

**DALNET Steering Committee Meeting
University of Detroit Mercy Library, McNichols Campus
June 12, 2000, 8:30 – 11:30 a.m.**

Minutes

Present: S. Muir, L. Bugg, M. Sheble, R. Call, L. Papa

Excused: D. Adams, K. Bacsanyi, J. Flaherty, K. Sanders

Guests: M. Auer, A. Evans, M. Galvin, A. Lim, J. Trzeciak

1. Review agenda

Agenda was reviewed and the order of items changed. L. Bugg agreed to take minutes.

2. Website Committee Report—M. Galvin, Website Committee Chair

M. Galvin reviewed the committee report that had been distributed as an e-mail attachment. She noted those topics brought to the Steering Committee for review and approval.

a) Mission Statement for DALNET's Website

The statement is a good start. It was referred back to the Website Committee to add a statement about the Website's role as an "Intranet" for DALNET office staff and member library staff.

b) Updating the Website

The recommendations are on the right track. The Committee was asked to propose an approval process for routine updates, as well as test Website procedures.

c) WebPAC help

The recommendation to request WebPAC help through the Help Desk was deemed the best way to document such requests and assure followup. This helps document the workload for WebPAC support and can also help determine priorities. Concern was expressed about the amount of detail recorded on Remedy about requests. Help Desk staff continue to learn. It is best to send e-mail to the Help Desk that includes a detailed description of the problem or request when it is complex. Ultimately, DALNET libraries should be able to review the status of their problems online; however, DPL has not been able to get Remedy's Web interface operational.

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d) Ongoing projects

- ADA requirements—the Website Committee plans to come back with recommendations for meeting ADA requirements;
- Copyright issues—the Committee will investigate this area including what DALNET should be copyrighting;
- Broadcast searching—George is working with epix to resolve problems; he suspects that DALNET libraries have used different Z39.50 attribute sets; the Website Committee can participate in a demo at the July 17th Project Managers' meeting;
- DALNET staff will review standards for Z39.50 attributes to move all DALNET's WebPACs to the standards.
- Mary will request that the WebPAC screen guidelines be posted on the DALNET Website and the Project Managers be alerted.

3. DALNET Priorities Review

M. Auer, DALNET 's *epixtech* contract liaison, joined the meeting for this discussion. Goals for the discussion were to:

- identify what the status is of new releases, and enhancements;
- review what DALNET needs; and
- review and recommend priorities.

The current DALNET priorities are:

1. Horizon 5.3
2. Broadcast searching workaround on NT platform
3. iPAC
4. Sybase 11.9.2
5. RSS

New modules that come with Horizon 5.3 could have institutional "champions" who would take the lead in testing and implementing first, e.g.

- Homebound could be DPL;
- Serials binding could be WSU.

For the contracted enhancements, there could be payment implications due to missed delivery dates. The Committee reviewed their status and DALNET's needs:

a) Shared patron database

This had been "hung up" pending the outcome of use of SSNs in shared patron records. It looks less likely that we can. WSU and DPL are consulting their legal counsels and Scott will participate in the meetings. Academic libraries at institutions receiving federal dollars must consider FERPA requirements.

ACTION: The Steering Committee recommends that individual DALNET institutions obtain legal opinions re. their ability to contribute SSNs of their patrons to a shared patron database. Scott will write an information piece for the Project Managers and Board members detailing the issues.

Given the likelihood that SSNs can no longer be shared, DALNET needs to re-state its needs, what we want to be able to do, and re-open discussion with *epixtech* about the best way to deliver, e.g. what if there was a broadcast search capability across multiple patron files.

- b) Remote patron authentication (RPA)**
Basic RPA functionality is available with Horizon 5.3, for DALNET libraries to use individually. Scott will verify that we received it. DALNET needs to include a description of our needs for RPA with the shared patron database needs statement. If DALNET libraries can implement RPA individually as needed, the urgency for this enhancement is reduced. As with other new modules with Horizon 5.3, perhaps a DALNET library could be the "champion" and test and implement first.
- c) Shared authority database**
epixtech is working more actively on this again. They've said coding will start after the Sunrise cataloging module goes to beta testers. DALNET needs to resume its work now, too. A delivery date has never been agreed on for this enhancement.
- d) Children's OPAC**
There are two DALNET groups working on this. The newest group—the Search Engine Task Force—is developing specifications for review of the Steering Committee in September. The Steering Committee will keep the Board informed as to progress. The goal is to begin meetings with *epixtech* in October to follow the plan outlined in the contract.
- e) Ad-hoc management and statistical reports**
DALNET needs to re-state its current needs for this enhancement, if any. DALNET libraries need to be able to copy ("derive") MARC records across databases, for example. The MARC export features in iPAC may be a workable alternative. DALNET needs to let *epixtech* know.
- f) Integrated booking module**
epixtech has sent some basic descriptive documentation about the module, which—in its initial release—can be used with Horizon 5.2 and higher. The Task Force needs to review this description and provides input to *epixtech* to ensure that the developing functionality meets our needs. Scott is pursuing getting the *epixtech* sample media scheduling database mounted locally for the Task Force to work with. The Task

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Force hasn't met in a while and Scott needs to pursue getting it back on target.

g) Interlibrary loan/document delivery

The RSS interface with OCLC is in development. The interface with NLM's DocLine is stalled pending standards compliance by NLM.

The outcome of this review is:

1. The DALNET *epixtech* liaison (M. Auer) will meet with the appropriate *epixtech* representative(s) at ALA in Chicago to open discussions;
2. Scott will update the Board.

4. Website Outsourcing

The Michigan Library Consortium (MLC) offers Web hosting services, including server site and server management with security and backups, and development design.

What is the current status of DALNET's Website?

- Some work has begun with the Website Committee to re-design the site;
- One of DALNET's WebPAC computers is the server for our Website.

If MLC, or another contractor, did the standard Website development, it would focus the Webmaster's responsibilities more on WebPAC and information hub databases.

DALNET would benefit from a needs analysis for the Website. A Task Force could investigate, analyze options and make recommendations.

- Step 1.** Develop a needs statement with input from the Website Committee that would be used as the basis for a Request for Information (RFI).
- include IHDC needs;
 - include outreach/marketing needs;
 - will need flexibility to expand the mission for the site as new developments occur;
 - identify core services needed such as—
 - a) requirements for server site;
 - b) design and development needs
 - c) information management needs on a day-to-day basis;
 - d) WebPAC development and support.

- Step 2.** Review the needs statement and determine which work could be out-sourced.

These needs have become more urgent due to the difficulty with getting the full-time Webmaster position filled for DALNET.

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The Task Force will include Mary Galvin, Jeff Trzeciak and at least one other member of the Website Committee. Scott will update P. Jose, Board Chair, of these plans, which were developed in response to a request from Phyllis.

5. Steering Committee Objectives

The group ran out of time to work on the draft Scott had done of objectives for the year. Scott will ask Phyllis to postpone the Board report on them to the next Board meeting.

6. Task Forces

Scott reported to the group that he had thanked the members of the 5 continuing Task Forces and asked them if they could continue serving. The Task Forces are: ILL, Cataloging/Authorities, Children's OPAC, Media Booking and Shared Patron. The Course Reserves Task Force was not included.

7. DALNET Central Site and Implementation and Support

Scott will send e-mail to the SC discussion list to update the Committee on these areas.

NEXT MEETING: July 17, 2000 , 8:30 – 11:30 a.m., at Wayne State University, Undergraduate Library, Dean's Conference Room.

Note: A Project Manager's meeting has been scheduled for 1:00 – 4:00 p.m. that afternoon in the WSU Undergraduate Library in the Community Room (Rm. 3210)

Notes submitted by,

Louise Bugg
June 26, 2000