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 -- i.e., 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 NOTISies. Please add to your list: Customer: Jean and Alexander Heard Library, Vanderbilt University, Nashville, Tennessee 37235-5601. System: 3661-4, 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 ($3.563 per label) for an order of 50,000 labels. This compares with $30.50 per thousand ($3.050 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 15 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 5, 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 Neve both talked with the staff at Loyola.

Jim traveled to Arlington, Texas, for a demonstration at the Arlington Public Library on March 25. 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 aching 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' Ann so is this rhyme I got the blues I got the bar codin' blues I got the mismatched, back aching 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 (4/85)
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 could 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 beflagged 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 NOTIS 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 catalog introduced at Clemson

Suzanne Krumme, a sophomore at Clemson University.

The library user information system, called LUTS, is a part of the building's main computer. The library has 600,000 volumes, plus 10,000 magazines, and the computer system allows users to search the library's holdings, use the catalog from any computer on campus, and access information on the Internet. The library also offers a variety of other services, such as research assistance and technical support.

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ATTN: FE Headquarters Operations

TELEX COMPUTER PRODUCTS, INC.
6422 E. 41st Street, Tulsa, Oklahoma, 74135

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6422 E. 41st Street, Tulsa, Oklahoma, 74135
LITA TO HONOR JIM AAGARD 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.

NORTHEASTERN 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 issue 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 LI560 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,
LUHS 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 (LI670) 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
different 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 the setting up of the due date 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.

- 4 -

- 5 -
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, hiking, 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 Taffe 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 Aasgaard, 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 AGLA 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.

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 "C" 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. 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.

March 25, 1985
Northwestern University Library
Update of Item Record Locations when Copy Statement Location is Changed

START

IS THERE TEMP LOC?
NO
ON DI

IS THERE DEPT LOC?
YES

IS NEW SAME AS DEPT?
NO

CLEAR TEMP LOC

IS ITEM CHARGED?
NO

IS ITEM CHARGED?
YES

MOVE OFF L OC TO TEMP

SET CIRC REVIEW FLAG

DONE

NORTHWESTERN UNIVERSITY LIBRARY
INFORMATION SYSTEMS DEVELOPMENT
January 14, 1985

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.


Northwestern University
University Library
1935 Sheridan Road
Evanston, Illinois 60201
312-403-8001 491-7004
<table>
<thead>
<tr>
<th>User</th>
<th>System</th>
<th>Applications</th>
<th>Contact</th>
</tr>
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<td>All plus separate word processing. (1.5 million volumes)</td>
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<td>MVS</td>
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<td>MVS</td>
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<td>David R. Hoffman, Director</td>
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<td>Keith Hall</td>
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<td>Tulsa City-County Library System</td>
<td>VSE</td>
<td>Circ; Cataloging; Acquisitions Serials; LUIS; (OCLC Interface); (600,000 volumes)</td>
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<td>400 Civic Center</td>
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<td>Vanderbilt University</td>
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<td>Nashville, TN 37203-5601</td>
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<td>100 Martine Avenue</td>
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<td>Wichita Public Schools</td>
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<td></td>
<td>Media Specialist 316-268-7711</td>
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<td>1847 N. Chautauqua</td>
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<td>(1 million volumes)</td>
<td>Jasper Schad, Dean of Libraries 316-689-3586</td>
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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 a sequential and a video display, with more sophisticated circuitry than a 178 device).

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

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

**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 $85,000. 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 the 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 not 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.

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.

Several Library Technicians have contributed significantly to identifying programming needs for the conversion, creating test file data, and analyzing anticipated program output. Dan Ford, TSC's Systems Analyst/Programmer, has 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 this test will be analyzed and problems, if any, will be 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 the build, which includes 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 tape cannot be maintained until after they are converted to MARC and loaded into NOTIS. At that time maintenance functions will resume.

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 Dumas and David Bailey 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 staff...
developing enhancements of the system. The visit should provide a clearer picture for restructuring TSC workflow, as well as gaining insights into the system from a user’s standpoint. The information will be used to prepare documentation for the various NOTIS functions.

**NOTIS Roadshow**

David Bartley will be attending this week’s roadshow to provide information gleaned from the NOTIS site visit for librarians in Florida. The schedule of meetings is as follows:

- Thursday, March 15: Acquisitions
- Monday, March 19: Circulation
- Tuesday, March 19: Circulation
- Thursday, March 19: Reference

**Words From Cataloging**

With conversion projects assuming high priority in 1984, questions have come up about “What is the Cataloging Department doing?”

Ann Donivan, 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 on at this time, in this direction.

Carolyn Thorn 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. 01/17/85.

We are in the process of using our OCLC records to bring the card catalog base up to date. Carolyn’s and David Hobbs is working on serials records to have them ready for conversion to MARC when we have needed material. Any correction projects that would be best done for conversion while keeping up with all new serials plus inventory.

Darlene Henery provides care of interlibrary loans and Cataloging.

All catalogers are continuing with their conversion projects, including an understanding of the system, as well as a quick response to any requests that would require immediate attention. (They have been given the list.)

**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 SHARE 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 Taiff, during the installation.
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 18-11 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".

TAKING NOTIS!

Produced by the Technical Services Center
Dallas County Community College District

Vol. 1, No. 4

April, 1985

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 field 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 wand 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 reports operation 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 DCCC D 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 Digistronics 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.
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.

NOTING 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 "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 that 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 in 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), LC LUIS locations, and call numbers for monographs) for each 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 our patrons' "computer phobia." Staff at Northwestern University Library found the new access medium to the terminals easy to themselves. In fact, the new access medium, which prompted more questions about optimum search strategies, 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 SWU Library patrons, and for the statistics sheet.

-- from Joan Reath 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 short 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 allafeet, and by the public. One knows the status immediately (i.e., pre-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 SWTU.

-- 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 received, 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 in such a format for Northwestern since they still have 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 inexperienced 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 authority heading 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" datafile, it is difficult, if not impossible, to tell when response time would be like in a real like situation. Is response time would be like in a real like situation. Is response time would be like in a real like situation. Is response time would be like in a real like situation.

(2) The NOTIS system has been evolving for 14 years. This is not a new company out to make a killing in the 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 NOTIS system. Research on new ideas and concepts is thorough system. Research on new ideas and concepts is thorough.

The development of enhancements for the system is conservative (e.g. the hesitation to lean too heavily on 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 (in a format, 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 don'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 disc 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 in 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 (LUIF).

1-What is the number of books/what 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?


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. Ennekings most recent book and when was it published?

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?

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

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 JANA Acta Radiologica Diagnosis Southwestern Veterinarian.

The third set of questions pertain to information found about journals in the technical services module (LTSC). If you need assistance, contact one of the librarians. You need to call up the order record (SORD 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 JANA 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)?
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 N. 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 *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 GSU 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 3rd 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. "CUT-Growing with you"
B. Books
C. Card Catalog
D. Card Catalog "T"d out
E. Online Computer
   Catalog and Librarian
F. Introduction Screen-
   online catalog

G. "t=food marketing"
screen

H. Title screen-
   Food Marketing

I. Title Card-
   Complete entry

J. Subject Headings
   and Subdivisions.

Music
Up Music
Down Music

The Central State University

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

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

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

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

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.

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

When the enter key on the right side of the
cpmer is pressed, this index screen with
two book titles appears. The book Food Marketing
by Lawrence Darrah (born in 1935) is the first
book title listed. But, a second book with
the title Food Marketing, written in 1978, is
also given.

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

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, "Darrah, Larry 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
Drey Press Division of Mcgraw Hill in 1979. The book has
3 preliminary pages, 302 pages long and has
illustrations. It is 22.6 centimeters tall. The
book is in a series.

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 "buildings in the Central State University Library." Notice that the abbreviations in the "call" or collection on the 3rd or 4th floor. Other abbreviations that might appear in this area instead of "call," are "ref" for reference books on the first floor, "parec" for periodicals or magazines on the 3rd floor and "doca" 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 9205.5. 363 r.1. Write down the call number as it will help you locate the book.

To find out what other books, Harry Pearce has written, an author search is tried on the online catalog. To start the author search, type a (for author) equals "pearce," 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 "pe" for more after each screen and pressing enter. But in this case, it's helpful to know a first name.

After typing "pearce" and pressing enter, the titles of those books written by people with the last name Pearce appear. There are 3 books written by Harry Pearce. If you decide that you would like to know more about any of these books by Pearce, 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 appear on the screen.

The last and most common way to look for a book is by the subject. Subjects are in the computer catalog from 1974 to date.

You may look on the online catalog and find a list of books on your subject. Shakespeare and Fitzgerald are given in this example. You may find something 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.

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

Here is an example from the Library of Congress List of Subject Headings. The topic chosen is "soft drink industry." This is 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.

In the example, the word "beer" to the left of "malt" is located right below "soft drink industry" as "soft drink industry." Beer is also. The word "malt" is also an accepted subject heading used in the catalog. The word "malt" is located as "soft drink industry". The word "malt" can also be used as a subject.

The next word in the list, "beverages," is a double x to the left side. This is also a catalog subject heading that's related to meaning in "soft drink industry." However, it is more general than the word, "malt.”

The last word on the list, "cola," has an "x" on the left side. This means that cola is not used in the catalog. To 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.

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 "fo" for subject "food service." This subject appears at the bottom of the screen. Then press the enter key.

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.

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. "fool" means that it is in the Central State University Library Collection on the 3rd or 4th floor. It's call number is HD 9080.3 82.

But! Once you have found one of the books that you want to use in the catalog, you do you find not where these books are located in the library.

Well, to find the book, copy down all of the letters and numbers written after "call" on the online catalog. In this case, you would write ZZ 9206.820. This is called a Library of Congress Call number.

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.
U. Library locator: LC on 4th floor

V. Call number E 748.A15A493 on book spine

W. Library locator: N.K.K.L on 2nd floor

X. ND range: second floor

Y. Circulation desk

S. A cartoon

21. Book being pulled from shelf

22. "For adventurous browsing" cartoon

23. Cartoon

The only the first letter of the book's call number. In the case of "LC," that would be "L." Then, find this letter on the library locator and note which floor has the "L" area.

The library locator states that these Library of Congress letters are on the fourth floor. Each letter represents a different subject area. For example, "F" 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 of Congress further states that the subject areas "R, X, and L" are on the second floor. "R" is religion. "X" is social science and business. "K" is law and "L" is education.

Since the call number is 748.A15A493, it starts with an "E," 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 ND 906. E8, go up to the "N" area on the second floor. Books are arranged alphabetically (N, M, B, etc.) and then numerically (1, 2, 3) on the shelf. By observing the shelf labels at the end of each range of books, you can find the area in the "N" section where "ND" is shelved.

Browse through this "ND" section on the second floor until you reach the number you are looking for. ND 906. E8 is read as nine thousand six and six. The third line, "E8," will dictate which particular book from any other book with the call number ND 906. 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. Materials 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 ends)

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 now.

Up Music
Down Music
Music continues 2 minutes
Stop music