

CENTRAL STATE UNIVERSITY LIBRARY

FEATURES FOR
NEW AUTOMATION SYSTEM

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On May 29, 1981, the library managers received a memorandum requesting each library area to identify features desired in a new automation system. Divisional and departmental discussions produced a wealth of ideas and recommendations. I met with departments as needed to discuss possibilities. Each area submitted a detailed report which is condensed for this paper.

The library staff recommended the following basic features for the new system:

- a. Online system linked directly to the OCLC terminals.
- b. The MARC record available online, with abbreviated MARC data for routine usage. Some little used MARC tags were not to be transferred from OCLC as noted elsewhere.
- c. Security system using ID hierarchial data access.
- d. Bar or OCR codes for material and patron identification at circulation and inventory.
- e. Both online services and offline printing/microform services.
- f. Public catalog online.
- g. Microfiche backup.
- h. Conversion of all library materials to the database.
- i. Each area include unique features. In some cases features in one area could be used in other areas.
- j. Training module for each area for new staff members, review of coding for present staff, and for patron training.
- k. Ability to add new tag numbers as they become operational.
- l. Ability to change "not wanted" tag list.

- m. Capability to request the system to remove any tag number universally or change the data from one tag number to another if OCLC designs such a change in their system.

The present library automation system includes approximately 200,000 titles or 300,000 volumes of cataloged materials. A complete database for the library would entail converting the present database and adding bound periodicals, most microform volumes of periodicals, ERIC documents, and other special collections, which would at least double the number of titles in the present database and add up to 500,000 additional volumes. In the past three years the library added more than 33,000 titles or 58,000 volumes per year, which need to be considered as normal database expansion.

Barbara Nichols of AMIGOS Bibliographic Council indicated the average OCLC record length is between 600 to 700 bytes. By adding to that record length acquisitions and serials purchasing data, accession numbers, and additional local data, the average record length for the new automated system could approach 900 bytes.

Departmental reports indicated the number of online terminals they felt they would need:

Acquisitions - 3	Government Documents - 1
Cataloging - 10	Map Collection - 1
Serials - 4	Public: first floor - 12
Automation - 2	second floor - 2
Circulation - 3	third floor - 2
Reference - 1	fourth floor - 2
Oklahoma Collection - 1	

This represents a total of 44 terminals with the total system working.

The following pages include features requested by each subsystem, followed by a list of OCLC tags not needed by the new system. The

features are divided into online characteristics and offline products as recommended in the departmental reports.

ACQUISITIONS SUBSYSTEM

A. Features in the acquisitions subsystem, online:

1. The entire bibliographic database of Central State University Library indexed by main entry, title, series, subject and key title. The records would include holdings statement. The acquisitions portion of the file be accessible by requestor, department, and order date as well as the indices.
2. The system have the capacity to add incomplete records to the library database if not yet input on OCLC and later overlay complete OCLC records as they become available.
3. Establish accounts within the system, including:
 - a. Simultaneous updating of funds to reflect accurate encumbrance and/or expenditures against an authority or purchase order with invoice and encumbrance reviews on screen to insure correctness of financial entry and financial balance with the University Accounting Office.
 - b. Operator alert if overencumbering occurs but allow override option.
 - c. Simultaneous updating of funds to reflect encumbrances and/or expenditures against department or requestor accounts or other fund accounting.
 - d. Recording system for multiple payments in a year for a title in each format, allowing for multiple volume receipts as well as subscription price increases.

- e. Active carry-over of continuation orders from year to year.
- 4. Allow cancellation dates to be established so system will alert the Acquisitions Department to the need to reorder or cancel titles. Show cancellations with print option. Items cancelled are kept in the online acquisitions file for three years, but not encumbered in an account to allow reordering and consideration by various vendors.
- 5. The system have the capacity to call up records without certain fields, such as records without OCLC numbers, with the option to print those types of records.
- 6. It is necessary to have one acquisition record for each copy on order and each format of the title (book, cassette, microform, etc.). There is a possibility of obtaining copies or volumes ordered from different sources or at different times.
- 7. Show claims on the screen with a print option and ability to set claim date parameters.
- 8. The acquisition record would need the following fields in addition to the fields in the approved MARC formats:
 - a. Determination of status (on order, received, etc.).
 - b. Vendor designation.
 - c. Fund encumbered.
 - d. Department and requestor designation.
 - e. AV or AC designation information.
 - f. Expected price (list price).
 - g. Actual price (amount paid and postage and other charges).
 - h. Collection code.
 - i. Particular volumes ordered and/or number of copies.

- j. Dates ordered and received.
- k. Field showing whether the title is a continuation or open order.
- l. Note tag (specify in-house instructions, such as rush, reference).
- m. Note tag for vendors with special ordering information or data.
- n. Reel/sheet/cassette, etc. statistic field.
- o. Unique number for each copy or volume.

B. Features in the acquisitions subsystem, printing offline:

- 1. Print new orders on appropriate forms.
- 2. Provide vendor performance statistics (rate of cancellation, discount statistics, average time of order fulfillment).
- 3. Provide detailed statistics for an annual report, monthly reports cumulated during the fiscal year.
- 4. Print records with or without certain fields, such as records without OCLC numbers.
- 5. Print approved claim notices.
- 6. Analysis of purchases by subject (call number of subject heading access).
- 7. Purchase history of continuations and open orders for budget review, analysis, and forecasting. Ability to place into system model information for price analysis as a whole, and by subjects for forecasting. Provide analysis and forecasting data for current year and future year(s).
- 8. Print cancellations.

SERIALS SUBSYSTEM

A. Features in the serials subsystem, online. All items in the acquisitions subsystem are needed for the serials subsystem as well as:

1. Serials checkin of current issues, with two-year checkin records for overlapping issues and claim determination.
2. Designation of serials as opposed to other types of materials in financial accounting. Separate statistics and sets of accounting books between acquisitions and serials, with the capability to combine books as needed for special reports.
3. Ability to review titles received under certain circumstances, ie. gift titles, government publications, with print option.
4. Ability to review titles in a certain format, ie. cassette, microfilm, with print option.
5. The serials record would need the following fields in addition to the fields included in the MARC format and acquisitions format:
 - a. Shelving instructions, ie. "shelved with. . .".
 - b. Title notes.
 - c. Summary of holdings, including format indicator.
 - d. See references.
 - e. Preceding titles, simplified over the OCLC/MARC format.
 - f. Succeeding titles, simplified over the OCLC/MARC format.
 - g. "Microform only" field.
 - h. "filmed with" field.

B. Features in the serials subsystem, printing offline. All items in the acquisition subsystem are needed for the serials subsystem as well as:

1. Serials renewal lists from various vendors upon request (could have 10 or more such lists).
2. Designation of Serials as opposed to other type of materials in financial accounting, with separate sets of books printed - one in the acquisitions subsystem and one in the serials subsystem, but with the capacity to combine this type of data for special reports.
3. Usage statistics of periodicals not circulated, as well as periodicals circulated.
4. Serials statistics such as now plus an analysis of serials by types, formats, and sources of purchase.
5. Lists of serials on open order not paid for during the current year. A total list, and sub-lists by renewal sources, format, and cataloged vs. non-cataloged records.
6. List of all new serials and changes in serials so data can flow through the Oklahoma Union List of Serials.
7. Lists by methods of receipt or format.

CATALOGING SUBSYSTEM

A. Features in the cataloging subsystem, online:

1. Entire bibliographic data base of Central State University online indexed by main entry, title, subject, series, and key title.
2. The ability to overlay cataloging information made on an OCLC

terminal directly to inhouse system records, or add to the inhouse system if not in the local database.

3. Simplify the current 049 field input over what is done now.
 4. Online call number search of inhouse records to eliminate the possibility of adding duplicate call numbers.
 5. Needed capacity to search items by format or type of material.
 6. Name, series, and subject authority files online, with updating/ changing ability universally in the database.
 7. The capacity to update or change a subject heading, including any subject heading subdivision, series, or main entry for appropriate records in the file.
 8. Ability to have records showing cross references of various kinds in the online system.
 9. Online indicator of the first time use of a subject heading to verify its validity. Also the capacity to show withdrawal of the last copy of library materials using a particular subject heading.
 10. Thorough examination of filing and filing sequences with the capacity to update as needed.
- B. Features in the cataloging subsystem, printing offline:
1. Include a package of cataloging statistics, including:
 - a. Additions by format, collection, call number area, etc.
Cumulated monthly, quarterly, annually.
 2. Offline list of new titles added by subject for faculty, produced regularly. Offline list of new titles added by requestor for faculty, produced regularly.
 3. Offline products by subject, format, etc. as needed.

4. Labels printed offline for spine, inside book, and circulation purposes.
5. Ability to produce printouts of new subject headings and last subject headings dropped from file.

CIRCULATION SUBSYSTEM

A. Features of the circulation subsystem, online:

1. Various loan periods capability with ability to change parameters.
2. Fines calculated and shown for various types of patrons and types of materials with the ability to change fine tables. Fines attached to patron file until paid.
3. Capability to change status of library materials, such as reference to circulating, on/off reserve, etc. at copy level, not title level.
4. Calendar of due dates, variable, so we can adjust for school vacations, end of terms, etc. Fines calculated based upon certain parameters set in the calendar.
5. Capacity to assess service charges at certain intervals.
6. Capacity to make special loans.
7. Capacity to have non-CSU patrons.
8. Use of bar code or OCR for circulation, both materials and patron ID's.
9. Capacity to place holds on materials and to automatically notify staff members to hold material when returned and automatic printing of notification when it is available for the patron.
10. System prints due date to be placed in material when it is checked out.

11. Capacity to place or remove financial holds in patron campus records. Possible link to campus system.
12. Capacity to renew checked out items.
13. The ability to charge patron a "mend fee" for damaged materials.
14. Faculty name and course number recorded for items placed on reserve. Online searching of materials on reserve by faculty or department name.
15. The ability to make library materials inventory, possibly using portable hardware.
16. The patron file should include the following items, with the ability to change data as needed:
 - a. Patron name.
 - b. Date of valid ID.
 - c. School address, city, state, zip.
 - d. Home address, city, state, zip.
 - e. ID number.
 - f. Patron type.
 - g. Items on hold for patron.
 - h. List of items checked out by patron, showing accession number, title, call number, due date, collection type.
 - i. Message field about patron.
 - j. Overdues and lost items and their status for each patron.
17. Data elements needed beyond those in the MARC format:
 - a. Status of each copy owned.
 - b. Location of each copy owned.
 - c. Total number of copies owned.
 - d. Faculty name, department name and course number for each item placed on reserve.

e. Due dates for interlibrary loans.

B. Features of the circulation subsystem, printing offline:

1. When library materials' status is changed online from reference to circulation on/off reserve, etc. print labels as needed.
2. Daily circulation statistics, both items checked out and items checked in, within time blocks of the day, by call number category, patron type, material type, length of loan, renewals, holds placed and cancelled, fines paid, overdues made. Cumulations weekly, monthly, quarterly, annually.
3. Print recall notices for items checked out, as needed.
4. The ability to print a notice of unpaid fines and/or overdue materials and send to patron. Too, the ability to print a list of all outstanding items to send to patron at a certain interval before the ending of the semester.
5. The capability to produce a reserve notice for the instructor (both the start and termination of reserve status) and the shelf forms.
6. The ability to produce the following offline reports:
 - a. Materials never borrowed.
 - b. Materials not borrowed for "x" amount of time.
 - c. Lost, lost and paid, long overdue materials.
 - d. Items on reserve.
 - e. Circulation history, such as "x" circulations per period of time for consideration of additional copy ordering.
 - f. List of items frequently placed on hold.
 - g. Materials inventory.
7. The capability to provide statistics by call number areas for

non-circulating materials, that is items used inhouse and not checked out through the circulation subsystem.

8. Print availability notices for items placed on hold and how available.

REFERENCE AND PUBLIC AREAS SUBSYSTEMS

- A. Features of the reference and public areas subsystems, online:
 1. The ability to have subject headings for vertical files.
 2. The capacity to input types of reference questions and print reference statistics by types of questions, frequency, time periods, etc.
- B. Features of the reference and public areas subsystems, printing offline:
 1. Provide list of overdue interlibrary loans for processing.
 2. Interlibrary loan statistics monthly, quarterly, annually.
 3. Provide a list of items in the reference collection designating which tools are on continuous order.
 4. Provide offline bibliographies for patrons by subject, main entry, and series in one alphabet on specified parameters.
 "Subject" approach may be by subject headings or by call number parameters.

The following MARC tags were considered as not required in the new automation system:

011	042	070	096
012	051	071	210
015	052	072	506
017	055	073	680
019	060	080	850
025	061	088	886
037	069	091	890