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1990 NOTIS USERS GROUP MEETING  
October 24-25, 1990  
The Palmer House, Chicago, Illinois

The 1990 NOTIS Users Group Meeting (NUGM) was attended by some 800 NOTIS users from almost every site. Wayne State University and DALNET were well represented.

Like last year, the NUGM meeting was divided into tracks according to interest. I attended sessions on the cataloging/authorities track with a few side-tracks to sessions of general interest. For me the most fruitful part of the meeting was the informal sharing which occurred between sessions.

The opening general session was the very first session and featured Jane Burke and several other speakers from NOTIS. The topic was "what's new" and "where are we going." It was unfortunate that the lights were dimmed so slides could be shown as it made note taking impossible. We were given a brief update on newer NOTIS products including MDAS and KeyNOTIS, a summary of the Library Management System version 5.0 was also presented. Issues such as staffing at NOTIS, Inc. and user services were discussed.

I will be issuing the report of each session which I attended on a separate page so the Systems Office can use the various reports as they wish.

## GENERIC TRANSFER AND OVERLAY (GTO)

The speakers for this session were from Vanderbilt University and SUNY Buffalo. Vanderbilt University uses GTO for almost all of their record transfers and overlays through the entire technical services operation. They have developed a workstation which is the envy of many--a single terminal which can be used to support both OCLC and NOTIS access which includes an easy toggle between the two systems. It is unfortunate that Wayne State's hardware and network configuration will not allow us to emulate Vanderbilt. Staff at Vanderbilt seem to be comfortable working with GTO and did not find that it caused serious changes in their workflow. They do not work in a batch mode, each title is done separately. The time to transfer each record is 20 to 30 seconds and staff use that time to complete the paperwork which accompanies each item. They added to their loader tables a default location of GTO in order to avoid an inadvertent overlay, meaning that one of their follow up steps is to correct the location code. Call numbers do not transfer with the record and so must be keyed onto the copy holding line. They find that they must regenerate their standard number index daily as the standard number is the matching point. Vanderbilt does no editing on OCLC before transferring, but they always search the OCLC number on NOTIS just before the transfer to avoid overlaying. Vanderbilt has not had any copy holdings records wiped out. They find that sometimes they have to alter OCLC numbers on NOTIS to "fix" overlays. The OCLC number becomes very important as the link for the GTO overlay. They have had problems using GTO with records which contain the MARC field 007 (mostly AVs but also some microforms), the 007 goes different places in the OCLC display and the NOTIS display, and the NOTIS software has been known to balk at this on other occasions. The overlay program sometimes erases notes on the copy holdings statement. Vanderbilt has had some problems with the GTO terminal locking causing the same record to be transferred or overlaid repeatedly. To solve the problem they have to turn off the GTO terminal and cold-boot the software. NOTIS does provide some error reports from the GTO which include no overlay because the record was in use and another report which shows copies that were added that were after the first copy. Many of these need to be deleted as they were created as part of the overlay process. Vanderbilt runs these reports weekly. The speaker from Vanderbilt worked mainly with bibliographic records and spoke from that perspective, but I know that they also use GTO for authority records very successfully.

SUNY Buffalo uses GTO for both OCLC and RLIN. They are loading records into both GEAC and NOTIS as they have not yet converted to the NOTIS circulation module. They do all of their cataloging on RLIN (except for their medical library which uses OCLC) and then transfer in the completed record. They have 19 terminals in Technical Services on 4 GTO devices. SUNYaB transfers in 450 records daily. SUNYaB also transfers authority records for names and series but not subjects as they have had problems with the 5xx fields on subject authority records. They are usually

satisfied with the GTO but have had to modify the limit on the number of records which can be in process at any time to accommodate their volume. There have been some problems with the transfer (not further defined). My general impression was that SUNYaB has had limited experience with GTO and NOTIS and was not the best spokesperson.

DALNET/WSU has some questions regarding the length of cables and the possible use of line extenders to allow terminals to be placed more efficiently. This was not addressed at the session.

#### TECHNICAL SERVICES WORKFLOW

I was scheduled to attend the session on Technical Services workflow but instead had a long conversation with Nancy Hunn. In part we were talking about the program we were to do in the afternoon but Nancy also wanted some feedback on her consulting visit.

#### AUTHORITY CONTROL IN A CONSORTIUM ENVIRONMENT

The Authority Control program in the afternoon discussed different administrative models for authority control in a consortium. Nancy Hunn, NOTIS Systems, Inc. described the various models which could be established. I spoke on the DALNET model and how we got where we are. Alan Hagyard from CTW spoke on their decentralized model which hasn't yet been established. Nancy and I both have rather complete outlines of our presentations in the NUGM program.

#### MeSH AUTHORITY TAPES IN NOTIS

Tony Olson, Northwestern University Medical Library, spoke on the use of MeSH authority tapes in NOTIS. Northwestern has had the MeSH tapes in for about two years and has run updates to the file. The MeSH tapes include subject authority records for the National Library of Medicine's Medical Subject Headings. The file consists of records for 15,000 main headings, 700 subdivision records including topical, form, language, and geographic subdivisions and 377,000+ records for main headings plus subdivisions. Northwestern used the LCSH loader to load the records (LB240) but modified it to exclude the combination records, the geographic subdivisions, and to map the NLM control number to the 035 field. In a later comment Gary Strawn mentioned that all of the programs used were in the general NOTIS software. They regenerated their MHI (something they do not do very often). One problem inherent with the MeSH records was the creation of records with illogical combinations of main headings and subdivisions. [The MeSH MARC authority tape was created by machine manipulation of other files at NLM creating all possible combinations including some which are illegal according to NLM policy and some which are just plain illogical. For details, see the presentations by Sally Sinn at the HSOCLCUG meeting in Columbus, 1988.] Northwestern University loaded the MeSH records into a separate processing unit. They used the Tree Numbers (an NLM device to assist in machine searching) to create see also references for broader and narrower terms. They had about 2000 errors. Included in the errors are some subject headings for corporate bodies which are tagged 150 instead of 110. Updates are handled by the LB250 LC update program. Northwestern University has an Office of Education grant to study the mapping of LCSH and MeSH terms and enhancing both records. Gary Strawn and Tony Olson are working on the project. [For a discussion of this work see my notes from the Lita/Alcts Authority Control Interest Group at the 1990 summer ALA.]

## GOVERNMENT DOCUMENTS

Mike Kreyche, Kent State University, reviewed the various means by which a library can obtain records for government publications which can be loaded into NOTIS. Relating pieces received and records was stressed as a major new operation for document processing staff. Kent State University still receives a shelf list card for each document on their profile. This shelf list card is used for shelf checking and is eventually filed in their "official" documents shelf list. The documents staff at Kent State consists of one librarian, two paraprofessionals and several students.

Kent State has used several sources for documents. At first, they cataloged many on OCLC. They tried Bibliofile but found that it was not satisfactory. They have used the MARCIVE CD-ROM product and selected MARCIVE as the source for their documents tapes. Their MARCIVE file was retrospective for 1987 and the first quarter of 1988 and current from then on.

Kent's procedure for processing current receipts is as follows:

1. Items are checked against the shipping list.
2. New items are shelved in the Documents Office.
3. Tapes/shelf list cards are checked against the shelves.
4. Records are edited, usually just the location
  - a. Create copy and item records
  - b. Bar code the piece
  - c. Shelve.
5. Items are regularly recycled
6. Circulation follows the normal process
7. A limited number of documents are purchased.

Kent is currently considering the use of unlinked item records for materials awaiting records so the pieces can be available sooner.

Mike Kreyche reported that they took the Monthly Catalog number and put it into the 010 field. He did not recommend emulating this practice as some records have multiple Monthly Catalog numbers. The 035 was recommended as that field can have multiple occurrences and is indexed. They are using the 035 for the OCLC number. He mentioned that they have found some spurious 590 fields on some MARCIVE records, most of these were also on OCLC. KSU also includes the 074 and the 088 (standard report number) in the standard number index. Kent is handling multiple/changed 086 numbers as multiple copies with coverage dates in brackets.

KSU has experienced problems with a significant number of duplicate records and large files requiring long index keys. It was recommended that libraries adding the GPO tapes increase the size of their index record or the size of the key or both.

Nancy Pope, Louisiana State University discussed their approach to handling documents. They are a regional depository and use the MARCIVE CD-ROM product as well as the MARCIVE tapes. They

loaded the full MARCIVE file from 1976 to date including non-depository records. They are deleting records for non-depository items do not own.

LSU has been dealing with 11,000 maps which are shelved with their map collection instead of their documents collection. Because they put all of their documents in one locations, they now must change those items to their correct location. They did not obtain authority records for the documents in their catalog. Ms Pope reported that LSU decided to load all documents records into a separate processing unit for increased security and to aid in quality control.

Current documents are processed using the following outline

1. All new pieces receive an unlinked item with an action date of 6 months.
2. After 6 months they look to see if they have received a bibliographic record for the piece, if not it is recycled in another 3 months.
3. After 12 months a bibliographic record is downloaded from OCLC.

LSU did no retrospective bar coding of their documents collection. Current items are selectively bar coded. For large sets of fiche they place a bar code on the first fiche envelope. Low use items are not bar coded. They produce no spine labels and no cards. Their documents are shelved in closed stacks. SuDocs class number changes are handled by changing the class number. If the format of the item changes (i.e. paper to fiche), LSU creates a new copy with a new location. They prefer the record for the hard copy of the piece with the micro format reflected in the location. LSU is doing online serials checking. They list all dates in reverse chronological order even though they prefer chronological order. All serial titles have a volume holdings record and dailies are checked in only on their VHL. One title has 1100 linked item records. Serial documents have been selectively converted as needed for checkin. An OPR is created for most current receipt records. When duplicate records are discovered, they delete the unedited record or the older record. They do plan to implement circulation soon. The MARCIVE tapes are loaded with an "on order" status, additional records are downloaded as required, they do delete duplicates and they use multiple copies if required.

I asked both speakers how their libraries handled added copies of documents which were purchased for their regular collections, did they just add the copy or did a cataloger process the title? The answer I got was something to the effect of "we're just discussing the issue and have come to no conclusion."

#### ARCHIVES AND MANUSCRIPTS ON NOTIS

Several archivists spoke to the issue of bibliographic records for archival materials in NOTIS. A common thread in the presentations was that the MARC formats for archives and manuscripts control is a limited view of archive control which assumed all control was to be at the collection level. Accession data is important in archival control and this is recorded in the 541 field. It is necessary to have a source record for each source of accessions which functions something like an authority file. The NOTIS software does not do a good job at linking sources and collections in the view of the archivists speaking. A serious fault of NOTIS is its inability to block source information from displaying in the OPAC. NOTIS was also faulted for its inability to move hierarchically from the collection level to the piece and the inability to have big enough records (NOTIS record size limits are 10 screens and 40 added entries).



#### CATALOGING/AUTHORITIES INTEREST GROUP

The group had a lengthy discussion as to whether we wanted all logically deleted records converted to non-displaying records. There seems to be some recognition that libraries need to do different things with different records--some should be deleted because they should not have been there while others need to be suppressed as they are withdrawn titles.

One useful suggestion from the group which was to form the "um" note to read "for circ status type k=<Notis record number>". This would work well for Wayne State records but is not currently applicable for our DALNET partners.

Like most of the interest groups, a good amount of time was spent discussing whether or not we wanted to draft bylaws or not.

#### GLOB/GLCH

Nancy Hunn described the new global change programs which we will receive with version 5.0. There will be improvements to the technique 1 globals which we currently run. These will continue to require a properly coded \$w but will not require ending punctuation unless it is part of the heading. Fixed field values s/type, desc and s/sys must be coded. The new programs will change headings on provisional records in addition to records which are fully cataloged. The GLCH programs are completely new. They will allow one for one field substitution and for one field to be replaced by several. The programs will support the deletion of fields or subfields. It will allow the changing of main headings without changing the related subheadings. It will allow tags to be changed in addition to the data. This will give us the ability to do some series fixes which currently have to be done one at a time. The GLCH programs are security controlled and are limited to one operator working at any one time. The programs are run as a batch job, but they will update the MHI dynamically and do some data validation and checking.

Nancy included in the NOTIS program samples of what the programs can do and I am most enthusiastic. Careful use of these programs will let us clean up some things which are both difficult to identify and too large to be feasible projects for manual updating.

#### UPDATE ON 5.0

Stuart Miller reviewed some of the features of version 5.0 of the NOTIS software. His presentation was similar to the update he gave at the Michigan NOTIS users meeting last Spring, but this time he could do a demonstration as well. It is now expected that we will receive the software in March of 1991. The new OPAC will include 126 user suggested enhancements. The index will have a new display with each piece of information in a separate column. The search request will always be repeated so the user can see exactly what they have done. There will also be a command line at the bottom of the screen which will always give "0 for other options". Libraries will be able to decide how they want their catalog to look and can be customized within each institution group. The serial records will have detailed holdings displayed on a separate screen. Version 5.0 will support the MARC format for holdings. Use of the common command language will be supported through mapping. Guide screens will reflect ranges of numbers and will be structured so as to fit on one screen.

NOTIS version 5.0 will include the ability to dynamically change a number of things without programmer intervention. The design of the OPAC can be changed, items can be mapped from one index to another, etc. This capability is password protected at the function level, for example, someone could be authorized to update only currency conversion values for a given processing unit. The new global change programs are included here.

There will be improvements to the call number index. The call number index will still be separated by type of classification but one type can be "c=". The call number index will be available to the public and will not be based on the programs we are currently using in staff mode. A number of "problems" with the call number index have been fixed. The call number index will be browsable allowing the user to move forward and backward. It will not include call numbers from unlinked item records.

The adoption of the MARC format for holdings is basic to the new serials checking programs. Version 5.0 does not require the conversion to MARC holdings data, but it is supported.

Beyond my interest in the catalog and authority modules, version 5.0 will include new programs for closing the fiscal year and for purging bill and fine and patron records.

For anyone reading this report who wishes to see more information, the telephone book size program including handouts is available.

This is developing into a major meeting with many concurrent sessions. There is a lot of material but a good deal of the information can also be gleaned at the interest group meetings at ALA and from presentations at state meetings. The real value in

meetings like this is the chance for informal follow up discussions with those who have struggled with the same problems you have. I was asked by someone if I really learned anything new at these meetings and I had to respond that while the quantity of material which was new to me was minimal, there was reinforcement that others looking at the same problems came to the same conclusion I did. Additionally, this is an excellent opportunity for networking. Would I attend if I had to pay the full registration fee, probably not, but it is worth the time and energy that go along with the preparation of a short speech.