Dalnet Circulation Standards Task Force
Summary Minutes
November 28, 1988

1)   Review of Minutes
        Minutes of the November 1, 1988 meeting were accepted
as distributed.

2)   Patron Record Review (4.5)
        An "owes" field has been added to the patron record in
release 4.5. The total that is shown in this field is a
system total, not an institutional total. Since the
corresponding block for excessive fines is also based on
this system total, Dalnet managers will have to agree on the
maximum fee for "owes".

        Because the "owes" field in the patron record is
system-wide, the way to determine what fines a patron owes
at an individual institution is to display the "bill & fine"
summary screen.

        All blocks are based on patron category so the system
level block may not be as critical as initially anticipated.

        In release 4.5 the bill and fine record is linked to
the root of the patron record. This will enable
institutions to create bills for patrons who don't have
borrowing privileges. Patron records could be created for
patrons who use library services such as database searching
or AV rental but who don't have borrowing privileges.
Guidelines will be needed for this type of patron record.
It is recommended that the guidelines used for creating
regular patron records be used for these records. Bills are
generated by service unit, not system-wide.

3)   Unlinked Item Records
        Course reserve information for unlinked items will be
placed in a separate subrecord which includes four course
reserve fields; ra-author; rt-title; rc-course number/name;
ri-instructor name.

        Recommendations of the use of course reserve fields
are:

        a)   Use of course reserve fields is at the discretion
              of each Dalnet institution.

        b)   There should be no restrictions on the use of
              course reserve fields.

        c)   When course reserve fields are used for
              non-bibliographic items, each Dalnet institution
              (service unit) should establish standards for data

entry in each course reserve field. However when the call number is entered in the bibliographic record for non-bibliographic items, the call number should begin with the 4 letter processing unit code followed by the descriptive data. (Example: wsmd videocassette recorder). NOTE: Only required fields are rc, ri.

d) The following guidelines should be followed for entering data in course reserve fields for bibliographic materials:

ra   Author names should be entered in the format last name, first name middle initial (Example: Smith, John D). Forms of address such as doctor, professor etc. should be omitted.

rt   Titles should be entered in the same format as the title in a bibliographic record.

rc   Information should be entered in the format course number course name. (Example: LS712 Science....) The institutional code suffix does not need to be included. This is a required field.

ri   Instructor names should be entered in the format last name, first name middle initial. (Example: Smith, John A). This is a required field.

4) Next meeting

Next meeting is scheduled for December 14, 1988 at 2:00 at DPL.