DALNET PROJECT MANAGERS' MEETING
February 12, 1990, 1:00-3:00 p.m.

Agenda

1. NOTIS Multiple Database Access System
   - Report on U of M site visit
   - NOTIS Marketing Rep. Visit to DALNET

2. LOOK Only access to DALNET bibliographic and copy holdings
   records for non-library faculty/staff at DALNET
   institutions

3. NOTIS Special Interest Groups
   - Role of DALNET representatives to the SIGs
   - Coordinating voting on SIG ballots
   - Input to Circulation SIG draft enhancements
   - Consortium SIG (Attached)
       a. First Round Enhancement Ballot
       b. NUGM 1990 Programs
       c. Summer ALA Meeting
       d. Location Based Searching Specifications

4. DALNET Committees/Task Forces -- Status Reports
   - Access -- Jim Flaherty
   - Acquisitions -- Charlene
   - Authority Control Task Force -- Louise
   - Circulation -- Louise
   - Database Standards -- Charlene
   - LUIS Screens -- Charlene

5. Progress Reports
   - NOTIS Release 4.6 Implementation Plan
   - DALNET "Wish List" Cost Estimates
   - Printing NOTIS Tag Tables -- Pricing
   - Monthly LUIS Statistics
   - Acquisitions SAS Reports
   - MARCIVE Loading
   - Keyword/Boolean
   - New Systems Librarian Position
   - OCLC GAC and Cluster Agreement
   - Vouchers Used by WSU
   - Project Managers' Reports -- each library

6. Questions/Announcements/Reminders
   - Updates to Tag Tables/Password Requests
   - Delete "Previous Charges" on Circ Bills?

LB90-100

DALNET PROJECT MANAGERS' MEETING

February 12, 1990
Minutes

Present: D. Adams, L. Bugg, I. David, J. Flaherty, K. Gauri,
          J. Houghton, M. Klein, H. Ma, S. Martin, J. Murray,
          J. Smith, C. Wecker

Absent: C. Liner

1. **NOTIS Multiple Database Access System (MDAS)**

    L. Bugg reported on the site visit to the University of
    Michigan on November 20th for an MDAS demo and a chance
    to talk to the staff involved in MDAS implementation. At
    the time of our visit, they had 5 Wilson databases
    loaded; recently they added Psych Info. U. of M. staff
    involved with MDAS implementation includes a full-time
    programmer/analyst plus a group of librarians working on
    screen design, handouts, etc. It has taken more staff
    time than expected. The portion of the mainframe that U.
    of M. is sharing has a little more than twice the CPU
    capacity used for DALNET. Their system currently allows
    400 users. They have implemented the OPAC (with
    Keyword), MDAS, and Cataloging. They were not using the
    Circulation, Acquisitions, or Serials Modules at that
    time. They are using 20% of their CPU during the day.
    L. Bugg is currently gathering cost data for MDAS
    implementation (which is on our DALNET "wish list").
    Besides the MDAS software and database costs, an estimate
    of necessary disk space, staff costs, etc. must be
    determined. L. Bugg is also gathering information
    regarding licensing of the databases for DALNET.

    The Project Managers felt that MDAS should be offered as
    an "option" that the DALNET libraries could choose to use
    or not use. This is possible with MDAS because access
    can be controlled through terminal authorization.

    L. Bugg has been talking to Doug Madigan (our NOTIS
    marketing representative) regarding a full day visit to
    demo and discuss MDAS. She will try to schedule his
    visit near the end of March, preferably on a Tuesday or
    Thursday.

    It would be helpful for MDAS planning and evaluation to
    identify which databases are being used at DALNET
    libraries (including the format of these databases) and
    the current annual expenditures for them. By the end of
    March, Project Managers wanting to participate in this
    study should send their information to K. Gauri, who
    volunteered to compile it.

2.   **"Look-Only" Access**

I. David made an inquiry last Fall regarding "look-only" access to DALNET bibliographic records for an Oakland University faculty member who wanted to down-load them for personal use. The LUIS display is often not adequate for downloading purposes, because software for creating bibliographies requires fielded data currently found only on the MARC record. Since providing such access is a policy issue, it should be brought to the DALNET Board. The basic concern is making sure that downloading be done strictly for personal use. Since the LUIS screens in NOTIS's 5.0 Release (December 1990) will have fielded data, which should be able to be used to create bibliographies, this issue may be resolved.

3.   **NOTIS Special Interest Groups (SIGs)**

At the last DALNET Project Managers' meeting, DALNET representatives to the existing NOTIS SIGs were identified. Since that time, additional SIGs have been formed, including LIB 1 SIG, Programmers' SIGs, and MDAS SIG.

Following is the recommended role/responsibilities of the DALNET representative to each SIG:

1.   Attendance at meetings of the SIG at ALA, NUGM, or other national meetings, if possible;

2.   Forwarding SIG meeting minutes/reports and advance meeting agendas to the DALNET Office for distribution to DALNET Project Managers;

3.   Working with the DALNET Office to coordinate DALNET input to various SIG enhancement ballots.

Project Managers also recommended that existing DALNET task forces and committees whose responsibilities correspond with particular SIGs function as the coordinating bodies for enhancement drafts and ballots.

Following are the DALNET SIG representatives and their corresponding DALNET task force/committees, as appropriate:

Acquisitions - Barbara Heath, WSU (DALNET Acquisitions
                                    Task Force)
Cataloging/Authorities - Anne Sargent, U. of D. (DALNET
                                    Database Standards Committee)

> Circulation - Louise Bugg (DALNET Circulation Task Force)
> Consortia/Networks - Louise Bugg
> Faxon/NOTIS - Jean Houghton
> Government Documents - Barbara Hulyk, DPL
> Health Sciences - Debbie Adams
> Law - still to be identified
> Lib 1 - Louise Bugg
> MDAS - James Flaherty
> Music - Linda Hildebrand, Oakland University
> Programmers - Dody Fox
> Public Libraries - Helen Ma
> Serials Control - Diane Paldan, WSU
> Training and Instruction - Charlene Wecker (DALNET LUIS
>   Screens Committee)

The suggestion was made that the DALNET Acquisitions Task Force also be involved with the Serials Control SIG.

Input to Circulation SIG Draft Enhancements

As the DALNET representative to the Circulation SIG, L. Bugg submitted comments regarding the draft Bill and Fine Enhancements proposal incorporating input from the DALNET libraries. L. Bugg and J. Stam are drafting a response to the Course Reserve Enhancements proposal which will be forwarded for input to DALNET academic libraries using the Course Reserve component.

Consortium SIG

The Consortium SIG (L. Bugg is Chair) will be doing two rounds of balloting to arrive at the top enhancements to forward to NOTIS for their official annual ballot. Each NOTIS site is to submit one ballot. Project Managers should forward their ballots to L. Bugg by the end of February; she will use these to compile a single ballot representing DALNET's priorities. In March, L. Bugg will be tallying the ballots received from all NOTIS consortia and will develop the 2nd round ballot for the SIG.

L. Bugg reviewed the proposed enhancements, module by module. These enhancements were suggested at the NOTIS Consortia/Network SIG meeting at the 1989 NUGM.

L. Bugg has requested a meeting of this SIG at summer ALA. NOTIS meetings traditionally are held evenings and on Tuesday (not prime ALA time slots).

Attached to the Project Managers' Meeting agenda were
"Location Based Searching Requirements" developed by
members of the Consortium SIG. The goal is to forward
these to NOTIS in time to influence the specifications.
The Consortium SIG will discuss this topic at their
summer ALA SIG meeting.

4.   **DALNET Committees/Task Forces -- Status Reports**

Access

J. Flaherty will be contacting DALNET libraries soon
regarding the work of this Committee.

Acquisitions

N. Hunn's report was distributed to all DALNET libraries.
P. Spyers-Duran assigned Barton Lessin, Assistant Dean,
the task of reviewing the report with WSU staff. This
review will consider cost, staffing, and other
implications for WSU.

Circulation

This group has completed parts 1 and 2 of their
assignment. Their report will be forwarded to the DALNET
Board. A draft list of desired SAS reports for
circulation will soon be distributed to Project Managers
for their input. Since there are now more libraries
using (or about to be using) the Circulation Module, it
was recommended that membership on the Circ Task Force be
increased. The University of Detroit is interested in
having Frances Young join the group.

Database Standards

Karen Zinterhofer from Botsford Hospital has joined the
Committee as the hospital representative replacing Carol
DeForest from Children's. The Committee is working on a
list of desired SAS reports for the Cataloging/Authority
Module. The list will be finalized at their next meeting
and sent to Project Managers for their input. The
Committee is currently working on standards for
provisional records created for cataloging purposes.
This document, as well as the Committee's Minimal Level
Record Standards, will be forwarded to the DALNET Board.

LUIS Screens

The Screens Committee met last December to review a draft of the NOTIS Release 5.0 LUIS screens. (We are one of eleven sites reviewing the proposed screens.) NOTIS has since developed another draft of screens which incorporate changes that were, for the most part, thought desirable by the DALNET libraries. These new screens will be forwarded to members of this Committee for comments and suggestions.

5. **Progress Reports**

NOTIS Release 4.6 Implementation Plan

The DALNET Release 4.6 implementation plan has been forwarded to each Project Manager. Currently we are "on target." We have 4.6 in the NOTT region and are creating small test files for each DALNET library.

DALNET "Wish List" Cost Estimates

Louise reported that she is working on "ballpark" cost estimates for the items on the "Wish List."

Printing NOTIS Tag Tables -- Pricing

Our charge for printing the complete NOTIS tag table (Release 4.6 on) will be the same as NOTIS charged -- $40.00. We will develop an order form and send it to DALNET libraries.

Monthly LUIS Statistics

L. Bugg distributed summary LUIS statistics reports for September 1989 through January 1990. The reports include LUIS transactions by building, grouped by DALNET member. They will be distributed to DALNET Project Managaers monthly.

Acquisitions SAS Reports

We are near completion on the first SAS report--a new accessions list. A copy will be circulated to DALNET Project Managers upon completion.

MARCIVE Loading

The WSU MARCIVE retro tapes were received on February 9th. There were 142,710 bibliographic records with 187,524 holding statements. We will test load the tapes and review the records in the next few weeks. If there are no problems, WSU will contact MARCIVE and have them proceed with the processing for Oakland University and Detroit Public Library.

The question arose regarding purchase of current GPO records from OCLC. This is an option for future consideration.

Keyword/Boolean

C. Wecker reported on Keyword implementation to date at Wayne State. Currently, there are 24 LUIS terminals authorized for Keyword searching. Response time has been reasonable and, therefore, we are now able to authorize one terminal per DALNET site for Keyword searching. It was recommended that the terminal be one at a Reference station so that staff can use it to assist patrons. Project Managers should forward the address for the terminal they want authorized to Charlene. Two keyword brochures developed by WSU were distributed to the Project Managers. L. Bugg explained the concept that will be tested to provide keyword searching across multiple DALNET processing unit files. A plan is being developed to do the testing this summer, after Release 4.6 is in place.

New Systems Librarian Position

The paperwork to create and post this new position is being processed by the University. DALNET libraries will be notified when it is posted.

OCLC GAC and Cluster

The Library of Michigan is convening a meeting regarding the Michigan OCLC GAC on February 25th. There is grant money for which ROCs can apply to support adding GAC holdings to OCLC. Regarding the cluster agreement between us and OCLC, we are waiting for OCLC to send us the next version of the agreement.

Vouchers

WSU has customized the NOTIS voucher form for the Acquisitions module and it has been accepted by the University Accounting Department. L. Bugg will send a sample of the voucher to interested Project Managers.

6. ### Questions/Announcements/Reminders

Updates to Tables/Password Requests

C. Wecker reminded the group that updates to NOTIS tables should be forwarded to the DALNET Office via edited copies of the DALNET library's latest tables. Password requests should be sent on the DALNET Password form which was distributed to Project Managers. Using these procedures speeds the process and reduces errors.

Delete "Previous Charges" on Circ Bills

When NOTIS circulation module bills are printed for DALNET libraries, previous charges appear on the bills in addition to the current charges. A modification has been made for WSU so that only current charges appear on bills. L. Bugg asked if other DALNET libraries are interested in this modification for their printed bills. Previous charges will include charges from other DALNET libraries owed by that patron. Libraries interested in this modification should contact L. Bugg.

INFORMA

K. Gauri reported on INFORMA, a new group formed for current and prospective users of IBM technology in libraries. A conference from April 29 to May 1 has been scheduled in Texas. Louise will get information and distribute to DALNET Project Managers.

Wayne County Community College Open House

J. Flaherty announced that they will have an open house to officially welcome LUIS to WCCC on March 23rd from 1:00 - 3:00 p.m. It will be held at the Downtown LRC. All are welcome.

Booking Module

A question was raised about NOTIS providing a booking module. This is not on NOTIS's development list. WSU is investigating micro-based booking systems, especially those than can run on a LAN. Project Managers asked to be kept informed of WSU's progress on this.

The next meeting is scheduled for **Monday, April 2, at 1:00 p.m.**

Notes by

Charlene Wecker
February 22, 1990

LB90-125

Wayne State University Libraries

Memorandum

TO: DALNET Project Managers

FROM: Louise Bugg *Louise*

SUBJECT: DALNET Reports Ready for the Board

DATE: February 19, 1990

Attached are two reports for your review. They will be submitted for DALNET Board action.

1)   "Consistent Display of Acquisitions Information in LUIS," from the DALNET Acquisitions Task Force, February 9, 1990;

2)   "Guidelines on Provisional Cataloging Records," from the DALNET Database Standards Committee, February 13, 1990.

Please forward your comments to me by March 1st. Thanks.

Attachments

cy: P. Spyers-Duran

LB90-120

DALNET DATABASE STANDARDS COMMITTEE

GUIDELINES ON PROVISIONAL CATALOGING RECORDS

1. Provisional records are brief records to support acquisitions activities, to control materials during processing and to control temporary collections e.g. lease books. By their very nature, they are designed to be updated.

2. The use of the bibliographic utility to NOTIS transfer is encouraged for cataloging purposes.

3. Provisional records must have the system required fixed field information and a title. The required fixed fields are:
> FORMAT: use as appropriate to the item be handled
> ENC LEV: leave at 9
> DATE: fill in for monographic items; leave all others at the
> default value.

The suggested variable fields are:
> AUTHOR: use if available
> TITLE: SYSTEM REQUIRED. Use exact title omitting intital
> articles.
> EDITION: use if appropriate
> IMPRINT: use when available and if needed to identify the
> item.
> SERIES: use if available.

The use of additional fields is encouraged to make bibliographic identification more specific.

4. Provisional records will use the NOTIS-MARC 9xx fields. These fields will be deleted upon the completion of cataloging.

5. Access points, other than title, will be verified in the NOTIS on-line indexes. Bibliographic records will be checked to determine the correct form of the author's name. Use of the correct and complete form of entry will insure that the provisional record indexes properly. Access points other than the title are not required on provisional records.

6. Omit all initial articles.

7. Provisional records will have properly coded copy holdings records attached. Records properly coded will display appropriate messages in LUIS.

8. Order/pay/receipt records will be found with most, but not all provisional records.

9. Ephemeral materials in the permanent collections shall be

controlled with minimal level cataloging rather than provisional records. If cataloging is not desired, unlinked item records may be used.

10. Standards for provisional records for ordering and billing purposes will be provided by the Acquisitions Task Force.

ae/
provis
Approved Database Standards
Committee 2/13/90 for submission
to the DALNET Board

TO: PETER SPYERS-DURAN

FROM: DALNET ACQUISITIONS TASK FORCE

SUBJECT: CONSISTENT DISPLAY OF ACQUISITIONS INFORMATION IN LUIS.

DATE: February 9, 1990

Attached is the DALNET Acquisitions Task Force report on the final
charge you gave us: recommendations on "consistent display of
acquisitions information in LUIS." We have discussed this issue at
length because it is complex and has far-reaching implications for
all DALNET libraries. DALNET libraries should follow the standards
detailed in this report. These standards incorporate NOTIS,
ANSI/NISO, and locally developed standards. Policy issues are
outlined below; for more detail, see the following report and
examples.

1. The wording of Acquisitions-related system-supplied messages
that display in LUIS will be legislated by the DALNET Acquisitions
Task Force. Operator-supplied messages that display in LUIS can be
worded as appropriate by the DALNET library; they should be clearly
understandable and avoid the unnecessary and confusing use of
codes.

2. Provisional records for Acquisitions purposes can be of two
types: 1) temporary records intended to be upgraded by full records
upon cataloging; and 2) permanent records intended for payment and
receipt history.

3. The order of the information displaying to the public from
volume holdings records for serials is as follows: "shelved as"
notes, holdings, other notes; for other types of publications the
order is: holdings, notes.

4. Holdings statements on volume holdings records must be closed.

5. Holdings statements on serial volume holdings records will be
formatted according to the ANSI Standard to be consistent with the
serials holdings loaded into NOTIS from the OCLC Serials Union List
tape.

6. The Task Force reviewed NOTIS documentation on the conversion
of the current volume holdings record to the future MARC Format for
Holdings and Locations (MFHL) record. The Acquisitions Task Force
recommends that DALNET libraries continue to format volume holdings
records for serials in a manner consistent with the volume holdings
records for the serials loaded into NOTIS from the OCLC Serials
Union List tapes. This will ensure consistency in the MFHL records
created from the future conversion.

CONSISTENT DISPLAY OF ACQUISITIONS INFORMATION IN LUIS

There are two basic kinds of LUIS displays resulting from
acquisitions records: 1) displays that are system-supplied and
therefore identical in every library; and 2) displays that are
operator-supplied and can vary from library to library. These
displays are related to various processing codes used on the copy
holdings, volume holdings, and order/pay/receipt records.

I. DISPLAYS THAT ARE SYSTEM-SUPPLIED.

a. "IN THE PRE-ORDER PROCESS." (pre-order status)
b. "ON ORDER, NOT YET RECEIVED." (on-order status)
c. "IN PROCESS. To have cataloged for your use, ask at
    circulation desk." (in-process)
d. "THIS RECORD IS FOR STAFF USE." (staff processing record)

The first three messages are acceptable as they stand. We
recommend that d be changed to THIS IS A STAFF PROCESSING RECORD
because of the confusion the "staff use" message generates. This
is a simple fix that a programmer can make at any time.

II. DISPLAYS THAT ARE OPERATOR-SUPPLIED AND CAN VARY FROM LIBRARY
TO LIBRARY.

A. Messages from R statements on the Order/Pay/Receipt record.

R lines display in LUIS when serial type is p or n. They also
display when the code on the Copy Holdings screen is 2I. R lines
are temporary, so a certain flexibility can be allowed.

1) We encourage libraries to check in serials using NISO
punctuation standards (see Example 1 at end of this report).
2) Libraries should remember that if they want R lines to display,
serial type must be set at p or n.
3) Since, on records coded 2I, R lines will display in LUIS (both
books and serial records), libraries should consider not using
information like receiving staffs' initials or other internal
information on these lines.
4) Libraries are encouraged not to use heavily-coded notes on these
lines which could be confusing to users.

See examples 2-7 for R lines.

B. Volume Holdings records.

Volume holdings records in DALNET libraries can be created by staff
in various units. Both the Acquisitions Task Force and the
Database Standards Committee need to come to consensus regarding
standards for this record. The Acquisitions Task Force's
preliminary recommendations are listed below. Examples of Volume
holdings records currently in use are included at the end of the
report. See Example 1 for a Volume holdings display in LUIS.

1. Type of Information.

Volume holdings records will contain holdings and retention
information, and more specific location information than is
provided on the copy holdings record. In addition, notes can also
be used to refer the patron to another copy held by the
institution. Specifically, the following will be indicated on the
volume holdings records:

- Shelving title, if appropriate (can be qualified by volume
  and/or date) (Example 8)
- Holdings, including gaps and partially bound volumes (8)
- Shelving location of complete or partial runs (e.g.,
  Remote Storage, Index Table) (9)
- "Bound with" information (10)
- Incomplete volumes (9)
- Information regarding supplements and indexes, e.g.,
  specific volumes which have indexes, an indication that
  indexes are cataloged or bound separately, etc. (11)
- Retention patterns (12)
- Other copies in different formats (13)
- Volumes cataloged separately (14)
- How to retrieve circulation status for particular
  volumes (15)

Volume holdings records will sometimes include current receipt
information which would normally not display from an
Order/Pay/Receipt record. (16)

Any notes which will assist the user in locating the title or a
related title can be entered in this free text record. (17)

2. Order of Information

    For serial records:
        Shelving title(s), if unclassed
        Holdings
        Notes

> For other formats:
>   Holdings
>   Notes

3. <u>Holdings</u> Formatting/Captions:

    For serials records:

    Holdings will be formatted according to the <u>ANSI</u> <u>Standard</u> <u>for</u>
    <u>Reporting</u> <u>Serials</u> <u>Holdings</u> <u>at</u> <u>the</u> <u>Summary</u> <u>Level</u>, including
    the punctuation. This will be consistent with the serials
    loaded onto NOTIS from the OCLC Serials Union List Tape.
    Captions (i.e., designations such as v., pt., no., etc.)
    will not be used at the beginning of holdings statements.

    For other formats:

    Holdings should include captions. It is recommended that
    holdings be given in horizontal summary fashion, with an
    indication of gaps (e.g., v.1,3-5), rather than in a vertical
    fashion. This will prevent lengthy public displays. (15)

    Holdings for all formats of records will be closed with the
    last bound volume (e.g., 1-4), even if the item is still
    being currently received.

4. <u>Wording</u> <u>of</u> <u>notes</u>

    Wording of notes should follow the attached examples as
    closely as possible since DALNET patrons will be looking at
    volume holdings records from all libraries. Variations can
    be made, as necessary, to make notes appropriate for
    individual libraries. For serial titles, wording of notes
    will follow the established standard. Coded notes should be
    avoided for any information that displays to the public.

5. <u>Public</u> <u>vs.</u> <u>non-public</u> <u>display</u>

    In addition to information for the public, volume holdings
    records can include notes that will display <u>only</u> in staff
    mode. These will be preceded by: $a $a (2 spaces between the
    a subfields). Standardization of these notes is not
    necessary. (18)

C. Universal messages.

To date, all universal messages used by DALNET libraries for
Acquisitions purposes are of a temporary nature, e.g., "Title
change: for holdings see previous titles", "On approval for
review." Standardization among DALNET libraries is not necessary
for these temporary notes. Two recommendations relating to
temporary universal messages are: 1) Each specific universal
message should be viewed in LUIS to ensure that it makes sense to

patrons; and 2) Removal of these messages by the appropriate staff in the DALNET library needs to be part of each library's procedures.

Universal messages that are intended to remain permanently on the copy holdings record are within the purview of the Database Standards Committee rather than the Acquisitions Task Force.

D.   Content of provisional bibliographic records.

The Task Force feels that the issue of provisional records should also be addressed by the Database Standards Committee since concern about these records is related to both of our groups.

The Task force recommends the following:

1) A provisional record is either a) a temporary record intended to be replaced by a permanent record upon completion of cataloging, or b) a more permanent record used only for acquisitions processing. A provisional record should look very different from a full, permanent cataloging record.
2)   An example of 1a) is a provisional record input at time of ordering when no OCLC copy can be found, or no copy exists on NOTIS from which another record can be derived.
        a.   This type of provisional record will be upgraded to full
        cataloging when the material arrives.
        b.   On NOTIS:
             FORMAT will be whatever is appropriate for the
                  type of material.
             ENC LEV: Leave default at 9.
             DATE: fill in for monographs; leave all others
                       at default character.
             AUTHOR: Check NOTIS bibliographic database to verify
                       form of name and that a duplicate record does
                       not exist.
             TITLE: SYSTEM-REQUIRED. Use exact title information,
                       omitting initial articles.
             EDITION: Use if it is applicable.
             IMPRINT: Use when available. Place is sometimes needed
                       for serials to distinguish one serial from
                       another.
             SERIES: Fill in if it can be easily determined.

3) An example of 1b) is a series record used for receiving and paying only, the individual titles in the series being cataloged as separates.
        a.   This type of record is not intended to be upgraded to full cataloging. In fact, when creating a provisional record of this type, do not use an OCLC record, even if you find one. We want provisional records to look very different from other kinds of records, and keying in brief records ensures this.

NOTE: Libraries that choose to do double cataloging, i.e., full cataloging for both the series/serial <u>and</u> the monographs in the series/serial, will have a full cataloging record for the series/serial. Receipt and payment will normally be done on this record.

      b.   On NOTIS: FORMAT: Use serial format.
                          ENC LEV: Leave default at 9.
                                    Leave all other fixed fields at their default values.
                          AUTHOR: If an author is desired, check the NOTIS bibliographic database to verify the form of name.
                          TITLE: SYSTEM-REQUIRED. Use exact title information, omitting initial articles. (See also guidelines below for title-creation of billing records.)
                                  EDITION: If applicable.
                                  IMPRINT: Place is sometimes needed to distinguish one series from another.
        Everything else is optional.

When provisional records are created for series check-in and payment, reference is made in the REF field on the OPR of the individual monograph to the NOTIS p.o. number of the provisional record.

NOTE: These records should eventually be coded for suppression in LUIS.

E.   Billing records.

A billing record is a provisional record with an order/pay/receipt record attached that is created for acquisitions purposes only (primarily for receipt and payment). This kind of record has no true bibliographic entry, and is used for memberships, blanket orders with a specific publisher or organization, etc.   We recommend that:

1) the title field of these records be enclosed in angle brackets with each institution's symbol following the term chosen for the title in parentheses. Each institution may choose a term for the title such as "Billing record", "Payment record", or "Membership." Example: <Payment record (OU)>.
2. each institution establish only one form of the title for its

billing records.

3. a billing record should be entered in the serial format. At a minimum, it should have an author and a title field. It is not necessary to fill out any fixed fields. The author will be searched on the NOTIS bibliographic database to find latest correct form of entry.

4. if it is desired, a note (940) field can be used to list serial titles received on the billing record.

5. when cataloging is done for the titles received on a billing record, the REF field should contain the NOTIS p.o. number for the billing record. This indicates the record on which payments may be found.

NOTE: These records should eventually be coded for suppression from LUIS.

Examples of various types of billing records are attached to this report as examples 19-21.

It is obvious, of course, that our recommendations assume a thorough knowledge of cataloging and acquisitions work on NOTIS. We intended in this report only to outline policies and procedures dealing with Acquisitions records which display in NOTIS. If more information about procedures is desired, NOTIS manuals should be consulted, or the chair of the Task Force can be contacted.

Barbara Heath
Chair, DALNET Acquisitions Task Force
577-3983