

Horizon Course Reserves TF
12/5/99; 9:30-11:30 a.m.; WSU Kresge Purdy Library Conference Room
Minutes

Present: B. Burningham (WSU), A. Evans (DALNET), R. Luo (WCCC), M. Sheble (OCC)

Excused: B. Bett (MCC), R. Davidson (UDM), B. Riesterer (Walsh)

Minutes: Responsibility for taking minutes will be assigned to TF members in reverse alphabetical order. Minutes will be distributed to TF members via e-mail for review. After revisions are incorporated, minutes will be sent to S. Muir for distribution to the DALNET Steering Committee.

TF Charge: The TF charge was reviewed:

Delete

Analyze alternative and best methods for data entry .

Add

Learn more about Horizon course reserves and distribute information across DALNET libraries.

Rationale: Members of the TF would like the group to function, in part, as a forum for exchanging ideas on ways to use course reserves to enhance the utility of the module for DALNET libraries. The functionality of the module is very different from the NOTIS counterpart and learning more about how the module can be used to full advantage by DALNET is important. As an example, A. Evans mentioned the possibility of using an 856 field in Fast-Add (and other!) records to provide a link to electronic reserves.

Define required functionality to address the needs of DALNET libraries.

Revise

Establish DALNET guidelines (Changed from: Establish DALNET Standards.)

Rationale: Course reserves will not be a shared file and patrons will not use course reserves in libraries other than their home institutions. Guidelines may be useful to establish some degree of continuity across DALNET libraries, but some variation between libraries to address local needs should not be problematic.

Keep

Explore options for integrating electronic reserves.

Identify and/or develop reports needed for routine operations.

Recommend enhancements for the Horizon course reserves.

Members of the TF who did not attend the meeting will be encouraged to submit their ideas for additions and revisions.

Project Priorities

1.a. Define required functionality to address the needs of DALNET libraries.

Discussion: Defining what we need course reserves to do and understanding what Horizon can do now to meet these needs is an important first step. B. Burningham and M. Sheble will distribute information to TF members before the next meeting on (1) electronic reserves functionality required by WSU and (2) NOTIS functionality requests submitted by DALNET prior to release 6.3. WSU has been using course reserves since spring term (1999). B. Burningham volunteered to summarize WSU functionality comments. These documents will provide a base for discussion at the next meeting.

1.b. Establish DALNET guidelines.

Discussion: Can be done concurrently with defining functionality. As more libraries come up on Horizon, it would be good to have guidelines in place. A. Evans will distribute copies of NOTIS course reserve guidelines at the next meeting to use as a base for discussion.

2. Explore options for integrating electronic reserves.

Discussion: There is a need to understand more about options for integrating traditional and course reserves, and perhaps, look over options for third party software for managing electronic reserves. Electronic reserves will be kept in mind during needs definition discussions.

3. Identify and/or develop reports needed for routine operations.

Discussion: A. Evans and C. Steffani are reviewing options for using ReportSmith to generate reports required by WSU on course reserves. Information will be provided to the TF as work at WSU progresses.

4. Learn more about Horizon course reserves and distribute information across DALNET libraries.

Discussion: This should be a continuous process as the TF learns more about using course reserves. Options for distributing information will be discussed.

5. Recommend enhancements.

Discussion: The TF needs to understand more about the needs of DALNET libraries and how the current version and planned enhancements to Horizon course reserves can address these needs before talking about further enhancements.

Next meeting: The next meeting will be held at Royal Oak campus of OCC on Thursday, January 13 from 9:30-11:00 a.m. M. Sheble will send a map and directions to TF members. The January 13th meeting will be spent (1) defining course reserve needs of DALNET libraries and (2) working on DALNET-wide guidelines.

Other: M. Sheble will distribute a roster of the TF at the next meeting, with e-mail addresses, phone numbers, and fax numbers.

Minutes for 1/13: B. Riesterer (Walsh)

Minutes: M. Sheble (12/6/99)

Distributed to: TF members

(4:course reserves.doc)