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TO: Sue Homant, UDM, Chair
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FROM: Louise Bugg, Interim DALNET Project Leader
Louise

SUBJECT: Task Force on Horizon Naming Conventions for Collections

DATE: May 11, 1998

The DALNET Board has approved your appointment to serve on the Horizon Task Force for Naming Conventions for Collections. This Task Force will be responsible for recommending consistent naming conventions for DALNET's Horizon location and collection codes along with the descriptions that display in the online catalog. This task needs to be done before the University of Detroit Mercy inputs its codes during profiling the week of May 18th. Mary Ann Sheble of UDM volunteered to brief the Task Force about the coding for Horizon. The Ameritech liaison to this Task Force will be Jan Sheppard. Jan can be reached by e-mail at jas@amlibs.com, by phone in North Carolina at 919/782-9311, and by FAX at 919/782-9804.

The Steering Committee will be meeting at the University of Detroit Mercy from 8:30 - 11:30 a.m. on May 18th. Your recommendations should be ready for presentation at that meeting.

If you have any questions or need help with your task, please contact me at 313/577-4058 (voice) or ac3731@wayne.edu.

Thank you very much for agreeing to help with this important task that needs such a quick turnaround!

LB/cmz