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Wayne State University Libraries

Memorandum

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WAYNE STATE UNIVERSITY
LIBRARY OFFICE

TO: Tony Falzon, Mary Jean Fitzgibbons, Al McCord

FROM: Louise Bugg *Louise*

Subject: CSC Library's NOTIS Options

Date: February 2, 1987

Here is an overview of the options we discussed in our meeting on January 22 regarding the use of the NOTIS library system to identify, control, and provide access to materials in the CSC's documentation library. These options range from being completely integrated with the University Library's database to being completely independent.

OPTION I. Treat the holdings of the CSC Library as a "branch" of the University Library system, with CSC records and locations added to Wayne State's database.

Implications

Bibliographic data added would have to follow the WSUL/DALNET standards, including MARC formats, AACR2 forms of entry, and LC subject headings, with needed authority control records. The CSC Library would probably want to "contract" with the University Library to provide bib and authority data entry and update services. Additional information needed would include estimated numbers of titles needing conversion of bib data to machine readable form; estimated titles to be added annually; sampling to determine the percentage that would require original cataloging; and available manual records to be used in the conversion process. The CSC would then be committed to maintaining their data, keeping the information up-to-date and having records deleted when materials are lost, withdrawn, or superseded.

The holdings of the CSC would display as part of the WSU Libraries' holdings in LUIS to users in WSU Libraries, and, eventually, to users of the campus/MERIT network and DALNET libraries. Policies about access to the CSC's holdings would need to be made clear to those users. Areas to plan for include: use, and issuance, of University library cards by the CSC library; lending policies of the CSC library; delivery of materials to and from the CSC library.

If the CSC Library wanted to use the NOTIS Acquisitions module, for ordering, receiving, paying and check-in of serial issues, their library materials budget would have to be added to the University

Libraries' book budget in the system. A method could be devised to create "pseudo-fund" codes for records for the CSC library in order to enable check-in of serial issues without involving ordering and payments on NOTIS.

OPTION II. Treat the holdings of the CSC Library as a separate DALNET library database, with separate records stored for CSC materials. These records would be jointly indexed with the WSU database and would display with WSU records as the result of a single search.

Implications

Bibliographic data input and update would be the same as for Option I, except separate bibliographic and holdings records would need to be created and stored. To the extent that the holdings of the CSC duplicated the WSU Libraries' holdings, duplicate records would be required.

The CSC's holdings would display to users as separate from the WSU Libraries' holdings. They would be retrieved via a single search of the jointly indexed databases. The CSC's library would be seen more clearly a separate campus unit and not part of the University Library system.

The CSC Library's use of the Acquisitions module would enable the use of distinct and separate fund codes and records, with no intermingling of budget data. The vendor file would be shared with WSUL/DALNET.

OPTION III. Treat the holdings of the CSC library as an independent database, not part of the DALNET databases. Users of the DALNET database would not retrieve CSC holdings in response to a search. Separate commands would be required to access the CSC's holdings, and searches previously done in the DALNET database would have to be repeated in the CSC database.

Implications

Bibliographic data input could deviate from the standards of the WSUL/DALNET databases. The extent of the deviation desired and tolerable would have to be determined. The CSC's library might be able to more easily handle its own data entry and update, although the same commitment to maintaining accurate, up-to-date records would be required.

Access to the CSC's holdings would be more restricted. The CSC would have to determine the level of bibliographic access that is appropriate to them.

Use of the Acquisitions functions would be completely independent of the WSUL/DALNET use.

Other areas both the CSC Library and the University Libraries would need to consider before one of these options was selected include:

- 1) disk space requirements;
- 2) peripheral equipment needs and implications;
- 3) which NOTIS functions would be used;
- 4) charges for data input/update, both for the initial load and subsequent additions, if it were to be done by the University Libraries;
- 5) training needs;
- 6) policies regarding access to CSC materials;
- 7) implementation time-frame.

I will be discussing this with Peter Spyers-Duran, Dean of University Libraries; Nancy Allen, Head of Services; and Jim Williams, in his role as DALNET coordinator/negotiator. Please let me know your thoughts on these options.

Thanks.

LB/smf

cc: P. Spyers-Duran
N. Allen
J. Williams

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