

JW

WSUL
NOTIS Circulation Implementation Team Meeting #1
Friday, January 31, 1:30-4:00, 350 Purdy

Present: L. Bugg
J. Fleischmann
J. Houghton
D. Landsiedel (Med)
R. Nuffer (P/K)
T. Bolesta (P/K)
W. Hulsker (Sci)

Absent: N. Allen
M. Heiner (Law)

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FEB 14 1986

Wayne State University
Library Office

I. ANNOUNCEMENTS

- A. L. Bugg will work with the Team at the beginning stages of implementation. J. Fleischmann will gradually take over as Chair.
- B. Policy issues will be handled by Public Service Unit Heads and Executive Group.
- C. There will not be printed agendas (the agenda for this meeting covered an outline of topics to be worked on throughout the year).
- D. J. Fleischmann will write up minutes of meetings.
- E. Meetings will take place: *Monday*
every other ~~Thursday~~, 2:30 p.m., Rm. 350
next meeting: February ~~13~~, 1986

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II. NOTIS PROJECT BACKGROUND AND PLANNING (L. Bugg)

A. RFP AND RESPONSE

We sent out the RFP during the Summer of 1984; reviewed responses and then began contract negotiations with Geac in the Spring of 1985; switched to Notis in the the Summer of 1985 when a mainframe computer and CSC staff support became available.

B. NOTIS CONTRACT

The contract was signed in December 1985. It includes a list of performance standards, with for example, 2-second response time for charging an item when up to 85% of 350 terminals operational.

A booking module was not contracted for.

Notis Office staff will do Circulation Module training at WSUL for 6 staff members, for 4 days. We will then develop an in-house training program and the 6 individuals will train other staff.

C. ENHANCEMENTS FOR CIRC. MODULE

The Reserves and Financial packages are both due Summer 1986). Payment for those portions in the amount of \$10,000 will be withheld until the portions are in place and tested.

Microcomputer backup is due January 1987. One option until then is "downsheeting", handwriting of circulation transactions when the system is down.

Inventory control in the stacks is due July 1987.

There are penalties for not providing some enhancements by proposed dates.

D. NOTIS INSTALLATION AND TEST DATABASE

Notis software was installed at the Computing Services Center (CSC) December 16-18, 1985. A test database of over 7,000 records was loaded. It contains Northwestern records and WSUL records (half & half). Indexes include author, title and standard number. Dody Fox, our applications programmer, and Rick McCreedy, are working on getting the subject and call number indexes operational.

We will run Notis on the MVS operating system; Northwestern and many other sites use VSE. Each program must be translated to MVS. We have all of the online portions, but are finding some gaps in the batch portions, and do not yet have a listing of the missing batch programs. Due March 1986.

The hours for using the test database are:

8:30-3:00 & 6:00-11:00 p.m. Monday - Friday
9:00-5:00 Saturday

Terminals which can be used are:

-Telex 078 in Rm. 231 Purdy Library

-IBM PC's which have 1) 3278 controller/cable access to CSC, 2) emulation boards installed (Media Repair Staff do this work), and 3) 3278 software. L. Bugg will follow-up with the Computing Center to see if all of the controllers and cables have been installed.

-IBM 3178 (Dody has one in her office - 130 Purdy)

Larger Notis databases (e.g. Northwestern University Library or Indiana State University Library) are available through dial up modem access. Roy Nuffer is experienced in this regard. Instructions for dial up are available.

There will be a Training Room with a number of workstations set up this spring.

E. ACCEPTANCE TESTING

Acceptance testing of circulation software is due to be completed by 1/1/87.

F. CIRCULATION IMPLEMENTATION TIMELINE

The plan is to have Circ. operational by the beginning of the Fall term. The tasks which must be done are: order equipment for workstations, do the necessary wiring and cabling, do the circulation parameters tables, load patron records, issue i.d. cards and register borrowers, and barcode books.

There will be no university-wide I.D. card system. The Libraries will pursue issuing of cards. D. Fox is working on preparing for loading patron records from university files, such as the Name/Address File and the Alumni File.

G. BARCODING TIMELINE

Our bibliographic records (over 300,000 MARC records representing cataloging since 1975) are on tapes currently being processed by B/NA. The serials snapshot tape is separate. Tapes should arrive from B/NA approximately February 28; they will include authority records. Chris of the Notis Office is writing a loader program designed to convert OCLC records to Notis bibliographic and copy holdings records (due us approximately April).

Then item-level-records will be created from bib/copy holdings; one item-level-record for each piece or volume represented in the database. Subsequently, barcode numbers will be generated in the item number field and a magnetic tape created for use by a vendor who will print our barcode labels for the books.

The printed adhesive labels should be ready for a barcoding project during the summer.

H. DALNET PLANNING

DALNET libraries are still meeting, including DAL (DPL and Highland Park Public), Oakland University, University of Detroit, WCCC, and several hospital libraries. Some of the libraries are working on preparing their archival tapes and will individually contract with DALNET as time goes on.

I. COORDINATION WITH COMPUTING SERVICES CENTER

L. Bugg meets with the programmers, Rick McCreedy, Dody Fox, and Denise Taylor on a weekly basis.

III. CIRC. IMPLEMENTATION TASK FORCES

Not all task forces were formed at this meeting. We reviewed responsibilities and work which has already gone on.

Patron Record/Library Card Task Force: L.Bugg, N.Allen, and R.Nuffer have already been meeting.

Circ. Parameters Task Force: not yet formed.

Barcoding Task Force: was formed last year to prepare for Geac implementation. We will review participants; the intention has been to include individuals who will act as project supervisors at the time of barcoding in their units.

Circ. Workflow/Documentation/Training Task Force: it has not been decided whether or not this should be more than one task force.

OPAC Task Forces include 1)Screens 2)User Education.

Technical Services also has groups working under J. Houghton, e.g.: 1)Database 2)T.S. Workflow.

IV. NOTIS DEMONSTRATIONS FOR ALL LIBRARY STAFF

Demonstrations will be offered for all staff. They will jointly cover OPAC as well as Circulation. The six trainers who volunteered from the two implementation teams are: Charlene Wecker, Jan Fleischmann, Don Breneau, Bill Hulsker, Roy Nuffer, and Ruth Taylor.

V. NOTIS DOCUMENTATION

The following was distributed for reference purposes for team members and the staff they represent:

- Notis Users Manual, vol. 2 Circulation binder
- Notis Operators Manual, vol. 2 Circulation
- Notis System Description 27 pp.
- Notis Circulation Module 16 pp.
- Notis Reports and Notices 33 pp.
- Notis Public Access Catalog Display Screens 31 pp.
- LUIS Screens 10 pp.
- Customized Catalogs in NOTIS 3 pp.
- Notis File Structure 1 p.

VI. MISCELLANEOUS

J. Houghton gave a report on retrospective conversion progress. Science & Engineering classification ranges are very nearly done (first pass). Other retrocon work has temporarily stopped due to the fact that there is an overabundance of current cataloging work. When we are able to return to retrocon, a goal is to review Science flagged cards on the presumption that Science is the circulation pilot.