

Dalnet ✓

DALNET Database Standards Committee
Minutes - March 31, 1993

Present: C. Audia, A. Bondar, R. Call, A. Evans, A. Pogany, D. Roe,
T. Shen, C. Wecker, K. Zinterhofer

1. At the last DALNET Board meeting, the Board requested that all DALNET standing committees review their committee charge and revise, as appropriate. These revised charges will be reviewed by the Board in August. The Committee felt that while its activities and responsibilities were broadly covered by the original charge, it would be desirable to be more specific in some areas. A. Evans will draft a revised charge incorporating the specifics discussed at the meeting, including: the Committee's role in requesting and evaluating reports supporting cataloging and authority activities; the Committee's educational role; an expansion of the "communications" statement in the original charge; and an indication in the charge of the types of database records (i.e. bibliographic, authority, etc.) for which the Committee has responsibility.
2. System Office News and Issues (C. Wecker):
 - a. The revised (2/22) 1993 DALNET NOTIS Implementation timetable was distributed and reviewed. A. Fidler will need to install Release 3.1 GTO software in each site's GTO machine. GTO 3.1 needs to be implemented simultaneously with Release 5.1.
 - b. C. Wecker reminded Committee members of the Michigan NOTIS Users Group annual meeting to be held Thursday, June 3, at Western Michigan University. She also described the NOTIS Serials Control workshop that will be held the day prior to the meeting if there are enough registrants.
 - c. A sample of a new report developed by the Systems Office was reviewed. This report indicates the number of copy holdings statements and linked item records existing for each NOTIS location within a Processing Unit by classification code. The Committee considered this a very useful report.
 - d. C. Wecker reported that Wayne State University Libraries has successfully loaded records into OCLC for the past month. These records are being sent to OCLC as an electronic file over the Internet.
 - e. Bibliographic records for Wayne State University's Reuther Library (housing the Labor and Urban Affairs Archives as well as the University Archives) will begin to appear in NOTIS during early April.

2. Systems Office News and Issues (continued)

- f. Wayne State University Libraries has decided to cease buying and loading Center for Research Libraries (CRL) records in DALNET. The use of CRL by WSU patrons did not increase enough to justify continuing loading these records. Records for CRL holdings are currently available in the University of Michigan's online catalog (where they appear as a Processing Unit under the code XC). In addition, CRL is in the process of automating and will be providing future access to its records through the Internet in the future.

- g. C. Wecker discussed the 310M abend that has been occurring, on occasion, in staff mode during the past few weeks. The abend occurs when staff attempt to call up an authority record from the index doing a "j" search. To date, the "offending" authority record has always been one newly transferred via the GTO and one with an "a" and "t" subfield in the 100 field. The authority records are accessible using the authority (f) search. Rerunning the MHI index (normally only done once a month) corrects the problem. A. Fidler has been working with NOTIS to determine a solution to this intermittent problem.

- h. C. Wecker distributed a copy of Appendix I to the NOTIS User's Guide: Cataloging and Authorities. This Appendix -- though referred to in the 5.0 User's Guide -- is not actually included with the Guide. (The Appendix distributed by C. Wecker came with documentation for an earlier NOTIS release.) The Appendix lists suggested mnemonic codes that can be used in subfield "a" of the copy level notes field on the copy holdings record. Included in the list are 8 codes which create a note in LUIS, e.g. "lv2:ref" will create the note "Two latest volumes in Reference". Alternatively, staff can use a "um:" preceding a note on the copy level note to create a note in LUIS. Use of these mnemonic codes, however, saves space and allows for other codes/notes in this field.

3. QuikReports and SAS Reports

The group reviewed the 12 cataloging-related QuikReports currently available from NOTIS and ranked them by desirability: "High", "Medium," "Low", or "Not Interested". In some cases, reports currently available from the Systems Office appear to be similar to those described in the QuikReport documentation. It might prove advantageous to use the NOTIS QuikReports rather than our own reports because updates to the QuikReports software will be issued by NOTIS to be compatible with new NOTIS LMS releases; DALNET programmers would have to make needed modifications to the ones they currently produce for each new NOTIS release. Rankings were based solely on NOTIS documentation; desired reports will need to be run in "test" to determine some specifics not clear from the NOTIS documentation.

Following are the Committee's priorities based on review of the NOTIS documentation:

1. CAT001: Cataloged Titles - LOW-HIGH
2. CAT002: Titles Received but Not Cataloged - LOW-MEDIUM
[larger libraries ranked it MEDIUM]
3. CAT003: Items Added/Withdrawn - HIGH
4. CAT004: Copies Held - NOT INTERESTED-LOW
5. CAT005: Inventory List - MEDIUM-HIGH
6. CAT006: Titles Coded for Deletion - MEDIUM
7. CAT007: Suppressed Records - LOW
[ranked MEDIUM by one library]
8. CAT008: Authority Untraced References - NOT INTERESTED-LOW
9. CAT009: Unlinked Items Records - HIGH
10. CAT010: Multiple Locations Report - NOT INTERESTED
11. CAT011: Multiple Copies Report - NOT INTERESTED
12. CAT012: Temporary Locations Report - MEDIUM-HIGH

3. QuikReports and SAS Reports (continued)

The Committee also reviewed a ranked list of desirable Cataloging/Authority SAS reports it had previously developed to determine if these reports were still desirable and if these reporting needs were being addressed by QuikReports.

Those previously ranked HIGH by the Committee were still ranked as such:

1. Number of titles cataloged by location and by format
2. Pieces added by location and by format
3. Withdrawals and deletes by location and format
4. Titles published more than "x" number of years previously [ranked HIGH by smaller libraries; LOW by larger libraries]

Of the two previously ranked MEDIUM by the Committee, one is currently available; the other one is still ranked MEDIUM.

1. Titles held in particular processing unit or location (available)
2. Titles for which item records have not been created

Of the two previously ranked LOW by the Committee, one is currently available; the other one is still ranked LOW.

1. Unlinked records in the database (available)
2. Provisional records in the database by location

Some QuikReports seemed to address some of these needs; testing will need to be done to know more specifics. A report of our discussion and rankings will be forwarded to L. Bugg.

4. Standards for NOTIS Holdings Records

The Committee reviewed the draft standard for Holdings Records (including copy holdings, MARC Holdings, and Item Records) prepared by A. Evans. A major discussion point was the handling of deleted and withdrawn copies. The Committee agreed that after a certain amount of time, the LUIS database should no longer reflect "missing" and "lost" items. Libraries could maintain this information in staff mode for their own local control but should be suppressing bibliographic records or individual copies from the public display.

Some sites have set "due dates" on items charged to "lost" or have overdue notices generated so that they are alerted to these titles after a reasonable amount of time and can then make a withdrawal/reorder decision. Libraries doing this have set due dates ranging from in the 250 to 366 days. The Committee felt a year to be a reasonable amount of time. A recommendation to this effect will be sent to the DALNET Circulation Task Force for review and discussion. The Committee felt that, in general, LUIS should reflect libraries' actual holdings and not items no longer held.

In discussing withdrawing titles and copies, the idea of libraries creating a "withdrawn" location was discussed. When items are withdrawn, the location could be changed to indicate the copy has been withdrawn. Reports could then be done of holdings in the "withdrawn" location.

A. Evans will make suggested modifications to the standard and distribute it to the Committee at the next meeting.

6. Cataloging/Authority User Meeting

The Group decided on Tuesday, September 21 as the date for the Users Meeting. A major item for our next meeting will be planning for the Fall Users Meeting and determining if there is enough of an agenda to warrant a full day meeting. Possible topics include: authority control procedures, 5.1, use of multi-purpose workstations, and MARC format integration.

Committee members should talk to their cataloging/authorities staff and come to the next meeting with ideas for the Fall Users Meeting agenda.

The next meeting will be held May 7th at 9:30 in the meeting room in the basement of the Science and Engineering Library at Wayne State.

Submitted by Charlene Wecker