

DALNET PROJECT MANAGERS' MEETING
WSU Purdy/Kresge Library Simons Room
September 13, 1999, 1:00 –4:00 p.m.

AGENDA

- 1. Introductions and review of agenda** **1:00 – 1:10 p.m.**
Current Project Managers' roster attached

- 2. DALNET Database Standards Committee report** **1:10 – 1:25 p.m.**
F. Krempasky, DALNET librarian, Interim Chair

- 3. NOTIS Phase Out plans** **1:25– 1:35 p.m.**
A. Evans
Reports needed by libraries
LUIS/DCAT info to help users during transition

- 4. HUG Enhancement input from DALNET** **1:35 – 1:45 p.m.**
A. Evans
Process for DALNET libraries to contribute to
Horizon Users Group enhancement ballot

- 5. Horizon Software Acceptance Process** **1:45 – 2:15 p.m.**
L. Bugg and S. Muir, DALNET Project Leader
Discussion of plans for acceptance testing

- 6. Horizon Implementation Update** **2:15 – 2:45 p.m.**
S. Muir, DALNET Project Leader
Goals for the rest of 1999: including WebPAC
Implementations: Serials prediction pattern sharing;
Z39.50 links from our Horizon catalogs; Horizon
authority database management; RSS implementation;
DALNET enhancements; Sunrise plans

- 7. Horizon Central Site Update** **2:45 – 3:15 p.m.**
 - a. J. Trzeciak, WSU
Test server plans; WebPAC and Horizon performance
Issues; firewall at WSU for Horizon servers

 - b. J. Houser, DPL
DALNET Help Desk at DPL;
Server installation; DALNET Webmaster

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- 8. DALNET marketing update** **3:15 – 3:30 p.m.**
D. Callaway, DALNET Outreach Coordinator
Update on DALNET video and breakfasts for
Information providers; Board meeting with Ameritech's
AIMS (handout to be distributed at meeting)
- 9. Information Hub Development** **3:30 – 3:45p.m.**
L. Bugg
Discussion of goals to add local information resources;
process to coordinate among DALNET libraries
- 10. Statewide Library Planning Meeting Sept. 17-18** **3:45 – 3:55 p.m.**
J. Trzeciak, WSU/DALNET representative
Input to Jeff re. DALNET's possible role in statewide
planning issues
- 11. Other matters arising** **3:55 – 4:00 p.m.**

NEXT MEETING: November 1, 1999, 1:00 – 4:00 p.m.
Needed--Volunteer to host

L.Bugg
9-7-99

DALNET PROJECT MANAGERS' MEETING

Minutes

WSU Purdy/Kresge Library Simons Room

September 13, 1999, 1:00-4:00 p.m.

Present: D. Adams (Botsford Hospital), K. Binkowski (DIA), L. Bugg (WSU/DALNET), N. Bulgarelli (Beaumont Hospital), M. Dow (Hutzel Hospital), C. Eames (Children's Hospital), A. Evans (WSU/DALNET), J. Houser (DPL), F. Krempasky (WSU/DALNET), G. Libbey (U of D Mercy McNichols Campus), S. Muir (DALNET), D. Murphy (Walsh College), M. Sheble (OCC), J. Trzeciak (WSU/DALNET), K. Tubolino (VA), D. Zyskowski (Oakland County Law Library)

Absent: B. Bett (Macomb Community College), J. Brennan (Harper Hospital), M. Campbell (Huron Valley Hospital), D. Drobny (Rehabilitation Institute of Michigan), J. Flaherty (WCCC), K. McPeak (Sinai/Grace Hospital), C. Mudloff (Detroit Receiving Hospital)

1. Introduction and review of agenda

The members introduced themselves. Item numbers 6 and 7 were switched on the agenda to accommodate J. Houser who needed to leave the meeting early. The agenda was then approved.

2. DALNET Database Standards Committee report

Interim Chair of the Committee, F. Krempasky, reported on several items from the Committee.

The document "Guidelines for Creating Provisional Records for Public Display" was presented. In the discussion that followed, some DALNET members noted that their acquisition records are loaded into Horizon by vendors. These records may not match the guidelines. F. Krempasky will investigate this and make further recommendations to the DALNET Database Standards Committee.

The DALNET Database Standards Committee is currently issuing guidelines instead of standards until all DALNET libraries have migrated to Horizon.

The DALNET Database Standards Committee continues to work on revising and updating standards documents, including "DALNET Bibliographic and Authority Database Standards."

3. NOTIS Phase Out plans

A. Evans reported on NOTIS phase out plans. LUIS screens will be modified to reflect the NOTIS migration to Horizon. S. Muir will work on updating the screens. A suggestion was made to take down the public display to NOTIS after all Group 4 libraries migrate. A decision on this wasn't made, but Project Managers were asked to think about this issue for further discussion.

A. Evans also noted that DALNET libraries could ask for NOTIS reports in the migration process. Such Circulation reports as: all items checked out, all billed items, and patrons with bills in excess of x number of dollars can be run. WSU is currently developing an audit trail report for Acquisitions data that can be downloaded into an Excel database. A. Evans also pointed out that DALNET libraries could ask their serial vendors such as EBSCO and FAXON to send reports that will list serial titles by title, frequency, etc. to help with setting up serial prediction patterns.

4. HUG Enhancement input from DALNET

L. Bugg discussed the Horizon Users Group (HUG) Enhancement process for DALNET libraries. Copies of the "Proposed DALNET HUG Enhancement Procedures" were distributed to the Project Managers. DALNET members are urged to submit enhancement requests to either A. Lim or A. Evans per instructions on the handout. A. Lim and A. Evans will search the database to determine if the request is already in the Enhancements Database. If it is not on the list they will follow the procedure on the handout.

S. Muir described the process for the HUG Enhancement process. DALNET receives one ballot a year with which to vote on enhancements. This voting determines how the list of enhancements will be prioritized and which enhancements will be submitted to Ameritech.

L. Bugg noted that if an item is both a functionality issue as well as an enhancement request, the request should be placed both on the "Module Functionality Test" and HUG's enhancement database.

S. Muir handed out an agenda for Horizon Users Group Annual Meeting (HUGM) which will be held November 8-10, 1999 in Kansas City, Missouri.

5. Horizon Software Acceptance Process

S. Muir distributed the "Module Functionality Test : Rider H." It has also been handed out to various committees who work with particular Horizon modules. Peruse the handout and if there is any missing information or comments to add, S. Muir will take suggestions.

UDM, WSU and DPL will test the functionality part of the document and target areas in the document that still need work. At the current time, the DALNET Steering Committee is working on the appropriate phrasing for the answers to the "Module Functionality Rider H." DALNET will be working on functionality testing within individual sites and the Steering Committee will be working with dataload issues.

6. Horizon Central Site Update

A. Test Server Plans

J. Trzeciak discussed the test databases. There was not enough space on the test database server to add every libraries' test databases. He is currently working with Ana and George at WSU to find solutions to this problem. In the meantime, mirroring is going to be turned off, and all servers will be upgraded.

Performance Issues

J. Trzeciak noted that Systems is working on WebPac/StafPAC performance issues daily.

The firewall installation has been ordered for WSU and sent to purchasing. Ameritech will install the firewall and train WSU staff.

- B. J. Houser noted that DPL has now installed an uninterrupted power supply with battery back up. Their server has also been installed. DPL will come up live on Horizon in late September or early October.

DALNET Staff Positions

Two DALNET Help Desk staff members were hired. Their jobs will entail answering phones and giving guidance to those who contact the Help Desk.

A discussion took place about who will be designated from each DALNET site to call in for Help Desk assistance. There are 75 buildings in DALNET and there needs to be some formal procedure for calling in problems. J. Houser suggested that the DALNET Board and Project Managers propose a solution. The Project Managers discussed having a procedure based solution, whereby the Project Managers serve as the primary liaison during regular working hours. It would be up to the individual DALNET sites to decide how to implement this, especially on weekends.

J. Houser mentioned that before calling the Help Desk, each library should first determine if the problem is local or not. Eventually the Help Desk will have a web interface for queries. The Help Desk should be up by the end of September. Procedures will need to be developed for tracking problems from member sites.

7. Horizon Implementation Update

S. Muir discussed implementation goals for the rest of 1999. DPL, in the Group 2 libraries, will be up in 2-3 weeks. Group 3 libraries are up on Horizon. Group 4 libraries are currently migrating. Two DMC libraries in Group 5 will migrate. Groups 2 and 3 are currently up on WebPac. Walsh College, Oakland County Law Library and others will follow. WebPac 1.3 is in DPL's test database, and it is beta code. DPL will test this version as the production version of WebPac 1.3 is not available.

S. Muir reiterated that DALNET libraries would benefit in sharing serial prediction patterns. Libraries can request passkeys for other DALNET databases in order to view prediction patterns.

Z39.50 links

Each institution can work out reciprocal agreements with other libraries for Z39.50 links. George and the WSU Webmaster will set up DALNET-wide linked databases. L. Bugg noted that DALNET needs to decide on the local and statewide database links. This is something that must be prioritized, planned, discussed and tested for functionality. L. Bugg will forward this information to M. Galvin, Chair of the Web-site Standing Committee.

Horizon Authority Database Management

It is unlikely that an authority union catalog will be available before Sunrise, which is expected in May 2000. The interim and short-term solution is for each DALNET site to maintain their own authority database. Per discussion of the Project Managers, F. Krempasky will add the "DALNET Database Change and Correction Procedures" to the DALNET Database Standards Committee next agenda so that authority responsibilities are made clearer.

S. Muir talked about the RSS implementation. The hardware and software has been ordered, including 2 new NT servers. As part of this package, training will be made available from Ameritech.

The 7 DALNET Horizon enhancements are not yet available. S. Muir noted that DALNET keeps current specs on the DALNET website:

<http://www.lib.wayne.edu/dalnet/> (passworded). S. Muir also mentioned that the upgrade to Sunrise would be a time consuming process. If any library wants to be a Beta Test Site for Sunrise, contact him.

8. DALNET Marketing Update

D. Callaway, DALNET Outreach Coordinator, distributed the "DALNET Outreach Report." DALNET's promotional video is in the final stages of editing and will be previewed then shown at the Board meeting. The first public viewing of the video will be on Oct. 15 at the health organization breakfast. The breakfasts are part of an Ameritech Public Relations/Community Grant whereby DALNET assists with the creation of a local health information gateway and database. There will be future meetings with other groups scheduled in the future.

D. Callaway stated that there are several colleges that are interested in joining DALNET, including Marygrove and Cleary College.

Due to administrative changes, D. Callaway will now report directly to the DALNET Director, Technical Services and Systems, L. Bugg.

D. Callaway also handed out information on Ameritech's AIMS (Ameritech Information Media Services) per the Board meeting with Lana Porter. AIMS offers such services as web hosting and Internet commerce.

9. Information HUB Development

This agenda item was postponed until a later meeting.

10. Statewide Library Planning Meeting

J. Trzeciak, WSU/DALNET representative, will be attending a statewide library Planning meeting "Our Preferred Future Conference" on Sept. 17-18.

This conference will bring together the Michigan library community to determine the future of library services for all residents of our state.

11. Other

-A. Evans reminded DALNET staff that when WebPac goes down, she should be paged or Network Control should be notified. J. Trzeciak will send a note out about whom to contact when WebPac goes down and post the information on the DALNET web page.

-The next DALNET Project Managers' Meeting is scheduled for November 1, 1999 at 1:00-4:00 p.m.

Minutes by Frances Krempasky

PROPOSED DALNET HUG ENHANCEMENTS PROCEDURES

(9/11/99)

The Horizon Users Group (HUG) Enhancements Committee maintains an Enhancements Database for all HUG members. Read-only access to this database is available at the HUG website: <http://www-medlib.med.utah.edu/hug/>. (User ID and password for the site can be obtained by contacting the DALNET Office.) This Enhancements Database is comprised of a rolling list of Horizon functionality and feature improvements that members submit to HUG through a process also described on the website. Voting on enhancements occurs semi-annually to determine the requests' priority order, and to determine which requests will finally be submitted by HUG to Ameritech Library Services (ALS) on a semi-annual basis.

DALNET, as an institutional member of HUG, is allowed one vote in the enhancements process, and is encouraged to submit its own ideas for system improvements and to support existing requests in the Enhancements Database. Because of the nature of our institutional membership, however, there needs to be a systematic way for DALNET members to share, consolidate and evaluate their ideas. Official DALNET submissions or comments must be approved by DALNET members before they are submitted to HUG. A process is also needed to determine if DALNET enhancements requests should be addressed as part of the DALNET/Ameritech Partnership Agreement, in addition to being included in the HUG enhancements process. To this end, the following procedures are proposed:

1. All DALNET members are urged to submit their enhancements suggestions, ideas, and comments in writing – along with examples, if possible -- to the appropriate DALNET Systems Librarian:

- Acquisitions, A. Lim
- Administrative Modules, A. Evans or A. Lim
- Cataloging/Authorities Module, A. Lim
- Circulation Module, A. Evans
- Reserve Module, A. Evans
- Serials Module, A. Evans
- StafPAC, A. Evans
- Utility Programs, A. Lim
- WebPAC, A. Lim

2. DALNET Systems Librarians will compare the DALNET-member suggestion with the existing HUG Enhancements Database, to determine if the DALNET idea is already represented in the database.
 - a. If the idea is already represented, it will be considered a proposal for a DALNET supporting comment in the Enhancements Database. As such, the DALNET Systems Librarian will create a draft of the wording to be included in the database, and will submit the draft to the DALNET Steering Committee for approval. Once approved, the comment will be added directly to the Enhancements Database by the Systems Librarian. The final version of the supporting comment will also be distributed via the DALNET discussion list to DALNET members.
 - b. If the idea is not represented, it will be considered a proposal for a new DALNET submission to the Enhancements Database.
 - The DALNET Systems Librarian will forward the suggestion to the appropriate DALNET committee or task force.
 - The DALNET committee or task force will review the suggestion, revise it as necessary, and submit a detailed draft of the proposed new enhancement request to the DALNET Steering Committee for approval. The committee or task force should include its own comments as to the suggested priority of the request.
 - The approved request will then be forwarded to the appropriate DALNET Systems Librarian, who will be charged with moving the request through the official HUG enhancements

process. The HUG process states that the request must be submitted first to a member of the appropriate HUG module committee, and must be posted to the Horizon-L discussion list so that other users will know the enhancement has been submitted. New HUG requests will be added to the Enhancements Database only by an official HUG Enhancements Committee member.

- The DALNET Systems Librarian will be responsible to advise DALNET members about the resolution of their requests via the DALNET discussion list.
3. As the DALNET Steering Committee reviews each DALNET-member suggestion, it will be charged with gauging whether or not an idea should be considered as part of the system development covered in the DALNET/Ameritech Partnership Agreement.
 4. The DALNET Office will be responsible for submitting its recommendations for HUG enhancements voting. The voting recommendations will be reviewed and approved by the DALNET Steering Committee. Approved DALNET votes and the outcomes of the HUG voting process will be communicated to DALNET members by way of the DALNET discussion list.

Lim
9/99

DALNET Outreach Report

- The promotional video is in the final stages of editing. The video committee, chaired by Dr. Maurice Wheeler will preview on Monday, September 20. The first official use of the video will be October 15th at a health organization breakfast.
- The following membership promotional visits and meetings have been conducted during the 3rd quarter:
 1. Marygrove College – (L. Bugg, R. Harris and D. Callaway) Presentation made to Director, Frank White and staff including cost plans as identified by the DALNET Board Finance Committee.
 2. Cleary College – (D. Callaway) Preliminary information meeting held at the Howell campus. Identification of current status and planned expansion. Cost plans to be determined.
 3. Rochester College –(D. Callaway) Preliminary information meeting and demonstration. Identification of current status and needs assessment. Cost plan to be determined.
 4. Schoolcraft College (Bugg, R. Harris and D. Callaway)- Meeting to be held Monday, September 20th. The Director, Roy Nuffer, attended the Community College Informational Meeting held in May. This follow-up and proposal is a result of that initial contact.
- The "Health Organization Breakfast" will be held Friday, October 15th. This type of promotional and informational meeting is in compliance with the Ameritech Public Relations/Community Grant, which was received in November 1998. Invitations will be mailed Wednesday, 9/15, to organizations selected to assist in the development of a local health information gateway and local health databases. The model used for this meeting will be extended to other groups in the near future.
- Administrative changes at WSU required a change in reporting for the position of Outreach Coordinator. This position now reports directly to the DALNET Director, Technical Services & Systems., L. Bugg.

Submitted by:
Duryea H. Callaway