DALNET DATABASE STANDARDS COMMITTEE

Meeting Minutes
January 23, 1989

A. Evans convened the meeting at 10:00 A.M. in the Rare Books Room of the University of Detroit, after members exchanged information informally.

Present: A. Evans, Chair, WSU; H. Ma, DPL; A. Pogany, OU; A. Sargent, UD; T. Shen, WCCC; C. Wecker, Ex-Officio, DALNET.

Absent: C. Wecker announced that B. Whitney has left MCC and that her position will be filled by another staff from that Institution.

Congratulation to University of Detroit on their successful loading of the database and cataloging live on January 20, 1989.

H. Ma reported on some of meetings she attended during the 1989 ALA Midwinter convention. C. Wecker also distributed some of Helen's reports which were of interest to the Committee.

C. Wecker gave the following reports:
1. Authority tape load: Was scheduled to be loaded this last weekend. She will PROF members on the load status. The tapes contain about 190,000 authority records.

2. DALNET database now contains around 2.2 million records.

3. GLOB function is now active. However, no institution has done any GLOB work yet.
   Charlene and George Marck will look at GLOBs type 2 and 3 next and plan their implementation.

4. There probably will be a representative from the hospital libraries attending our meetings from now on. The meeting minutes should also be distributed to Oakland County Law Library.

5. Charlene urged members to send contributions to the new DALNET Technical Bulletin by the third Monday of each month.

A. Evans reported on the following:

1. Authority work:
   After the tapes are loaded, all member libraries should do authority work on names and subjects in addition to series when doing new cataloging.

   Once the authority tapes are loaded, the system will run a duplicate record report. The reports can probably be sorted by the 040 field; individual libraries holding records or DALNET library's records updated by WSU. Records updated by WSU can only be corrected or overlayed by WSU, and the records with one holding can be updated by that particular institution.

   While each member library is currently sending change requests to WSU, in the future, when discovering a LC authority record change, do the printout from OCLC and submit the request for "OVERLAY".

   There are 8 garbled authority records on the tapes. WSU will list the Authority Record Numbers. THESE RECORDS CANNOT BE TOUCHED OR DELETED. When encountered, do another name search to locate another record.

2. DALNET Board:

At the next DALNET Board meeting, the issue of budget will be discussed. The Central (DALNET) Authority position will be on the agenda. The recommendation of having the Task Force Chair attending the particular Board meeting when that committee is submitting a report will be presented to the DALNET Board.

The proposed position is actually the composite of several persons/levels, professional, paraprofessional and clerical.

3. Anaclare would like libraries to send her a rough estimate of how much authority work is done per titles cataloged. Her guesstimate, based on her experience, is that DPL is generating 1 authority record per 5 titles cataloged, while the ratio for WCCC is 1 to 3. Only series authority work is involved in both institutions. She needs this information in order to help her determine the formula of payment for each institution. The other possibility is to charge by the numbers of titles cataloged per agency.

Minimal level records:

Anaclare urged members to read the Cataloging Services Bulletin #42 regarding LC's guidelines on minimal level cataloging. In addition, she would like to ask the members to review DALNET's draft document on minimal level cataloging dated 5/18/88, and to prepare a list of types of material each library desires to apply minimal level cataloging. This would be the main agenda for our next meeting.

Distributed Authority Database Maintenance document:

Further revision was done to this documented dated 12/19/88. Anaclare will prepare the updated version and submit it to L. Bugg for comment. If members have no additional input, the document will be sent to the DALNET Board for approval.

Next meeting: Friday, February 17, 1989 at 9:30 A.M. at the Staff Lounge of the Detroit Public Library. Parking has been requested for OU, WCCC, UD, Macomb and a hospital library representative.

Direction to the parking lot: The entrance to the lot is off Putnam street which is a one way street going east between Cass and Woodward.
From I-75: Exit at Warren, West on Warren to Cass, right turn (north) on Cass, right turn (east) from Cass to Putnam (first block). The entrance is on the left (north) side of Putnam.
From Lodge: Exit at Warren or Forest. East to Cass, then north on Cass to Putnam. Proceed on Putnam to parking lot.

Report to the Guard station for a visitor's badge and the direction will be given to the meeting room.

For further information, please contact Helen Ma at 833-1479.

Submitted by
Helen Ma

P.S. The substance used to re-juvenate the used printer ribbon is the lubricant WD-40 in the spray can. Pry open the printer ribbon cassette carefully and spray the WD-40 on the ribbon for a couple of times. Reclose the case and let set for a few days before reuse.