DALNET DATABASE STANDARDS COMMITTEE
MINUTES
April 6, 1989

Present: Anaclare Evans, chair (WSU), Helen Ma (DPL), Chris Audia (DPL),
          Ann Pogany (OU), Anne Sargent (UD), Theresa Shen (WCCC),
          Charlene Wecker (WSU/DALNET Librarian)

The meeting was convened by Anaclare Evans at 9:30 a.m. in the Wayne
State University DALNET training room.

The minutes of the March 10 meeting were approved.

Handouts:

Anaclare Evans passed the following handouts to the Committee member:
     1. Subject Authorities in NOTIS - DALNET policy   .
     2. DALNET Name/Series authority policy
     3. Memos to Barton Lessin, Assistant Dean/WSU
          1) Distributed Authority Database Management, dated 3/30/89
          2) DALNET database Management Options, dated 4/5/89
     4. DALNET Database Standards Committee - Minimal Level Bibliographic
     5. DALNET Database Standards Committee - Forum for all catalogers
     6. DALNET Database Standards Committee presents A Forum for
        Catalogers

LC Authority Tapes

Anaclare Evans explained to the committee members the memo she sent to
Louise regarding LC Authority Tapes. In that memo she recommended
WSU/DALNET to consider adding the LC Subject Authority Source File tapes
to DALNET database and subscribing to a continuing subscription for the
updates. She also pointed out that the new DALNET members (e.g. MCCC,
OCC) who are not OCLC users and who are unable to derive records from
OCLC will maintain their updates on NOTIS, should the LC subject Authority
Source File tapes be available for them. She further stated that the
cost for LC Authority Tapes is feasible.

Announcements:

Anaclare Evans announced that Nancy Hunn of NOTIS had asked her to do
an one-hour presentation on Series and Uniform titles in the fall.

Charlene Wecker explained to the Committee how BNA loaded the authority
records. BNA failed to detect the duplicates mainly because authority
records were matched by headings not by record numbers.

Anaclare Evans commented on the two memos dated March 30 and April 5, 1989 she sent to Burton Lessin, Assistant Dean/WSU. In March 30, 1989 memo she pointed out the centralized option. What is going to be involved and what the current work load is in having a centralized authority database. In April 4, 1989 memo she listed the 4 options ranked in order of the preference.   They are reprograming of the NOTIS security tapes in the authority module, centralized module, decentralized module and removing security controls from the authority files. Options 3 & 4 seem costly and not feasible.

These two memos will be submitted to the board for discussion.

Database Standard Documents

Anaclare announced that DALNET Bibliographic and Authority Standard was approved by the board.

Helen Ma said that at her suggestion, Louise Bugg went to the Board . meeting and answered some questions relating to the database standard document.

Subject Authorities In Notis DALNET Policy (draft)

Anaclare mentioned the additions, changes and simplified wordings she made for the draft. The Committee discussed the draft and a few changes were made: a) Title has been changed to LC Subject Authorities in NOTIS DALNET policy. b) Corrections were made on 1, 2, 4, 5, 10. c) 12 was deleted, but 14 will be added to the document. The Committee agreed that if the name heading is also used as subject heading, the subject code in fixed field should be "c". The DALNET member library should avoid creating duplicate subject authority record on NOTIS!

When records are transferred into NOTIS, nothing needs to be done to the record unless it is modified. For name and subject, if the records are transferred and not modified, it does not need to add the institution symbol to 040 and 690 field. But for series, it needs to add 040 and 690 fields. The DALNET library should update the fixed field codes of the tape load authority records whenever possible.

Deletion of the only existing authority record should be handled at the authority Central.
The DALNET library does not need to add its institution symbol to 040 on tapeload name and subject records, but it needs to add its symbol to the series records.

Mininmal Level Bibliographic Record Standards

Anaclare proposed to discuss the document at the next meeting because she had not received any feed-back from Louise.

A Forum for Cataloger - April 26, 1989 at Explorers Room, DPL

a) It is estimated about 30-35 participants; a maximum of 3 persons
   per institution.
b) Map will be sent along with the program.

c) Program was discussed.
d) The Committee member agreed to share the cost of refreshment. Helen Ma
   will buy donuts for the meeting.

Name/Series authority policy

Each DALNET library should update the fixed field codes of the tape load
authority records whenever possible.

Deletion of the only existing authority record should be handled at
Authority Central.

Anaclare mentioned that she had made a few changes to the last draft.
The Committee looked it over, corrected and modified the policy.
Anaclare will rewrite and submit it to the Committee for further
discussion.

Open Discussion

Helen announced that Ms. Chris Audia has been appointed Bibliographic
Database Manager at DPL during DPL's recent reorganization. Ms. Audia
will attend the Database Standard Committee meeting regularly in the
future.

Anaclare reminded the DALNET library to keep record of all cross
references generated from the transfered records.

The next meeting will be held on Tuesday, May 9, 1989, at 9:30 a.m.
in WSU DALNET training room.

The meeting was adjourned at 1:00 p.m.

Submitted by Theresa J. Shen