

## Single Database Sub-Committee Resources List

### Documents

Single Database Principles  
Sub-committee Charge  
Committee Structure and Communication  
Timeline / Planning Calendar  
Sample Minutes doc  
Planning documents  
MEL Standards  
MEL Best practices  
List of Sub-Committee Members and Contact Information  
List of Single Database Taskforce Members and Contact Information

### Manuals

Bibliographic Formats and Standards  
<http://www.oclc.org/bibformats/en/>  
Horizon Manual

### Meeting Sites with Computer Facilities

DALNET	313-577-0234
UDM	313-993-1090
Walsh College	248-823-1229
Benson Ford	313-982-6100
Oakland County Law	248-858-0012
Oakland Community College	248-232-4476
Macomb Community College	586-445-7309

**DALNET Single Database  
Project Timeline**

<u>Month</u>	<u>Task</u>
September '04	Send out organizational e-mail to form Taskforce
October '04	Taskforce begins to meet
October '04	Taskforce develops plan for merging databases and timeline
October '04	Taskforce development of Sub-Committee structure
November '04	Sub-committees form and begin to work
January '05	Upgrade to Horizon version 7.32
February '05	Sub-committees identify issues
March '05	Upgrade to Horizon version 7.4 (If release arrives as scheduled)
April 1 <sup>st</sup> , 2005	Sub-committees identify standards that each library will use
April 1 <sup>st</sup> , 2005	Sub-committees submit solution proposal
April 15 <sup>th</sup> , 2005	Merge of test databases
April – June '05	Evaluation of identified issues and proposed solutions
June – Aug '05	Merge the databases

\* Post Merge work will entail cleanup of records and authority files.