DALNET Receives Congratulations for NACO Work

Libraries realize that users sometimes need assistance locating correct entries for the particular authors, places, or organizations they are seeking. It may be that the author is writing under several different names, or that the author has changed his or her name; in other instances a place may have had several names (as Sri Lanka was Ceylon), or an organization may have changed its name over time.

Cataloging staff members have been helping users find what they need by documenting the form of the heading to be used, and by creating "search under" and "search also under" references for all the variations likely to be used during searches. This process helps users by directing them to the desired entries in the catalog. As library collections grow larger and catalogs become more complex, the need for such references is increasingly important.

Creation of a National File

In 1977, the Library of Congress invited several important libraries to join with them in the creation of a national file of names of people, places, and organizations that could be shared by many libraries worldwide. Thus, the Name Authority Cooperative (NACO) program was born. Name authority records are records used by catalogers to document the form in which a name is

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NACO is the Name Authority component of the Program for Cooperative Cataloging (PCC), coordinated jointly by the Library of Congress & PCC participants around the world. For additional information, see the PCC website: *http://www.lcweb.loc.gov/catdir/pcc*

Progress Report: Data Analysis Survey Update

In December 1997, the DALNET Database Standards Committee reviewed completed Data Analysis Surveys submitted by DALNET members, and began analyzing bibliographic, copy holdings, MARC holdings, and item records in NOTIS. The analysis has already proved helpful to the Committee in identifying potential problems and non-standard practices occurring in the database.

According to the first progress report submitted to Project Managers by Birong Ho, Chair of the Committee, the Data Analysis Surveys will be used more extensively when data conversion is actually underway. However, in the meantime, several general recommendations were offered for immediate consideration by technical staff.

What you can do now to prepare your records for data conversion:

1. Continue to document changes in practices that may alter the answers given on your institution's survey;
2. Begin to input the call number information on copy statements which duplicate call number information in a preceding copy statement. Implicit call-number codes will likely not convert to the new system, so the call number area should **not** be left blank;
3. Catch up on backlogged authority work or database

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maintenance so that headings are consistent;

4. Link as many unlinked item records as possible;

5. Maintain an up-to-date and complete list of locations and sublocations used in NOTIS;

6. Maintain an up-to-date and complete list of subfield K and copy holdings notes; and

7. Continue to collect additional printouts of sample records for use in the test database during conversion.

If reports are needed by your library to accomplish any of the above, please contact the DALNET Office.

DALNET STANDARDS & STATS
Highlights, announcements

- Judging by the statistics in WSU's 1996/97 Michigan Research Libraries Triangle (MRLT) report, DALNET's Online Catalog (DCAT) is solidifying its reputation as a valuable research tool for remote users. In Fiscal Year 1997, connections made from Michigan State University and the University of Michigan increased from 16,934 to 26,391, a 55.8% increase. Sessions established between Eastern Michigan University doubled in Fiscal Year 1997 from 1996.

- New Course Reserves Guidelines (11/18/97) have been approved and issued by the DALNET Circulation Standards Committee. The new guidelines are available on the DALNET web page, "Technical Information" section, or can be obtained by calling Anaclare Evans at 313-577-4002.

- Global changes (GLOBs and GLCHes) are performed by Authority Central/WSU Database Management Team to correct or update large numbers of errors using special system commands. In addition to correcting thousands of headings manually, one by one for DALNET, more than 10,500 bibliographic records were changed globally for DALNET libraries within the last seven months (July 1997- January 1998).

DALNET Database Totals as of 12/97	
Bibliographic Records	4,525,393
Holdings Data	4,844,102
Order Records	486,266
Linked Item Records	4,681,718
Unlinked Item Records	184,802

This column contains various database facts, updates, and announcements from DALNET staff. Room will also be reserved for technical hints, tips, and reminders contributed by technical staff at DALENT member institutions. Please send your contributions to DALNET Office c/o WSU, Detroit, or send email to ab7155@wayne.edu.

- **Finding Untraced Series Titles** - When deciding to trace a series or performing new authority work for a traced series, don't forget that there may be some titles in the series lurking around *untraced* in your institution's database. You can find these untraced records by performing keyword searches in public mode, and qualifying your searches by the appropriate field. For example: To find untraced titles for the series, *Confluence: Surveys of Research in the Social Sciences*, you can use the command *"K=confluence adj surveys.490."* in LUIS. This search will retrieve a list of all titles with the adjacent words "confluence surveys" in the 490 field, which you can then use to update bib records by title in NOTIS. Although some of the records will already be traced with 490/830 pairs and a few may not be good hits, those with 490:b0 untraced series statements will be included so that you can be sure to trace all of the items in the series that you have in your collection.

Deletion of NOTIS Bibliographic Records

by C. Nygren, WSU

This article outlines the process of encoding NOTIS bibliographic records for deletion, which consists, at minimum, of modifying copy holdings and bibliographic records, and may include modification of MARC holdings record(s), and deletion or relinkage of item record(s) as necessary. Deletion of bibliographic records is performed when a library has entered a record by mistake, a duplication is discovered, or when a library wishes to remove material from its collection and does not need to retain the records for archival purposes, auditing, or possible reactivation later. The unwanted records are encoded for deletion and will not display in the OPAC, but are retained in the system until a purge program is run by the Systems Office.

IMPORTANT: If an unwanted copy holdings record has an Order Scope Statement attached to a copy statement (e.g. BN-001-001, XN-003-001, etc.) and you are not familiar with the meaning of Activity Status Indicator Codes in these statements, you should consult a knowledgeable person in your acquisitions department to be sure that the record is appropriate for deletion. The Order Scope Statement indicates the existence of an order linkage, which may be active. Depending upon your institution's stated policies, closed Order/Pay/Receipt records may also have to be moved to an order history file.

Carefully inspect the records to be deleted.

Are MARC holdings records attached to copy holdings records? Item records? Multiple copies on the copy holdings record? If so, some of the information on these records may need to be manually transferred to another record (as in the case of MARC holdings records and multiple copies) or may need to be relinked (as in the case of item records). Remember that it is necessary to complete all MARC holdings and item record modification or relinkage ***BEFORE*** modifying the copy holdings and bibliographic records for deletion. The goal is to encode all unwanted records properly, in the correct order; but to also retain information and relink item records for copies that will be kept in your collection.

Modifying MARC Holdings for Deletion

Display the MARC holdings record, change the STAT field to "**d**", then erase all holdings statements and press **ENTER**.

Relinking (Moving) Item Records to Kept Copy Holdings Records

This procedure is used to relink an item record from a copy holdings record to be deleted to the copy holdings record that is going to be kept, if appropriate. First, display the copy holdings record to which you wish to link the item record and type **KEEP <copy number>** on the command line (ltxx keep <#>). Next, display the item record you wish to link to this copy holdings record, then type **link** (ltxx link) and press **ENTER** as many times as necessary to relink the record. If you are not going to be deleting the original copy holdings record, you must return to it and type "**summ <copy number>**" on the command line (ltxx summ <#>), and press **ENTER**. This last action will update the item count field in the matching copy statement.

Deleting Item Records

Display item record and change the STATUS field to "**d**", then press **ENTER**. Repeat for each item record to be deleted. Return to the copy holdings record, type "**summ <copy number>**" on the command line (ltxx summ <#>) to update the item count field, and press **ENTER**. (Note: The "**w**" code is used instead of the "**d**" for item records when your institution wishes to *withdraw* an item rather than delete it. Withdrawals are used when an item has been declared missing, lost, or otherwise unavailable for use; or when items are removed from your collection but records for it are retained for historical information or possible reactivation later.)

Modifying Copy Holdings Records for Deletion

After erasing all information from MARC holdings records and deleting or relinking all appropriate item records, change the status code to "**x**" (lower case) in the copy holdings record. Next, modify the copy status and classification type codes in the copy statements. You will need to replace them with "**0Z**" (zero, uppercase zee) if there was ever an item linked to the copy, or "**2Z**" (two, uppercase zee) if it is a serial, then press **ENTER** to update the record. The "**Z**" in the classification type code stands for "none" (not classed or withdrawn).

Modifying Bibliographic Records for Deletion

Change the second character in the STAT field to an uppercase "**D**". Your individual library's policy may or may not require you to erase all of the variable field information except for the 245 or 924 (title) field. (It's far better to delete the other variable fields, since it saves space in the system files and ensures without a doubt that the record will not be displayed or used again.) Press **ENTER** to complete the deletion of the record. **Congratulations! Your record should now be correctly deleted!**

> To DALNET: "...My heartiest congratulations to you and your staff for the splendid PCC work achieved in fiscal year 1997!" - B. Schottlaender, Chair of PCC

used to access bibliographic data in a catalog. NACO records are copied into the DALNET database or created during the normal cataloging workflow.

Number of Contributions Growing

Today, more than 130 individual libraries and 12 cooperative groups around the world contribute fully authenticated records to the international authority files at the Library of Congress. In FY 1997, NACO libraries contributed over 137,000 records for new names, over 9,300 records for new series, and over 2,000 records for new subject headings.

Wayne State University and its DALNET partner libraries contributed over 530 new records for names and series. For this contribution, Wayne State University Libraries and its DALNET partners were recognized by the Library of Congress

for doing their part in the creation of this national resource. Wayne State University Libraries does more than create records in the file, however. Anaclare Evans, a librarian in Technical Services and Systems, also serves as a regional trainer for other libraries wishing to join NACO. In this role, Ms Evans trained several staff members at Michigan State University.

The national name authority file created by NACO participants is widely available to libraries because it is available on the OCLC, RLIN, and Library of Congress computer systems. The NACO file helps to insure that users will be able to find the same author listed in the same form in various library catalogs across the United States.

Searching Large Files in NOTIS

by Birong Ho, WSU

When searching a large file for uniform title entries in NOTIS staff mode, e.g. Shakespeare, William, 1564-1616, the usual search commands generate entries for more than 5,000 records and there is no way to get into the uniform title part of the file.

However, if you type in the search:

FI JX SHAKESPEARE WILLIAM 1564 1616 .T

the search will generate:

SHAKESPEARE WILLIAM 1564 1616
.TALES FROM SHAKESPEARE
.TAMING OF THE SHREW
.TEMPEST

Earlier releases of NOTIS did not allow such an MHI search with an author's birth date. But the current version does allow it, and can make your searching more productive.

Reducing System Downtime

There may be several factors involved when our NOTIS system crashes, and when this happens, the Systems Office tries to identify and correct the causes as fast as possible. (You may have noticed continual improvements in performance.) As always, however, your help is needed so that we can work on system problems as they occur. Here's what you should do if NOTIS seems to have crashed:

> *"...your help is needed so that we can work on system problems as they occur."*

1. Call WSU Network Control at 313-577- 4746. Recovery from a crash usually takes 20-30 minutes. If NOTIS is still down and you do not have information from Network Control, please call either Jim Green (313) 577-6439, Anaclare Evans (313) 577-4002, or Louise Bugg (313) 577-4058 for further assistance.

2. Keep a weekly "Systems Downtime Log" which will contain specific details about the problems encountered and will document efforts to get through to WSU Network Control. The managers there need dates, times, and details of attempts to get help. Logs are to be sent to Charles Molson's attention in the DALNET Office, weekly.