

**DALNET PROJECT MANAGERS MEETING**  
**February 9, 1998, 1:00-4:00 p.m.**  
**Wayne State University, Adamany Undergraduate Library**  
**Community Room (third floor)**

Minutes

**Attendance:** D. Adams, Botsford; K. Binkowski, DIA; L. Bugg, WSU/DALNET; N. Bulgarelli, Beaumont Royal Oak; D. Drobny, RIM; G. Ellis, Walsh; A. Evans, WSU/DALNET; J. Flaherty, WCCC; J. Green, WSU/DALNET; J. Houser, DPL; A. Lim, WSU/DALNET; C. Mudloff, DRH/UHC; J. Murray, OCC; S. Patterson, UDMercy; B. Platts, Beaumont Troy; T. Prince, MCCC; M. Sheble, UDMercy; K. Tubolino, VAMC; D. Zyskowski, Oakland Co. Law Library.

1. **Welcome and Introductions:** Those present introduced themselves and welcomed Teresa Prince, the new project manager from Macomb Community College. Shawn Patterson, UDMercy was present representing the DALNET Collection Development Committee.
  
2. **NOTIS Library Management System**
  - a. **LMS Release 6.3.1--A. Evans**

**--Bill Printing findings/decisions:** The ballots relating to preferences for printing bills have been returned by all but WSU and DPL. The larger sites prefer doing a single retrospective run of all open bills to be followed by monthly runs of new bills. The smaller sites wish to have all open bills printed each time. Those sites that charge overdue fines would like to have a billing threshold so that bills are not printed for very small amounts. Member libraries need to notify Anaclare Evans as to the amount of the threshold they would like to use. DALNET staff are testing programs to provide a billing threshold. We did do a trial run of production bills in January, 1998 to test the vanilla version of the bill printing programs. Bills were printed for the hospital libraries and for three of the OCC service units. This run indicated that there is a lot of clean up work which could be done. Statistical data is still needed to help WSU and DPL select which option is best for their bills. Work on printing bills continues.

**--Patron Accounting File Archiving plan:** In order to reduce the run time for the bill extract job, closed records in the Patron Accounting File will be archived according to the previously-approved parameters. It is most likely that the Patron Accounting records will be archived over a weekend. The schedule will be announced in advance. The goal is to minimize impact on NOTIS/LUIS availability.

**--Problem tracking list:** The latest version of the list was distributed. Project Managers were asked to communicate directly with Anaclare Evans if they had questions or noticed omissions.

**b. LMS Release 6.4.1.1**

The draft version of the Project Charter and a summary of the changes in release 6.4.1.1 were distributed. We have an ambitious plan of having release 6.4.1.1 installed in a test region by the end of February. Testing and user demos should take place in March and April followed by installation in production no later than Memorial Day weekend. There are a number of acquisitions and cataloging fixes to support the Year 2000, fixes to many circ problems, and a number of updates to PACLink including the display of NOTIS circulation status info to the remote location. In addition, LMS 6.4.1.1 is expected to take-advantage of CICS 4.1 features that relieve system memory constraints.

**c. NOTIS Stabilization**

**--Web Interface Disconnected:** Jim Green reported that the Web interface to LUIS has been disconnected as of February 8. When WSU implemented a prototype Web interface using WebZ software from OCLC, one objective was to test the impact of a Web interface to LUIS. The transactions coming to LUIS from the Web are impacting system memory. All PACLink transactions will continue to be operational.

**--Remote Access choices:** Without the Web interface the two methods of remote access to LUIS are 1) Telnet to LUIS using TN3270 software and 2) Telnet using VT100 emulation.

**d. HOTLINE**

The DALNET Hotline at 313-577-4195 has been activated. Messages about system problems and expected return to normal function will be recorded in a timely manner. Messages will be updated as soon as the Systems Office staff is aware that we will have a problem that will not be quickly resolved.

**3. Horizon Preparation**

- a. Ameritech Contract:** Louise Bugg mentioned the letter from Margaret Auer to the DALNET Board updating the status of the Ameritech contract which was distributed to Project Managers at the meeting. There is a Board meeting scheduled for March 25th. Final work on the contract language continues. The letter mentions four points on which action needs to be taken. First, Horizon demonstrations have been scheduled for March 4-5, 1998,

with March 4th limited to UDMercy staff. Second, Ameritech has hired a project leader, Harry Masek, for the DALNET project. Third, a DALNET Project Leader will be hired, and finally, nominations for the Steering Committee are due to M. Auer, via DALNET Board members on 27 February.

- b. **Project Leader:** Louise distributed a draft of the position description for the DALNET Project Leader. L. Bugg is currently working with the Human Resources staff at Wayne State on options for the classification of the person to be hired. There was some discussion relating to the necessity for the MLS degree. It seemed to be a consensus among the project managers that the MLS should be a requirement since the Ameritech person would not be a librarian. Experience implementing and managing an integrated library system was also considered essential. Suggestions about mentioning local travel and flexible scheduling were also discussed.
- c. **Steering Committee--Call for nominees:** Project Managers were alerted to the need to submit nominations for Steering Committee membership to the Board no later than 27 February 1998.
- d. **Horizon Demonstrations (3/5):** A demo of the Horizon system for DALNET has been scheduled for March 5th. A special demo of Horizon just for UDM has been scheduled for March 4th to assist them with their planning and scheduling. The demo on 3/5 will be held in the Bernath Auditorium of the WSU Adamany Undergraduate Library and all staff from DALNET libraries are invited to attend. The demo will be on release 5.0 of Horizon and will focus on the decisions which we will need to make and will provide us with reliable information about our choices. The tentative agenda for the demos was reviewed and it was decided to put public service functions in the morning and technical service functions in the afternoon. A detailed agenda for the day will be distributed later.
- e. **Help Desk Service Proposal (continued from last meeting):** John Houser announced that he hoped to have the Help Desk ready for operation in Fall, 1998. DPL is currently evaluating software for a help desk and is looking for input. When asked about longer hours, we were reminded that the desk had to operate within budget and that meant a constraint on the number of hours that could be scheduled.
- f. **University of Detroit Mercy plans:** no report at this time.

#### 4. DALNET Committee Reports

##### a. **Collection Development Committee**

Shawn Patterson, Committee Chair, UDM, distributed a copy of information relating to a free trial and proposal from Grolier On-line and Americana Encyclopedia. The trial is through 28 February 1998. If any DALNET library has any further interest in these products, they should let Shawn know.

Not all DALNET libraries have returned their collection development questionnaires to Shaw. Additional copies of the questionnaire were distributed and the deadline was extended to 20 February 1998.

A second proposal distributed to Project Managers was from KnowledgeCite. KnowledgeCite is offering DALNET a free trial during which we would beta test their Web-based database service. One feature of KnowledgeCite is cross database searching of both bibliographic citations and full text files. The proposal was rejected at this time because of the significant overlap of coverage between KnowledgeCite and the indexes and full text services currently available via Access Michigan.

Further discussion ensued relating to our ability to obtain information about the indexing services available from Access Michigan. For example, the question was raised about whether the version of Health Reference Center available on First Search is the same version to which DALNET has a subscription. S. Patterson also brought to the attention of the Project Managers a copy of a memo from the Collection Development Committee to Margaret Auer, chair of the DALNET Board relating to the need for DALNET representation in the selection process of resources to be included in Access Michigan.

##### b. **Database Standards Committee**

The revised policy for the *DALNET On-line Subject Authority File* was distributed to Project Managers. The document distributed indicates the changes made to the previous text. Project Managers should take the document back to their institutions for further review and should be ready to vote on this policy at the next regular Project Managers meeting in April.

**5. DALNET "Publications"**

**a. Logo**

The results of the balloting on the DALNET logo were shared with Project Managers with the meeting minutes. Project Managers will recommend the selected logo to the DALNET Board for adoption. The logo, if approved, will be used on all publications and on the DALNET Web site. A. Lim distributed her report on the status of the DALNET Web site. She expressed a need for a mission statement for the Web site. The mission statement would be accompanied by guidelines concerning the information published on the Web site. John Houser, DPL, offered to share information about the automated approval software which is in use at DPL. This allows new contributions to be approved for addition or deletion quickly. Another issue arose in the discussion concerning DALNET policy for public versus protected information.

**6. Updates from DALNET Libraries**

**Botsford:** Botsford Hospital Library has installed a fractional T1 line from MichNet just for the library. This has been done using Universal Service Fund money. The intent of the line was to improve the delivery of library services. They have also hired a one-half time systems librarian.

**DPL:** DPL has just installed their first Web accessible database of African American Inventors. This file was created at DPL and was unveiled for Black History Month. Access to this file is via the Great Lakes Patent Center home page. Two new staff positions have been created; first is a librarian for the help desk, second is another training librarian whose responsibilities was be split between staff training and training for the public. DPL can offer training on a contract basis to other libraries.

**OCC:** OCC has loaded TN3270 software on some terminals at each site. They are beginning to decommission dumb terminals. OCC plans to add about 3000 new ports on a new backbone which should provide an upgraded connection to MichNet. J. Murray's goal is to add 53 more Internet capable workstations by the time Horizon is up and running. OCC has also installed a central CD-ROM server which is up and running. It can be accessed by all campus sites via T1 lines.

**WCCC:** WCCC is installing Ethernet connections for all campuses and will be switching to Ethernet access to DALNET services when the installation is complete.

**WSU:** Wayne State has installed IKON debit card printing in the Adamany Undergraduate Library. The system is still being installed in other WSU library buildings.

**7. Plans for the Next Meeting**

The next Project Managers meeting will be held over lunch on 5 March 1998, the day of the Horizon demonstration at WSU. Specifics about the place and menu will be announced later.

Summary notes by

Anaclare F. Evans

ae/

2/24/98

**WSUL/DALNET SYSTEMS OFFICE**  
**NOTIS Release 6.4.1 Installation**  
**PROJECT CHARTER**  
**February 5, 1998**

**Primary Objective**

To upgrade NOTIS LMS and TAG software from Release 6.3.1 to Release 6.4.1 for Year 2000 compatibility and to take full advantage of CICS 4.1 to relieve CICS memory constraints.

**Secondary Objectives**

To implement PACLink enhancements for detailed holdings, hook to holdings of non-NOTIS sites, and WebPAC.

To implement MARC tag table updates, including OCLC record number prefix.

To install circulation fixes for LMS 6.3.1.

**Assumptions**

DALNET will "freeze" NOTIS LMS at Release 6.4.1.x.

CICS 4.1 will be installed at the same time as and will be compatible with LMS 6.4.1 compiled to run "above the line".

Testing will be done in the CICSNOTD region; the CICSNOTR region will not be upgraded to LMS 6.4.1 until after it is in production.

LMS 6.3.1 circulation batch will be completed and not impacted significantly by LMS 6.4.1.

Separate project plans will be done for migration of MDAS databases to InfoShare, migration of UDM to Horizon, and migration of OU to Voyager (Endeavor).

DPL fiscal year close will not impact this project.

All acquisitions batch and related Quik Reports need to be tested with Year 2000.

ACF2 (security software) under CICS 4.1 will be compatible with LMS 6.4.1.

Library staff training needs will be minimal.

**Possible Constraints**

CICS 4.1 may not be fully installed to meet the project schedule.

OS/390 installation by the WSU Computing Center staff may impact their availability for the LMS 6.4.1 project.

Horizon implementation for UDM, IBM consulting for a UNIX "shop," and OU's migration to Endeavor may impact project team availability.

Ana Fidler and George Marck will be attending UNIX administrator training up to one week each month.

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**Target Date**

Installation for testing in CICSNOTD by March.

Testing during March and April.

Production target date--Memorial Weekend, May 23 - 25, 1998.

NOTE: If installation in production can be done earlier, the weekends of April 11-12 and May 9-10 are not available.

**Project Team**

Project Administrator: Louise Bugg

Team members: Anaclare Evans, Ana Fidler, Dody Fox, Jim Green, George Marck

Resource people: Barbara Heath, Charlotte Steffani, Rich Welch

L. Bugg/cmz

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