, including the creations of a less broad General Keyword search to include only author, title, subjects, and table of contents, and to add performers to the Author Keyword search.

SECURITY/SYSTEM ADMINISTRATION

G. March noted that access to table editor may have to be limited to maybe one or two individuals at each institution to protect the database as a whole. The subcommittee may also want to make a recommendation of when tables can be edited, i.e. during DALNET hours of operation, so that if a problem arises the DALNET staff may try to fix things as soon as possible. He also suggested that perhaps two full test versions of the database be kept, one refreshed each night, in case the need ever arose to see what needs to be fixed.

Discussion ensued about how long to keep back ups of the multiple databases after the final merge in production, in case of a need to retrieve lost/corrupted data. It was suggested that maybe a year would be sufficient/standard/necessary

At the next meeting

Continue discussion of subcommittees' progress

Meeting was adjourned at 11:35 a.m.

The next meeting is

Wednesday, February 9th, 2005

9:30 a.m. – 11:30 a.m.

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