

DALNET Steering Committee

Minutes

April 12, 1999

1. Review of the minutes of the Steering Committee meeting. Corrected copy was distributed

Further corrections from Sheble about lack of field qualifiers for MARC tags
Phyllis will make changes and send to Cindy Z.

Revised roster, changes made to Adams and Flaherty's addresses

Sheble announcement, accepted position at Oakland Community College

SC recommended keeping Sheble on the Steering Committee, if okay with OCC

SC recommended expanding SC to include a new UDM member, if desired by Board and/or UDM

Congratulations extended to Sheble

2. ACRL

Definite presence from DALNET

Less people than might have been expected in the exhibits

ALS had two flat screen monitors stolen, WSU loaned them a monitor

Lack of Internet connection on Thursday night, ISDN cable had been damaged

Unable to demo RSS for most of conference

Thanks to Matt (UDM) and the UDM imaging project

Brochure by Callaway (WSU) distributed

Matt has poster of imaging process used at ACRL

Elizabeth can probably reproduce poster in another format

Thanks to all the volunteers and people involved, Bugg will see that a thank you letter is sent to them, with help from Karen

Questions about ALA and DALNET's role

Muir will be at ALA, but only as a DALNET employee

Updates to Image, new indexes, etc. – is our contact still Steve Nielson at ALS? ..

Will discuss this with ALS in terms of support contact via Tuesday call

<CONFIRMED THAT NIELSON IS STILL THE OFFICAL CONTACT>

Leave up as a demo on DALNET website

3. Meeting with Margaret Auer, Lana Porter, Patricia Brevik

Also attending: Muir, Masek, Bugg, and Kate Noerr (ALS)

Briefly reviewed points on enhancements list and timelines and financial penalties

Points mentioned included:

Need Horizon 5.1 in place for WSU and UDM to test functionality fully

Bostford already up on 5.1, DPL will come up soon <MAY 20>

Downtime for conversion to 5.1

WEBPAC 1.3 and broadcast searching

Shared patron database

Shared authority file – outstanding issue – no date assigned from ALS

No letter of agreement about image module

Three priorities:

Children's OPAC

RSS link to Docline

Booking module

Monthly status reports from ALS on the status

Changes to Docline mentioned

Beta site for media scheduling due Q2 1999

Broadcast searching for staff only works in RSS

Pharos has WebPAC 1.3 and RSS running

DPL needs WebPAC 1.3 for handling large number of copies

Not working correctly on the SUN

<LANA HAS SENT OUT MEMO TO ALS STAFF ON THESE ITEMS>

Ask at Tuesday call how feedback on enhancements will work. Ricc Ferrante is supposed to be prime (overall) interface, at least that was initial setup. No project plan currently for these enhancements. IT is Ferrante's job to make sure progress is continuing. E.g. Lisa Godfrey should be updating Ricc on the status of the Children's OPAC

Scott will follow-up with Task Force chairs

Image will likely be the responsibility of Kate Noerr and Bill Easton

4. Help Desk Services

DPL DALNET no staff hired yet, no one to answer phone

Positions will be in the next Chronicle of Higher Education, posted internally, posted externally, talking to some recruiting agencies.

Interviewing today (4/12) for DPL LAN administrator

Discussion on improving communication between DALNET and users for implementation

When should ALS get involved

Who to call and when, Who is responsible

Specify people that should be called.

Set up a list of FAQ's

Need for training and test databases up early enough, Need it about two months in advance before production database is created.

Lack of wiring in some sites

DPL about 95% done in branches, Frame relay mostly in

Flaherty spent a lot of time on location tables and location addresses due to miscommunication and lack of information. It was actually very simple

How to share what others have learned

Thanks to Anaclare and Adriene for all of their help with tables etc.

Consistency amongst DALNET libraries
Cfm identifier use for indexes. Limits and restrictions, currently very inconsistent,
Different command line for each catalog./database, Need to be consistent for
command line searching . Need to go through them and choose best two character codes,
Use Z39.58 common command language - Tech Issues Task Force will review this and
make recommendations.

5. Horizon Migration

A. UDM cleanup

Records in collections
Re-index including 049 filed fix (Adriene and Mark)
Move database to production server – scheduled by Ana
Image files
Frame Relay link operational (Theresa Moody)
Fines not displaying on notices (Anaclare)
Item filter 049 implemented, mapping OCLC information (Ana is the DALNET
contact) for automatic creation of Horizon item records. Others may want this once it
works Sheble would like access to cfm file (George)

B. Botsford

Needs Acquisitions and Serials training full classes
Could /Diane Palden squeeze them into her training for WSU staff?
DayEnd not running correctly, daily stats not printing correctly (Anaclare)
Working on WebPAC
Some advanced field searching not working
Want help screens from Wayne State (Check with George)
Would like to be able to copy other DALNET libraries Horizon bib records
(Adriene helped set up in test)
In-house use on each item stats (NOTIS browses) need it per title, can it be added
to item table, or is this an enhancement?

Test and training two months before going live for Group 3 Libraries

C. WSU

Migration to 5.1 might require several days downtime
Testing 049 import
Continue Acquisitions in NOTIS until Sept., end of fiscal year (lack of FYCL)
Working on procedures and new workflow - add to FAQ like pages to share with
other DALNET libraries
Circulation seems to be working well
Positive comments from faculty
Biggest problem with installing PCs and LANs/cabling
Questions from faculty about accessing e-journals, etc., from Imagine
Steve Savage's list of what has been cataloged will be posted on librarian's
listserv
Proxy server running, but proxy's whole session – still testing
Had a staff meeting to celebrate, but Louise would like a bigger celebration for all
staff

Still running TN3270 session in a window to discharge NOTIS circulated materials

Some circulation status data went across, but not charges linked to patrons or fines/fees

Lack of collection on brief display a problem for WSU and Botsford

D. DPL

About ready to sign off on data conversion

Production planned for May 20

Index problems, not in stafpac conditions, e.g. Testing music score index

Hopefully soon,

Ana can start doing data extracts, will likely take eight batches. But don't start loading until DPL sign off (Paul, ALS)

Training teams for major modules, developing workflow and training materials for rest of staff, will start about 4/19 for rest of staff - scheduling, finding space. all is scheduled, fairly full

Two serious deficiencies in the software for DPL:

Limit on large number of copies or locations, only seven items display limit in brief record, no indication from system that there are other copies.

DPL has added a message – System should do this somehow, 1.3 MIGHT help resolve this – but we can't see 1.3 yet so we don't know.

In setting up restrictions there is a character limit, can't put all of the agencies into the character restrictions, have to do two searches, e.g. African American, have to separate out branches and main.

Needs a retrospective audit trail for five years from NOTIS Acquisitions, set up as an extracted file or database. Auditors require this. (George) WSU may also need this.

Still working on WebPAC and STAFPAC. Restrictions work fine with combined collections in STAFPAC but not WebPAC. How to do this in WebPAC 1.2? Needs Tim or someone to provide some extended help by checking the file and help do some diagnosis instead of just saying for DALNET (Jeff or George) to take a closer look at tables. Might be Z-server related problems

E. Group 3

DALNET staff planning meeting scheduled for Thursday 4/15

If there are more than 10,000 bib records, can use entire file for test database

Ana needs about 500 records, will explode it to more - for libraries with more than 10,000 bib records

Need to select good records, especially, need to select specific conditions – copy, holding, and item records

ALS will select authority records from DALNET "Master" authority database, unless library has specific authorities they want to see test loaded

Training prior to testing, need practice prior to going live

Adriene gave Jim F. a nice list of things and tables to check

Phyllis needed equipment, and indexing, reporting mechanism for OCLL staff

F. Group 4 - Live by 9/30 Suggestions:

Group 4's should start profiling by the end of April

MAS and Bruce have done this before, data conversion, which should help

Prefer two half-day sessions for profile briefing/preparation

Deadline on forms, then follow up with short review, explain implications

Collection v. locations, restrictions implications

Manuals don't match (e.g. 4.6) the online tables

Access information for online documentation shared

May not need to bring ALS in for extensive sessions, A&A could do it in shorter sessions

G. Frame relay, might be close, Sheble needs to work on this with UDM IT staff

H. Libraries use of NOTIS, how long do they stay on, how long to use staff mode, can mark them suppressed from NOTIS, only display in staff, takes about a month for full cycle.

I. Acquisitions will continue to require access NOTIS. E.g. Wayne OPAC out by August. Leave icon on user workstations until after 5.1 was suggested. May not be able to set overall guidelines. Encourage people to move off as soon as possible. UDM will not be ready until after re-indexing

J. WebLUIIS migration. Wayne has already removed WebLUIIS from their webpage, which now goes directly to WebPAC link to DCAT, WSU needs to take WebLUIIS down. Tell DALNET and MRLT libraries to discontinue use of WEBLUIIS., put in automatic redirect for others

6. Shared Patron Database

Anaclare working with Ricc Ferrante.

Met at ALA midwinter, now list is prioritized.

SC reviewed list, per handout

Note: Italicized comments are Ferrante's from midwinter

Need to gather and store new data elements

DPL will add parent's barcode to minor's record

Age rollover supposedly used to work. ALS is investigating

Consistency on patron record. Common elements refer to Circulation TF

Migrated data v. data input

Ability to include multiple e-mails

New Circulation rep. from DPL: Bob Marcelain replacing Terry Potvin. Louise will notify Circulation chair, Brad B.

Use of RSS authentication system

Discussion of authentication scenarios

Specifications blended - Tech Issues TF will review

Cataloging the databases into Horizon

Different URL's etc. in catalogs

Inability to copy serials prediction records from each other's catalogs, Open issue

Where to put patron information during transition, need for birth-date element, DPL has designed very useful screen.

Must include last four digits of SSN, but can have entire number

Fast add discussion

DALNET staff need access to all libraries' records and files, passkey

Ability to look at data elements

Passkey was developed

Muir will coordinate
Test v. production
DALNET staff that need change individual passkey

Follow up with Task Force chairs
Muir ask Jeff for the Horizon System Administration minutes, add Muir to TF
All TF chairs should be making sure they send minutes to chair of SC

Next Meeting
UDM Apr. 26
Phyllis will not be at next meeting

Will continue with 2 and 4th Mondays
May 10 Botsford
May 24 DPL

Revised April 26, 1999
Approved by Steering Committee