

DALNET ADMINISTRATORS' BRIEFING

Questions/Issues for DALNET Board

1. Invitation (Draft Attached)
 - need to select date
 - decide on number to invite
 - select name for event

NOTE: Rooms B and F of McGregor Memorial Conference Center accommodate U-shaped tables for up to 50 on outside of U and up to 70/75 if also seated on inside of "legs" of U. Buffet breakfast can be set up near room entrance. Head tables, projection equipment near "front" of room.

2. Program (Draft Attached)
 - review concept
 - identify "volunteers" to speak
 - scope of section on resource sharing
3. DALNET Brochure
 - review concept
4. Expenses (Draft Budget Attached)
 - how to cover expenses

DALNET Administrators' Briefing Planning Committee
(L. Bugg, S. Martin, J. Murray)

February 24, 1993

LB93-108

DRAFT



*The DALNET Board cordially
invites you to attend a*

***DALNET Administrator's
Briefing Session***

Tuesday, May 4, 1993

8:30 a.m. - 11:00 a.m.

Wayne State University

McGregor Memorial Conference Center

Room B

*Breakfast Buffet will be served
at 8:45 a.m. followed by presentation
and discussion.*

R.S.V.P Requested

Please phone Betty Franks at 577-4022

on or before Friday, April 30, 1993

Guest Parking and Maps Available

*Presentations in
the room*

- D R A F T -

DALNET Administrators' Briefing

May 4 or 12, 1993

Schedule

8:45 - 9:30 a.m. Registration/Breakfast Buffet

9:30 - 9:45 a.m. Welcome -- Dr. Peter Spyers-Duran, DALNET President
and Dean of Libraries & Library Science
Wayne State University

Dr. Kul Gauri, DALNET Board Chair
and Associate Dean for Library & Academic
Information Services
Macomb Community College

9:45 - 10:45 a.m. Program

- What is DALNET? [5 min.]
(Louise Bugg)
- What DALNET Can Do for its Members Today [5 min.]
(Louise Bugg)
- Online Demo of LUIS/LUIS PLUS [10 min.]
(William Kane)
- Future ^{Technical} Directions for DALNET [10 min.]
(Louise Bugg)
- cut* • Online Demo of Test PACLoan System [5 min.]
(Charlene Wecker)
- Impact on Member Libraries
 - .. Professional/Special Libraries [5 min.]
()
 - .. University Libraries [5 min.]
(Sue Franki)
 - .. Community College Libraries [5 min.]
()
 - .. Public Libraries [5 min.]
(Rep of DPL)
- DALNET potential for future* • Resource Sharing Plans [5 min.]
() Peter

10:45 - 11:00 a.m. Discussion

11:00 a.m. Adjournment

- D R A F T -

DALNET ADMINISTRATORS' BRIEFING

Cost Estimate

Wayne State University McGregor Conference Center*

Breakfast Buffet \$ 500.00

Chilled Fruit Juice, Fresh Fruit Slices
Blueberry and Bran Muffins
Scrambled Eggs, Bacon, Hash Brown Potatoes
Coffee, Decaf Coffee, Hot Tea, Milk

\$6.75 pp

Equipment

Overhead and Screen 20.00
Mike 9.00
Slide Projector 12.00

Parking

25 cars @ \$2.00 (guest lot) 50.00
25 cars @ \$1.50 (structure) 37.50

Subtotal \$ 628.50

Service Charge (10%) 62.85

Subtotal \$ 691.35

*No room rental if over \$5.00 per person.

Printing/Graphics

Invitations (200 cards with envelopes) 200.00

DALNET Brochures (2,000 @ \$.415 each) *drop* ~~833.00~~

Slide Production (12, full color) 75.00

Subtotal \$1,108.00

TOTAL \$1,799.35

Overhead (22%) 395.86

GRAND TOTAL \$2,195.21