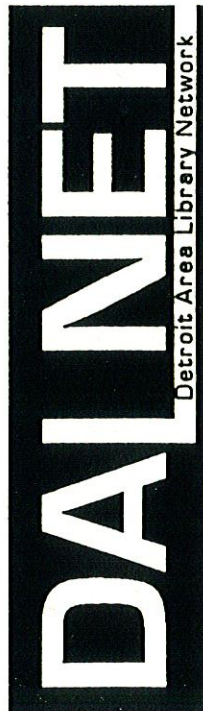# DATA

## DALNET
### Detroit Area Library Network

## Why a DALNET Newsletter?

Long-time DALNET members may remember the technical bulletins produced by the DALNET Systems Office, some years ago. The old newsletters contained NOTIS cataloging tips, technical information and database management articles, but were phased out when other electronic communication tools seemed to make hard-copy newsletters obsolete.

We're reviving the idea of technical bulletins — in the form of our new *DALNET DATA* newsletter — because we think this medium offers technical staff and other staff-mode users in DALNET institutions a chance to share information, news, profiles, ideas, and statistics in a way that differs substantially from the discussion-oriented nature of our listserv, and in a way that World Wide Web publishing alone does not allow. Non-Web users will be able to stay better informed about DALNET as well.

### GET INTO THE LOOP!

Of course, we still encourage all DALNET staff-mode users with Internet & WWW access to subscribe to our listserv at *listserv@wayne.edu* and to peruse the DALNET web site at *http://www.libraries.wayne. edu/dalnet.html.* Our listserv will allow you to participate in

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## SAVE KEYSTROKES AND SAVE TIME

• Deriving is useful not only for bib records, but for authority records, too. If you need to create an original authority record, find a similar title, derive it, and then change the contents as necessary. Tags, delimiters, subfield codes are already typed for you.

• CLARR, the Cataloger's Toolkit, reduces authority work, is easy, and is FREE. Program copies and instructions are available from the DALNET office, 313-577-0367.

• See article on Page 3 for more information.



*Use derive on NOTIS and key commands on OCLC to reduce your work.*

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## Planning for Data Conversion

As most of us know, data conversion in system migration can be a time-consuming, complex, and highly detailed process.

To prepare for this task when DALNET migrates to its new system, a special team has been charged with planning and conducting a survey to analyze the various ways that DALNET libraries are using the current system, NOTIS. Bibliographic, copy holdings, item, and MARC records will be covered in the survey. DALNET members will be asked to participate in the completion of the survey, starting October 1997.

It's hoped that by the end of December 1997, recommendations can be offered to DALNET libraries about changes in practices or any revision of records that should be performed to make the future

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DALNET and NOTIS discussions electronically and you'll receive the latest system notices by email. (Daily messages about the NOTIS 6.3.1 upgrade, for instance, kept most of us out of the dark!) Our web page gives you access to DALNET goals, policies & LUIS information online, along with links to other DALNET-member sites. To subscribe to our listserv, send email to listserv@lists.wayne.edu. In the body of the message, type SUBSCRIBE DALNET (YOUR FIRST NAME YOUR LAST NAME) and send.

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transition less troublesome than would be experienced if database preparation were not performed in advance of system migration.

The DALNET Database Standards Committee and other key DALNET personnel are involved in this project. Contact Birong Ho at 313-577-4256 or Adriene Lim at 313-577-0367 for additional information.

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# DALNET STANDARDS & STATS
## Highlights, announcements

• Many DALNET database management questions, such as "How do I correct conflicts in headings?" or "Does my library have to perform series authority work?," may be answered by consulting DALNET's standards and procedural documents. The DALNET Database Standards Committee is in the process of reviewing these documents and has approved revisions of "Bibliographic and Authority Database Standards" and "DALNET Name/Series Authority Standards." If you need copies, call the WSU Database Management Team at 313-577-0367.

• Despite the availability of keyword searching, traditional methods of searching are still heavily performed in the DALNET DCAT database and make clear the importance of good authority work. Here are some DALNET statistics illustrating one month's (5/97) count of searches completed by type of search:

| | |
|---|---|
| Author (A) | 16.45% |
| Title (T) | 37.76% |
| Subject (S) | 22.90% |
| Keyword (K) | 21.14% |

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# Technical Posts

*This column contains various database facts, updates, and announcements from DALNET staff. Room will also be reserved for technical hints, tips, and reminders contributed by technical staff at DALNET member institutions. Please send your contributions to DALNET Office c/o WSU, Detroit.*

• You may have noticed, after the NOTIS 6.3.1 upgrade, that you are no longer able to delete course reserve statements on item records. These statements can be suppressed from public view by making the "end date" earlier than the current date, but they will not be purged completely until a program is run by the Systems staff to remove expired statements.

• DALNET programmers and Ameritech staff are working together to solve the problems with the bill-and-fine records. Until these problems are resolved, staff members in DALNET institutions will need to adjust incorrect patron bills on a case-by-case basis. The fix being considered will preserve your online edits.

• Conversion programs are being written to allow the batch loading of patron records for this semester. We apologize if we do not get your new records loaded before the old records expire. You can update the expiration date online for those patrons who contact the library. Patrons with expired IDs will be blocked for circulation and will be unable to access any MDAS databases requiring signon.

• Although it's sometimes easy to forget them, Use Codes on authority records are very important in NOTIS. These codes determine whether or not "search under" references (information in the 4XX fields) or "search also under" references (information in the 5XX fields) display in the public mode. If you see any records that should have a Use Code changed and you are not authorized to edit the record, please send a printout of the error to the WSU Database Management Team.

# Using Commands to Reduce Keystrokes

## Finger-Friendly NOTIS Editing

If you use TCP3270 to access NOTIS, it's possible to reduce your work when editing records by using special editing functions. The cut-and-paste functions in TCP3270 are similar to those in word processing programs such as Word or WordPerfect. They allow you to copy selected text from one field or record and insert it into other fields or records, saving many keystrokes in the process. This is especially good when you need to repeat sections of lengthy or complex text, such as authority headings with many subdivisions, and/or text with diacritics in unfamiliar languages.

For example, if you have more than one record with an incorrect authority heading and you need to correct all of them to conform to the established heading, you can use cut-and-paste commands to place the correct text on all of the records. After you have corrected one record, all you have to do is to use the mouse to move the cursor to the beginning of the text that you want to place in the other records, press the left button and move the cursor towards the end of the text to 'box' it, then select *copy* from the edit menu. Go to the record(s) you want to correct, place the cursor at the beginning of the text that you want to replace, and finally select *paste* from the edit menu. The corrected text should appear.

*Caution*: If there are added subdivisions at the end of a heading on a different record, use the space bar to make room for the text that will be inserted. If you don't, the new text will be pasted right on top of what's already there, possibly overlaying the added subdivisions.

## Using Specially Defined Function Keys in OCLC

If you perform repetitive tasks on OCLC and use PASSPORT to access it, you may be able to use specially programmed function keys and dramatically reduce the number of keystrokes in your day. Function keys (usually F1-F12 on your keyboard) can be defined by the user such that a single keystroke will automatically send one or more commands to the system. The following example illustrates the keystroke savings in using specially programmed function keys when deleting a single LDR record from OCLC in agent mode.

### Procedure Without Using Specially Defined Function Keys

| Purpose | Procedure | # of Required Keystrokes |
|---|---|---|
| display OCLC bib record | type OCLC number <F11> | 1 |
| display LDR for library unit | type ldr xxx <F11> | 8 |
| delete LDR | type del <F11> | 4 |
| remove symbol from bib | press <F10> | 1 |

**Total: 14**

### Procedure Using Specially Defined Function Keys

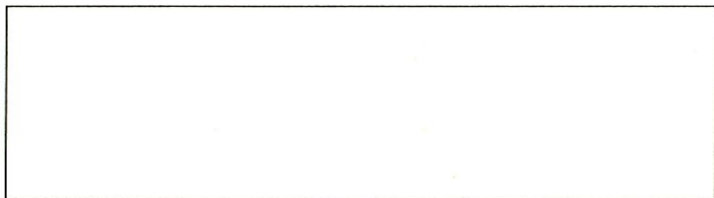| Purpose | Procedure | # of Required Keystrokes |
|---|---|---|
| display OCLC bib record | type OCLC number <F11> | 1 |
| display LDR for library unit | press <FX$_1$> | 1 |
| delete LDR | press <FX$_2$> | 1 |
| remove symbol from bib | press <F10> | 1 |

1. Key programmed as [ldr xxx <F11>]
2. Key programmed as [del <F11>]

**Total: 4**

**DALNET**

DALNET
Wayne State University
Technical Services & Systems
5048 Gullen Mall
Detroit, MI 48202

*Reduce Keystrokes*
*- Continued from page 3*

As shown in the example, using two specially defined function keys in this procedure reduces the number of keystrokes per deleted LDR record from 14 to 4, a 71% savings. Similar savings can be realized by developing routines for other OCLC procedures.

A simple method for programming function keys using online keyboard macros can be found on pages 11:1-3 of the *PASSPORT Software User Guide*. It's necessary to thoroughly think through the procedure you wish to simplify in order to maximize your time savings, but the effort you spend will be worth the time you save in the long run.

**CAUTION!: Be careful! Never reprogram a preprogrammed function key!**

> *"...but the effort you spend will be worth the time you save in the long run."*

## Hook to Holdings

The "Hook to Holdings" feature is a major advantage of using MDAS (NOTIS Multiple Database Access System) to mount local databases in the DALNET online catalog. A user can search the local database and immediately check to see if any DALNET institutions hold the serial cited in a hit. However, this feature only works if the cited serial has exactly the same ISSN as the one held by an institution. If the bib record lists a certain edition of the serial that is substantially the same in content, but has a different ISSN than the one indexed, then the hook-to-holdings feature will not work. (This happened, for example, in the case of various *Wall Street Journal* publications with slightly different editions.) To correct the problem, input the ISSN of the indexed edition into the bib record of the edition held, using 022, subfield z.