Dalnet Database Standards Committee
October 7, 1999
Wayne State University, SEL Room 15

Minutes

Present: Steve Corrsin (WSU), Willie Cromwell-Kessler (DPL), Rex Dotson (DPL), Birong Ho (WSU), Mary Howarth (OCC), Fran Krempasky (WSU/DALNET, Acting Chair), Adriene Lim (WSU/DALNET), Donna Roe (UDM), Therese Shen (WCCC)

1. **Approval of Minutes**
   Minutes from the September 9, 1999 DALNET Database Standards Committee Meeting were reviewed and approved and will be sent to the DALNET Project Managers and DALNET Board.

2. **Review of Agenda**
   The agenda was approved.

3. **New Members for the Committee**
   A. Lim suggested that Dalnet member libraries not represented on this Committee be invited to join in order to broaden the scope of discussions. F. Krempasky will initiate invitations.

4. **Review of Dalnet Database Standards Revisions for Horizon**

   A. Provisional Records
   The Committee reviewed the edited version from Dalnet Project Manager's suggestions of "Guidelines for Creating Provisional Records for Public Display." Discussion took place regarding optional and required fields. W. Cromwell-Kessler noted that the fixed field might be optional fields for some libraries. D. Roe and S. Corrsin discussed why the 300 and 500 fields are optional variable fields. It was suggested that when purchase order records are created a template be customized so that the ISBN, 245 and 260 fields come up automatically on the record. B. Ho suggested that including a coding level might be useful for identifying these records as preliminary/partial records and for generating reports of these records.

   B. Summary of Holdings
   A. Lim is preparing a draft of this Guideline. She is merging the "Summary of Holdings" document and the "Consistent Display of Holdings" document into one document.

C. DALNET Guidelines for Bibliographic and Authority Databases
The Committee continued to revise this document. An edited version of this document will be sent to members to peruse. M. Howarth will edit the document and send to F. Krempasky for the next meeting.

5. Discussion of Authority Issues in Horizon

The Committee discussed authority issues in Horizon. Dalnet member libraries should share Reportsmith reports and scripts with each other whenever possible. B. Ho developed a report to find any |v subfields in WSU's bibliographic and authority records. F. Krempasky noted that WSU is changing all |v subfields to |x's before import so the subdivisions index correctly and corruption doesn't take place in other records in the database. A. Lim discussed how the merge and global change feature in Horizon does not allow for the automatic correction of MARC bibliographic tag fields when authority records are merged together. For example, if you are merging records that have different tags, the records will merge, but the tagging on the bibliographic records will not be altered. You must manually go into each bibliographic record, delete the incorrect heading, then attach the "new" authority record to the bib record for the tags to be corrected.

Next Meeting: Tuesday, November 16, 1999 in Room 15 SEL.

Minutes submitted by F. Krempasky