

NOTIS

NOTISEs

Number 2

April 1, 1985

1985 NOTIS USERS' GROUP MEETING

The 1985 NOTIS Users' Group Meeting (NUGM) is scheduled for July 10-12 on the Evanston campus of Northwestern University. The meeting will get underway at 1:00 PM on Wednesday, July 10, with the final session expected to conclude at noon on Friday, July 12. This time period was identified by the vast majority of NOTIS users as most desirable for the meeting, coming as it does immediately after the summer ALA meeting in Chicago.

In late April the NOTIS coordinators at all installations will receive a preliminary agenda for NUGM as well as other pertinent information on accommodations, ground transportation, Evanston restaurants, etc.

NOTIS AUTHORITIES WORKSHOP

The NOTIS Office has scheduled a three-hour workshop on use of the NOTIS authority control module for Wednesday morning, July 10, 1985. It will be held at Northwestern University Library in Evanston from 8:45 to 11:45 AM.

The workshop is aimed at staff who currently or soon will manage and perform the day-to-day work of creating and updating authority records in an existing online authority file.

The workshop is not intended for managers and administrators who are deliberating the major issue of how to obtain an online authority file -- ie., to convert manual records, to have a vendor create the file, etc. A presentation on this topic will be given at the NOTIS Users' Group Meeting during the Thursday afternoon session.

Please note that the workshop has been scheduled so as not to conflict with the NOTIS Users' Group Meeting. Those of you who plan to attend both the workshop and the meeting will have time to catch your breath and even have lunch before the meeting begins at 1:00 PM.

SUPPORT SERVICES GROUP EXPANDS AGAIN

The NOTIS Office Support Services Group is growing once again. We are looking for a fourth person to join Ben Burrows, Roberta Kirby, and Peggy Steele in working on user documentation, customer training, and general problem solving for NOTIS customers.

If you know of someone experienced in using NOTIS who might be interested in applying for the position, please notify us at 312-491-7004.

OOPS, VANDERBILT IS A NOTIS USER TOO

Vanderbilt University was omitted from the NOTIS Users (1/85) list attached to the last issue of NOTISes. Please add to your list: Customer: Jean and Alexander Heard Library, Vanderbilt University, Nashville, Tennessee 37203-5601. System: 4361-4, 100 terminals. Applications: All (1.5 million volumes). Contact: Flo Wilson, Assistant Director for Systems, (615)-322-7374.

HOLDINGS FOR MULTI-PART PUBLICATIONS IN NOTIS

There has been a lot of activity in the past several years in the area of input conventions and communications formats for serials and multi-part publications. The present version of NOTIS utilizes a volume holdings record, along with the receipt statements of the Order/Pay/Receipt Record to display holdings in LUIS.

The time is coming, however, to implement the MARC Format for Holdings and Locations as well as to begin considering the use of the yet to be approved standards for serials holdings statements. Because neither of these national level standards is official yet, libraries beginning to input holdings in NOTIS are asking a lot of questions about what to do in the interim.

The NOTIS Office has decided, therefore, to recommend that libraries input their holdings in the volume holdings records as well as in the Order/Pay/Receipt Record, using the draft conventions.

If item records are being created for multi-part items, the same input conventions should be used.

This topic will be on the agenda of the NOTIS User's Group Meeting this summer.

USING PIGGY BACK BAR CODE AND OCR LABELS

Most NOTIS users are planning to use bar code labels or OCR (optical character recognition) labels when the circulation module is implemented. Many of you may not be aware of a particularly useful type of label, called a "piggy back" or "double adhesive" label by the label vendors. To our knowledge, Northwestern's Library is the first library to be using this type of label. Staff have found it very helpful for handling paperbacks, and it may well be of help to you.

Normally a bar code or OCR label arrives affixed to a backing, a material like wax paper:

_____ (label with adhesive)
_____ (backing)

Piggy back labels use a second backing:

_____ (label with adhesive)
_____ (first backing with adhesive)
_____ (second backing)

An example of using a piggy back label is when a library receives a paperback which needs to be given a hard cover. The label AND the first backing are removed from the second backing, and placed, say, on the last printed leaf of the book. A NOTIS item record can be created for the book, and it can be charged to a patron representing the bindery function. The book is then routed to the bindery and may be sent out of the building to a commercial bindery.

When the book is returned with a hard cover, the piggy back label is peeled off the first backing and placed on the normal location for labels, such as the inside of the back cover. The first backing remains where it is.

Items which do not need such special handling can, of course, be labelled with ordinary labels with just one backing. But the piggy back capability allows immediate item record creation (including adding the item ID), and tracking of materials like paperbacks.

We should note two disadvantages in using the piggy back labels. Adhesive from the first backing has an effect on the life of the paper it is affixed to, if preservation is a concern. Also, there have been occasions when the label's adhesive "bled" out from under the label, when the label was in its temporary location (affixed to the first backing). This caused the facing page to stick to the label. We have written to and spoken with the vendor, but the problem has not been resolved.

One vendor we know of who currently provides piggy back labels is Computype, Inc., 2285 West County Road C, St. Paul, MN 55113 (800) 328-0852. Prices quoted to Northwestern in March, 1985 were \$35.63 per thousand labels (\$03.563 per label) for an order of 50,000 labels. This compares with \$30.50 per thousand (\$03.05 per label) for a similar order of ordinary labels. Label sizes in this case were 2" wide by 5/8" high, with the label containing the bar code itself plus the Arabic version of the bar code number.

If you have questions about piggy back labels or their use, please call Support Services, NOTIS Office, (312) 491-7004.

NEWS FROM SUPPORT SERVICES

Roberta Kirby traveled this month to Arlington Public Library to do circulation training (February 27-March 1). Roberta and Ben Burrows trained the Circulation Department staff at Northwestern University Library from March 4-March 11. (Northwestern began using the new circulation module of Monday, March 25. On March 18, circulation information for single-volume monographs began display in LUIS at Northwestern.) From March 20-March 22 Roberta trained Pautuxent River Naval Air Station in cataloging, acquisitions, and serials.

NEWS FROM THE SYSTEMS ENGINEERS

Ned Taaffe did a NOTIS installation at Shell Oil from March 19-March 22. Jerry Specht installed NOTIS at the Wichita Public School system from March 19-March 22.

Accompanying Jerry to Wichita was Randy Menakes. Randy joined the NOTIS Office on March 18 as the third Systems Engineer. Previously, he has worked at the Chicago Public Library and at Beecham Cosmetics.

NEWS FROM NOTIS MARKETING

March included a lot of demonstrations of NOTIS both in the Chicago area and away.

Jane Burke demonstrated the system for Bell Communications on March 6, for Louisiana State University on March 14, for Tufts University on March 19.

Both campuses of Loyola University in Chicago saw NOTIS on March 21-March 22. Jane and Jim Meyer both talked with the staff at Loyola.

Jim traveled to Arlington, Texas, for a demonstration at the Arlington Public Library on March 26. On March 28 he demonstrated the system for three representatives of De Paul University in Chicago.

AND THE BEAT GOES ON

One more musical selection. This one is from Northwestern's barcoding project of last spring. The song's entitled "Bar Codin' Blues" and is to sung, loosely, to the tune of "The Midnight Special."

Ya wake up in the mornin'
Ya see the thin black lines
Ya wake up in the mornin'
Numbers runnin' through your mind
Ya know ya gotta hit the stacks today
Slap some labels on some books
Ya know ya gotta make your quota
Else ya get some nasty looks
Well, I got the blues
I got the bar codin' blues
I got the dirty, filthy, mis-shelved
bar codin' blues
Oh, the numbers aren't in order
The books are outa place
The labels stick to your fingers
And there ain't no space
To put the labels on the volumes
And match the numbers to the spine
Your back is really achin'
But your mind is really fine
Cause you've tuned out what you're doin'
And you're doin short time
The sheets are disappearin'
An so is this rhyme
I got the blues
I got the bar codin' blues
I got the mismatched, back achin'
bar codin' blues

PROGRAMMING FORECAST

The NOTIS Office has compiled a "master list" of possible enhancements to the system. Some enhancements were suggested by NOTIS users, some by staff in ISDO and the NOTIS Office, and some by specifications in Requests for Proposals and Requests for Information received by the NOTIS Office.

After consideration of the list, the following programming schedule for 1985 has been set up by the NOTIS Office. The date in parentheses is the planned date for completion of programming and release to the test site. More details about all of these enhancements will follow in later issues of NOTISES.

- Fine transfers--batch to registrar (3/85)
- Batch program to link item records to copy holdings records (3/85)
- Program to create linked item records after a file is loaded (4/85)
- Output label tape (4/85)
- Programs to list online items a patron has charged out (5/85)
- Programs for RLIN archival tape loading (6/85)
- Programs to make LIC90/RLIN transfers take item IDs (10/85)
- OCLC transfer rework (10/85)
- RLIN online transfer (10/85)
- Programs for system-wide holds (10/85)
- Fines and financial obligations (10/85)
- Reserve capabilities (10/85)
- Search list programs (10/85)
- Microprocessor backup for circulation (10/85)
- Keyword/Boolean (12/85)
- Fund accounting (12/85)

The general release of NOTIS 4.0 is scheduled for May.

TELEX FOLLOW-UP

The NOTIS Office has learned that the Telex regional sales managers in each region have been asked to visit all of the 476L accounts to discuss service problems.

Our regional sales manager, Mike O'Connor, said that every user should feel free to fill out a "Quality Service Report" every time the user has any kind of concern. The receipt of a QSR form by Telex means that the service manager will visit the account to discuss the problem.

Jane Burke feels that Telex has been very responsive to the letter included in the last issue of NOTISES.

A photocopy of the Telex "Quality Service Report" form is attached to this issue.

ISDO CHANGES AND PROMOTIONS

Jim Aagaard, Director of the Information Systems Development Office (ISDO), announced on March 12 changes in responsibilities for three ISDO members.

Velma Veneziano, Library Systems Analyst, will assume the additional function of Systems Design Coordinator. As NOTIS continues to grow and evolve, it will be her responsibility to insure that the new and existing modules achieve our goal of an integrated system. Velma will continue her work on the implementation of the new MARC holdings format.

Diane Hanisch has been promoted to the position of Senior Programmer/Analyst. In the past year she has had primary responsibility for the development of the call number indexes and the conversion procedures for the generation of item records from the circulation inventory file. We expect that she will soon be resuming work of the major author/title/subject Index Redesign project. Also, Diane has been designated Assistant Director of the Information Systems Development Office, a function which she has, in fact, been performing for most of the past year.

Mike Smiley has been promoted to the position of Senior Programmer. Mike has been working on the programs for generating batch reports for the new circulation module as well as a number of other projects. He will soon be starting on a major redesign of the LUIS programs.

NEW PATRON BLOCK FLAG

NOTIS now has the capability of blocking a patron ID using the patron record maintenance program for reasons of a lost or stolen ID. We also have a block flag, designated "other reasons," which is presently unused.

Jim Aagaard has proposed that the "other" flag be set in the same way as the lost and stolen flags are set. Indication of the reason would still be desirable in the note field, but the block could not be overlooked.

If a patron has more than one ID, each would have to be flagged in order to completely block the patron.

One way the "other" flag can be used is to manually block a patron for overdues and fines until NOTIS financial obligations programming is available. We suggest using the NOTES field in the patron record to key in a message such as "blocked for fines," which will display when attempting to charge materials. The "other" flag will assure that the block not be overlooked.

Electronic card catalog introduced at Clemson

CLEMSON — The venerable library card catalog has entered the computer age at Clemson University.

Last week Clemson's R.M. Cooper Library introduced the state's first electronic library catalog system.

The Library User Information System, or LUIS, is a sophisticated computer program and data base designed to make it easier to locate library materials, library director Joe Boykin said.

Instead of thumbing through drawers full of index cards to find a particular book, library patrons will be able to find a book's call numbers by pressing a few keys at one of 10 public-access terminals at the library, Boykin said.

The computer system, including software and the library terminals, cost \$83,000, Boykin said.

LUIS is part of a larger computer system that the library staff and the university's Division of Administrative Programming Services have installed on the school's main computer.

Anyone with authorized access to Clemson's main computer can use the electronic catalog system, Boykin said.

"The best part is that you can call up LUIS from any of about 600 terminals on campus, which means a professor or staff mem-

ber can check the library's holdings from the office before making a trip across campus," he said.

Off-campus terminals with access to the university's main computer also can use LUIS, he said.

Boykin said about 65 percent of the library's 600,000 cataloged items are accessible using LUIS.

With additional funding, the library should have the entire card catalog computerized in 1987, he said.

Boykin said the library might later add about 550,000 government document holdings to LUIS.

Susanne Krummel, a sophomore at Clemson University ... uses LUIS, the new computerized card catalog system at the university library

The News — Terry Greer

Although this is the state's first electronic catalog system, Boykin said other libraries are at varying stages of computerization.

"Winthrop College and the Greenville public library have had an on-line circulation system that was a quasi-catalog," he said.

Both libraries are expanding their computer systems to include the card catalog, he said.

"The only uniqueness about ours is that we started with the card catalog rather than with a circulation system," Boykin said.

The library hopes to add about

10 computer terminals next year that could be placed throughout the building. Now, all units are on the main floor near the reference desk.

Before its unveiling last Friday, the library staged a two-week publicity campaign to help introduce LUIS.

"As with anything new, LUIS will take some getting used to, but we think once people get to know and understand him, they'll find he can save them a lot of time," Boykin said.



CUSTOMER NAME _____ SERVICE I.D. # _____
 DATE _____ REPORTING INDIVIDUAL _____
 EQUIPMENT PERIPHERAL _____ TITLE _____
 TERMINAL _____ PHONE # _____
 OTHER _____ I would like to be contacted by local management to discuss Service Yes No

QUALITY SERVICE REPORT

When rating your opinion, please indicate one of the following in the space provided:

1—Completely Satisfied	3—Somewhat Satisfied	5—Very Dissatisfied
2—Very Satisfied	4—Somewhat Dissatisfied	6—Completely Dissatisfied

- Telex Customer Engineers' ability to fix your hardware problem.....
- Performance of the Telex equipment.....
- Preventative Maintenance. (PM) Service provided to reduce the need for emergency service.....
- Ability of Telex Service in providing repair parts when required.....
- Field Engineer's service call response time; consider initial contact, on-site contact and follow-up to problem.....
- When placing calls for service, rate the dispatching operations. (phone lines available, operators courteous, etc.).....
- Considering all the Field Engineering Personnel with whom you have been in contact, (FE's, Branch Manager, etc.) how satisfied are you with their communications concerning your installation.....
- Other services provided by Telex. (marketing, billing, delivery).....
- Overall service provided by Telex Computer Products, Inc.....

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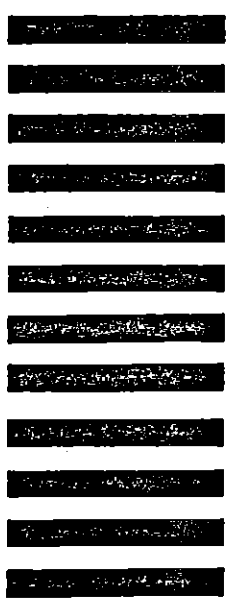
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TELEX COMPUTER PRODUCTS, INC.
 6422 E. 41st STREET, TULSA, OKLAHOMA, 74135

ATTN: FE Headquarters Operations
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NOTIS

NOTISes

Number 3

May 1, 1985

LITA TO HONOR JIM AAGAARD AND VELMA VENEZIANO

LITA has chosen Jim Aagaard and Velma Veneziano to receive the Gaylord Award for their achievements in the area of library automation. The award will be presented at ALA in Chicago this summer.

NORTHWESTERN BEGINS USING THE NEW, ENHANCED NOTIS CIRCULATION MODULE

On March 25, 1985, Northwestern University Library began circulating its collection on the new NOTIS circulation module. Clarence Ver Steeg and John McGowan were the first to charge out a book at the circulation desk. We include in this issue of NOTISes portions of the March 14, 1985, Northwestern University Library Staff Announcement which introduced the implementation of integrated circulation at Northwestern.

" The new circulation system will offer several advantages to users immediately and additional advantages as enhancements are made to LUIS over the coming months.

Immediate advantages include 1) Direct access to circulation status for single-volume titles in LUIS without the need to copy and key in the call number; 2) Authors and titles (in addition to call numbers) will appear on overdue, recall, and book available notices; 3) An almost unlimited number of recalls can be placed on a single title (only one recall can be placed in the old system).

Future enhancements include 1) Direct access to circulation status for multi-volume titles in LUIS will be added; 2) The call number index will be added to LUIS providing access to circulation status for items listed only in the card catalog, as well as access by call number to all the items listed in LUIS; 3) Self-service charge-out will be reintroduced."

We have attached to this issue a photocopy of a handout describing the new circulation system and LUIS at Northwestern.

NUL AFRICANA CATALOGER POSITION OPEN

Northwestern's Catalog Department is looking for an experienced monographic cataloger to work with Africana materials. Original cataloging experience and language capability (French plus German, Portuguese, Italian, or Afrikaans) are prime qualifications, but experience with NOTIS is also of interest. The position posting will remain open until July 31, 1985, and it carries a salary range of \$20,000-\$24,000. If you know of anyone who would be interested in such a position, please have them get in touch with Lance Query, Director of Library Research, Analysis and Personnel, Northwestern University Library, Evanston, IL 60201.

NOTIS QUOTE OF THE MONTH

Jerry Specht to Roberta Kirby on a program enhancement Roberta requested: "Okay, and when I finish that, you'll want me to do a program to create firmament out of the chaos."

DISPLAYING HOLDINGS OF UNCATALOGED TITLES IN LUIS

Priscilla Andre and Mary Case of the Serials Department at Northwestern University Library recently distributed the following statement about providing holdings information to library patrons for titles not yet cataloged.

"In their concern to have the holdings of uncataloged titles display in LUIS, Africana (ed. note: the Africana Collection at NUL), as one step, has requested that we input an "artificial p" in the S/T field for active non-periodical serials. Currently, these titles, as are all non-periodical serials, are coded with a blank and hence display only holdings recorded in the VH screen. Adding the "p" would ensure the display of other volumes recorded only in a receipt statement in an order record. At the time of cataloging, this "p" would be changed to the appropriate code and the VH screen updated.

Since we are dealing with uncataloged records, we feel that adding the "p" would not violate any cataloging standards. More importantly, however, we feel that adding the "p" to all active non-periodical serials that are not cataloged would be of great service to all our patrons.

We would appreciate any comments you might have on this proposal. Thank you."

RECEIPT LINE REMOVAL WITHOUT LOSS OF ACTION DATE

In another memo Priscilla and Mary recommended the following procedure.

"In order to answer the needs of the locations who prefer to send volumes to be bound before they receive the first issue of the next volume, and, in order to avoid the resulting redundancy in LUIS, we have adopted the following procedure.

Our past practice has been to remove the receipt line for periodical volumes being bound except in those cases where removal of this line resulted in elimination of an action date. This practice, however, created redundancy in LUIS. See Example A.

In order to eliminate this redundancy, we are changing the R statement of the volume being bound to an N statement. This change suppresses the display of the current issues from LUIS and does not affect the action date. See Example B. Check-in assistants will be alerted to remove the action date in an N statement upon creation of a new receipt line."

LEE ELLIS ON NOTIS

We include the recent press release which announced the expanded NOTIS staff.

"Lee Ellis, senior vice-president for finance of Northwestern University, has announced a program to expand the staff of NOTIS. NOTIS is a division of Northwestern University Library which markets and supports the university library's online library system.

The expansion program creates fourteen new positions for NOTIS. Included are eleven programming and development positions plus three positions in training and support. An organization chart of the expanded NOTIS organization is attached.

Said Ellis, "NOTIS has been quite successful, and it is important to the University that the organization have sufficient staff to provide high quality service and support."

The NOTIS package is a fully online, integrated library package consisting of software for cataloging, acquisitions, serials control, authority control, online catalog and circulation. For further information, contact NOTIS, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60201. Telephone: (312)-491-7004."

We include the release in NOTISES as an illustration of ongoing University support of the NOTIS marketing effort.

NOTIS 4 RELEASE

The general release of the new NOTIS 4 programs, which include the integrated circulation function, is scheduled for early June. All NOTIS users will be receiving NOTIS 4.0 at that time. Jerry Specht is preparing the tapes now. Watch for them at a data center near you!!!

CHANGES IN NOTIS BOOK MATERIALS SYSTEM

Northwestern University Library is temporarily discontinuing its use of the batch portions of the Book Materials system. We no longer need punched cards and pocket labels.

We will be doing a new program for pocket labels but don't expect to need punched cards with the new circulation system.

If any of you are using the LI860 series of programs for the production of these items, please notify Jerry Specht in the NOTIS Office.

WE GET LETTERS. WE GET STACKS AND STACKS OF LETTERS.

Happily, the NOTIS Office has been receiving lots of letters from the NOTIS Users Group (NUG). Many include samples of handouts, LUIS instructional materials, and issues of library newsletters. We want to share these with all users and so have attached a number of them at the end of this issue.

CHANGES IN NOTIS DESIGN FEATURES

On January 28th Jim Aagaard reported a number of changes in NOTIS design features.

The method by which item records are linked to holdings records has been changed, and the two 2-byte link pointers in the item record are no longer needed and have been removed. This change is transparent to all of the programs which we have supplied (records with and without the two pointers can coexist indefinitely); but it might affect programs written by current users of the circulation system. The removal of the pointers can save four bytes per item record, and the linking program we will supply (LB670) will remove them if they are present.

The default item loan code for a location is always "normal" and is to be interpreted as normal for that location. Therefore the specification of a default loan code has been removed from the Service Unit table, and the abbreviation for normal has been made an installation option parameter. When an item has been given a departmental or temporary location, its loan code will always be interpreted as "normal" (this has not yet been implemented).

When a location is changed in the holdings record, that change will be propagated through the linked item records according to the attached flow chart. Note that the logic is somewhat different if the item is charged at the time the change is made.

In the security table, the distinction between "create" and "update" of fields has been removed; in the few instances where it is needed, additional field types have been added.

There have been various other changes in the tables; mostly the removal of flags which were not being used.

The separation of the 36-byte location name into two fixed-length parts has been eliminated.

On April 11 Dr. Aagaard announced more changes.

At present the NOTIS tables allow for the generation of two additional "item needed" notices after the original one (which is generated when a recall is placed). It appears that this function can be performed more effectively and will be easier for library staff to understand if it is done by the normal overdue processing. Therefore the table entries for the additional item needed notices are being removed.

Items for which the due date is indefinite, or for which no overdue notices are to be generated, will no longer generate entries in the action index. This will alleviate the present problem that items with action entries cannot be linked or relinked, and will reduce the amount of "deadwood" in the item and action index files. It does, however, restrict (to patrons with definite due dates) a proposed additional function of the action index; that of determining all of the items charged to a patron. A batch program which scans the actual item file will be provided for use when such a list is needed.

Originally it was intended that when a recall was entered, the online program would calculate a provisional due date, which later would be updated by the batch program which generated the recall notice. This was to insure that the borrower received the specified number of days to return the item, even though the batch notices were not run 7 days per week. This procedure seems to have caused more confusion than it is worth, and therefore has been abandoned; the value calculated by the online program will remain as the final value. In setting up the circulation tables a sufficient number of days should be allowed to accommodate "worst case" conditions with respect to the number of days which may elapse between the day the recall is entered and the notice is printed, as well as possible delays in the receipt of the notice after it is printed.

The original procedure for releasing items from the hold shelf which were not claimed by the patron who had placed the recall has turned out to be excessively complicated. This is because of the need for generation of another item available notice, the possibility that the next person in the queue is expecting to pick up the item at a different service unit, and the possibility of combined holds which must be cleared. It seems much more straightforward to allow the online discharge program to deal with these problems by requiring that each item removed from the hold shelf in response to a message on the operations report be discharged. The operations report messages will be changed to a single message, which will be used regardless of whether there is another hold in the queue. In addition to identifying the patron who didn't claim the item, it will indicate that the item should be discharged. (To make this procedure work, the batch program which generates the operations report message will insert an expired date in the "date after which the item is no longer needed" area of the recall field for the first patron in the queue. This will override an existing date, if any.)

NOTIS PRICES

The cost of both versions of NOTIS has changed. Because you may be asked by your colleagues "How much does NOTIS cost?", we have attached to this issue the new NOTIS price list (February 1, 1985).

NOTIS USER LIST

We have also attached the most recent version of our list of NOTIS Users. Because this list is usually attached to our Office's responses to Requests for Proposals, the list includes only those institutions which have signed a contract for NOTIS.

We ask you to please inspect the list and correct any information which is incorrect as well as adding information that is missing. The list may be the first impression of your library an institution interested in NOTIS receives, and we want it to represent you accurately.

Those of you who receive NOTISes but have not yet signed a contract can prepare to be included on the list by sending us the information listed. We would appreciate it very much.

NEWS FROM THE CUSTOMER PROGRAMMING GROUP

On April 1 the NOTIS Office welcomed George Moore to the Customer Programming Group as a Senior Programmer. George has studied at the Chicago Urban League Computer Center. He was a programmer at Citicorp Savings of Illinois prior to joining the NOTIS Office.

His interests include bowling, biking, and designing greeting cards.

Brenda Darden joined the Group on April 15. Brenda earned her B.A. in Computer Studies at Northwestern and is joining the NOTIS Office as a Senior Programmer.

NEWS FROM SYSTEMS ENGINEERING

Ned Taaffe and Randy Menakes installed NOTIS at Dallas County Community College District the first week in April.

Ned installed the DeKalb Library System from April 16 to April 19.

Jerry Specht and Randy installed the University of Evansville from April 8 to April 12.

NEWS FROM SUPPORT SERVICES

Roberta Kirby traveled to Indiana State University on April 17 to train staff there in NOTIS acquisitions, cataloging, and serials control.

Ben Burrows did follow-up acquisitions training at White Plains Public Library from April 17 to April 19.

During the last week of April, Roberta was at the Information Center of the Shell Oil Center in Houston training staff there in technical services on NOTIS.

NEWS FROM NOTIS MARKETING

Jane Burke demonstrated NOTIS at the Library of Michigan and at the University of Minnesota during April.

Jane and Jim Meyer did two two-day demonstrations of the system at McGill University and at the University of Delaware.

Northwestern University Library had a number of visitors during April who either spoke with staff here or received demonstrations of NOTIS. Ted Samore of the library science school at the University of Wisconsin--Milwaukee was at NUL on April 1. Glenn Lowry of the University of Iowa was here on the 17th and 18th. Representatives of the National Library of China saw the system and met with John McGowan, Jim Aagaard, and Peter Roll on April 23. Six visitors from the University of Michigan were here on April 26. Cornell University librarians also visited Northwestern on April 24th and 25th.

NOTIS will be demonstrating at the Medical Library Association conference in New York in May. We will be at the Special Library Association meetings in Winnipeg in June, at ALA in July, at IFLA in Chicago in August, and at ASIS in Las Vegas in October. In April 1986 NOTIS will be at both the PLA and the ACRL conferences.

TELEX FOLLOWUP II

On April 18 Jane Burke had a follow-up call from Mr. Jim Beebe, the vice president for service at Telex. Jane told him that she felt that Telex had been responsive to her concern regarding service on the 476L terminals. A letter received from Telex this week is attached.

Since he has been quite good regarding follow-up and has expressed his interest in NOTIS satisfaction with his product, Jane wants you to please let her know about both good and bad experiences with the 476L. She'll pass them along.

Jane would also like to know if NOTIS Users would like a Telex service representative at the Users' Meeting in July.

The Library at your fingertips

NEW CIRCULATION SYSTEM

The University Library is pleased to announce an important enhancement to the LUIS computer catalog. Beginning March 25, 1985, the circulation status for single-volume titles in LUIS which are located in the MAIN (except Transportation), MUSIC, and SCIENCE ENGINEERING libraries will appear directly on the LUIS screen following the call number. The old "LCUS" circulation system and the d command have been discontinued.

While we are in the process of changing circulation systems, information for items still charged out on the old system may be requested at the circulation desks of the MAIN, MUSIC, and SCIENCE ENGINEERING libraries and at the Information Desk. This information will not appear in LUIS. Circulation status for multi-volume titles and for titles listed only in the card catalog is also available at these service desks.

Immediate advantages of the new system are:

1. Direct access to circulation status is provided for single-volume titles in LUIS without the need to copy and type in the call number.
2. Authors and titles (in addition to call numbers) will appear on overdue, recall, and book available notices.
3. Recalls can be placed on a single title by more than one Library user (only one recall could be placed in the old system).

Future enhancements will include:

1. Direct access to circulation status for multi-volume titles in LUIS.
2. A call number search will provide access to circulation status for items listed only in the card catalog and access to all information listed in LUIS, including circulation status.
3. Self-service charge-out will be reinstated.

Your Northwestern identification card with the bar code label should now be used to borrow materials from the Library.

Please note any suggestions you may have concerning the new circulation system on the reverse side of this sheet and leave with a staff member at a service desk.

EXAMPLE A

LXNU DONE

AAL5675

NOTIS ACQUISITIONS

LBU

NU SERL LC 77020528 ISSN 0001-3455 S/STAT c FREQ q S/T p CFR 4/1

Abstracts in anthropology. v.1- Feb.1970- -- New York, Baywood Pub. Co.

PO 002AAL5675 04/22/76

VEND faxon SHIP 2 INV 2 RUSH 0 MEMO V

VA Baywood Publishing Company, 120 Marine Street, P.O. Box D, Farmingdale, NY

11735

NV Faxon title no.17829

NO ono=60422-037

DIV 001 CCN 001 RTE ref

CLM 152

=> 001 A 1/76-

MD 04/28/76 AD none

AMT 48.00 FUND 6522-076 CURR ICN #

=> 012 F 1/84-12/84(ad chg):inv=396628-4-4:10/21/83 MD 11/11/83 AD none

AMT 12.00 FUND 6522-076 CURR ICN # Z99999

=> 013 F 1/85-12/85:inv=881888-1-11:8/1/84 MD 07/17/84 AD none

AMT 78.00 FUND 6522-076 CURR ICN # Z99999

=> 014 F 1985(ad chg):inv=616813-2-2:11/18/84 MD 12/03/84 AD none

AMT 11.00 FUND 6522-076 CURR ICN # Z99999

=> 015 R 11, no.1-4(1984)

MD 12/12/84 AD 04/07/8

LUIS SEARCH REQUEST: T=ABSTRACTS IN ANTHROP

BIBLIOGRAPHIC RECORD -- NO. 1 OF 1 ENTRIES FOUND

Abstracts in anthropology. v.1- Feb.1970- New York, Baywood Pub. Co.
Quarterly.

SUBJECT HEADINGS (Library of Congress; use s=):

Anthropology--Abstracts--Periodicals.

Language and languages--Abstracts--Periodicals.

HOLDINGS IN NORTHWESTERN UNIVERSITY LIBRARY:

LOCATION: ref

CALL NUMBER: 572.05;A164

VOLUMES: 1-11(1970-1984)

CURRENT ISSUES:

11, no.1-4(1984)

TYPE d FOR CIRCULATION STATUS (FIRST WRITE DOWN CALL NO.)

TYPE e TO START OVER. TYPE h FOR HELP.

TYPE COMMAND AND PRESS ENTER

EXAMPLE B

LXNU DONE

AAL5675

NOTIS ACQUISITIONS

L8UJ

NU SERL LC 77020528 ISSN 0001-3455 S/STAT c FREQ q S/T p CFR 4/1
Abstracts in anthropology. v.1- Feb.1970- -- New York, Baywood Pub. Co.

PD 002AAL5675 04/22/76

VEND faxon SHIP 2 INV 2 RUSH 0 MEMO V

VA Baywood Publishing Company, 120 Marine Street, P.O. Box D, Farmingdale, NY
11735

NV Faxon title no.17829

NO ono=60422-037

DIV 001 CCN 001 RTE ref CLM 152

=> 001 A 1/76- MD 04/28/76 AD none

AMT 48.00 FUND 6522-076 CURR ICN †

=> 012 P 1/84-12/84(ad chg):inv=396628-4-4:10/21/83 MD 11/11/83 AD none

AMT 12.00 FUND 6522-076 CURR ICN † Z99999

=> 013 P 1/85-12/85:inv=881888-1-11:8/1/84 MD 07/17/84 AD none

AMT 78.00 FUND 6522-076 CURR ICN † Z99999

=> 014 P 1985(ad chg):inv=616813-2-2:11/18/84 MD 12/03/84 AD none

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LOCATION: ref

CALL NUMBER: 572.05;A164

VOLUMES: 1-11(1970-1984)

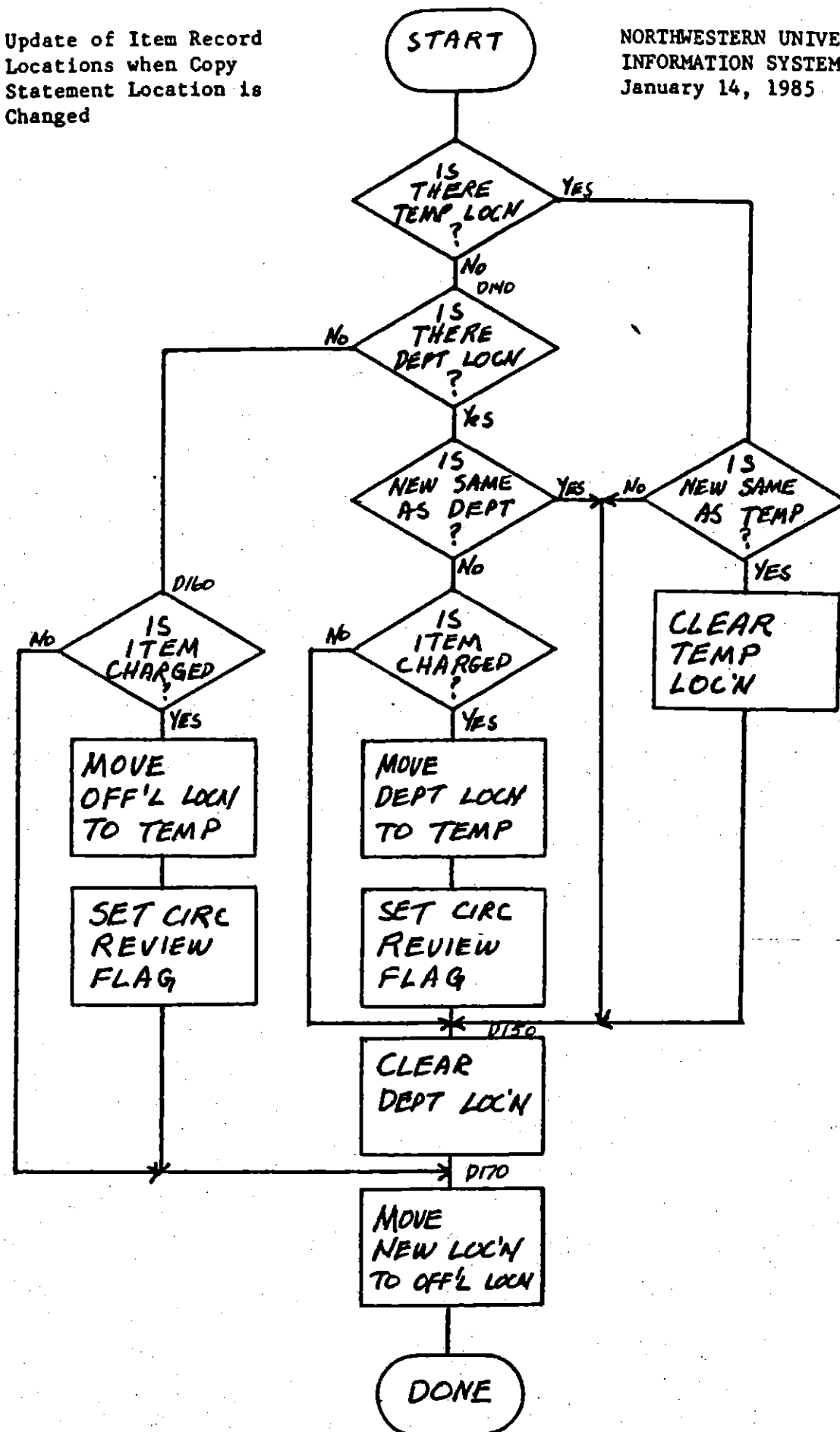
TYPE d FOR CIRCULATION STATUS (FIRST WRITE DOWN CALL NO.)

TYPE e TO START OVER. TYPE h FOR HELP.

TYPE COMMAND AND PRESS ENTER

Update of Item Record
Locations when Copy
Statement Location is
Changed

NORTHWESTERN UNIVERSITY LIBRARY
INFORMATION SYSTEMS DEVELOPMENT
January 14, 1985



NOTIS

NOTIS Price List February 1, 1985

There are basically two purchase plans for NOTIS -- permanent license and lease. The prices given below are for those two options and for the two operating systems on which NOTIS operates.

Permanent License

VSE version	\$85,000
MVS version	\$95,000

Lease

VSE version	\$35,000 per year
MVS version	\$40,000 per year

The lease arrangement includes software maintenance. A lease may be converted to a permanent license at any time, with 60% of past lease payments accruing toward the permanent license fee.

Included in the price of NOTIS are fifteen days of dedicated, on site support from the NOTIS staff. This time is used for software installation and training. Expenses for this time are not included and are billed to the customer after they are incurred.

Permanent license customers may purchase a software maintenance contract for an annual fee. This service includes technical support and enhancements to the package. The current software maintenance prices are \$9,000 per year for the VSE version and \$10,000 per year for the MVS version.

If necessary additional days of onsite support may be purchased for \$400 per day plus expenses.

NOTIS USERS
(April, 1985)

<u>User</u>	<u>System</u>	<u>Applications</u>	<u>Contact</u>
Library System, Arlington County, VA 2100 14th St. N., Level G-3 Arlington, VA 22201	VSE Shared 4381 15 terminals	Cataloging & OCLC interface; (Circulation in test mode) (500,000 volumes)	Paricia Bonser Head, Tech. Services 703-558-2890
Ralph Born Draughon Library Auburn University Auburn, AL 36849	MVS Shared 3032 58 terminals	All except circulation & OCLC interface (1.3 million volumes)	Bobby E. Holloway AUL for Tech. Services 205-826-4500
Harold B. Lee Library Brigham Young University Provo, UT 84663	VSE 4341/Group 2 212+ terminals	All in 1985, incl. Circulation (RLIN interface) (2 million volumes)	John R. Taylor System Analyst 801-378-6278
Library Central State University Edmond, OK 73054	VSE Shared 4381 32 terminals	All, except circ; plus OCLC interface. (750,000 volumes)	Ron Curtis, Asst. Director for Technical Services 405-341-2980, ext. 496
Robert Muldrow Cooper Library Clemson University Clemson, SC 29631	MVS XA Shared 3081 35 terminals (800 in network)	Luis; Cataloging; Acquisitions; & OCLC interface (1.2 million volumes)	Richard Meyer Assoc. Director of Libraries 803-656-3026
Dallas County Community College District 4343 North Highway 67 Mesquite, TX 75150	MVS Amdahl V7 Shared (50 terminals)	installing 4/85	David Bartley, Manager of LRC Support Services 214-324-7788
DeKalb Library System 3560 Kensington Road Decatur, GA 30032	MVS Shared 3083	installing 4/85 140,000 titles; 500,000 volumes	Vicki Williams Automation Coordinator 404-294-6641
University of Evansville P.O. Box 329 Evansville, IN 47702	VSE Shared 4361	installing 4/85	Grady Morein Director of Libraries 812-479-2376

<u>Customer</u>	<u>System</u>	<u>Applications</u>	<u>Contact</u>
Harvard University Library Cambridge, MA 02138	VSE Shared 3083 & 4341 120 terminals	Acquisitions; Serials (10 million volumes)	Dale Flecker, Head Office for Systems Planning and Research 617-495-3724
Central Library University of Cincinnati University & Woodside Cincinnati, OH 45221	Shared 3081D 12 terminals	For data conversion only	Ellen Miller 513-475-3586
The Libraries Colorado State University Ft. Collins, CO 80523	VSE Shared 4361 19 terminals	Circulation (1,400,000 volumes)	Robert W. Burns Assistant Director 303-491-1884
Libraries University of Florida Gainesville, FL 32611	VSE Shared 3033/3081 72 terminals	All except Circ; plus Univ. of Florida OCLC interface	Jim Corey, Head Systems & Computer-based Operations 904-392-0796
University of Illinois at Chicago P.O. Box 8198 Chicago, IL 60680	MVS Shared 3081 50 terminals	Acquisitions; Serials; LUIS; (OCLC interface)	Beverly Lynch University Librarian 312-996-2716
Cunningham Memorial Library Indiana State University Terre Haute, IN 47809	VSE Shared 4361	LUIS	Edward A. Stockey, Head Systems and Research 812-232-6311
Library Montgomery College 51 Mannakee Street Rockville, MD 20850	VSE Shared 4341 65 terminals	installing 5/85	Ruth Sherrod Technical Services Room Ct. 303 301-279-5070
Pickler Memorial Library Northeast Missouri State Univ. Kirksville, MO 63501	VSE 4331	(300,000 volumes)	George Hartje Director 816-785-4526

<u>Customer</u>	<u>System</u>	<u>Applications</u>	<u>Contact</u>
Northwestern Univ. Library 1935 Sheridan Road Evanston, IL 60201	VSE 4361/Model 5 160 terminals	All plus separate word processing. (1.5 million volumes)	Jane Burke Director, NOTIS 312-491-7004
Patuxent River Central Library Building 407 Patuxent River, MD 20670	MVS Shared 4 terminals (100+ planned)	All & OCLC interface (125,000 volumes)	Suzanne M. Ryder Director 301-863-1930
State Library of Pennsylvania Box 1601 Harrisburg, PA 17105	MVS Shared 3081 D	LUIS; Cataloging; Serials; Acquisitions (960,000 volumes by 7/85)	David R. Hoffman, Director Division of Library Services 717-783-5968
Information Center Shell Oil Center 1500 Old Spanish Trail Houston, TX 77024	MVS	---	Keith Hall 713-795-1426
University of South Alabama Mobile, AL 36688	VSE Shared 3081 19 terminals	All except authorities and circulation (200,00 volumes)	Patricia Ramage Automation Librarian 205-460-7021
Tulsa City-County Library System 400 Civic Center Tulsa, OK 47103	VSE Shared 4341/Grp 2 45 terminals	Circ; Cataloging; Acquisitions Serials; LUIS; (OCLC interface) (600,000 volumes)	Ruth Blake, Chief Technical Services 918-592-7929
Jean & Alexander Heard Library Vanderbilt University Nashville, TN 37203-5601	SSX (VSE) 4361-4 100 terminals	All & OCLC interface (1.5 million volumes)	Flo Wilson Asst. Director for Systems 615-322-7374
Washington University Libraries Lindell & Skinker Blvds. St. Louis, MO 63130	VSE Shared 4331/Grp 2 22 terminals	Cataloging; LUIS (1.1 million volumes)	Otha Overholt, Director Tech. Services & Data Proc. 314-889-5400

<u>Customer</u>	<u>System</u>	<u>Applications</u>	<u>Contact</u>
White Plains Public Library 100 Martine Avenue White Plains, NY 10601	VSE Shared 4331 6 terminals	Cataloging; Acquisitions & OCLC interface; (Circulation in fall, 1985)	Marie Donnelly Manager, Technical Services 914-682-4492
Wichita Public Schools Community Education Center 1847 N. Chautauqua Wichita, KS 67214	Shared 4341 (4381 7/85) 37 terminals	Cataloging; OCLC interface (1 million volumes)	Rita Mucci, Library Project Media Specialist 316-268-7711
Media Resources Center Wichita State University Box 68 Wichita, KA 67208	Shared 3081 30 terminals	All & OCLC interface (750,000 volumes)	Jasper Schad Dean of Libraries 316-689-3586
Biblioteca Nacional Av. Bernardo O'Higgins 651 Santiago, Chile	VSE	---	Rodrigo Alarcon 011-56-2-38-32-06
Biblioteca Nacional Apartado 47570 Caracas 1041-A, Venezuela	VSE 4331	Cataloging; Acquisitions; Serials Authorities; Analytics; LUIS	Jorge Fernandez Rofin Coordinator of Automation Oficina de Infomatica 011-58-2-572-3623



April 24, 1985

Ms. Jane Burke,
Director, N.O.T.I.S.
NORTHWEST UNIVERSITY
University Library
1935 Sheridan Road
Evanston, Illinois 60201

Dear Ms. Burke,

Telex is very concerned with customer satisfaction and our image in the data processing field. Your letter to Mr. George Bragg prompted a nation-wide survey of the installed TC-476L base, two primary objectives of the survey:

1. Obtain a composite view of customer satisfaction.
2. Have the local branch manager on-site to address any on-going problems.

As you are aware, this survey was conducted during the month of March, 1985. Mr. Jim Beebe, Vice President of Telex Field Engineering, would like to share the survey results with your office.

I have compiled the composite results and included copies of QSR's for your review. Forty-five individual sites were visited by the various branch managers. As you can see from the results, the majority of users are very satisfied with the Telex 476L terminal.

Since the results were more favorable than the survey conducted by Mr. Ron Curtis, I talked with several of the branch managers for their perception on customer responses and problems that might not show on the QSR form.

I found the majority of problems and dissatisfaction resulted from:

1. Missed delivery dates created many problems early in the program.
2. FE's, although trained on the 476, lacking hands-on experience promoted lack of confidence in the customer during the initial install.
3. A higher failure rate than an IBM 3178 or Telex TC-178 (to be expected since the TC-476L is both a controller and a video display, with more sophisticated circuitry than a 178 device).

Ms. Burke

Page 2

4/24/85

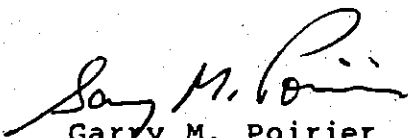
The majority of the problems were early in the program, due to start up of a new product line. Many of the users still remember the problems experienced during the initial installation. Expressing these initial frustrations to the branch managers allowed a more objective look at today's service.

Customer satisfaction is and always will be a primary concern. I feel I can safely say, with the present larger installed base and the hands on experience, the learning curve of the 476L's is now behind us.

The enclosed QSR's are "as received". Many do not have comments since the requirement was a personal, get acquainted, fact finding visit.

If you have any questions, please do not hesitate to call. I may be reached at 918-627-1111 extension 2222.

Sincerely,


Garry M. Poirier
Southwest Region Manager

GMP/nb

Enclosures

cc: J. Beebe
R. Zwick

COMPOSITE RESULTS - 476L Library QSR Program
 Conducted during March, 1985

Category	1 Completely Satisfied	2 Very Satisfied	3 Somewhat Satisfied	4 Somewhat Dissatis.	5 Very Dissatis.	6 Completely Dissatis.	Tot
1	11	24	6	0	0	0	39
2	8	27	5	3	1	0	44
3	6	6	7	1	0	0	20
4	9	24	8	1	0	0	37
5	11	20	6	0	0	0	37
6	10	9	8	2	0	0	29
7	10	23	3	1	0	0	37
8	1	9	2	1	1	1	15
9	5	26	4	3	0	0	38
Totals	71	168	49	12	2	1	45

All categories were not responded to by all individuals. For example: Item 8, in many cases, is not directly related to the end user.

gp85070.(15)

TAKE NOTIS!

Vol. 1, No. 1

January, 1985

Introduction

This first issue of a newsletter-type document has been prepared in order to foster communication between District Computer Services/Technical Services staff and the College LRC staffs in regard to the installation of NOTIS in our District. Each month's issue will bring you up to date on the status of implementation.

A timeline is currently being developed that will outline actions to be taken during the transition from AIRS to NOTIS. Working together, the transition can be smooth.

Board Approves Acquisition

The Board has approved, at its January 9th meeting, the acquisition of the NOTIS software from Northwestern University for use by the District Learning Resources Centers.

The purchase price is \$80,000. An additional charge of \$3,500 will be assessed for the optional data base loading modifications. The software maintenance after the first year will be \$10,000 per year.

License Agreement

The District is currently negotiating on the Permanent License Agreement for NOTIS with Northwestern University. It is hoped this will be completed within the next few weeks.

Software Installation

The system software will be installed on the District's Administrative computer within 90 days of the signed agreement. A tentative date of March 4-7 has been set. Once installed, testing of the system by Computer and TSC staff will begin.

Data Base Conversion

Technical Services staff is currently writing the specifications to bid the conversion of the present data base to MARC format. It is estimated that a recommendation will be made to the March Board. Once a vendor is selected, several months will be needed to complete the conversion. Best estimates are that between 75%-85% of our 185,000 monographic data base can be converted to MARC using a machine to machine conversion with a bibliographic utility. That would mean that as many as 50,000 monographic and non-print records would not be converted using this technique. Given the current staffing situation, a long term commitment is needed to convert these records to MARC. A priority listing and timeline will be developed once the types of materials are known.

Circulation

Jane Burke has recently notified me of the NOTIS position of reprogramming the circulation module to reflect the title at check-out. She states in her letter that "the cost for changing check-out to display one of the bibliographic fields (such as part of the title) is \$15,000. We are not sure that this change is a wise one. It will present problems for continuing maintenance and it will adversely affect response time. I do understand your concern about accuracy. Since your labels do not have check digits, there is a possibility for error. We will discuss this to see if we can propose an operational solution."

This is going to be a challenging situation for which we must find a long-term solution. The cost for NOTIS to make this programming change is exorbitant. Jane's points are well taken. Study is continuing for a permanent solution.

Equipment Purchases

Jim Hill has begun the process of purchasing the necessary computer hardware to install NOTIS. Plans call for a March Board approval. Among the items to be purchased are:

- 50 terminals (TELEX)
- 27 printers
- 22 wands

Data-Transmission Lines

Data transmission lines currently installed for AIRS will be replaced with coaxial cable. The replacement process will take place this summer.

TAKE NOTIS!

Vol. 1, No. 2

February, 1985

Data Base Conversion

Technical Services Staff have recommended that the AMIGOS Bibliographic Council, Inc. be awarded the bid for conversion of the present data base to MARC format. This recommendation will be made to the March Board.

Sandi Newton, Assistant Librarian Technician, has been instrumental in identifying programming needs for the conversion, creating test file data, and analyzing anticipated program output. She and Dan Ford, TSC's Systems Analyst/Programmer, have tested the programs which will select those monographic records to be sent to AMIGOS for conversion using their SHARES data base. A test tape of our records will be given to AMIGOS after Board approval to ensure that the conversion proceeds correctly. Results of the test will be analyzed and problems, if any, resolved prior to building the file for the actual conversion. The build process will be similar to that used to produce tapes for microfiche catalog production. Because of the complexity involved in this build, which entails checking and double-checking data to verify correctness, it is estimated that six weeks will be required to complete the build process. Once this is done, tapes will be given to AMIGOS for processing against SHARES.

Once the build is complete, records contained on the build tapes cannot be maintained until after they are converted to MARC and loaded into NOTIS. At that time maintenance functions will occur.

License Agreement

The District is still negotiating with NOTIS on the Permanent License Agreement for NOTIS. Completion is expected by March 1.

Software Installation

Installation of NOTIS system software has been rescheduled to April 1-4 to accommodate completion of Permanent License Agreement negotiations.

NOTIS Site Visit

Paul Dumont and David Bartley will visit the University of Florida, Gainesville, March 5-7 to get a close look at an established (since April 1981) NOTIS installation. Nolan Pope, Head, Systems and Computer-based Operations at the University of Florida, has worked closely with NOTIS systems staff in

developing enhancements of the system. The visit should provide a clearer picture for restructuring TSC workflow where needed, as well as gaining insight into daily NOTIS operations, especially from a user's standpoint. The information will be useful as TSC prepares documentation for the various NOTIS functions.

NOTIS Roadshow

David Bartley will be attending LRC peer group meetings in March to provide updates on the installation of NOTIS and to share information gleaned from the NOTIS site visit at the University of Florida. The schedule of meetings is:

Thursday, March 14	Acquisitions	1:00	PSC
Monday, March 18	Reference	9:00	EF
Tuesday, March 19	Circulation	9:00	EF

Words From Cataloging

With conversion projects assuming high priority, several questions have come up about "What is the Cataloging Department doing now, and who does it?"

Ann Donovan, as well as directing the department's efforts, is working on the accuracy of search key structure in our current data base with regards to conversion. Several clean-up and correction projects are going at once in this direction.

Carolyn Thorne is keeping up with current media cataloging from the campuses while converting cataloging for media items already in AIRS for entry on OCLC in MARC format. This will enable us to use our OCLC archive tape to begin our NOTIS data base for media.

David Hobbs is working on serials records to have them ready for conversion to MARC when we have NOTIS in hand. He is also doing any correction projects that would be best done before conversion while keeping up with all new serials plus inventory problems.

Darlene Henery provides most of the new book cataloging, and takes care of interlibrary loans and McNaughtons.

All catalogers are continuing with regular duties, even as conversion projects interpose themselves. Your patience and understanding are asked for if your requests cannot be given the immediate attention they have been given in the past.

Bids For Wands

Wands will be replaced at all LRCs and TSC as part of installing the new system. Bids from several companies were received on February 20, and a recommendation was made for Recognition Equipment, Inc. wands.

TAKE NOTIS!

Produced by the Technical Services Center Dallas County Community College District

Vol. 1, No. 3

March, 1985

Bid Awards

The Board of Trustees approved the following bids at their March 5, 1985 meeting:

1. To AMIGOS Bibliographic Council, Inc., for conversion of monograph records to MARC format, ready for loading into NOTIS.
2. To Telex Computer Products, Inc., for terminals and printers to be used with NOTIS.
3. To Recognition Equipment, Inc., for new OCR wands to be used with NOTIS circulation functions.

Data Base Conversion

On March 19, 1985, a test tape of monograph records was delivered to AMIGOS. These records will be run against the SHARES data base using programs written by AMIGOS. Output will be MARC records plus various statistical reports. Results of the test should be known around April 1.

License Agreement

Signoff on the Permanent License Agreement for NOTIS was accomplished March 1.

Software Installation

Installation of NOTIS software will occur April 1-4. Pat Kavanagh, Computer Services Manager of Support Services, and Dan Ford, TSC Systems Analyst/Programmer, will assist NOTIS Systems Engineer, Ned Taeff, during the installation.

TAKE NOTIS!

Produced by the Technical Services Center
Dallas County Community College District

Vol. 1, No. 4

April, 1985

Circulation

While no firm solution has been reached regarding the need for check digits in our accession number labels [our current numbers have no check digit], several ideas have been advanced which might offer a resolution to the problem. TSC will be exploring these ideas with NOTIS and Recognition Equipment, Inc. While viewed with considerable distaste, relabeling the collection must remain on the list of options, and will be avoided unless absolutely crucial to the success of the system.

Florida Trip

The visit to the University of Florida by Paul Dumont and David Bartley was worthwhile from the standpoint of seeing how NOTIS has been integrated into the daily routine of the Acquisitions and Cataloging departments. NOTIS circulation functions had not yet been implemented, but expectations were that all functions would be up by September. The trip helped give a brighter perspective to our own conversion situation and proved that site visits are important to the overall success of such a project.

Nonprint

Larry Kitchens, Gerald Kozlowski, and Paul Dumont will be visiting the University of Iowa April 10-11 to view first-hand that institution's Film Library Management System (FLMS). They will investigate the possibility of obtaining FLMS as an add-on to NOTIS to support nonprint materials booking and scheduling.

Next Month

The April issue of TAKE NOTIS! will look at parameterization and how it will affect your life...plus "Iowa Impressions".

Software Installation

NOTIS software was installed April 2-3 by Ned Taaffe, NOTIS Systems Engineer. Accompanying Ned was Randy Menakes, newest addition to the NOTIS systems staff. Circulation software was not installed; the new release will be coming in May and will be loaded then. Two spare Memorex 1377 terminals have been loaned to TSC by Computer Services until the new Telex terminals arrive. Staff will begin becoming acquainted with NOTIS files and their creation, i.e., acquisitions and cataloging, and file structure.

NOTIS Circulation: Relabeling

Avoiding relabeling of materials has been an objective of all parties concerned with the switch to NOTIS. Many hours of thought and consultation with Recognition Equipment, Inc. and NOTIS staff, particularly Bruce Miller, have been consumed in the search for an alternative to relabeling. Because our present accession numbers have no check digit, and because title information will not echo back onto the screen in NOTIS, there is concern about verifying the accuracy of wand read numbers. [It should be pointed out that check digit verification was not available for OCR from Recognition until 1978.] To avoid a massive relabeling project, the following mode of operation is being recommended by TSC staff for approval by LRC staff (Library and Media Directors, Deans of Educational Resources):

To coincide with the change to NOTIS, commercially produced OCR labels containing a check digit will be affixed to all new and reprocessed materials. New accession numbers will also contain 11 digits, but begin with a 2 and be preceded by the alpha C. Because NOTIS software does not allow the simultaneous use of numbers with and without check digits, which will be our situation, the value in the table affecting this part of the software will be set so that it [NOTIS software] does not do any check digit verification. The new Recognition Equipment wands will, at the point of charge, "strip off" the A or C preceding the accession number, and, after performing check digit verification on "C" numbers, transmit only the 11 digits to NOTIS software. NOTIS software will respond with the appropriate action (charge completed, etc.) and allow the person at the circulation desk to print a date due slip to verify that the correct book was checked out to the correct patron. NOTIS

software will read only 11 digits and do no check digit verification, regardless if the transaction is wanded or keyed manually or regardless of the leading alpha in the accession number.

Printing date due slips will allow immediate verification of the transaction. Each LRC will have the option of printing date due slips, and identifying situations or types of materials where slips would be required. The printing of date due slips will allow for use of our old and new accession numbers. It is a given that all materials will eventually carry new labels containing check digits; but any relabeling projects need not be done at breakneck speed to accommodate the switch to NOTIS. Being able to retain the current accession number through data base conversion will be of immeasurable help to TSC and AMIGOS.

After all - or the vast majority of - materials have new labels, the table value in the NOTIS software will be changed to have NOTIS perform check digit verifications on all accession numbers. LRCs could continue to print date due slips as a means of visual verification, or discontinue the practice according to their needs.

Having labels commercially produced will improve readability of numbers by the new wands, thereby reducing wand errors substantially and underscoring the integrity of the NOTIS system. Additionally, NOTIS produces a daily operations report for each terminal involved in circulation transactions, thus providing added insurance for backing up the various circulation activities.

Training

Even though NOTIS software (except circulation) has been installed, formal training cannot occur until our data base is mounted on the system. That will happen sometime in July, according to TSC's best estimates. July 22 has been tentatively set as the starting date for training TSC staff. Training of LRC staff will occur just prior to the switch to NOTIS, now estimated as January, 1986. Prior to this, NOTIS user documentation will be created and/or obtained and customized for DCCCD use.

Vendor File

The NOTIS vendor file has been purchased for use by Acquisitions staff. The file will not be loaded until the data base is in place later this summer.

Portable OCR Terminal

A Digitronics Porta Scan portable OCR terminal has been ordered on approval for a demonstration of its application to various situations such as inventory and system back-up.

Visit To The University of Iowa

Larry Kitchens, Gerald Kozlowski and Paul Dumont visited the University of Iowa Audiovisual Center to evaluate the Audiovisual Library Management Systems (ALMS) and Film Library Management System (FLMS).

An extensive two-day orientation of the systems was provided by the audiovisual and computer staffs. The systems are very impressive. More study is needed to consider if these systems meet our needs and if our district will be able to provide the necessary support. The ALMS system is an updating of the current FLMS system. Iowa has chosen DL-1 as the database file structure; however, our district does not currently support this system. Another factor is that NOTIS is supported with VSAM file structure. The FLMS system is also supported by VSAM.

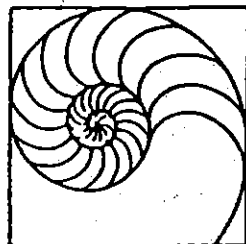
More study will be needed on the alternatives to provide a non-print system for our LRCs.

Parameterization

The look at parameterization and its effect on your work life will have to wait a month or two. Delays in receiving documentation from NOTIS and in setting up temporary terminals in TSC correspondingly delayed any use of the test files. Both the documentation and the terminals have now been received, and work with the test files has begun.

INTERNAL RUMBLINGS

MAY 1984



LRC UPDATE / by Alice F. Permenter

Well! It's been awhile. Profuse apologies are offered from your editor. Hopefully, we will be back on schedule with this issue and can resume monthly publication.

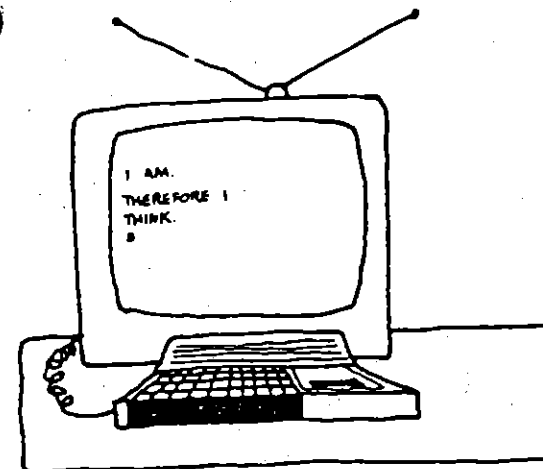
This issue, which covers about three months, includes a selection of impressions from Library staff on the NOTIS database system demonstration held in the Library on 23 February 1984. Overall impressions of the system were favorable to ecstatic.

Also in this issue are reports from Lois Bebout and Will Caine on workshops attended. Lois has submitted two reports; one on Information Resource Management, and one on How To Hire. Will reports on the RTSD Regional Institute on Nonbook Materials.

Coming up in our next issue we will have reports from those staff members who attended the 1984 Annual Texas Library Association Conference in Corpus Christi. (Those who attended should start preparing reports now.)

Original artwork for this issue was provided by our multi-talented Reference staff member, Linda McGovern. Linda has also been the creative force responsible for the attractive bulletin boards on display in the Reference area the past several months. Thanks for making our lives brighter, Linda.

Typography and layout for this issue were provided by Janet Armstrong with minimal assistance and direction from your editor. Thanks to Janet.



NOTICING NOTIS; OR SOME THOUGHTS ON THE RECENT ON-SITE DEMONSTRATION OF THE NOTIS SYSTEM

On Thursday, February 23rd, the SWT University Library staff were treated to an on-site demonstration of NOTIS, the integrated library system developed by Northwestern University. Jane Burke and Peggy Steele, NOTIS representatives, began the first demo at 10:00 a.m., explaining inner and outer workings of the system, presenting some impressive background, and answering a multitude of questions along the way.

NOTIS (Northwestern Online Total Integrated System) is a software package which has been developed and used by Northwestern University Library since 1970. The system is currently in use by 13 libraries in the United States (with 2 additional libraries awaiting installation this year) and by 1 library in South America (another SA library scheduled for this year). Unfortunately, none of the U.S. libraries are in Texas.

Overall impressions of the system were favorable to extremely enthusiastic. Some staff members were encountering an integrated system for the first time so the on-site demo was well-appreciated. The following are impressions from a few staff members:

-- from Carl Guerrero in Reserve:

I found the NOTIS software package to be a useful tool for the library in the future. Although I was only able to view the NOTIS system in the morning session, the features I saw looked very impressive.

One of the main features was the response time, which seems to be one of the main problems with the DEC-10 system. The ability of the NOTIS system to transfer from one program to another in a moment's time without a waiting period is ideal for the Circulation Department. Time is an important factor when you have 5 to 10 patrons who meet you at the counter with different inquiries which refer to the DEC-10.

Another interesting feature was the browser use which could be useful for the Reserve Desk, indicating which books might be more popular for possible closed shelf use instead of open shelf.

The speaker was only able to elaborate on the circulation program for about 15 minutes, however, the programs she pointed out looked efficient and effective for our needs.

-- from Beth Stenberg in Reference:
Members of the Reference staff attended the NOTIS demonstration on February 23rd and were impressed by the system's capabilities. Especially interesting to those of us in public services, of course, was the LUIS (Library User Information Service) component which presents bibliographic, location, and holdings information directly to library patrons.

- Some of the more intriguing possibilities:
- the capability of accessing library holdings from a variety of physical locations, even from departmental offices via dial-up phone access;
 - subject access using LC subject headings which are presented in "menu" form from which a choice can be made; e.g., typing s=costume gives a list of LC subject headings beginning with that word, enabling the user to choose the appropriate term. The list is numbered; to continue a search the user needs only to enter the desired number to get a list of books indexed with term;
 - display of titles under a given heading in reverse chronological order, with more recently published items appearing first;
 - inclusion of cross-references;
 - the possibility of providing printers to allow users to make copies of their search results;
 - the capability of including all serials holdings information, including just-received current issues from the moment they're checked in;
 - searching in natural language, with help screens and prompting messages displayed;
 - searching by keyword and Boolean logic, as this capability is developed by NOTIS;
 - display of brief bibliographic records (i.e., author, title, imprint, edition, series, subject heading(s), locations, and call numbers for monographs) for the LUIS component with the capability to display the full MARC record in the technical services mode;
 - information about on-order and in-process items displayed on the screen--faculty involved in departmental ordering would love this feature;
 - circulation status information; patrons can ascertain from the terminal whether an item is on the shelf or checked out.

The possibilities for enhanced reference service presented by an integrated system such as NOTIS for outweigh any qualms about patrons' "computer phobia." Staff at Northwestern University Library found that users needed relatively little help adjusting to the terminals themselves. In fact, the new access medium prompted more questions about optimum search strategies, and presented more opportunities for bibliographic instruction than did the card catalog.

Reference librarian, Jean Hartmann, was in Tulsa over spring break and visited the Tulsa City-County Library which has recently acquired NOTIS. This Library plans to have 45 terminals by July, most of them in technical services. All terminals at public service points will be accessed by staff only; evidently the Tulsa library feels that their large juvenile patron population makes this necessary. Tulsa has chosen not to incorporate keyword and Boolean access if these features are offered by Northwestern in the future.

-- from Ryana Wright in Government Documents:
I attended the NOTIS demonstration in the Library. This was the first time I had observed a demo of this type. There were many features presented that were very impressive. The main feature I was interested in was the ability of the system to accept any classification data needed by the particular library. This, I feel, would be a real breakthrough for the Government Documents collection in terms of easy access = greater usage of materials. Presently the SuDoc and the Texas Doc classification systems of government publications are not acceptable to the DECsystem library program. The beauty of NOTIS is that all classification systems needed could be entered and accepted by the NOTIS system, not just selected titles. In my opinion, this would be an invaluable tool for the SWT University Library patrons, and for the statistics sheet.



-- from Joan Heath in Acquisitions:
From the Acquisitions point of view NOTIS has a lot to offer. While most integrated library systems plan to include acquisition and serial control components as a part of their total system, few have actually made these functions operational. When NOTIS started out in 1970, creating a serials database was their first step. Today all monograph and serial acquisition functions are available on the system. These functions include:

- Pre-order searching
- Online creation and update of bibliographic records
- Online creation and update of order records
- Online check-in of received books
- Online check-in of periodical issues
- Open order control
- Online payment posting
- Printed products (purchase orders, lists of overdue books, claim notices, for both books and issues of serials, letters to vendors, commitment and expenditure reports).

Some other acquisition related features of NOTIS are:

The ability to handle all types of materials: firm orders (individual monographs), approval plans, gifts and exchange, periodical subscriptions, memberships and standing orders.

Online linking to OCLC. Records accessed on the OCLC terminal can be transmitted automatically to the NOTIS database without rekeying.

Numerous access points to records exist: author, title, series, added entries, invoice numbers, purchase order numbers.

Customized correspondence generation: NOTIS has over 80 messages which can be used singly or in combination to tailor a letter. Routine vendor correspondence is computer assisted.

The NOTIS demonstration attempted to cover a great amount of information in a brief amount of time. After having attended both the morning and afternoon sessions I felt saturated with information; trying to mentally plan how acquisition procedures would change with the installation of such a system. If more demonstrations of integrated systems are planned it would be helpful if a specific time was designated for discussion of acquisition and serial control systems.

Obviously the acquisition and serial control functions are only part of a totally integrated system, but the need for these functions to be operational and to have a proven experience record at other libraries is important. NOTIS is one of the few systems to fit that bill.

-- from Milynn Tate in Cataloging:

My brief overall impression of NOTIS is a very positive one. The representatives from Northwestern, Jane Burke and Peggy Steele, gave smooth presentations, promoting my attention span. After a lunch hour, holding my attention is not an easy feat!

Being a daily user of OCLC made me appreciate several features of NOTIS:

1. When a bibliographic record is created, it is immediately accessible by all depts. and by the public. One knows the status immediately (i.e., pre-ordered, ordered, received, in-process, ready for use, checked out, etc.)
2. Unlimited search characters (compared to OCLC)
3. Subject access
4. Holdings displayed
5. The fact that NOTIS is an integrated system

6. The public will be more independent, freeing up library personnel
7. Access to info from any location on campus if terminals are positioned in this manner.

My responsibilities on OCLC will possibly link directly into NOTIS or a like system eliminating the present separate step of inputting records into DEC. Thus the "Dec position" would be absorbed freeing that person(s) to function in another capacity. I see this as the most obvious repercussion in the Catalog Dept. No doubt there will be many others. I'm certain NOTIS will be a strong competitor in the marketplace and certainly a contender for the Library at SWTSU.

-- from Nita Ward in Cataloging:

It was so refreshing to see a computer system that had a fast response. I was impressed when I heard that the downtime was an average of 2 hours yearly. If so, WOW, I am for that.

I could see a lot of advantages for the Acquisitions Department. I liked the notes you could enter as to the status of the materials in processing by Acquisitions. I'm sure there would be as many advantages for the Catalog Department, e.g. subject access, with such a system our present workflow would definitely change.

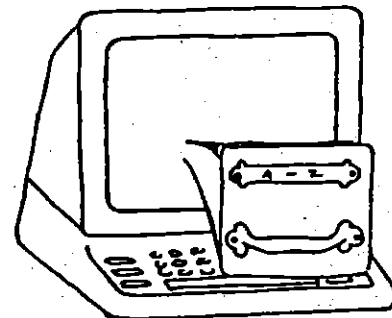
The bottom line: the cost. Another WOW.

-- from Aleene Evanicky and J.J. Childress of Cataloging:

The NOTIS demonstration recently presented to the Library was well presented, but the location and set-up of the demonstration caused some problems to the participants. The Acquisitions and Serials systems were well covered by the representatives from Northwestern U., but we would have liked to have seen more on the maintenance of the catalog and processing of monographs. Mostly we wanted more on the ways the system serves the public.

-- from Pam Carver of Cataloging:

I was impressed with the speed of response time. This is a necessary feature, since, on the whole, searching methodology in NOTIS would still be similar to that of thumbing through the card catalog as the present search techniques are limited to right truncation. Using the NOTIS system would require more sophisticated subject searching since the index screens are arranged in Library of Congress filing order. Thus, FOLKLORE--AMERICAN would not appear on the screen until after FOLKLORE--YEARBOOKS, but FOLKLORE--AMERICAN would appear well before FOLKLORE--YEARBOOKS in a subject search request for material on the heading FOLKLORE.



I personally question the appearance of the record display format in the LUIS program for public use. I understand the feasibility of such a format for Northwestern since they still have a card catalog, albeit closed. I would prefer a display in a style more like Turabian or MLA. Does the average user really understand slashes and dashes of the MARC format?

I was thrilled with the prospect of being able to make global changes, and pleased with Northwestern's planned future enhancements of authority control. Excellent subject search guidelines could be provided to the experienced user through these enhancements.

I was also impressed with the automatic functions of programs linking technical processing to the user online catalog. The present drawbacks of NOTIS are not insurmountable. For instance, lengthy topical subject heading authority guidance records could be called to the user's attention by highlighting the index line.

-- from Alice Permenter in Cataloging:
I found a number of things about the NOTIS system very impressive and have tried to enumerate as many as possible below:

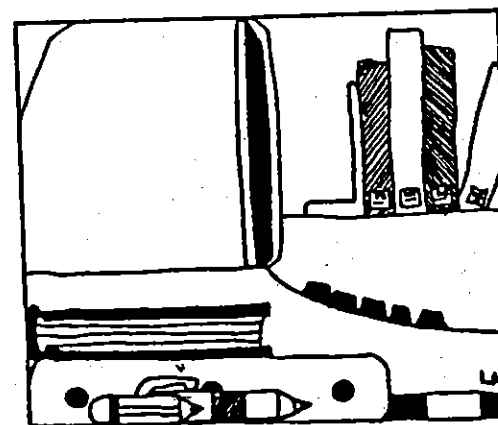
- (1) The NOTIS demonstration was done using the actual online catalog of Northwestern University. Although the response time seemed amazingly fast to me and to others on the Library staff, we were told that actual response time was even faster. The response time for the demo had been slowed by the fact that they were hooked-up to the Northwestern University Library database by dial access which will only allow a baud rate of 1200.

Most demonstrations of online systems are done using a sample datafile of about 100 records. The Northwestern University Library catalog contains 650,000 bibliographic records. In demonstrations where the vendor uses a sample datafile that is relatively miniscule compared to "real" datafiles, it is difficult, if not impossible, to tell when response time would be like in a real like situation. It is also difficult to know how well or poorly certain functions would perform.

- (2) The NOTIS system has been evolving for 14 years. This is not a new company out to make a killing in a seller's market of confused, and to some extent, uninformed buyers. The NOTIS system has been developed by library people for library use. These people speak our language. At Northwestern, self-monitoring is continuously done on the system. Research on new ideas and concepts is thorough. The development of enhancements for the system is conservative (e.g. the hesitation to leap into keyword and Boolean searching without adequate research).

- (3) The NOTIS system supports all MARC formats. To the Catalog Department this means that whatever goes into OCLC can also go into NOTIS (including, they assured us, the MARC format for machine readable data files when it "comes up" sometime next year). Cataloging likes this because it means we wouldn't need to learn two systems or two sets of standards for cataloging. Standardization is the key word here.
- (4) Downtime for the NOTIS system is practically nonexistent. The downtime at Northwestern last year was 2 hours. The discs and drives on the IBM computer used with the NOTIS software are sealed, so there is no need for preventative maintenance. Because downtime is negligible with the system, Northwestern does not need a back-up system.
- (5) The NOTIS system can be interfaced with OCLC. This means there is never a need to rekey information as is currently the case with the DECsystem program. The NOTIS/OCLC interface is terminal to terminal so that the bibliographic records may be transferred directly.
- (6) The self-charging system for patrons was unique. This idea has all sorts of possibilities. The novelty and convenience of such a service would probably make this appealing to patrons.
- (7) The "item not charged" feature in the NOTIS system has exciting possibilities. At long last, a library would be able to capture the most elusive of all library statistics: What library items receive use but are not checked out? Using this "item not charged" feature would be relatively simple. Circulation staff would only need to run each item left on the tables on each floor through a discharge scanner in order for the computer to create statistics on items used but not circulated.

-- in conclusion from Lois Bebout of Administrative Services:
The NOTIS/LUIS demonstration was the first of four or five that are planned as the Library continues to look at integrated systems. Ms. Burke pointed out to us the necessity of keeping informed about the numerous changes which are taking place in



most of the systems and agreed to talk with us on a continuing basis about the progress of the Index Design and other features being upgraded. Also, she suggested that we might want to arrange to dial up the system on our own from time to time to perform searches of the database and, thus, see the changes in action. We expect to take advantage of both offers.

FOCUS LEARNING TOOL

The first set of questions are on author, title, series and subject access for monographs in the public services module (LUUF)

- 1-What is the number of books ^{in FOCUS} that has been written by Helen Yura?
- 2-Where are these titles located?
- 3-How many books are listed under the medical subject Cardiology -- popular works?
- 4-Of the titles listed under this subject heading, how many are in the HCL?
- 5-How many books are listed under the title Current Problems in ...?
- 6-How many of these books are in the HCL?
- 7-Under the medical subject Exercise Therapy (no subheadings), how many books are found?
- 8-Where are most of these books located?
- 9-What book is located in two libraries?
- 10-In the HCL's collection, what is the call number?
- 11-How many entries are listed under the series Progress in Clinical and Biological Research?
- 12-How many different libraries are these entries located in?
- 13-Under the Library of Congress subject heading Exercise Therapy, how many books are found?
- 14-Under Emil Smith's book, Principles of Biochemistry, Mammalian Biochemistry, 1983, list the medical subject headings.
- 15-Where is this book located?
- 16-Under the medical subject Veterinary Medicine -- indexes, how many entries are listed?
- 17-What is the title of William F. Enneking's most recent book/and when was it published? (in FOCUS)
- 18-How many volumes does this book have?
- 19-How many books can be found under the series Pub (National League for Nursing)?
- 20-What is the title of the first publication listed under this series?
- 21-Type in T=heart. If you wanted a book entitled Heart in Hypertension, which number would you select from the guide?

The second set of questions pertain to journals found in the public services module (LUUF)

- 1-How many subscriptions to the journal Lancet does the University of Florida have?
- 2-Where is this journal located?
- 3-For Lancet, what current issues are found in the HCL?
- 4-How often does this title come?
- 5-What are the holdings of the HCL for the Journal of Molecular Biology?
- 6-What is the last issue received?
- 7-For this and the majority of the HCL's journal titles, what is the message found on the FOCUS screen that describes the location of the holdings?
- 8-What is the medical subject heading for Nursing Times?
- 9-For the following titles, note what is at the bindery (Answers may vary or be nonexistent. For example, no material may be at the bindery):
 - Journal of Environmental Pathology and Toxicology
 - Lancet
 - New England Journal of Medicine
 - JAMA
 - Acta Radiologica Diagnosis
 - Southwestern Veterinarian

The third set of questions pertain to information found about journals in the technical services module (LTHC). If you need assistance, contact one of the librarians. You need to call up the order record (DORD 1 on holdings screen)

- 1-For the following titles, note the date of a claim or when material was sent to the bindery. Answers may vary or be nonexistent. The information is found in the N or note line under the MD or modification date.
 - Journal of Environmental Pathology and Toxicology
 - Lancet
 - New England Journal of Medicine
 - JAMA
 - Acta Radiologica Diagnosis
 - Southwestern Veterinarian
- 2-Find the date that the last issue of the Journal Brain was checked in (MD or modification date on R or receipt line)
- 3-For this journal, what is the claim period?
- 4-When will the next issue be listed for claiming (AD or Action Date on the R line)?

The final set of questions are samples of the kinds of questions patrons will ask.

1-A patron wants to find out the volume, date and page of a journal article by Laurence Hartley. Can he or she use FOCUS to determine this information?

2-A patron wants the call number for James M. Parr's book, Pioneer surgeons of Women's Hospital published in 1957. Can he or she use FOCUS to determine this information?

3-A patron wants the September, 1982 issue of Consultant. Can you tell by using FOCUS if the library has that issue and, if so, where it is located?

4-Where would you send a patron to locate an issue of Nursing Mirror?

5-A patron is attempting to locate a journal called Surgery. When you type in t=surgery, you get a display of 23 entries. Which number would you select to find the journal?

6-Can you tell from FOCUS whether or not the HCL has the 1979 volume of the journal Headache?

Central State University Online Card Catalog Exercise



1. Find the first book listed under the title The Red Badge of Courage on the CSU Online Computer Catalog. Give the call number for this book: _____

2. Look up the author Stephen Crane on the online computer catalog. Give the title of the first book Crane has written and its call number.

3. Find a book on the online computer that is a criticism and interpretation of Stephen Crane's work. What is the title of the book? _____

Write the book's call number. _____

4. Look up the subject of bravery on the Online Card Catalog. If a listing is not given, use the Library of Congress List of Subject Headings book, that are located near the card catalog. Look up the subject bravery in the LC List of Subject Headings. To what subject does it refer you? _____

5. Using the online card catalog:
Locate the Subject courage. Give a title of the first book listed under that subject. _____ What is its call number? _____

You may want an older book on the subject of courage. Look in the card catalog. Write down the title of the 1st book on the subject courage. _____ What is its call number? _____

Pick an author of your choice in your academic area. Find a book written by this author on the online computer. What is the title of the book?

Give its call number _____

Choose a title of a book in your academic area. Look it up on the online computer. Who is the author? _____

What is the call number for the book? _____

9. Pick a subject area that interests you. Look it up on the Online Card Catalog.

If there are subject subheadings for the subject you've chosen, list the

Subheadings: _____

What is the title of a book under the subject you've chosen? _____

Who is the book's author? _____

What is the book's Call number? _____

What is another subject heading word you could use to find more books on the same subject? _____

10. Look up as a subject a person of your choice. What person did you look up? _____

What is the title of a book you found on this person? _____

When was the book published? _____

What is the books Call number? _____

On what floor of the library is the book located? _____

(The Library Locator Sign across from the circulation desk lists the location of different library materials).

A. "CSU-Growing with you"

Music
Up Music
Down Music
The Central State University

B. Books

Library presents this slide program to help you find books in the library. (Stop music).

C. Card Catalog

Have you noticed recently that there are some changes in using the card catalog at the Central State University Library?

D. Card Catalog
"Y'd" out

Now, it's no longer possible to find all of the books you need from the CSU Library by looking in the card catalog.

E. Online Computer
Catalog and Librarian

The Central State University Library has a new online computer catalog that lists the newest books and other materials in the library. The online computer catalog updates the card catalog and will eventually replace it.

F. Introduction Screen-
online catalog

The online computer catalog is very easy to use. For an introduction on how to use the online catalog, just read the instructions on the screen.

This first screen tells you that you can search the online catalog by the title, by an author's last name, or by a subject. It isn't necessary to clear the computer screen. You can type your request immediately. If the computer does not work, press the reset button on the left. The term paper topic of "food marketing" is chosen for the computer search.

G. "t=food marketing"
screen

A title search is tried first. To begin, type in "t" (for title) equals and the title for the book that is to be searched: food marketing. This title request appears at the bottom of the screen.

H. Title screen-
Food Marketing

When the enter key on the right side of the computer is pressed, this index screen with two book titles appears. The book Food Marketing by Lawrence Darrah (born in 1915) is the first book title listed. But, a second book with the title Food Marketing, written in 1979, is also given.

To find more information about book number two by Barry Reece, type in a number two. This two appears at the bottom of the screen.

I. Title Card-
Complete entry

When the enter key is pressed, this complete screen appears. T equals Food Marketing is the request at the top of the screen. The author's name, "Reece, Barry L." is given. The next line has the title of the book, Food Marketing and the author's name is repeated. The book was published in New York by the Cragg Division of McGraw Hill in 1979. The book has 5 preliminary pages, is 202 pages long and has illustrations. It is 28 cinometers tall. The book is in a series.

J. Subject Headings
and Holdings area.

The online catalog then lists the book's three subject headings: Grocery trade-- Vocational guidance; Food industry and trade-- Vocational guidance and marketing--Vocational guidance. You can find other books by looking up these related subjects.

Under "Holdings in the Central State University Library," notice that the book is located in the "coll." or collection on the 2nd or 4th floor. Other abbreviations that might appear in this area instead of "coll." are "ref" for reference books on the first floor, "per" for periodicals or magazines on the 3rd floor and "docs" for government documents on the third floor of the library. If you are unsure of an abbreviation, check with the librarian.

The book's call number is HD 9320.5. R43 c.1. Write down the call number as it will help you to locate the book.

K. Author card-
"a=reece"

To find out what other books, Barry Reece has written, an author search is tried on the online catalog. To start the author search, type a (for author) equals "reece", the last name. If an author's first name is known, space and type it also.

When an author's last name is a common one-as "Smith," there are nearly 2,000 entries. You can see all of the names by typing "m" for more after each screen and pressing enter. But, in this case, it's helpful to know a first name.

L. "Reece"-author
screen

After typing "a=reece" and pressing enter, the titles of these books written by people with the last name Reece appear. There are 3 books written by Barry Reece.

If you decide that you would like to know more about any of these books by Reece, just type the number of the book in which you're interested and press enter. The complete record for that book and the call number then appears on the screen.

M. Subject headings

The last and most common way to look for a book is by the subject. Subjects are on the online computer catalog from 1976 to date.

N. Cartoon of
LC Subject Headings

You may look on the online catalog and find a list of books on your subjects. Shakespeare and Fitzgerald-given in this example-but not find anything at all for "crime and punishment." That subject is not on the online catalog. What may be happening is that you're using one word for this subject and the online catalog is using another.

O. Library of Congress List of Subject Headings

If that occurs, use the Library of Congress List of Subject Headings. These red books and an updated microfiche list are located near the online catalog. Library of Congress Subject Headings are a list of all the subject headings used in making up the library online and card catalog. By looking through the red books, you can figure out what heading is being used for your topic. In the previous example of "crime and punishment," Library of Congress uses the word "punishment" as a subject and "crime" as a separate subject.

P. Library of Congress Subject Heading-
"Soft drink industry"
example

Here is an example from the Library of Congress List of Subject Headings. The topic chosen, "soft drink industry," is in bold print. This means that the library catalog does use this word as a subject. Notice that there is a list of words with symbols under the heading "soft drink industry."

The symbols "sa" to the left of "Bottling," located right below "soft drink industry" mean "see also." So, "Bottling" is also an accepted subject heading used in the catalog. "Bottling" is listed as another word to help you find specific books related to the soft drink industry. "Wages--Soft drink industry" can also be used as a subject.

The next word in the list, "Beverages," has a double x out at the left side. This is also a catalog subject heading that's related in meaning to "Soft drink industry." However, it is more general than the word, "Bottling."

The last word on the list, "colas," has an "x" out at the left side. This means that "cola" is not used in the catalog. Use the word "soft drink industry" instead.

If you have any problems or questions using the Library of Congress List of Subject Headings, just talk with a librarian at the information desk.

Q. Subject Search
on the online catalog.
"s=food service"

After checking the Library of Congress List of Subject Headings, the subject "food service" is chosen for an online catalog search. To enter the information into the computer, type "s" (for subject) equals food service. This subject appears at the bottom of the screen. Then press the enter key.

R. Subject headings-
"food service"

The screen that appears lists 17 subject headings under "food service". If you are in doubt as to which subject to use, start with number 1 as it is the broadest.

But in this example, subject number 6-"marketing" is chosen. So, type in a number 6. This appears at the bottom of the screen. Then press enter.

S. Subject Search
Online-Strategic Marketing in Food Service

One book appears under the subject heading of "Food Service--Marketing." The title is strategic marketing in food service. The book was published in 1980. "CS" "Coll" means that it is in the Central State University Library Collection on the 2nd or 4th floor. It's call number is HD 9006.E38.

Eat! Once you have found all of the books that you want in the online catalog, how do you find out where these books are located in the library?

Well, to find the book, copy down all of the letters and numbers written after "coll" on the online catalog. In this case, you would write ED 9006. E38. This is called a Library of Congress Call number.

T. Library Locator Sign

So, after you have copied the book's call number, how do you figure out which floor has the book? Simple! Just look at the library locator sign that is on the wall across from the first floor circulation desk.

- Use only the first letter of the book's call number. In the case of "HD," that would be "H." Then, find this letter on the library locator and note which floor has the "H" area.
- U. Library locator-
LC on 4th floor
- V. Call number E 748.A15A293
on book spine
- W. Library locator-
B,H,K,L-2nd floor
- X. HD range-
second floor
- Y. Circulation Desk
- Z. A
cartoon
- Z1. Book being pulled from shelf
- Z2.. "For adventurous browsing"
cartoon
- Z3. Cartoon
- The library locator states that these Library of Congress Letters are on the fourth floor. Each letter represents a different subject area. For example, "P" represents literature and "Q" science.
- This is a Library of Congress call number on the spine of a book on the 4th floor. There is a letter "E" on the top line. The number seven hundred and forty eight is on the second line. An alphabet and number is on the third line. Every book has a different call number.
- The library locator further states that the subject areas B,H,K and L are on the second floor. "B" is religion. "H" is social science and business. "K" is law and "L" is education. Since the call number HD 9006.E38 starts with an "H", that book is on the second floor.
- Once you have the call number and have used the library locator sign, finding a book is easy. Using the example of HD 9006.E38, go up to the "H" area on the second floor. Books are arranged alphabetically (H, HA, HB, etc.) and then numerically HA1, HA2 on the shelf. By observing the shelf labels at the end of each range of books, you can find the area in the "H" section where "HD" is shelved.
- Browse through this "HD" section on the second floor until you reach the number you are looking for: HD 9006. 9006 is read as nine thousand and six. The third line .E38 will distinguish this particular book from any other book with the call number HD 9006. Then, pull the book from the shelf!
- If you find books you want to check out, stop at the circulation desk which is located on the first floor of the library. Material put on reserve by your teacher is also at the circulation desk.
- We realize that when you first come in the library that you may have a lot of questions.
- In this slide presentation today, we hope that we've answered some of your questions and that you can find the books that you want by using the online catalog and can locate the books and other materials on the shelf. If you have any questions, just stop at the 1st floor information desk.
- (Music low)
The Central State University Library is a good place to find information for a term paper—
- Or for just adventurous browsing in a good book, Visit the Central State University Library soon!
- Up Music
Down Music
Music continues 2 minutes
Stop music