

**DALNET PROJECT MANAGERS MEETING
OAKLAND COUNTY LAW LIBRARY
CONFERENCE CENTER
NOVEMBER 3, 1997
1:00 - 4:00 PM**

Present: D. Adams, Botsford Hospital; K. Binkowski, DIA; J. Brennan, Hutzell Hospital; L. Bugg, WSU/DALNET; Nancy Bulgarelli, Beaumont-Royal Oak; M. Campbell, Huron Valley Hospital; I. David, OU; D. Drobny, Rehabilitation Institute; G. Ellis, Walsh College; A. Evans, WSU/DALNET; J. Flaherty, WCC; J. Green, WSU/DALNET; J. Houser, DPL; M. Klein, Children's Hospital and Harper Hospital; C. Mudloff, Receiving Hospital; J. Murray, OCC; B. Platts, Beaumont- Troy; M. Sheble, UDM; K. Tubolino, VA; F. White, MCC; D. Zyskowski, OLL.

1. Welcome and Introductions

2. LMS 6.3.1 Issues -- A. Evans

- a. Ameritech Library Services is coming for four days of consulting over a three day period of time from November 12-14, 1997. Staff from WSU Circulation, DPL Circulation, and the DALNET Office (including technical staff) will be in attendance. The first day will be a technical session dealing with batch jobs for bills, notices, patron loading and will focus on the technical issues of getting the job done and meeting DALNET requirements. The second day will focus on issues relating to tables and calendars which control how the system works. The third day will focus on circulation functionality. Just what will result from this training in the form of additional training for DALNET libraries will be determined after. We are hoping that some of the open questions and problems will be resolved.
- b. **Patron accounting and record archiving parameters:** The Project Managers voted unanimously to accept both recommendations from the Circulation Advisory Committee. The recommendations are:

RECOMMENDATIONS FOR PURGING THE PATRON ACCOUNTING FILE

This batch job writes closed records for bills and fines to an archival tape which can be made available, if needed, for audit purposes.

- To purge all closed fines to the beginning of the month in which the job is run
- To purge all closed bills more than 6 months old

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- To run this job on a regular basis, perhaps quarterly

RECOMMENDATIONS FOR ARCHIVING THE ACTIVE ITEM FILE

The active item file is a record of circulation transactions in process and those which are completed. The files for closed or completed transactions would be written to a file which will be used in conjunction with the on-line file for jobs which need to look at historical circulation data.

- That closed (completed) circulation transactions more than 30 days old be archived.
- That this job, if possible, be run weekly to insure more efficient processing of batch circulation transactions.

There was no further discussion of these issues. Since we anticipate some down time when these jobs are first run, we will attempt to schedule them with minimal disruption to users. DALNET libraries will be notified in advance of the schedule for these jobs.

- c. **Problem list:** A list of circulation problems and requests currently in the queue in the DALNET office was distributed. Some additional concerns relating to course reserves were expressed and A. Evans will prepare a document to assist desk staff in working with course reserve statements.

3. Collection Development

- a. The charge and membership roster for this new committee was attached to the agenda. The committee had held their first meeting and several of the committee members who are also Project Managers reported on the discussions at that meeting. The Collection Development Committee views its main function as being a clearinghouse for DALNET for new on-line database opportunities. They would identify potential resources and develop a set of criteria for evaluating these resources. They will then come to Project Managers with recommendations. They will also be comparing methods of access to electronic resources such as MDAS, Web, Access Michigan/First Search, etc. If any one in DALNET has established criteria for evaluating electronic resources and/or various methods of access, they should send them to Shawn Paterson at the University of Detroit Mercy. The Collection Development Committee will

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not involve itself in those issues which are currently being considered by Project Managers but will involve themselves in future issues. Another area of concern is joint collection development/management of print collections including matters such as who will keep the last print copy of a particular title.

- b. WilsonWeb:** There is a trial of WWW access to a select group of Wilson Databases, some of which include full text, at Wayne State University which will continue until the end of 1997. Are other DALNET sites interested in evaluating this as well? If so, Jim Green will contact Wilson to see about adding other DALNET libraries to our trial. There was some question regarding whether DALNET could negotiate with Wilson directly for WilsonWeb or if they would have to go through the Michigan Library Consortium.
- c. UMI ProQuest Renewals:** The DALNET libraries who have shared in the purchase of ProQuest met at lunch to discuss the renewal of the joint contract. WSU is evaluating ABI/Inform via First Search and via ProQuest to determine which is the better value. The next meeting of the Collection Development Committee is 1 December 1997.

4. Horizon Preparation

- a. Data Analysis Project:** All DALNET libraries have returned their surveys. Birong Ho and Adriene Lim are beginning to analyze the data and hope to have the first pass analysis done by the beginning of December. The emphasis of this data analysis is to examine non-MARC data and to look at local data and local deviation from standard practice to insure that all information needed is moved forward into the new system.
- b. Linking of Unlinked Item Records:** Unlinked item records reflect a large category of non-MARC data. Non-MARC data may migrate (convert) in unusual ways. Louise Bugg distributed copies of the August NOTIS Database Statistics which show how many unlinked item records each DALNET member library has. Libraries are urged to link as many unlinked item records as they can, or, to mark for deletion those unlinked item records no longer needed. Some libraries link previously unlinked item records to provisional bibliographic records. Others have used unlinked item records for materials that they do not wish to catalog and add to their collections but for which they wish to track usage or manage circulation.

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- c. **File Purging/Record Archiving:** In preparation for Horizon migration, those who have gone before highly recommend archiving and purging files before migration. DALNET libraries are urged to mark records for deletion.

- d. **Workstation Requirements:** A document outlining the minimum anticipated configuration for Horizon workstations was distributed with the agenda. Staff workstations need to be Pentium processors with at least 32 MB of RAM, while Windows based OPAC workstations need to be at least a 486/66 processor with 16 MB of RAM. In the discussion it was recommended that monitors should be at least 15" but that 17" monitors were highly recommended. Questions arose regarding the listing for "approved network package/protocol" and what that means.

5. DALNET Logos

Some additional choices were attached to the agenda. It was decided that Project Managers present would mark their top three choices. Anaclare Evans was designated to collect and tally the votes. The top designs are appended to these minutes.

6. Partnership Proposal

- a. **Evaluation at each site, New member prospects:** Louise Bugg will follow up with Dean Breivik on the status of the recommended text for the letters of intent regarding the Partnership Proposal. The following libraries are active prospects for DALNET membership:

Madonna University
William Tyndale College
Sacred Heart Seminary

Detroit Public Schools Professional Library--previously approved by the Board--is awaiting a signed contract. They will come up on Horizon rather than on NOTIS LMS.

Schoolcraft College and Henry Ford Community College were mentioned as libraries to contact about membership.

For all of the libraries there were questions about the collections owned and their related policies for access. This type of information could be placed on a well designed and maintained DALNET web site for all current as well as future members.

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Most libraries in DALNET that have responded want to be in the third group of libraries to migrate.

Louise Bugg was asked to put together a list of contacts for further information and technical questions about the partnership. The list will be distributed on the DALNETBD Listserv.

- b. **Fall Projects:** GTO via TCP/IP--work has not yet begun. Labels via TCP/IP--supplies are now available for testing, which will probably be done in November. Several libraries have a need for this now. Wilson File Split--on the task list.
- c. **MRLT Web Z Project:** The project is still alive and in development. We have received an extension of the grant until September 30, 1998 for evaluation and reporting. We want to have the patron-initiated ILL up and working by January 1, 1998. Jim Green is working on an updated version of the Web Z software. He has the bibliographic and the interlibrary loan portions working but the patron authentication piece, currently lacking, is mandatory before users can access more than Web/LUIS. Web/LUIS is currently available for all DALNET libraries to use.

7. Other

- a. The Database Standards Committee Document, *DALNET Database Change and Correction Procedures*, was distributed. This procedural document was provided to Project Managers for distribution at their libraries.
- b. Debbie Adams reported that Botsford Hospital Library was switching to RoweCom as their periodical vendor because the per title cost was so much less.
- c. Detroit Medical Center Libraries are switching to Readmore.
- d. Oakland University has made a decision to migrate to Endeavor's Voyager system. They are in contract negotiations with Endeavor now. They hope to maintain some level of membership in DALNET in the future but will continue their current DALNET membership until September 30, 1998. OU and DALNET could establish Z39.50 connections with each other's catalogs in the future.

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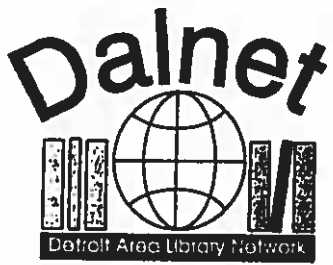
- 8. Next meeting: January 12, 1998.** M. Klein will check on a meeting room at Children's Hospital of Michigan. I. David said she would like to host one of the Spring meetings for Project Managers one last time.

Summary notes by,

Anaclare Evans

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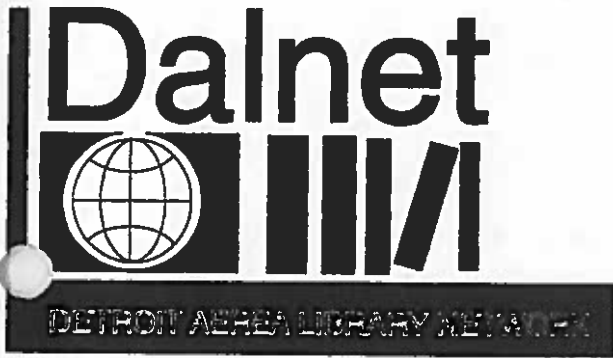
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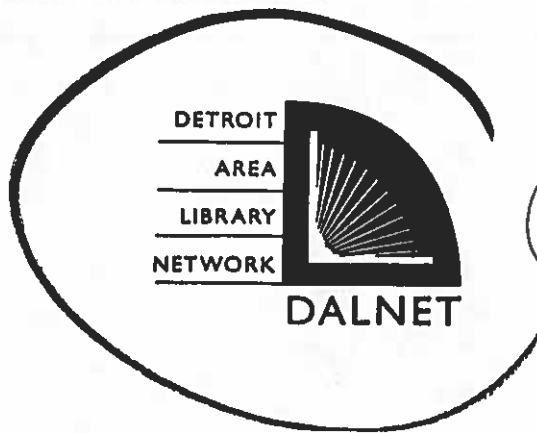
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