

AUTOMATED SERVICES COMMITTEE

MINUTES

July 23, 2002

PRESENT (voting): Marcia Middleton (APL); Mike Farley (BETH); Barbara Randall (GUIL); Mary Trev Thomas (TROY).

(Non-voting): Rawdon Cheng, Jonathan Koppel, Peter Kowalski, Philip Ritter.

9:10 a.m. – Meeting called to order by P. Ritter, Chair.

I. Minutes

Minutes of the June 25, 2002, meeting were accepted as written.

II. Automation Services Report

In the absence of K. Nuckolls, P. Ritter handed out copies of her written report that is attached to these minutes. Discussion ensued about the system migration, proposed training, and the special reports that R. Cheng had prepared.

III. Additional IP Addresses

R. Cheng handed out a proposed policy regarding the requesting of additional IP addresses by member libraries. After some discussion, it was the consensus of all members present that the following policy statement should be approved:

Member libraries that need an additional IP address should make a request in writing to the Head of the Automation Department. If there is no unused IP address available, UHLS will request an additional IP address from its ISP. If it is granted, UHLS will distribute the IP address to the requesting library at no charge. If a member library requests more than three (3) IP addresses per facility, the ASC must approve the request.

This policy will be implemented immediately.

IV. Patron Database Cleanup

R. Cheng reviewed how he prepared a report of the inactive patrons and had found that there were a large number of such patrons in our database. Since *epixtech* charges a flat amount for the migration of patron records and does not charge per record, it appears that it is best to wait until after the migration to clean up the patron database.

V. Imail Server

R. Cheng reported that the Technology Advisory Council had recommended to cut VAX mail on September 18 and to move every user to the new Imail

Server. J. Koppel has scheduled demonstrations on July 31 at UHLS and on August 4 at EGRN to explain to users how to make the necessary changes and to transfer the old VAX messages to the new Imail server. After some discussion, it was the consensus that the transfer to the Imail server and the elimination of the VAX mail be done on September 18 as recommended.

VI. SPAM

J. Koppel reported that he had been building a short and concise keyword list to be used to filter SPAM. He had determined that using domain names would not work. R. Cheng reported that even with this approach, we would probably be successful at eliminating only about 50% of SPAM. M. Middleton suggested that we put on the Intranet some information that would educate users on the actions that they can take to assist in stopping SPAM. J. Koppel agreed to work on this. It was also suggested that each member library should develop an Acceptable Use Policy and that the ASC should include this topic on its agenda at some time in the future.

VII. UHLAN Contract for 2003-2005

P. Ritter reported that since the current UHLAN Contract expires on December 31, 2002, UHLS must develop a new UHLAN Contract for 2003-2005. The UHLS staff will begin work on this and will bring a proposed contract to the ASC for their consideration and approval before it is taken to the UHLS Board of Trustees.

VIII. Interviews for Training Specialist

P. Ritter reported that UHLS had received 34 applications for the Training Specialist position and that the Selection Team had met and evaluated the applications. They had selected six applicants to be invited for an interview, and all of them had accepted. Interviews are scheduled for August 5-8, and it is hoped that we can have someone hired by the end of August.

IX. Other Business

M. Middleton reported that she was still working on setting up a demonstration of the SAM program. However, she has difficulty reaching the vendor. She also looked at several other products that will do the same things as SAM. Although she may not be able to set up a demonstration this year, she intends to follow through on this project.

X. Adjournment – The meeting was adjourned at 10:00 a.m.

NEXT MEETING: Tuesday, August 27, at 9:00 a.m. at UHLS

AUTOMATION SERVICES REPORT JULY 23, 2002

LINKING LIBRARIES

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

ANSWERED QUESTIONS FROM MEMBER LIBRARIES ON:

- \$ Calendars
- \$ Policy file changes: COHS; COLN; SNLK
- \$ Migration
- \$ Reports
- \$ Usernames: APLM; BETH; EGRN; TROY
- \$ *epixtech* Horizon

MEETINGS ATTENDED AND LIBRARIES VISITED

- \$ 7/2: Implementation Team meeting
- \$ 7/9: Selection Committee meeting (Karen)
- \$ 7/11: Codes meeting with ALTM (Karen)
- \$ 7/11-12: LAN & Internet Security class (Jonathan)
- \$ 7/16: Implementation Team meeting
PC Purchase meeting with VAFL (Rawdon)
- \$ Visits to COHS, TROL (Jonathan)
- \$ Peter has been working with WebTrends reports, redesign of Intranet, updates on Intranet databases page
- \$ Rawdon has been working with migration reports and reports for consultants

SYSTEM MIGRATION

We were upgraded to the latest Horizon release, 7.2, on July 3 by *epixtech* staff. Karen has been scheduling meetings (around vacations) with our Migration Team at *epixtech* to learn the differences between 7.0 and 7.2. We have received one set of 7.2 documentation, with copies for the libraries to be shipped later, closer to training time. Release 7.3 (the one on which we come up 'live') is still due out "in the fall."

Training is on schedule to take place in early September, but actual dates/times have not been finalized with the trainer on the team as yet. We have received the hardware for Telecirc II, which will be installed later in the fall, before we "go live." Rawdon has been busy working on reports to help libraries with their data. There are 2 new reports, "Special Mislink Report" and "Special Holdings

Report.” The former helps libraries find items which may have been mislinked in the Nonfiction and Fiction agency codes, by Material Code. The latter lists holdings by call no. An announcement about these reports was sent out last week. They are listed under MEMBER REPORTS on the Intranet, under each library.

Those libraries who have not yet done so should contact Karen for a meeting so that they can go through their Horizon codes online at her PC. Default codes have been loaded for all libraries. However, if there are any unique or special collections, they will not be coded and may not migrate correctly.

There have been two Implementation Team meetings discussing more specifics of coding and timeframes and reports. One particular item of discussion, patron db cleanup, will be discussed by Rawdon at this meeting. Because we are charged a flat fee by *epixtech* for patron data migration, it is not necessary to clean up this database as thoroughly **before** migration, as we are currently doing with the bib records and items.

DATABASE CLEANUP

Great progress has been made in eliminating duplicate records and brief records. Work is progressing on brief records and NEWCAT records. (*Still* hard at work!)

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