

Corrected Copy

DALNET Steering Committee
Minutes (as corrected 5/4/98)
Tuesday, April 28, 1998 1:00 - 4 p.m.
University of Detroit Mercy, Library Conference Room

Present: D. Adams, K. Bacsanyi, L. Bugg, J. Flaherty, J. Houser, P. Jose, M. Sheble.

1. Secretary for today's meeting: J. Flaherty.

Minutes of 4/22/98 approved. Comments: Keep condensed. L. Bugg will send printed minutes to Board. E-mail: C.Zwolinski@wayne.edu the minutes and she will put on PB list. Walsh College Assoc. Dean Julia Davis (on PB list) will send rep to Project Mgr. Meetings.

2. DALNET Database Structure Task Force Report and Recommendations

J. Flaherty will do first summary of report for Board and fax to P. Jose 4/29 who will revise and fax to J. Houser for editing who brings to Steering Committee Meeting, Monday, May 4, 8:30 a.m. at DPL.

L. Bugg discussed our Option B+ and the Cal State Sunrise project which is similar. Ameritech's Jan Sheppard will work with them on Union file and auto download. DALNET needs to be closely involved in this Sunrise project.

Policy Recommendations:

#1. Simultaneous software upgrades necessary for each group, so the fewer groups, the better.

#2. J. Houser indicated that when using Z39.50, we need to have basic indexes generated from same fields and subfields so search results are consistent.

#3. L. Bugg will get costs for Library of Congress Anglo-American Authority file and MeSH before making recommendations to Board.

#4. Reciprocal Borrowing means ILL at no cost to DALNET libraries, and walk-in circulation at no cost possibly using library subsets. It was agreed that DALNET needs to re-examine the issue of reciprocal borrowing in light of Horizon technology allowing, for instance, patron-initiated ILL which could possibly eliminate need for ILL staff to mediate requests.

#5. Each library needs to create similar statistical categories.

3. Horizon Migration Schedule (revised)

Migration now includes, possibly, Oakland Law library.

L. Bugg presented schedule of March 1999 "up" to WSUL management team to consider.

Overall, migration, according to Finance Committee is a three fiscal year project; so we should readjust our timelines accordingly.

DPL migration is being determined by J. Houser who hopes to be "up" for ACRL convention in April.

Botsford would probably come along at the same time as WSUL.

UDM training is scheduled to begin June 1998 to accomodate testing and Task Force work.

To do the training, UDM needs 8 PCs with client. M. Sheble believes this can be done.

At the Tuesday Conference Call w/Ameritech, Randall Jones proposed to send the test server to WSU the week of 5/11/98. L. Bugg is working on the electrical requirements. Ameritech would load Sybase, Horizon and WebPak on this server. UDM needs to have the latest Horizon client installed and on the week of 5/11/98, with Horizon Staff Client installed, be placed on MichNet. A Sample database would be loaded on the test server the week of 5/18/98. Then UDM's profile would be put in. L. Bugg will confirm this on the 4/30/98 Conference Call w/Ameritech.

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WAYNE STATE UNIVERSITY
LIBRARY SYSTEM

ACTION: Steering Committee must review April 1999 production feasibility at 5/4/98 meeting to see if we should present this to Board for their 5/13/98 decision meeting.

L. Bugg will e-mail J. Houser re: migration, get WSUL management feedback, and report on 4/30/98 Conference Call w/Ameritech re: confirmation of test server proposal.

4. Task Force Creation

Summary of report to Board will indicate these requested Task Forces are not the overall permanent ones, but those essential to initial steps for implementation. Once Board approves, Steering Committee will set up Task Forces with guidelines. Steering Committee still needs to look at long term structure before recommending permanent Task Forces.

#3 Naming Conventions for Collections Task Force:

Steering Comm. created immediately because work must be completed by 5/18/98. L. Bugg will notify Board by e-mail. Task Force reps: UDM: Donna Roe; Sue Homant (Chair); WSUL: Anaclare Evans; DPL: Rick Dotson; WCCC: Cindy Yonovich.

#6 Shared Patron Database Task Force:

Before UDM comes up, need added fields. Need to assign multiple patron types and locations to single record which will automatically assign record number.

#4 Cataloging/Authority Design and #5 Statistics Coding Task Forces:

Suggested WSUL: Adrienne Lim as Chair who will also get specifications and documentation necessary for Task Force. Jan Sheppard wants to meet with Task Forces #4 & 5 the week of 5/18.

Each Task Force Needs:

Written charge, some knowledge of Horizon, Ameritech Library Services Resource person who will assist each Task Force to flesh out its charge. L. Bugg will ask Harry Masek, Ameritech Project Leader, to come prepared to Steering Committee Meeting 5/4/98 to indicate Ameritech Resource people who will be available.

ACTION: Creating Task Forces: Each SC rep should get candidates from their respective rep areas. L. Bugg at Project Mgr.'s meeting 5/4/98 will ask for volunteers for all Task Forces to be e-mailed by 5/8/98. Candidates will be announced via e-mail to SC by 5/11 with final decisions on 5/13.

SC reps and Task Force members need to look up Horizon Documentation online. Address given by request to L. Bugg.

Also, need to request from Ameritech Acquisitions information and documentation on 5.1.

Future Task Forces to consider: Serials, Communication & Training. K. Bacsanyi will contact Indian University to find which they set up.

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5. Individual Institution Tasks: M. Shable, L. Bugg, J. Houser will share info on 5/4. SC needs to clarify steps, beginning with categories and major tasks.

Hardware: See Handout.

6. DALNET Project Updates:

AADS frame relay: UDM proceeding w/P.O. to install but without official scope of work completed. AADS meets with WSUL 5/7 and will also help identify Help Desk software for DPL. L. Bugg illustrated Frame Relay "cloud" and connections.

Horizon server site: permanent site not decided, WSU Computer Services will house for now.

DALNET Project Leader two-yr contract: Will soon be advertised. Partnership team will screen candidates. Suggestion: Maybe LSU could give temp leave to expert for us who could go back and then get them up.

7. Future SC meetings/sites 1998 (all at 8:30-11:30a.m.):

5/4: DPL	5/18: UDM (McNichols)	
6/1: WSUL/Purdy Conf	6/15: DPL	6/22: WCCC/DT
7/13: UDM	7/27: Botsford	
8/10: WSUL/Purdy Conf	8/24: Botsford	

Host sites should fax maps where necessary for parking and room.

Respectively submitted, James Flaherty

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