

AUTOMATION SERVICES COMMITTEE
MINUTES
April 23, 2002

PRESENT (voting): Marcia Middleton (APLM); Joe Makowiec (BRUN); Richard Naylor (COLN); Patricia Nonamaker (EGRN); Mary Trev Thomas (TROY); Karen Nuckolls (UHLS); Lorraine Smi (VOOR)

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

9:07 a.m. – Meeting was called to order by Philip Ritter, Chair.

I. Minutes

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

II. Automation Services Report

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

- the recent downtimes were an opportunity for successful tests of some of the back-up systems including RoadRunner Internet access and the new UPS (Uninterruptable Power Supply).
- the new UPS will be tested again on Sunday morning, April 28th - before any of the libraries are open.
- a contract has been signed with Time Warner Telecommunications which will provide a T1 for voice and data. On May 13th, Time Warner will begin installing its own equipment at UHLS. It is anticipated that by May 21st all of the equipment will be in place and UHLS will move off ICI and onto Time Warner for Internet access.
- all of the duplicate records have been cleaned up in the database.
- K. Nuckolls and R. Cheng will go to Evanston, IL on April 28th for a pre-install meeting with *epixtech* staff. They will return to work on Thursday, May 2nd.

III. Implementation Team Report

R. Naylor reported that during a conversation with Kathy Cunningham at *epixtech*, the Implementation Team was pleased to learn that individual codes are acceptable for different libraries. This was important because similar information is often given different titles (i.e. *Employment Information Center* in one library vs. *Job Information Center* in another). The Implementation Team just wants to make sure that each library has the codes that they want.

P. Ritter noted that the Implementation Team is doing a tremendous job.

IV. Internet and Email

R Cheng reported that he is working on reserving the route name <.us> for the new Internet service. He noted that once UHLS shifts to the new server for Internet and email, it might take 24-48 hours for other systems to refresh their address lists. This might cause some confusion among the libraries who are trying to access UHLAN. He will give at least 48 hours notice before UHLS goes onto RoadRunner.

R. Cheng and J. Koppel have experimented with the new email server. They sent a virus through it, and it caught and stopped the virus. R. Cheng noted that the anti-virus part of the system will be updated three times a week (the maximum allowable by the system). The virus protection works by blocking attached files with specific extensions. R. Cheng will not start the new email server until UHLS has moved over to RoadRunner.

P. Nonamaker asked if UHLS would provide any training on the new email service? R. Cheng said yes.

Discussion regarding various email servers and software. M. Middleton noted that Netscape 6 is not an acceptable application for APLM - there are too many technical difficulties.

R. Cheng noted that PHASE 2 of his plan is to run both email systems concurrently until everyone is comfortable with the new email.

V. Remote Patron Authentication (other than the UHLAN database)

K. Nuckolls reported that the Automation Department discussed this issue and determined that, at this time, UHLS is not capable of offering Remote Patron Authentication for databases other than UHLAN. UHLS is currently using EZ Proxy, and this system cannot handle the complexity of a variety of different databases. This will be re-evaluated when the new automation system is in place and running smoothly.

M. Middleton reminded the group that:

- at some point, UHLS is going to have to develop a policy for 3rd party authentication. It is possible that in order to allow this type of authentication, UHLS will have to purchase a protocol software that “handshakes” between the databases and the self-check-out system.

She noted that she is bringing this up now because it will allow the UHLS time to plan. It would not be considered for any usage until everyone is comfortable with the new *epixtech* system.

- in late May or June, a date will be set for a SAM demonstration. R. Naylor noted that COLN has a variation of SAM currently running. Patrons are using it to reserve computer time. It is not tied-in to the UHLAN database.

VI. Other Business

K. Nuckolls noted that it is VERY IMPORTANT that libraries contact her immediately following any staff changes. If there is a need to remove a User Name it should be done IMMEDIATELY. This is a security issue as well as a space (on the server and for the licenses) issue.

10:00 AM meeting adjourned

MAY MEETING CANCELED

Next meeting: Tuesday, June 25th at 9:00 AM

Heidi A. Fuge
4/23/02

AUTOMATION SERVICES REPORT APRIL 23, 2002

LINKING LIBRARIES

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

ANSWERED QUESTIONS FROM MEMBER LIBRARIES ON:

- Calendars
- Patron registration
- Linking
- Reports
- Serials
- *epixtech* Horizon

MEETINGS ATTENDED AND LIBRARIES VISITED

- 3/27: Implementation Team subcommittee meeting
- 4/3 : Horizon Codes meeting
- 4/16: Implementation Team meeting
- 4/17: Implementation Team meeting
- 4/18: Preinstall forms meeting (Karen)

- Visits to CAST (Jonathan); MEND, NGRN (Rawdon); WTVT (Peter, Rawdon)

DOWNTIME

1. Friday April 5: At approximately 3:20 pm our ICI service failed, and most of our libraries lost Internet service. UHLS was also affected. Since it was unknown how soon ICI would be able to restore its service, we decided that Rawdon should test out our RoadRunner connection (the test that would have taken place 4/7 evening). Service was restored, via RR & Rawdon, at 9 pm that evening. Eventually, ICI service was restored and we were taken off RR. (The test was obviously successful.)
2. Tuesday April 16: At approximately 2:10 pm UHLS and the surrounding area suffered a power outage. It lasted for about 35 minutes. During this time, Rawdon was able to plug in our new UPS (assembled the day before!) which gave us power until it was restored by NiMo.

SYSTEM MIGRATION

Karen is 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. Kathy Cunningham, our Library consultant on the Horizon Migration Team, says that it is possible to input a few libraries into the system at Preinstall, and then the rest can be filled in later.

There have been two ImpTeam meetings discussing the codes—one of them with *epixtech* migration team members.

On April 24 there will be a follow-up workshop that will discuss the Horizon coding sheets that have been sent to Karen, as requested at the April 3 meeting. Those member library staff who work most closely with the DRA coding in Circulation and Cataloging are again invited to attend. The meeting is scheduled for 9 AM in the large meeting room at UHLS.

DATABASE CLEANUP

Great progress has been made in eliminating duplicate records and brief records. Work is progressing on brief records and NEWCAT records.

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