

DALNET

# TECHNICAL BULLETIN

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**ATTACHMENT:** WSU/DALNET NOTIS Regular Batch Schedule

edited by: Louise Bugg, Charlene Wecker

USING BITNET

All staff in DALNET participating libraries who have a WSU PROFS ID and password automatically also have a BITNET address. The address is their PROFS ID and "@waynest1". For example, Louise Bugg's BITNET address would be "lbugg@waynest1." BITNET messages are sent and received while logged on to PROFS.

The procedure to read incoming messages is as follows:

- (1) After opening your PROFS mailbox and reading your PROFS messages, press PF12 to return to the main menu, as usual. If there are incoming BITNET messages, you will be taken to the BITNET message summary screen.
- (2) To read the messages, press PF2. You will be on the first message. If there are multiple screens, the prompts on the bottom will instruct you how to move to the next screen(s).
- (3) After reading the message, you can choose to discard it (PF9) or keep it (PF3).
- (4) If you discard the message, you will automatically be taken to the next message, if there is one. After you have finished discarding all messages, you will be returned to the original BITNET message summary screen. You will find a dash to the left of the date for each message you wish to discard. To exit BITNET and discard messages, press PF3. There will then be a message asking you to confirm the fact that you want the messages discarded, e.g., 3 items will be discarded. After you have confirmed, you will be returned to the main PROFS menu.
- (5) If you wish to save the message, after pressing PF3 (per (3) above) you will be returned to the BITNET message summary screen. Note that there is NOT a dash to the left of the date for the messages you do not want discarded. To read the next message, place your cursor under the first letter of the message line and press PF2. When you are done with all of your messages, press PF3 from the BITNET message summary screen.

USING BITNET (continued)

The procedure for sending BITNET messages is as follows:

- (1) On the PROFS main menu command line, type: use mail and press <ENTER>.
- (2) You will then get a screen that says "more...". Press <ENTER>
- (3) You will then be back to the main menu. Now, on the command line, type: exec mail <the address of the person to whom you are sending the message> and press <ENTER>.  
For example: exec mail cwecker@waynest1
- (4) You will then be prompted to put your name. This is optional since your BITNET address will be automatically appearing on your message. Press <ENTER> to bypass this. You will then be prompted to put in a subject. This is also optional. Press <ENTER> if you wish to bypass this.
- (5) You will then be on the screen to start typing your BITNET message. If you need a second screen, press PF4.
- (6) When you are done, press PF5 to send the message. You will be asked if you are ready to send the message. If so, press PF5 again and the message will be sent.

In general, the BITNET prompts at the bottom of the screen will lead you through the system. If you have any questions or difficulties using BITNET, please contact either L. Bugg or C. Wecker or type HELP BITNET from the PROFS Main Menu command line for more information.

NOTIS INDEXING SCHEDULE

Attached to this Technical Bulletin is the current "WSU/DALNET NOTIS Regular Batch Schedule." As changes are made to the indexing schedule, they will be reported in future Bulletins.

IBM 3191/92 TERMINALS AND USE OF FUNCTION KEYS

Eric Condic of Oakland University reports that staff there are making use of the programmable function keys on the IBM 3191/92 terminals. Instructions for programming the function keys can be found in the IBM terminal User's Guide, e.g. for the 3191 on pages 19-22.

In the OU Library Technical Services Department, the Acquisitions Unit has set up functions keys for:

dord 1  
crod 1  
tab (6 times) oukl, (to activate copy holdings  
statements)  
sign on sequence

The Cataloging Unit has set up function keys for:

citm 1  
citm 2  
keep 1  
link  
um=For circ status search:  
ltou citm

They have even used function keys to do repetitive editing of subject headings.

Thanks, Eric, for this tip.

LUIS ABEND 794Z

If you get an abend 794Z when trying to display a LUIS record, please notify your supervisor of the problem record. This abend means LUIS cannot identify the location code assigned to the record. Valid NOTIS location codes are those listed in tables in the programs. The DALNET library with the problem record needs to be notified so that the location code can either be added to the NOTIS tables or be corrected to a code that is already in the tables.

MOVING FROM LUIS RECORD TO THE STAFF MODE DISPLAY

Staff members logged onto NOTIS with their staff ID and password can move easily from LUIS to staff mode display.

Here are the steps:

- (1) On a LUIS bibliographic record, type: > and press <ENTER>.
- (2) The system will respond with: HOLD nnnnnnn (nnnnnnn is the NOTIS record number from staff mode, e.g., HOLD AAA3456).
- (3) Press <ENTER> again. You will be on the copy HOLDings record for the title that had been displayed in LUIS.
- (4) You are now in staff mode and can look at the other records for this title, e.g., item, order, volume holding, or do other staff mode searching.

Unfortunately, there is not a similar command to enable you to move back to LUIS from staff mode. The command "long" <ENTER> on a staff mode record will provide a "LUIS-like" display of the bibliographic portion of the record. It does NOT display the information pulled from the other staff mode records, e.g., call number, location, etc. And even though you are looking at a "LUIS-like" display, you are still in staff mode and can only do staff mode searching.

ACK (x) DURING DISCHARGE

Most DALNET libraries using circulation require that staff acknowledge messages during the discharge process. Such messages include routing, hold, circulation review of unlinked items, and piece counts. When a book being discharged generates a message for the staff member, the NOTIS terminal does NOT beep to indicate a successful discharge. Instead, it is quiet and the message displays requiring the staff member to key an "x" to acknowledge it.

Unfortunately, it is all too easy for staff to ignore the need to acknowledge a message. Instead, they just continue scanning barcodes thinking the items are being discharged, when, in fact, the NOTIS screen is locked waiting for the "x" to acknowledge. The result is books are returned to the shelves without being discharged and overdue notices are sent to patrons by mistake.

Solutions to this problem include:

- (1) staff re-training;
- (2) relocate the discharge station to a work area free from noise and distractions;
- (3) change the NOTIS tables to stop requiring staff to acknowledge messages;
- (4) relocate the barcode scanner so the staff member can easily see the NOTIS screen.

"HAS" SCREENS -- WRONG TITLE DISPLAYED

Faith Van Toll and Debbie Adams reported that the wrong title was sometimes displayed on a patron charge (has) screen. The correct item ID was displayed for the book charged out, but the title was for a completely different book.

Dody Fox diagnosed the problem and reported it to NOTIS. The "has" display gets the title from the bibliographic record via the NOTIS record number, e.g. AAA4044. In our DALNET environment, the same record numbers are used for each of our databases. The records are distinguished from one another by the processing unit codes associated with them, e.g., AAA4044ws and AAA4044dp. Sometimes, the "has" programs display the titles from the wrong DALNET library's bibliographic database, seeming to ignore the processing unit code attached to the record number. NOTIS's target date for delivery of the revamped "has" system is Fall 1989, with Release 4.6.

CIRCULATION REPORTS -- LB630 ERROR REPORT (RELEASE 4.4)

In case you have wondered about the "LB630 error report" that is printed with the circulation daily operations report, here is an explanation.

Sample Report

	Forms Type Code A	Forms Type Code B	Forms Type Code C
Total records read	930	930	930
Records processed	428	98	404
Records unprocessed	502	832	526

Forms Type Code A are overdue/available/needed/courtesy notices.

Forms Type Code B are fines notices.

Forms Type Code C are bills for non-returns.

The total records read is the number of transactions from your processing unit handled in the job. The number processed is the number handled of that Forms Type. The number unprocessed is the rest of the transactions that did not belong to that Forms Type.

Errors would be listed if there were any. To date, we have not seen any errors listed on this report. This explanation is brought to you courtesy of systems analyst Dody Fox.

KEYING IN BARCODE NUMBERS ON CHARGE/DISCHARGE SCREENS

If you are using a circ terminal at your library and keying in either patron or item barcode numbers on the charge or discharge screens, you do not have to key in the first five digits. NOTIS circulation tables include the first five digits of the patron and item barcode numbers for each service unit. When you type in the last 9 digits, the system will automatically supply the first five digits after you enter the transaction.

DATES IN PATRON RECORDS

If you key in the date 00/00/00 on a NOTIS patron record, the system changes that date to 09/25/97 when the record is entered or updated. This usually happens when you want the date "indef" to appear, discover the system won't let you key "indef" in a date field, and you key in zeroes instead.

To restore "indef" to the date field, just erase all characters from that field, e.g., by using the "ERASE EOF" key. Then, after entering the record, the system reinstates "indef" when it is the default value for that field.

Thanks to Chris Chamness at the WSU Law Library for reporting this phenomenon.

BARCODE NUMBERS FOR DALNET LIBRARIES

Following is a list of DALNET libraries' unique numbers for their barcodes. These will appear as the 2nd through 5th digits of their item and patron barcodes.

Beaumont Hospital -- Royal Oak	4853
Botsford Hospital	3021
Children's Hospital	0054
Detroit Public Library	5234
Harper Hospital	2362
Macomb Community College	1880 (South Campus) and 1445 (Central Campus)
Oakland County Library/Law Division:	1952
Oakland University	1816
University of Detroit:	1723
Wayne County Community College:	2029
Wayne State University:	9343

ACTION DATES ON ITEM RECORDS

Action dates on item records can now be set by libraries using the Circulation module. The fix has been installed so these items can be included in the patron charge ("has") index.



NEW/DROPPED HEADING LIST FOR LIBRARIES USING ACQUISITIONS  
MODULE

The name/series and the subject new/dropped heading lists list ALL headings that have been added to or dropped from the DALNET database as a whole. The list is generated by processing unit, listing the new or dropped heading under the processing unit that added or dropped it. Because the lists include ALL new headings, the name/series new/dropped heading list includes new names and series from bibliographic records created for acquisitions purposes. The status of these records could be: pre-order, on order, in process. Since the DALNET library would not be doing authority work until the book has been received and cataloged, the name/series new/dropped heading list will include headings that have not yet been verified. A procedure for retaining these lists until the titles have been received and cataloged must be established. At the time of cataloging, the new name/series headings will not be listed again since they appeared on the list at the point of acquisitions. There is not a problem with the subject new/dropped heading list because subject headings are not indexed until the title has been cataloged and its status changed to "h."

DELETION OF BIBLIOGRAPHIC RECORDS

A reminder: When you delete a bibliographic record and its copy holdings, volume holdings, and item records, the title remains accessible by its NOTIS record number. Until NOTIS develops its bibliographic record deletion programs, this will be the case.

SERIES HEADING USE CODES ON AUTHORITY RECORDS

Loading of Series Authority Records

Due to a "fix" (by Northern Michigan University) to the NOTIS name/series authority record loader, we are now able to tapeload Blackwell North America LC series authority records into the DALNET authority database with the proper coding in the name, subject, and series "heading use code" fixed fields (i.e., b,b,c).

Proper Heading Use Codes for Series Authority Records

In NOTISES, #41, p. 5-6, it states that the proper coding for a series authority record is a,a,c. (We have been instructing people to use b,b,c.) A phone call to NOTIS assured us that either b,b,c or a,a,c are correct. Theoretically, a series heading could also be an author or subject heading, but it is not very likely. For this reason, WSUL and many NOTIS sites have chosen to use b,b,c. For purposes of the future Merged Heading Index (MHI) enhancement, it is irrelevant which way it is coded. For purposes of consistency, DALNET libraries should continue to code series authority records b,b,c (unless the series IS really an author or a subject).

Modification of Heading Use Codes on Series Authority Records

Since the ability to load series authority records with the proper fixed field codes for heading use was not available at the time of our first Blackwell North America authority tapeloads, series records were loaded with the codes c,a,b (the codes for a name record). When updating an existing NOTIS series authority record, be sure to change (or request WSU Database Management to change) these fixed field codes to reflect the appropriate use as a series.

DERIVING AN AUTHORITY RECORD

A DALNET library deriving an existing authority record to be modified to represent a similar heading (e.g., a sub-series, a sub-body) will need to do the following on the new record created by deriving:

- (1) make sure the "src" fixed field is coded "d"
- (2) delete the 010 field (LC record #)
- (3) modify the 040 to indicate that the authority record has been created by a DALNET library  
(e.g., 040 \$a MIDW \$c MIDW)

You will, of course, also be creating a 690 field.

DERIVING BIBLIOGRAPHIC RECORDS FOR VARIANT EDITIONS

When deriving and editing a bibliographic record to describe a variant edition, the following fixed and variable fields must be modified or deleted in addition to the editing done to describe the variant edition.

modify:           fixed field "src": make sure it is a "d"

delete:           010 (LC card #); 020 (ISBN); 022 (ISSN);  
(or correct) 035 (OCLC #); 040 (creating/modifying  
                  libraries)

It is essential that the NOTIS numeric access points are correct, so that searches by them do not retrieve "false" hits.

ISSN NUMBERS FOR SERIALS WHICH HAVE CHANGED TITLES

When a serial title changes, the National Serials Data Program (NSDP) assigns a new ISSN number to the serial title. The number is added to the MARC record for the changed title and will appear on the OCLC record. However, in many cases, the publication does not give the new ISSN number but will continue to carry the old ISSN number. Since the ISSN number is a search key and can be used to retrieve the record for check-in purposes, it is desirable to have the ISSN number that appears on the publication in the NOTIS bibliographic record. Create a second 022 field with the ISSN number that appears on the publication. Both ISSN numbers should be in "a" subfields since at present the subfield "z" for invalid ISSN numbers is not indexed. When NOTIS does the enhancement to index this subfield, the older ISSN number which continues to appear on the publication with the title change can be put in a subfield "z".

NOTES ON VOLUME HOLDINGS RECORDS

It is possible to create notes for staff use on Volume Holdings Records which will not display to the public in LUIS. The procedure for doing this is as follows:

- (1) The note must be entered on a separate line from other notes and holdings.
- (2) The note must be preceded by: \$a \$a  
(example: 003 \$a \$a Update contents note)

In the above example, the "\$" designates a subfield delimiter. Notes can be entered on ANY line of the volume holdings record.

VERIFYING NAME ENTRIES

When you are verifying the proper form of a name to use as an author or subject entry in NOTIS, be sure to search both the author and subject indexes. In the future, when the Merged Heading Index (MHI) enhancement is operational, there will be one dictionary index of authors, titles, and subjects. Until then, it is necessary to search both indexes. (Obviously, you will also be checking the authority file.)

CLARIFICATION OF THE USE OF THE WORD "TRACINGS" ON  
FIXED FIELD OF AUTHORITY RECORDS

There is some confusion regarding the use of the word "tracings" in the "Reference Evaluation Code" fixed field of the authority record. Instead of thinking of "tracings" as added entries, replace the word "tracings" with "see" and "see also" references.

NOTIS AUTHORITY TAG TABLE (RELEASE 4.5)

There is a note in the 4xx and 5xx fields of the NOTIS authority tag table for Release 4.5 under subfield "w" which says: "See introduction." There is, at present, no introduction. NOTIS will be issuing an introduction which describes the use of the subfield "w" and its values. In the meantime, refer to the information regarding the subfield "w" in the latest MARC authorities format. The major change is that recently a new value was added for use in the third position -- "e." An "e" is used to designate a previous AACR2 form of entry. The Release 4.4 authority tag table is correct regarding the subfield "w" with the exception of the "e" value.

WSUL'S BLACKWELL NORTH AMERICA APPROVAL TAPES

In late May, MARC bibliographic records for Wayne State University Libraries' Blackwell North America approval books began to be tapeloaded on NOTIS. They are loaded weekly, in "pre-order process" status. They are different from OCLC records; they do not contain an 040 field and do not have an OCLC number in the 035 field. WSUL's holder code is set on OCLC as part of the cataloging process.

## WSU/DALNET NOTIS REGULAR BATCH SCHEDULE

This is the regular schedule of NOTIS batch jobs. It will be updated when it changes. Exceptions and special schedules for maintenance and holiday periods will be announced in advance. Site administrators are notified when scheduled jobs could not be run.

	Backups			Indexes				Products							
	Full disk pack (incremental)	File backup		Item Patron charge	Call number	Course Reserve	Auth- ority	Author Title	Subject number	Standard number	CIRC PO's Claims	EXP. Report (WSU)	EXP. Rep. (OU)	EXP. Rep. (BH)	EXP. Rep. Glob
Sunday morning (before 11 am)	X														
Sunday night		X		X	X	X	X			X	X				
Monday night		X		X	X	X	X	X			X				
Tuesday night		X		X	X	X	X		X		X			X	
Wednesday night		X		X	X	X	X		X		X		X		
Thursday night		X		X	X	X	X	X			X		X		X
Friday night		X		X	X	X	X				X				

Batch jobs scheduled less frequently are:

Vendor list run for WS, OU, BH once a month; expired action request list (EARL) is twice a month for WS, OU, and BH, BR, CH, WC; BH catalog cards every Friday.

Effective  
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L. Bugg