

**DALNET PROJECT MANAGERS MEETING  
JANUARY 12, 1998, 1:00-4:00 PM  
CHILDREN'S HOSPITAL OF MICHIGAN, BOARD ROOM**

**MINUTES**

**Present:** Debbie Adams, BH; Kraig Binkowski, DI; Jeanne Brennan, HZ; Louise Bugg, WS; Nancy Bulgarelli, BR; Eric Condic, OU; Daria Drobny, RI; Gloria Ellis, WA; Anaclare Evans, WS; Jim Flaherty, WC; Jim Green, WS; John Houser, DP; Michelle Klein, CH; Cherrie Mudloff, RH; Judy Murray, OC; Shawn Patterson, UDM; Teresa Prince, MC; Mary Ann Sheble, UDM; Karen Tubolino, VA; Frank White, MC; Dianne Zyskowski, OL

**1. Welcome and Introductions**

Those present at the beginning of the meeting introduced themselves. Teresa Prince will be replacing Frank White as project manager at Macomb Community College. Frank's last day at Macomb is January 30, and he starts as Library Director at Marygrove on February 2. Shawn Patterson attended the Project Managers meeting as liaison from the Collection Development Committee.

Copies of the latest version of the Project Managers roster were distributed with the agenda and Louise requested that those present review their listings and report any needed corrections or changes to her. John Houser volunteered to create two "listservs"--one for DALNET Project Managers (DALNETPM@detroit.lib.mi.us) and one that combines DALNET Project Managers and DALNET Board members (DALNETPB@detroit.lib.mi.us). Louise will send John the updated roster. Project Managers will get e-mail messages when they have been subscribed.

**2. NOTIS Library Management System**

**a. Report from Ameritech Library Services Consulting:** There were three objectives for the consulting visit.

1. **Circulation Batch jobs:** Jerry Specht reviewed the batch jobs which Dody Fox was running and /or had modified to work in the DALNET environment and indicated that we were on target. Ana Fidler has fixed DPL's incorrect bills generated on Sept. 4, 1997. We will now be able to move forward with other batch jobs, including printing bills.
2. **Training:** Ben Schapiro reviewed LMS 6.3.1 circulation training with selected DALNET/WS and DP staff. Some staff reported that they learned a new shortcut or two, but for the most part we are on target. Many of our "problems" are related to the size and complexity of DALNET's system, rather than to operator misunderstandings.

3. **Instability:** What can we do to reduce or eliminate all of the crashes and lockups which we are having? The programmers have installed many fixes to LMS 6.3.1 which have taken care of some of the problems. There are many other fixes in LMS version 6.4.1.1, which DALNET now needs to install. This release of NOTIS LMS is expected to run more efficiently thereby reducing some of our system constraints. It is being compiled for DALNET in CICS 4, which will allow us to use more of our computer's memory to run our system. The tapes have arrived and will be installed for testing. It is a Systems Office priority to get LMS 6.4.1.1 installed shortly after Winter Semester.

A NOTIS Hotline (313-577-4195) is being installed. It will be used to broadcast messages for DALNET staff about system downtime and problems. Persons calling that number will hear a recorded message but will not be able to leave a message. The Systems Office is making some improvements to its internal communications to help us get important messages about the system to DALNET staff. The message will not be updated in cases where the system will be down for 30 minutes or less. Louise will notify Project Managers when the Hotline is operational.

One possible cause of system crashes is WebZ, or WebLUIS. We may have to turn off WebZ/WebLUIS to aid in our diagnosis of stability problems. Turning off Web Z will not affect our links via PAClink. If this is necessary, it will be done fairly soon and Project Managers will be notified in advance.

DALNET Project Managers asked for data concerning daily crashes. This will help them determine if they were having local communications problems or if we were having NOTIS related problems.

- b. **LMS 6.3.1 Issues:**
  1. **Memo to the Circulation Committee re. bills:** The memo discussed the various options for printing bills to be mailed to our users. As part of the batch jobs each evening, overdue fines and charges for items not returned are posted to the individual patron records. The bill printing job extracts this data and formats the statements which are to be printed and sent to the users. The smaller libraries seem to favor receiving a complete printing of all patron bills each month. The libraries which the larger number of bills favored printing bills for only those charges incurred during the past month. DALNET libraries using circulation were asked to mark their choices and return the ballots to Anaclare in the DALNET office by 26 January. This memo will also be discussed in the DALNET Circulation Advisory Committee meeting next week. Some libraries requested more data to make a decision. Statistics on the number of bills generated by the initial extract will be reported at the circulation meeting.

2. **Patron Record Loading for Winter Semester:** All DALNET libraries, except Wayne State, that tape load patron information had a test load of data late in the fall semester. Wayne State is still developing a data extract from its new Student Information System. DALNET libraries need to get their data for Winter semester to the Systems Office as soon as possible. A schedule will be made for loading the data which may cause NOTIS to be late some weekday mornings. Loading data only on weekends would stretch out loading into the middle of the term. If we think we might be late, we will post a message on the listservs and include in the Hotline message.
  3. **Bill File Archiving:** At the November Project Managers meeting, parameters for archiving closed records from the Patron Accounting file were approved. The generation of printed bills is likely to run faster if the closed bill archive reduces the file significantly. NOTE: A test run of the archiving after the meeting has shown that the file will be reduced by 20% when the archive is completed. Project Managers will be notified when the job is scheduled to be run and if any downtime is anticipated.
  4. **Problem Tracking List:** Anaclare distributed an updated LMS 6.3.1 problem tracking list. DALNET libraries are asked to review the list and to report any open problems not on the list to Anaclare.
- c. **GTO via TCP/IP:** In light of LMS 6.3.1 system issues, GTO via TCP/IP has not been the highest priority of the Systems Office. Until this is available, libraries need to run GTO on their current GTO PCs. For those libraries installing OCLC's Passport for Windows™ on the new PCs, the GTO cable will need to be disconnected from their old OCLC PC and reconnected to the new OCLC PC. Passport for Windows™ will need to be configured so that the export command is sent to the designated COM port. Wayne State continues to offer a record transfer service for those libraries with an OCLC account and without an operational GTO PC. When GTO via TCP/IP is up and running, DALNET libraries will be able to move to GTO via TCP/IP or they may continue using their existing GTO PCs. The NOTIS software will support both versions of GTO.
- d. **Spine Label Options:** George Marck has tested the process by which NOTIS spine labels can be generated without a CICS addressable printer, i.e. on a PC-attached printer. The PC must be capable of running Windows™ software. The PC will require both the 3270 software to communicate with NOTIS and Microsoft Word for Windows™ or similar software. The process is to capture the label data from the NOTIS screen and paste it into the preconfigured label screens. The labels can then be printed on 8 x 11 sheets with any compatible printer attached to the PC. George is working with the DIA and Walsh to test in their environment. Others interested can e-mail George Marck at [george.marck@wayne.edu](mailto:george.marck@wayne.edu).

### 3. DALNET Collection Development

- a. Shawn Patterson, Chair of the new Collection Development Committee, attended the meeting to update Project Managers on the activities of the Committee. Shawn distributed a needs assessment questionnaire at the meeting. It asked for input on the electronic databases the Committee should consider and for suggested vendors to contact. The importance of relating what the Collection Development Committee does to other potential cooperative ventures across the state was stressed. The questionnaires are due back to Shawn Patterson at UDM by January 23rd.
- b. Jim Green distributed the current list of databases that DALNET licenses. Some of these are MDAS files while others are available on the Web. Most of the recent contract renewal negotiations went very smoothly. DALNET discontinued its shared license for UMI's ABI/Inform via ProQuest Direct. Jim also updated Project Managers on the status of several databases. Agricola has been removed from LUIS menus because Wayne State discontinued its license through MSU. LEGA will also be removed as Wayne State switches to Web access for LegalTrac.

### 4. Horizon Preparation

- a. **Data Analysis Project:** A report summarizing the findings of the Database Standards Committee's questionnaire on database practices was distributed. This report recommends that DALNET libraries concentrate on documenting their practices on an ongoing basis, link their unlinked item records, fill in call number fields that were left blank because NOTIS did not require them, and reduce any backlog of database maintenance tasks.
- b. **Preferred Migration Schedule:** Louise distributed the latest version of DALNET libraries' preferred migration schedule. At least one DALNET library indicated that they needed to be moved further down the list. Further changes are anticipated as the migration plan develops.
- c. **Job Descriptions for Project Leaders:** Both DALNET and Ameritech will have Project Leaders dedicated to DALNET's Horizon Migration Project. Louise distributed the job description for the Project Leader for Ameritech. The candidate proposed by Ameritech was interviewed by several members of the Partnership Team and has already been hired. The Partnership Team will be drafting the job description for the DALNET Project Leader at their next meeting. It will be a two year position and the basic responsibilities are outlined in the Business Guidelines section of the Partnership Proposal. The draft job description will be distributed to Project Managers for their input.
- d. **Partnership Steering Committee:** This group is responsible for overseeing the migration project. The Project Leaders will propose the project plans, implementation teams, etc. to this Committee. The Business Guidelines describe the Committee as composed of six members, who could be meeting weekly for several months. Individual nominees will be solicited by Board Chair Margaret Auer.

- e. **Help Desk Service Proposal** : A document entitled, "Rider A -- Help Desk Services" was distributed and discussed by John Houser. Questions for discussion included the hours of normal and emergency service, when to call and who should call, and who will have access to the knowledgebase that is built from calls to the desk. A check list of questions for the library staff member to answer before calling the help desk will be prepared. John plans to evaluate Help Desk software in Spring 1998 and welcomes input on the feature list to use in that evaluation.
- f. **Horizon Demonstration**: Louise is arranging a day-long demonstration of Horizon for University of Detroit Mercy as our first site to migrate. A second day of demos for other DALNET libraries will be scheduled to include areas of interest to the Project Managers. **NOTE**: Dates are tentatively March 4 - 5.
- g. **Ameritech Contract Update**: Louise distributed a copy of a memo from Patricia Breivik updating DALNET Board members on the status of the contract signing.

5. **Progress Reports**

Due to time constraints, the remainder of the agenda was tabled until the next meeting.

**Meeting Schedule**-- It was agreed that for the next few months the DALNET Project Managers will meet **monthly**, especially as DALNET migration issues grow. The next meeting was scheduled for February 9, 1998, 1:00 - 4:00 p.m. at Wayne State University, Undergraduate Library, Community Room (third floor). Items for the agenda will be solicited via e-mail.

Summary notes by:  
Anaclare Evans

1/30/98