

AUTOMATION SERVICES COMMITTEE
MINUTES
March 26, 2002

PRESENT (voting): Marcia Middleton (APLM); Tom Thornbury (BRLN); Joe Makowiec (BRUN); Richard Naylor (COLN); Patricia Nonamaker (EGRN); Barbara Nichols-Randall (GUIL); Karen Nuckolls (UHLS); Gail Sacco (VOOR)

(Non-voting): Rawdon Cheng; John Cirrin; Jonathan Koppel; Peter Kowalski

9:00 a.m. – Meeting was called to order by Philip Ritter, Chair.

I. Minutes

Minutes of the February 26, 2002 meeting were accepted as presented.

II. Automation Services Report

K. Nuckolls highlighted the following items in her written report:

- the Tech Advisory Council will meet at UHLS on April 2, 2002 for a demonstration of the SAM program.
- K. Nuckolls is working on completing the Horizon Implementation forms
- the Implementation Team is studying the different levels of record codes in the Horizon system. There will be a meeting on April 3, 2002 at UHLS to introduce these codes to all staff members who will be working with them. A broadcast email has been sent out alerting people to this workshop.
- the OCLC serials list will be sent to *epixtech* in June to be added to our database.

III. Implementation Team Report

P. Nonamaker noted that the ImpTeam is trying to define and clarify the variety of codes used by *epixtech* (i.e. call #, collection type, location code). She urged everyone to send their cataloging, circulation and resource sharing staff to the April 3rd meeting. At that time, a list of codes will be suggested that the libraries might use in the new system. Libraries are also asked to bring lists of all of their small, special collections in order to decide what categories to use.

R. Naylor emphasized that the determination of the codes is a vital part of customizing the system. These codes help in searching and filtering options and understanding them will help staff members to understand the framework of the new system. The decisions made about these basic categories will determine how flexible the system will become.

R. Naylor distributed an updated GANTT chart showing the progress toward implementation of the new system.

G. Sacco asked if UHLS meetings could be scheduled for a routine time because it is difficult for her to change schedules for her part-time staff. P. Nonamaker noted that they will ask the participants at the April 3rd meeting for the best time to meet again. The Implementation Team will keep this in mind when scheduling any other public meetings.

IV. Migration readiness

Report by R. Cheng. He contacted 18 libraries to make sure that those who need it understand the requirements for increased bandwidth or have moved to RoadRunner or DSL. He also made sure that they understand that the Horizon system will not work with Windows 95 or Windows 98 - the libraries will have to move to Windows 2000 Pro or XP. He has suggested that they make sure that any new PCs come with this software installed.

Discussion regarding the "deadlines" for the purchase of new PCs. P. Ritter noted that the deadlines are there so that libraries will know that after that date, there are certain hardware requirements in order to participate on the system.

B. Nichols-Randall asked about the status of the UHLS Trainer position and how that fit into the implementation schedule. P. Ritter noted that the Job Classification and Salary survey has been sent out by the consulting company. UHLS is waiting for the results of that survey in order to determine exact job specifications and salary before advertising the Trainer position. He noted that it is possible that position might be filled by August but he offered no guarantees.

V. Change in Internet Service

R. Cheng reported that UHLS needed to purchase an additional piece of hardware before making the cutover to RoadRunner. Beginning March 17th, UHLS must pay the full cost of internet access on ICI at \$32 per day. ICI requires a 30-day notice for termination of the service.

He is looking into a back-up Internet Service Provider and is considering Time Warner Telecommunications. If Time Warner is selected, UHLS will lease a T1 line that can be split, at a flat rate, between voice and data lines.

VI. Other Business

G. Sacco asked about the progress on authentication services. M. Middleton reported that on April 2nd the SAM demonstration will show one type of authentication service. The Horizon client software provides some authentication services - does it provide enough?

M. Middleton noted the following questions for consideration at a later date:

- Can UHLS provide authentication services?
- What will it cost in UHLS staff time to provide this service?
- If provided, will there be a fee for the participating libraries?

P. Ritter responded that UHLS staff will investigate this service. He noted that, at this time, with the implementation work, there are more important issues for the staff to consider. However, an initial report can be included on the agenda for the April meeting.

NEXT MEETING: April 23rd, 9:00 AM at UHLS

Heidi A. Fuge
3/27/02

AUTOMATION SERVICES REPORT MARCH 26, 2002

LINKING LIBRARIES

- Linkers inputting bib & item records for items sent from RENS & RVLL into UHLAN database.
- Item linking continuing at CAST, RVLL, & VAFL onsite.

ANSWERED QUESTIONS FROM MEMBER LIBRARIES ON:

- Usernames (APL; BETH; EGRN; VOOR)
- Calendars
- Policy file changes (COHS; EGRN; NASS; SNLK)
- Reports
- Serials lists
- *epixtech* Horizon

MEETINGS ATTENDED AND LIBRARIES VISITED

- 3/6: meeting (Rawdon)
- 3/12: Implementation Team meeting
- 3/13: Seminar (Rawdon)
- 3/13: Technology Advisory Council meeting
- 3/14: RAAC meeting
- 3/21: Implementation Team Meeting
- Visits to CAST (Rawdon & Jonathan); WTVT (Peter)

TECHNOLOGY ADVISORY COUNCIL

The first meeting of the newly merged TECH Work Team and the Web Interest Group took place at COLN on March 13. Joe Makowiec gave a presentation on web site access.

Rawdon discussed the ISP change from ICI to RoadRunner, and the Imail server that will soon be installed at UHLS. Marcia explained about SAM (see Feb. minutes on both of these items).

There was enough interest about SAM expressed by those members in attendance, so a demo was scheduled for Tuesday, April 2, from 2:30-5:30. The vendor is demo'ing at SALS in the morning. Our demo is located in the large meeting room. As soon as the minutes are posted on the Intranet (along with Joe Makowiec's handout), we will notify the membership.

SYSTEM MIGRATION

Karen is continuing to work on filling out some of the Horizon Implementation forms for all member libraries. These forms concern items which are already in the DRA policy files and so it is simply a matter of transferring over to Horizon, i.e., calendars, patron classes, etc.

The team is working on understanding the relationship between the 3 levels of breakdown in Horizon records versus the 2 levels in DRA Classic. On March 27 several team members are meeting to firm up an agenda for the April 3 workshop that will introduce these 3 levels to member library staff who work most closely with the DRA coding in Circulation and Cataloging. The meeting is scheduled for 9 AM in the large meeting room at UHLS.

DATABASE CLEANUP

Karen has finished the BRIEF MARC printout that listed short bib records from the TROY, Albany & COHS tapeload. Carol Reppard is helping with the TROY records.

There are still some remaining COLN CAPS records, which UHLS and COLN are working on together. The "A-R" (author) portion on the list of duplicate records has been finished.

Thanks to member library staff for alerting us to database errors.

SERIALS UNION LIST

Marie at CDLC is continuing to code those serials union lists that have been sent to us by our libraries. Karen has ordered the FTP, which will take place in June and will be handled by Grant Pearson from *epixtech*. Grant is the Data Consultant on our Migration Project Team.