

NOTIS

NOTISes

Editor: Tina Homan

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NOTISes now has a Table of Contents--See the last page!

NOTIS ACQUISITIONS WORKSHOP

User Services will hold an all-day acquisitions workshop on Friday, January 16, prior to the ALA Midwinter Conference. To accommodate as many users as possible (not to mention, protect everyone from Chicago's winter weather!) the program will be at the Palmer House in a room that will hold 250 people.

The agenda will be finalized by the end of November and distributed with a registration form to all users. Special attention has been given to balancing large group presentations with opportunities for small group discussion. Some of the topics for the full group will be: 1) What it means to implement NOTIS Fund Accounting and Invoice Processing; 2) In what ways have you used or adapted NOTIS to support financial management functions at your institution?; 3) Given your organizational structure, staffing and workflow, how do you make NOTIS acquisitions work?; 4) How do approval plans, standing orders, and blanket orders fit into NOTIS?

Two small group sessions will take place, one with libraries divided according to prior acquisitions system, the other divided according to library type. Small groups will be encouraged to submit a report or recommendation to NOTIS.

Direct any questions or suggestions regarding the workshop to Mary Alice Ball in User Services.

COMPUTER-ASSISTED BIBLIOGRAPHIC INSTRUCTION FOR SEARCHING NOTIS by Deborah Einhorn and Russ Chenoweth, University of Pennsylvania

The University of Pennsylvania libraries brought up a 275,000 record test version of PennLIN, its local implementation of NOTIS, at the end of September. We expect by year's end to provide access from all campus libraries to a 700,000 record

database, including cataloging from 1968 to date. Keyword and Boolean searching is projected for early next year.

Over the past summer, 120 public service staff members were introduced to PennLIN searching, through a 1-hour background lecture and hands-on training sessions using a 3000 record PennLIN test database. As a supplement to these efforts, a 30 minute Computer-Assisted-Instruction disk was prepared.

With the coming of PennLIN and the need to train a large number of public services staff, a CAI program seemed appropriate. The advantages of using a CAI as one component in teaching PennLIN were clear. A CAI offered flexibility in training location and time. Staff who had attended formal training sessions and group hands-on sessions could take the CAI disk back to the PCs in their own offices and follow-up on the training at their own pace and convenience.

The CAI allowed us to simulate the exact appearance of a PennLIN screen while at the same time highlighting important points by using carefully selected search examples, by controlling the order in which the trainees saw the screens, such as requiring them to view a help screen before they could complete their search, and by annotating the displays.

Finally, the CAI allowed us to add animated graphics to what would normally be a dry and complicated description of the way an online catalog works. For example, one series of screens demonstrates the relationship of PennLIN's guides and indexes. Such a description, while difficult to put into words, fit well into a "moving picture" of arrows and columns.

The PennLIN CAI is written in Turbo Pascal. Pascal provides fast-running compiled code, powerful commands and data structures, and a friendly programming environment. The PennLIN CAI uses simple programming techniques, however, and could have been written in any language that provides string-handling functions and the capability of calling named procedures.

It is difficult to estimate the amount of staff time devoted to developing the CAI. No more than 20 hours of review and consultation by the principal authors were required over the course of about two months to produce the finished program. Most of the programming was done at home by one person. 20 to 30 hours might be a conservative estimate of the time invested in this.

While the process was relatively efficient, we would have several suggestions for other CAI programmers. Pascal encourages structured programming, and we attempted to make our code modular in nature. For our next effort we will try to be even more rigorously "top down" structured and modular in our methods for greater control and flexibility. In instructional programming,

it is very important to be able to rearrange material easily, without rewriting code.

The program begins with an introductory screen and a "Contents" screen which explains the mechanics of the session and shows the outline of topics to be covered. Several more initial screens use character graphics and simple animation to show the nature of the database and of the process of searching the online catalog.

The bulk of the session consists of a series of simulated author, title, and subject searches. The trainee is given precise directions, which must be followed exactly, and is led through entering a search statement and selecting appropriate Guide and Index screens. The display screens are text files which exactly simulate a NOTIS display. Each display also includes explanatory text, clearly set off from the search result in its own "window." Help screens must be seen once, as each new display is introduced. They can be selected optionally at other times.

There are several elements of the PennLIN CAI which deserve special mention. The most obvious is the overall structure of the CAI, which leads the trainee through a series of help screens and catalog screens. The trainee is told exactly what to type in, and until he or she types in that precise command or search statement, no progress will occur. This rather low level of "interactivity" was intentional. Our major concern was to communicate two important points: 1) the help screens were online, were easy to consult and should be consulted often if necessary; 2) when in doubt about a search statement, shorter is better.

We also wanted to teach the difference between the guide and index screens and how to move about among them. We felt that these points could be better demonstrated by guiding the trainee through the screens step by step. Since the only major strategy point for them to absorb was to shorten a search request if a longer one failed, we felt that further inactivity would be more trouble than it was worth. We had intended the CAI to lead the trainee straight through from beginning to end. However, since we wanted the CAI to be used as a refresher as well as a formal training tool, we added a menu section that allowed the trainee to choose a particular index to study.

The other interesting elements of our CAI involved our methods for highlighting and adding information on the screen. Our choice of methods was based on our strong commitment to having the screens appear as close to PennLIN as possible. On the few screens that we composed from scratch, such as the introductory screens and the screens introducing the guides and indexes, we used brightness to emphasize important words and points. On the PennLIN screens, in order to preserve the way the text looked, we designed a series of boxes placed next to or near the aspect of the screen being taught, that would appear to be "superimposed"

on the actual PennLIN screen. Sometimes the boxes would direct the trainee's attention to a particular paragraph and would note a particular point by repeating it. Sometimes the boxes contained additional helpful information. Sometimes the boxes just contained the directions on how to get to the next screen in the CAI. The boxes provided an effective means of preserving the realistic appearance of the CAI while not overwhelming the trainee with a screen full of text that all appeared equally important.

We also tried to simulate PennLIN in one other way. While all instructions to the trainee appeared within a box, everything that the trainee typed appeared at the same place on the screen as it would appear in real PennLIN. Thus, from these different elements of the CAI, we hoped that the trainee would learn more quickly than he could from simply untrained solo searching on PennLIN, but would also become accustomed to and comfortable with the appearance of PennLIN screens.

CAI disks were distributed to department heads and departmental librarians, in conjunction with the hands-on training sessions held during the summer. The response was favorable, but we have little sense of the nature or extent of use by library staff. This lack of feedback is perhaps the inevitable corollary of the easy and flexible availability of CAI. The Van Pelt Reference staff and student assistants have gone through the program as part of their preparation for PennLIN.

We will be glad to supply a copy of the source code for the PennLIN CAI. Send a formatted disk to Russ Chenoweth, Reference Department, Van Pelt Library/6206, University of Pennsylvania, Philadelphia PA 19104.

NOTIS FINANCES

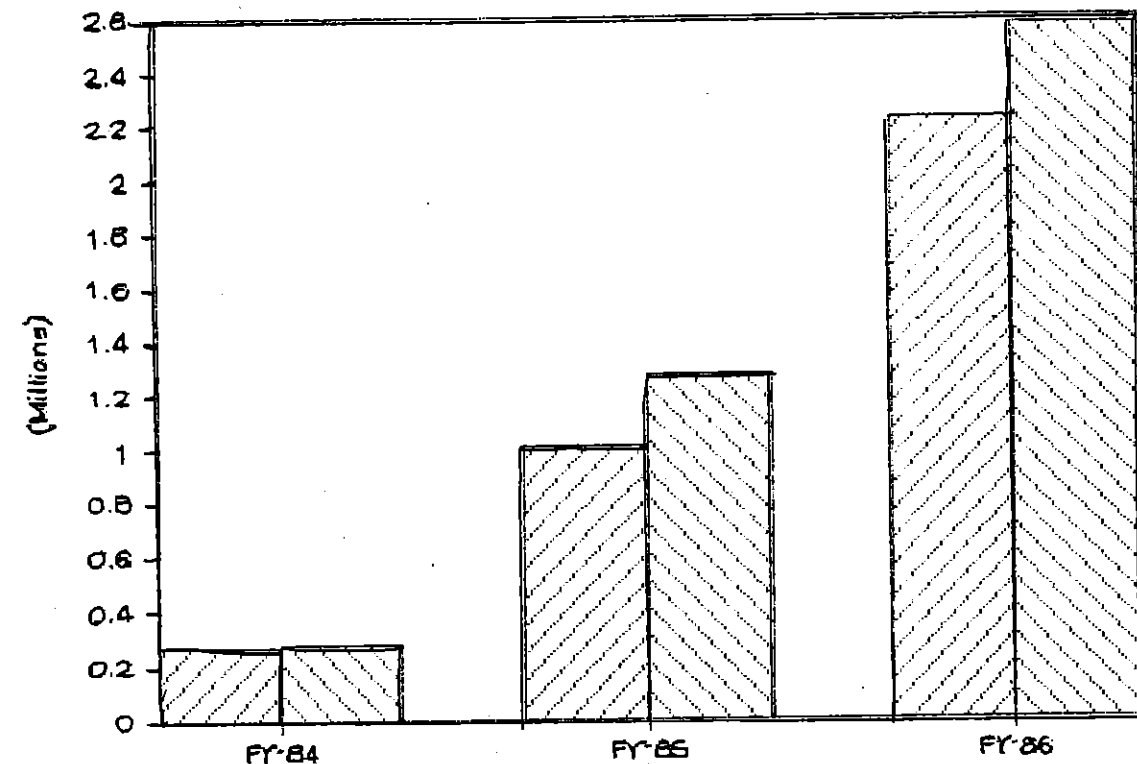
When the negotiations with TBG ended, there were immediate rumors about problems with NOTIS finances. Actually, the NOTIS "business" is quite healthy financially.

In the fiscal year ending August 30, 1986 NOTIS had revenues of \$2,571,691. These revenues exceeded all expenses by more than \$300,000. All of the excess revenue is being carried over to support development this year. We feel the fact that the University has allowed us to retain all of the revenue, is an indication of the continued support of Northwestern for NOTIS and the NOTIS customers.

We can't talk about "profits" because we are subsidized by Northwestern University and especially by Northwestern University Library. However, we are certainly earning our own way.

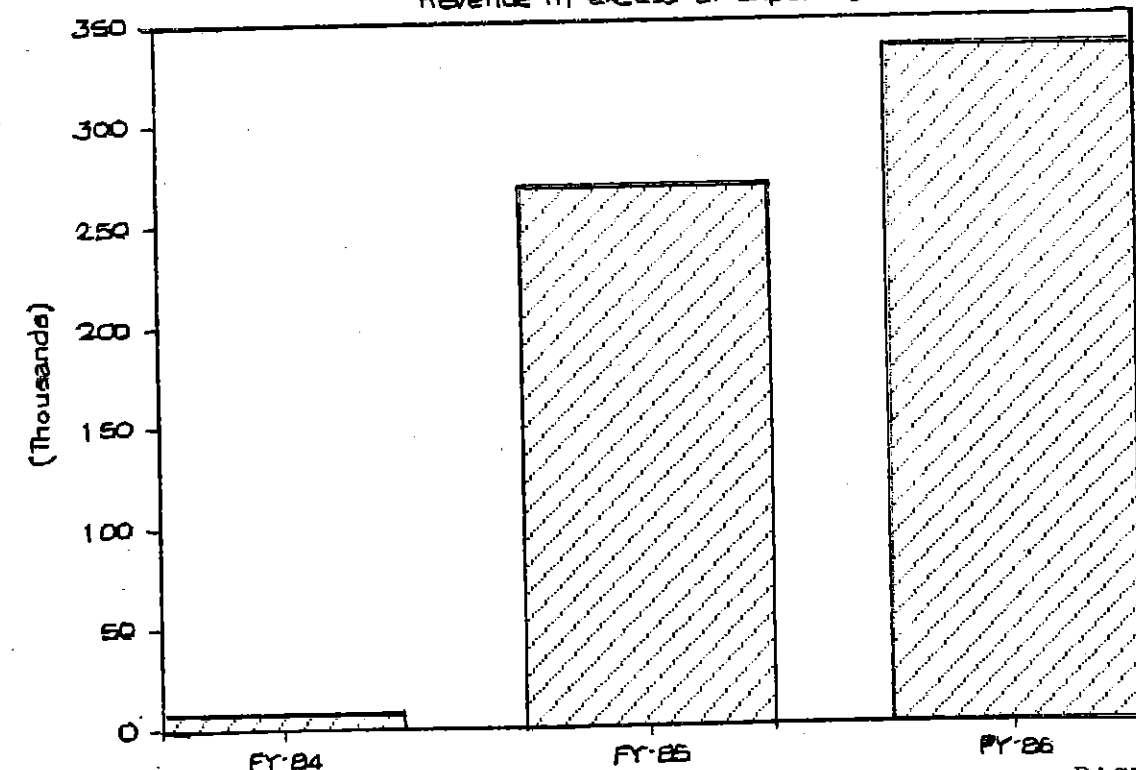
Our performance this year was better than in any previous year. Two charts showing our performance appear below.

NOTIS Financial Performance



NOTIS "Profits"

Revenue in excess of Expenses



NEW NOTIS PROJECT

NOTIS has undertaken a three-phase project to develop the capability for receiving invoice data from library vendors on magnetic tape and for transmitting order and claim data to vendors both on magnetic tape and via electronic file transfer. Design work on the project has already begun and programming will be underway shortly.

The goal of Phase I of the project is to complete work on the software for processing invoice data by the spring of 1987. In Phase II we will develop the capability for generating order/claim data on tape. Development of programs to allow electronic file transfer of order/claim data constitutes Phase III of the project.

These three enhancements to the NOTIS software will be incorporated into the general upgrade of the system's acquisitions module that is currently underway. To take advantage of these three new capabilities, NOTIS customers will be required to install the upgraded acquisitions module that will be made available in release 4.4.

The Faxon Company of Westwood, MA and Ebsco Subscription Services of Birmingham, AL will assist NOTIS in developing and testing the software in all phases of this project.

RETROSPECTIVE CONVERSION FOR THE LIBRARIES OF MCGILL UNIVERSITY by Donna Duncan

Conversion of library catalogs is not a new idea. It has been going on for centuries as the structure of the catalog has evolved. It is important to understand retroconversion as a single component on the overall evolution of library technology. The only real change between the 1967 retrospective conversion project to improve the Bodleian Library catalog and the ones undertaken today, is the mechanism used. Modern catalogers use terminals while earlier librarians used quills and folio sized notebooks. Only a machine has been introduced into the process.

Retrospective conversion means both the process by which printed bibliographic record is converted to machine-readable form according to predefined standards and the process by which a library acquires a copy of an existing machine-readable record for its own use. The fundamental objective of any RECON project should be the support of scholarship and research. Conversion is the first step in preparing for an online catalog which will provide the basis for a totally integrated bibliographic access system. The integrated system in turn will enable libraries to more easily incorporate changing cataloging rules, improve collections management and inventory control, and alleviate problems associated with deteriorating paper and card files.

In planning and implementing a RECON project, regardless of whether the work is done in-house or contracted out, eight steps should be followed to be successful:

1. determine library needs for conversion
2. define the project scope
3. determine availability of resources
4. make a detailed plan of action
5. select a conversion method or methods
6. implement the project
7. review objectives and accomplishments
8. assess what has been accomplished

Other issues which affect conversion are reclassification and authority control. Reclassification is almost always a subproject of retrospective conversion. Yet, one classification system is a crucial step towards a more usable, flexible online catalog. Authority work can be the highest cost component of conversion, but it is a necessary component of an online catalog. Reclassification and authority control should form part of any RECON project.

In 1983 a McGill University Library Automation Project Feasibility Study Report recommended that a campus-wide integrated library system be selected and implemented. It also recommended that in tandem with the Automation Project, a RECON Project be started whereby non-machine-readable catalog records would be converted into machine-readable form to produce an enlarged homogeneous McGill database providing a totally integrated library system.

Since several source databases and a variety of RECON services were available on the market a consultant, Richard Boss, was hired to advise appropriate approaches for RECON. His report presented profiles on the vendors of retrospective conversion services and recommendations on RECON methodology. Following the consultant's report and because of problems with a previous in-house Serials RECON Project, it was decided that the Project would be one or more of the vendors which offers RECON services.

Contracting with an outside vendor has several advantages:

- 1) the costs, scope and timetable are contractually specified
- 2) the impact on regular staff is minimal
- 3) the library can benefit from the experience of a vendor that has undertaken previous RECON projects.

The one disadvantage is that quality control is more difficult. The library must ensure that quality and quantity control are maintained according to its standards and expectations.

As the first step in the Project, a RECON Project Manager, working out of the Systems Office and reporting to the Systems Librarian, was appointed. This manager oversees quality control, sets operational level goals, works out procedures, establishes a timetable, maintains statistical records, and hires and monitors in-house staff.

To select the most suitable vendor a Request for Proposal for the Retrospective Conversion of the Libraries of McGill University (RFP) was prepared and sent to three companies: Carrollton Press, OCLC, and UTLAS. It contained McGill's essential requirements for RECON services and products by groups of libraries/locations.

Libraries/locations for which retrospective conversion was planned (797,499 records) were divided into five groups. Groups 1-4 were libraries with standard collections, and group 5 had more specialized collections. The groups are as follows:

- Group 1: Botany/Genetics
Meteorology
Oceanography
McLennan/Reference
Physical Sciences and Engineering
Zoology and Ornithology (Blacker-Wood)
Agriculture (Macdonald)
Medical
Nursing/Social Work
- Group 2: Undergraduate
- Group 3: Education
Management (Howard Ross)
Library Science
Physical Education
- Group 4: Humanities & Social Sciences Microforms (McLennan)
Humanities & Social Sciences Stacks (McLennan)
- Group 5: Fine Arts and Architecture (Blackader-Lauterman)
Islamic Studies
Law
Music (Marvin Duchow)
Religious Studies

Carrollton Press and UTLAS responded to the RFP. Each vendor was measured against defined criteria and UTLAS was selected because of its unrestricted ownership of records, pricing, number of source files, ability to input added copies to one bibliographic record, one system for both current and retrospective cataloging, and ability to produce desired products. It received an 82% rating.

Lack of contract specificity has caused major problems in other retroconversion projects. With this difficulty in mind, a separate retrospective agreement was signed with UTLAS last June.

Working from individual McGill library's shelflist cards and using CATSSERVICES, UTLAS creates machine-readable records for the McGill library collections. The contract is for Groups 1-4 and will continue for a period of three years, or until it is terminated. UTLAS provides RECON and communication services and products. UTLAS contracted to process 20,000 records a month. UTLAS at first requested a minimum hit rate of 60% on Groups 1-4 and the right to request a hit rate, but removed these conditions from the RFP response before the contract was signed.

The unit pricing policy in the contract is:

Bibliographic records	\$1.25/record
Shelflist card	.08/card
Magnetic tape	.06/card
Spine label	.08/label
Database walk	.10/record

By not holding to sampling of records, the UTLAS contracted conversion rate of 20,000 records a month is not realistic. UTLAS could not handle conversion of non-Roman alphabetic material. It is being converted in-house in the normal cataloging streams. Blacker-Wood, which contains rare book material and numerous reprints, has also created problems. The records cannot be found in the database and must be coded and input originally. Each requires a minimum of 9 mins./record rather than the normal 3-5 mins./record. The unit price per converted title of \$1.25 was based on McGill's records meeting UTLAS' Level 3 conversion level criteria; but, in fact a large percentage of McGill's records require more detailed conversion. Reclassification of records and hand-written records are also going to lower conversion production. UTLAS staff now maintain a conversion rate of 15,000 records a month is obtainable. Quality must not be sacrificed in order to obtain quantity objectives.

It was decided to photocopy all shelflist cards in-house before sending them to UTLAS, both as a security measure and to provide libraries with a paper shelflist copy to serve as shelflist information for reference purposes while the shelflist cards are in the conversion process.

Many different policies were followed in preparing shelflist cards for shipment. Machine-readable (UTLAS), serial, audiovisual, and sound recording shelflist cards were pulled as well. Categories of machine-readable records were also segregated in pulling.

Holdings, sublocations, and "folio" for Cutter material were added to the shelflist cards where appropriate in the card preparation stage.

UTLAS searches shelflist cards against its database in record preference order. Exact matches of LC records are accepted as found. Incomplete, substandard, or variant edition matches are used as the basis for creating standard records. Resource database records are edited to standards as necessary. LC non-hits are coded and input according to the McGill RECON Standards.

A machine-readable catalog demands high bibliographic standards, so McGill records must meet these standards. Standards fall into three basic categories:

- 1) those relating to content
- 2) those relating to records structure and format
- 3) those relating to data transfer.

Michael Gorman, speaking on "The Economics of Catalog Conversion," identified nine parts of a catalog card as constituting the minimum set of data for reconversion:

- Call No.
- Main and Added Entries
- Subject
- Uniform Title
- Title Proper
- Edition Statement
- Publisher and Date
- Brief Collation
- Series Statement

The Association of Research Libraries (ARL) requires the following standards for contributions to its conversion project:

- 1) MARC format
- 2) National Minimal Level Record - Books
- 3) AACR2 for access points
- 4) LCSH or MeSH compatible subject headings

McGill's RECON Standards, which you have, were established by a Cataloging Operations Committee. They mostly meet desired standards. The publisher statement for all Cutter records is not available. A database walk for all name and LC subject access points should provide AACR2 forms. LCSH and MeSH subject headings will be used. Cutter records assigned LC classification numbers and LC subject headings will have Cutter classification numbers input in 096s and Cutter subject headings in 699s.

At first, fixed fields in the McGill RECON Standards were not checked and upgraded by UTLAS for hits. This meant that McGill RECON staff, using the free edit account, had to revise each record for the first three libraries converted, and upgrade them. The contract should have included derived records containing the minimum standards of originally input records.

Added copies to other McGill files, serial added copies, and copies of serial source records shelflist cards were returned to the RECON Office and sent to the appropriate cataloging department for input.

All categories of matches of Cutter records are input, adding the LC classification numbers and subject headings as found in the database records. Non-hits are returned to the RECON Office, where the National Union Catalog (Mansell) is searched and LC classification numbers and subject headings assigned. The shelflists are then returned to UTLAS for original input. Records not found in Mansell have LC classification numbers and subject headings assigned by the RECON Project Manager.

For the Physical Sciences & Engineering Library, a test search of Cutter non-hits was made against the REMARC database. Two hundred and fifty records were searched, with a 52% hit rate being obtained. None of the hits totally met the McGill RECON Standards because REMARC's fixed fields information is very limited. It was decided not to continue with REMARC searching because of the time delay (February-April 1986), sub-standard bibliographic records (100%) and a higher hit rate found in Mansell (84%) for the same records.

UTLAS is presently negotiating with LC for the upgrading of REMARC records. If and when REMARC records are upgraded to meet McGill's standards, McGill may reconsider its decision not to use them.

Converted records were revised online in the RECON Office. Errors in call numbers, location symbols, holdings, name, title, and subject access were returned to UTLAS for correction. Non-access point errors were revised in-house, using the free edit account. This editing and verifying of records is time consuming, but crucial. The quality of the database and its final products depend on it.

In order to have a homogeneous database with the same name, form name and subject heading used for RECON and currently cataloged records, name, subject, and series access points are being verified against authority files, entry by entry. Records are run against authority files and headings flipped to AACR2 form, and up-to-date LC subject headings and necessary references provided.

Various products are required from the database:

- 1) magnetic tape of each library/location capable of being loaded into the in-house system
- 2) single shelvest cards, with sublocations indicated
- 3) self-adhesive spine labels
- 4) book pocket labels, providing information required for the matching process for reclassified material. These can also be used as book cards for libraries/locations which still require book cards
- 5) microfiche catalogs in two or three sections:
 - Author/Title
 - LC or MeSH Subject Headings
 - Cutter Subject Headings (if there are any records with Cutter subject headings remaining in that library/location)

Each library/location will receive a COM of its own collection only. When conversion of a group of libraries/locations is completed, these libraries/locations microcatalogs will be merged into the main McGill microcatalog.

Problems have arisen with both the delivery date and quality of products. The first library's microcatalog contained MeSH subject tracings instead of LC subject tracings. Its LC subject section had to be returned because of poor quality. A problem arose in producing its spine labels and the first set had to be specially produced by UTLAS. For another library, only a quarter of the labels were produced, although the fields indicating label production were coded correctly.

In relabelling processes it is much easier if all non-LC or non-MeSH classified material has been reclassified. Anything left in the former classification indicates a missing label or some other problem. Inventory has not been done recently in all libraries/locations, so there were shelvests converted for lost books, and books for which there were no shelvests. These problems are uncovered in the relabelling process, or will be caught when the collections are bar coded.

To date, four libraries/locations have been completely converted and products recieved:

- Botany/Genetics (4,958 records, 88% hit rate)
- Meteorology (852 records, 80% hit rate)
- Oceanography (560 records, 80% hit rate)
- McLennan Reference (4,337 records, 77% hit rate)

Physical Sciences & Engineering records (31,997 records) have all been input. Checking and reclassification of Cutter non-hits is being done in the RECON Office. Eight hundred Cutter non-hits, not found in Mansell, were returned to the library for collection retention decisions.

Blacker-Wood records are currently being input with a hit rate of 52%. Conversion is very slow because of the nature of the collection.

Because of the slowness of the Blacker-Wood conversion, it was decided to convert Macdonald records at the same time.

At the end of May, UTLAS had searched 56,000 records and converted 48,000 of 103,000 records received, with a hit rate of 70%.

In addition to work being done on libraries in Group 1-4, a test with UTLAS was done on two hundred records each for the Blackader Library (Fine Arts and Architecture) and Law Library, libraries in Group 5. An 89% hit rate was obtained for Blackader LC records and a 66% hit rate for Blackader Cutter records. A 64% hit rate was obtained for Law, which only has Cutter records. Non-hits for these two libraries are being searched in Mansell. All of these records will be searched in RLIN to ascertain whether it produces a better hit rate.

The standards for performance for UTLAS was that 99% of all records should have no errors in access fields and 97.5% no errors in non-access fields. Errors are any incorrect characters which affect filing or access to records, or which provide incorrect information that users cannot correct from the context.

Filing or access fields are:

Call No. 090\$a
Holdings Statement: 090, \$b, \$d, \$f
Author: 1xx
Title: 245
Edition Statement: 250
Imprint: 260
Series: 4xx
Subject: 6xx
Added entry: 7xx

It had been decided that all titles should be traced. Non-traced titles are the most repetitive errors. Indicator values are not always checked and changed to provide title access. MeSH and French subject headings are left as the only subject headings in some records. NLM records and French language cataloged records should not be used as source records. Errors in call numbers and holdings statements are also common. UTLAS had agreed originally to trace all series, but this proved impossible for all derived records because it involved more coding knowledge than just changing the 4xx fields. Series will be traced when and as they are found in derived records, and input when and as they are found on shelvest cards for original records. This means that inconsistencies in providing series access will exist in the database.

There have been errors, oversights, and misunderstandings on both McGill's and UTLAS' parts, but there have been no problems in resolving them. Original policies, specifications, and procedures have been changed as issues arose and solutions agreed upon. Monthly meetings have been held to discuss the Project. UTLAS has fulfilled the qualitative standard for performance, but has failed to meet the quantitative standard of 20,000 records converted a month. UTLAS may need to hire additional staff in order to meet the conversion quota.

As the other libraries are converted, each collection will have policies and procedures drawn up which meet its uniqueness and needs. Many policies and procedures will have to be adjusted when McLennan records (325,900 records), Group 4, are ready for conversion. This is a collection which has not been shelf read regularly, has union shelflists, and a hand-written Cutter shelflist. It also has the largest, oldest collection with the most foreign language and non-Roman alphabetic material.

Group 5, specialized collections, does not form part of the signed UTLAS contract. Should McGill identify another database which we consider better for any of the library collections in Group 5, UTLAS has the right to attempt to acquire and load that database. If UTLAS cannot acquire an identified database for Group 5 collections or the price for these records is not acceptable to McGill, then McGill may consider the use of other databases or systems.

By the time Group 5 is ready for conversion, it is hoped that the Linked Systems Project, whereby open access to converted records will be provided by the bibliographic utilities, will be available. A better hit rate for collections in Group 5 may be obtained in the OCLC and RLIN databases than in UTLAS. The ability to search and use other bibliographic utilities' databases would greatly enrich McGill's RECON database and speed up the Project.

In summary, the Project is progressing slowly. It has been a learning process for both McGill and UTLAS. A quality database is being created to meet McGill's requirements and to provide shared cataloging RECON records.

(Note: this article is part 2 of 3. Part 3, "Implementation of the NOTIS/McGill System," will appear in the next issue of NOTISES.)

Standards recommended for RECON - Books Cataloguing Operations Committee

Fixed Fields

- M Mandatory
R Required if Available

<u>Field</u>	<u>Recommended Level</u>
1 Date entered on file	M
2 Type of publication	M
3 First date	R
4 Second date	R
5 Country of publication	M
9 Nature of contents	M
17 Language	M
19 Cataloguing source	M
30 Bibliographic level	M
31 Type of record	M
32 Encoding level	M
33 Descriptive cataloguing form	M

Variable Fields

- M Mandatory
MA Mandatory if applicable
R Required if available

Field

010 LC card no. R

<u>Field</u>	<u>Recommended Level</u>
020 ISBN	R
040 Cataloguing source	M
050 LC call no.	MA
060 National Library of Medicine call no.	MA
090 Local call no.	M
100 Main entry - Personal name	MA
110 Main entry - Corporate name	MA
111 Main entry - Conference	MA
130 Main entry - Uniform title	MA
240 Uniform title	R
245 Title statement	M
\$a Title proper	M
\$b Remainder of title	R
250 Edition statement	R
\$a Edition statement	R
260 Imprint statement	R
\$a Place	R
\$b Name of publisher, distributor	R
\$c Date	R
300 Physical description	R
\$a Extent (pagination, etc.)	R
\$b Illustration	R
\$c Dimensions	M for items 31cm.+
\$e Accompanying material	R
440 Series statement title traced	R
\$a Title	R
\$n No. of part or section	R
\$p Name of part or section	R
\$v Vol. no.	R
\$x ISSN	R
500 General note	R
501 With note	R
502 Dissertation note	R
503 Bibliographic history note	R

<u>Field</u>	<u>Recommended Level</u>
504 Bibliography, discography note	R
505 Contents note (formatted)	R for multi-vol. set where each vol. has a distinctive title
533 Photoreproduction note	R
535 Local note	R
600 Subject added entry - Personal name	MA
610 Subject added entry - Corporate name	MA
611 Subject added entry - Conference	MA
630 Subject added entry - Uniform title	MA
650 Subject added entry - Topical	MA
651 Subject added entry - Geographic	MA
700 Added entry - Personal name	MA
710 Added entry - Corporate name	MA
711 Added entry - Conference	MA
730 Added entry - Uniform title	MA
740 Added entry - Title traced differently	MA
800 Series added entry - Personal name/title	MA
810 Series added entry - Corporate name/title	MA
811 Series added entry - Conference/title	MA
830 Series added entry - Uniform title	(Use 440)

MCGILL RECON RECORD

2/introduction to paleoecology?
Searching

21 records retrieved

Enter hitlist commands: +20

NO	KEY	FILE	DESCRIPTION	STATUS	DATE	YEAR
1	GLX	0071020170	Introduction to p/Gekker, Roman Fedo	R Q	245	1965
2	LC	0018983540	Introduction to p/Gekker, Roman Fedo		245	1965
3	UIL	0000252197	Introduction to p/Gekker, Roman Fedo		245	1965
4	LVL	0011978039	Introduction to p/Gekker, Roman Fedo	R	245	1965
5	LAU	0012232665	Introduction to p/Gekker, Roman Fedo	R	245	1965
6	MAS	0013181509	Introduction to p/Gekker, Roman Fedo	R	245	1965
7	LNC	0013503106	Introduction to p/Gekker, Roman Fedo		245	1965
8	SFU	0038516752	Introduction to p/Gekker, Roman Fedo		245	1965
9	EPH	0048115892	Introduction to paleoe/Hecker, R. F.		245	1965
10	SCC	0050616445	Introduction to p/Gekker, Roman Fedo		245	1965
11	ERI	0050810274	Introduction to p/Gekker, Roman Fedo		245	1965
12	CAP	0060009726	Introduction to p/Gekker, Roman Fedo	R	245	1965
13	MAL	0060430628	Introduction to p/Gekker, Roman Fedo		245	1965
14	NCA	0060525382	Introduction to p/Gekker, Roman Fedo	R	245	1965
15	DKC	0060953764	Introduction to p/Gekker, Roman Fedo	R	245	1965
16	BID	0073525979	Introduction to paleoe/Hecker, R. F.		245	1965
17	MUN	0075067155	Introduction to p/Gekker, Roman Fedo		245	1965
18	EMR	0080008547	Introduction to p/Gekker, Roman Fedo		245	1965
19	OPL	0080672673	Introduction to p/Gekker, Roman Fedo	R	245	1965
20	AHR	0093007601	Introduction to p/Hecker, Roman Fedo		245	1965

Enter hitlist commands: l:

* RSN	PTC	OPN	DFC	DCR	DCH	TCH	SNR	LNG
71020170	updt	BLXA	75Jan01	66Jul14	86May11	22:35	50616445	eng
STATUS	ret	fin	wlk					
			01:660714	02:	s	03: 1965	05: nyu	14: 1
			17: eng	19:	x	30: m	31: a	32: 9
			33: u	83:	999			
040	0001	#aOTSCC#beng					
U040	2001	#aQMM#beng					
*090	0.....	2001	.860511#aQH542/6413#bPS#sPSE					
*090	0.....	2002	.860511#aQH542/6413#bBN#sB-Wood					
096	2001	#a#dME/627vE					
100	10.....0.	2001	#aGekker, Roman Fedorovich,#d1900-((ASN=17643216#w2e))					
245	10.....	2001	#aIntroduction to paleoecology /#cTranslated from the Russian, edited, and prepared for publication by M.K. Elias and R.C. Moore, in cooperation with Scripta Technica.					
260	0.....	0001	#aNew York, American Elsevier Pub. Co., 1965.					
300	0001	#ax, 166 p. illus., diagrs. ;#c24 cm.					
500	0001	#a"The translation was sponsored by the American Geological Institute and supported by the National Science Foundation." Bibliography: p. 133-161.					
500	2002	#aTranslation of Vvedenie v paleoekologiiu.					
650	.0.....0.	2001	#aPaleoecology ((ASN=20098640))					
700	10.....0.	2001	#aElias, Maxim K.#q(Maxim Konradovich),#d1889-((ASN=18379360#w2c))					
700	10.....0.	2002	#aMoore, Raymond Cecil,#d1892-((ASN=17271518))					

Any more?

TROUBLESHOOTING

Note: we intend to make this Troubleshooting column a regular feature of NOTISEs. As we encounter problems which we plan to include in the Troubleshooting Guide (Appendix E to the new I&O) we will list them here in NOTISEs so you won't have to wait until a new release in order to be aware of them.

Problem 224: In running LB010JB3 (or JB6) the job runs to completion but you find that only part of the records in the journal have been processed, that is, the program processes the first 25 records but does not process the last 25 records.

Possible Causes: - When you print the journal file do you see EOFs (END OF FILE records) in the middle of the file? There should not be. We have found that there is a problem with the VSE version of CICS 1.6.0: it doesn't overwrite the EOF when the journal resumes where it had left off after CICS comes back up. If you have 1.6.0, you will need to contact your IBM Systems Engineer.

- Could this extent have wrapped? If CICS starts journaling near the end of extent A on a particular day, fills up the entire extent B, and then begins writing at the beginning of extent A, an EOF will be written where it leaves off in extent A. Those records written at the start of the day will not be processed. Each extent needs to be big enough to hold an entire day's activity. You should never have two extent switches of the journal (3 or 6) occurring between runs of LB010.

- If you are restarting LB010, have you included a date parameter? Unless you are restarting it on the same day as the original run, the date must be included.

- (MVS only) If journal extent #2 is empty and has never yet been used, has UPSI switch 3 been set for one journal? It must be.

Prob 70: In creating an item record (LTxx CITM) you get an abend 632Y

Possible Causes: - Are you creating large numbers of item records? Some section of the (item) file has become filled up. You need to 1) back the file

up, 2) redefine the cluster with a larger amount of freespace, 3) restore the file. You may need to backup/restore the item file as frequently as every night if there is very heavy activity in creating item records. (See also problem 60 which is related.)

Prob 43: When you do the CATL command (LTxx CATL) the profile displays OK but when you hit enter the system hangs/CICS goes down

Possible Causes: - Do you have a loop in your LOCATN/LOCB tables? If the LOCATN statement for location 11 has LOCB=MAIN and the MAIN LOCB has a LINK=11, that is a loop.

- If this is not the cause, see other possibilities under problem# 2.

Prob 136: The "ITEMS CHRGD" and "OVERDUE" counters in the patron record are incorrect

Possible Causes: - Prior to NOTIS 4.3 there were certain bugs which sometimes caused these counters to be incorrect. Going to 4.3 will prevent future errors but won't correct existing ones. LB681 is a job which identifies records which have incorrect counter values. (A planned enhancement to this program will correct the values.)

Prob 71: When you change the location for a copy in the holdings record you find that the loan code in the item record which is associated with that copy is being changed to the default value for &NTCLOAN (from LC000OPT).

Possible Causes: - To prevent this you can comment out the "MVC CO1LOAN,NTCLOAN" statement after label D170 in program LC852BAL. This will be changed with NOTIS 4.4.

Prob 211: You find that the expired actions for item records which print on the operations report as part of LB610 are printing under the incorrect service unit

Possible Causes: - The LB610 program has a bug. The program wants to go to the item record to get the location \$in order to see (in the LOCC table) what the "home" service unit is but is erroneously using the item record associated with the previous request. In order to correct this you need to make a change to line 180 in LB610PLI. The line currently reads:

```
(4)('0'B),(2)('1'B),(3)('0'B));
```

This last (3)('0'B) needs to be changed to (3)('1'B). This will be corrected in the 4.4 version of LB610PLI.

Prob 300 (revised): CICS won't come up

Possible Causes: - One frequent cause of this is some problem with one of the programs listed in the startup PLT. LC495 loads values into the Common Work Area beginning at byte 1024. If the WRKAREA is not specified as at least 1792 (in the SIT or the CICS startup overrides), CICS will bomb. (See sections 2.1 and 2.4.10.)

- Do you have an entry for transaction LC## in your PCT? (This transaction is invoked by DFLCA495 and causes DFLCA496 to be executed.) Is the TWASIZE specified as 512? It must be.

- see also probs. 301 and 302

Prob 172: In executing a batch program you get an "OC7" (MVS) or a "PROGRAM INTERRUPTION -- DATA EXCEPTION" (VSE)

Possible Causes: - Do you get the same result when you run the job against Northwestern's test file? Have you recently batch-loaded records into your file?

- (MVS only) Have you reblocked the source library to greater than 6000? You must not. It's distributed as 3120 and should be kept at 3120.

Prob 231: (MVS only) LB270 (job for printing tag table) doesn't work

Possible Causes: - The load module distributed with 4.3 is not executable. LB270BAL needs to be reassembled to create a new load module.

THE MARC FORMAT FOR HOLDINGS AND LOCATIONS IN NOTIS: PHASED IMPLEMENTATION

The implementation of the MARC Format for Holdings and Locations (Final Draft, dated December 1984) in NOTIS will include several components and will be accomplished in two phases.

Phase I

It is our goal to implement the following components in Phase I and make them available to our users in a NOTIS release to be shipped in early 1987.

1) A new MARC format holdings record (MHL D). The MHL D record will look to the terminal operator something like the other types of MARC records in the system (i.e., the bib and authority records.) It will be possible to have one MHL D record linked to each copy statement (CCN) in the copy holdings record, just as it is now possible to have one volume holdings record linked to each copy statement. In other words, the MHL D record will be a place to record copy specific holdings data.

Initially, the volume holdings record will continue to exist in the system in parallel with the MHL D record.

2) A new tag table to validate the MFHL content designation elements provided in the MHL D record. This tag table will be similar to the LC110 tag table now in place for validation of the fixed field data elements, field tags, indicators, and subfield codes used in NOTIS bibliographic and authority records.

The capability for producing printed tag charts from the new tag table will not be provided in Phase I, but we will make available printed documentation to guide the terminal operator in creating, displaying, updating, and deleting MHL D records.

3) A new command that will be used to create MHL D records and a command to display existing records for purposes of viewing or update. The command for record creation will be "chld." The command for record display will be "dhld."

4) Another new command that will be used to create 007 fields in MHL D records where they are needed. Other commands that will be used with the MHL D records are already in use in the system (i.e., "done," "same," "back," "more," "bib1" (or PF6), and "hldg" (or PF5).

5) A unique record key that will identify the MHL D records to the system. A final decision on the structure of the new key has not yet been made.

6) The capability for including 007 fields in MHL D records when an institution wants to link holdings records for items in different formats to one bibliographic record.

Note: Phase I does not include any security authorization. Any terminal operator authorized to create copy statements for a particular location will also be able to create, update, and delete MHL D records. Phase II will include security authorization for the MHL D record.

Note: Phase I does not provide for the display of holdings data from the MHL D record in the online catalog. Phase II will include this capability. Until the completion of Phase II, it will still be possible to display holdings data from the volume holdings record.

Phase II

It is our goal to include the following components in Phase II which we hope to release to the NOTIS customers within one year of Phase I.

1) Security authorizations which will control the operator's ability to create, display, update, and delete MHL D records.

2) An enhancement to the MHL D tag table which will enable the system to validate data in selected subfields in specified variable length fields.

3) An online catalog display version of the holdings data in MHL D records. Until Phase II is implemented there will be no capability for displaying MHL D data to the public.

4) Several conversion programs which will enable us to load the machine readable holdings data which currently exists in a variety of formats among our many customers into NOTIS MHL D records.

5) A simplified version of the staff mode MHLD record for use by terminal operators who, for whatever reasons, find the raw MFHL data too complex. This version will include screens with clearly labelled data input areas. It will exist in the system in parallel with the full MHLD record.

6) The ability to generate output from MHLD records for a variety of purposes (e.g., worksheets, reports to union lists) in a variety of formats (e.g., print, tape.)

Note: It is our intention to eliminate the volume holdings record from the system once the Phase II component projects have been completed and that record is no longer needed. Any users who currently have data in volume holdings records will be able to keep those records until all data has been converted to MHLD records. However, with the implementation of the Phase II programs, it will no longer be possible to display the data in volume holdings records to the public in the online catalog.

Post-Phase II

With the completion of Phase I and Phase II, NOTIS will have accomplished the implementation of MFHL. However, we anticipate that there will be continued refinements to the MHLD record. NOTIS will, of course, support all updates to MFHL as published, including the features needed to accommodate non-serial materials. We will also be looking for ways to use the MHLD record to help us control various kinds of related data and accomplish many related processing tasks with greater ease.

SWITCH SETTINGS FOR LUIS KEYBOARDS

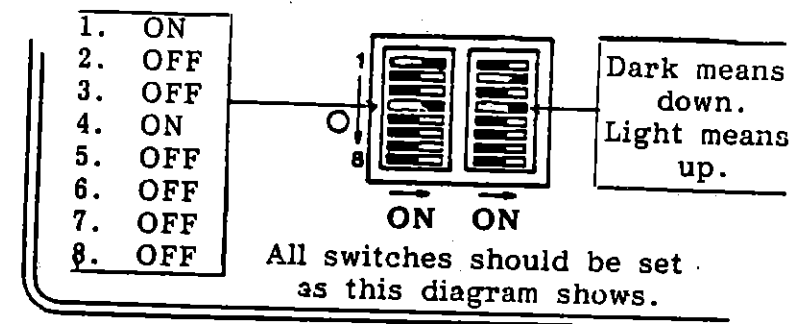
by Mary Ann Garlough, Florida Center for Library Automation

While we were researching which keys can cause problems in the use of LUIS, we found several that do not lock the keyboard or drop the user from LUIS but do generate the INVALID COMMAND CODE message. To produce that message, the terminal sends a signal up the line to NERDC; the NOTIS software processes the signal, then sends INVALID COMMAND CODE back down the line to the terminal. The extra resources consumed by this process can be significant in a network the size of ours, so reducing the chances of a patron's entering an invalid command becomes desirable.

Telex 078 keyboards have switches that control whether certain keys generate screen characters or commands if used without ALT. Three switches control fourteen keys that generate INVALID COMMAND CODE (DUP/PA1, FIELD MARK/PA2, and PF13-PF24). The

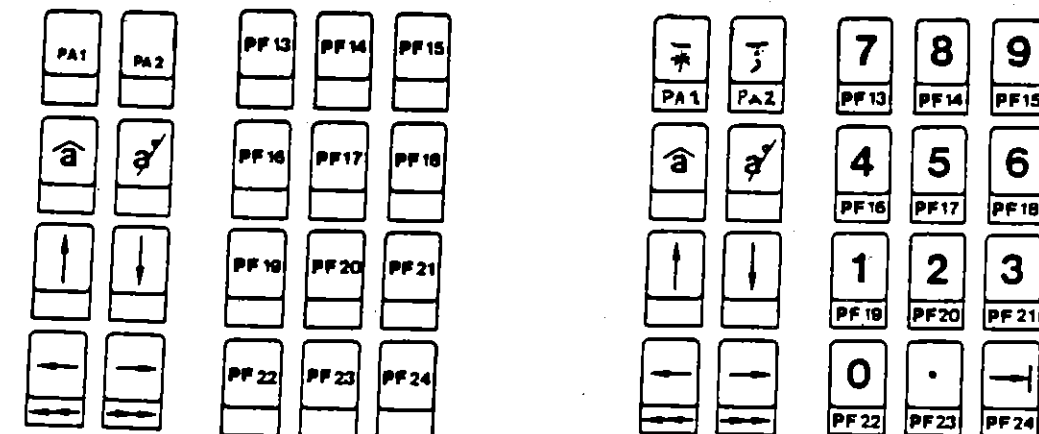
function associated with any key is still available if used with ALT, so setting the switches to generate characters will not interfere with staff use of the terminal.

To change the switch settings, turn the keyboard over so the switch box is in the lower left corner. Use a small screwdriver to remove the clear plastic cover and a pointed instrument (e.g., a ball point pen) to flip the switches. Flip switches 1-3 in the left column so 1 is ON, 2 is OFF, and 3 is OFF. (Push the switch down on the right for ON.) The switch box diagram shows the proper settings for all sixteen switches.



Bottom of Telex 078 keyboard

If the switches are set properly, the DUP/PA1 and FIELD MARK/PA2 keys will generate harmless special characters, and PF13-PF24 will become a numeric pad (unless used with ALT). The following diagram shows the "before" and "after" key values.



Old Switch Setting Key Values

New Switch Setting Key Values

FLORIDA CENTER FOR LIBRARY AUTOMATION DATABASE STATISTICS

by Mary Ann Garlough

The statistics in this table change whenever another tape is loaded, or when copy statements, item records, or volume holdings records are created. The numbers are updated monthly. These are the statistics as of 8/22/86.

IG*	BIBLIO RECORDS	COPY STATEMENTS	VOL HLDG RECORDS	ITEM RECORDS	ORDER RECORDS
FAMU	179,889	212,966	0	0	0
FAU	269,566	279,325	3,136	0	0
FIU	277,798	331,426	9,106	0	0
FSU	740,981	799,182	44,619	0	0
UCF	266,478	271,517	11	198,892	0
UF	615,033	698,273	29,300	474,194	119,801
UNF	263,893	263,892	0	0	0
USF	566,408	664,695	22,975	0	0
UWF	246,168	256,417	7,682	0	0
TOTAL	3,426,214	3,777,693	116,829	673,086	119,801

* Institution Group

SYSTEM MESSAGES/TRICKS AND SHORTCUTS

by Mary Ann Garlough, Florida Center for Library Automation

MESSAGE	OCCURRENCE	DESCRIPTION
RECORD IN USE	Occurs in response to a request to display an LTxx record under conditions that permit its being changed.	The record already is displaying somewhere under conditions that permit its being changed. The system protects the record from being changed by more than one user at a time.

TRICK/SHORTCUT

WHAT IT DOES

Press ENTER with cursor anywhere in command line

Sends entire command line to system for processing--not just everything to left of the cursor. There's no need to move the cursor to the right end of the line.

UPCOMING INSTALLATIONS

The following installations are currently scheduled for the next few months:

Loyola University of Chicago	November 11
National University, San Diego	November 17
University of Texas at Arlington	November 18
Oklahoma Department of Libraries	December 2
Western Kentucky University	December 9
Cherry Creek Schools	January
Cornell University	February
University of Michigan	February
University of Utah	February

INFORMATION, PLEASE

NOTIS is compiling information and advise about the ways users communicate internally. Do you have a formal network of phone contacts? Do you use some type of electronic mail system? If so, what happens when the system goes down? We are particularly interested in determining ways to communicate systems problems, developments, or modifications to the users within an organization. Please address your comments to Ben Burrows, at the address listed below.

NOTIS has received several sets of table reporting forms in response to a request by Systems Engineering in the August issue of NOTISES. Table reporting forms are developed by a NOTIS user library or computer center personnel, for recording and reporting NOTIS table values. The sample forms are available from NOTIS. Send your request to:

Ben Burrows
 NOTIS User Services Group
 NOTIS Office
 Northwestern University Library
 1935 Sheridan Road
 Evanston, IL 60201

Again, any users who have developed forms are encouraged to share them with other users by sending them to NOTIS, or directly to interested parties.

ANNOUNCEMENTS

For the most current list of NOTIS Account Representatives, look at Attachment #1.

The University of Iowa is in the process of advertising for a Training Librarian for Library Automation. This new position has been designed to assist in their NOTIS implementation effort. Interested persons should contact:

Acting Project Manager for Library Automation
Office of Information Technology
101 Jessup Hall
Iowa City, Iowa 52242

For further information or clarification of any article in NOTISEs, consult your User Services librarian.

NEWS FROM USER SERVICES

Mary Alice Ball went to the University of Iowa for an implementation visit and preliminary training on October 9 & 10.

Ben Burrows and Jerry Specht went to the National Geographic Society for a pre-installation visit on October 5. On October 14 he traveled to Johns Hopkins University for a courtesy call. Ben trained library staff at NASA October 15-17 in NOTIS acquisitions and circulation. Ben and Jerry visited Loyola University of Chicago for pre-installation on October 29.

Kathy Cunningham trained staff at the University of Minnesota October 1-3 in NOTIS advanced serials, and reviewed cataloging and acquisitions. On October 7 she instructed library personnel in NOTIS circulation. She traveled to West Chester University October 15 & 16 for an implementation visit and introductory cataloging.

NEWS FROM MARKETING

As reported in NOTISEs issue Number 10, NOTIS Marketing hired its first staff member, Amy Opalk, on September 2. Amy is the Marketing Assistant working on bid responses, fielding calls and written inquiries about NOTIS, and compiling information for marketing.

We are delighted to announce two new Marketing Librarians who will start November 17: Mary Burgett and Tim Tamminga. Mary and Tim bring excellent marketing skills and experience to NOTIS. Both will spend a lot of time on the road demonstrating NOTIS to prospective customers, working on responses to bids, and fulfilling other marketing tasks.

NOTIS still has an opening for a Marketing Manager to round out the team.

NOTIS ACCOUNT REPRESENTATIVES

November 13, 1986

LIBRARY	ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
Arlington County P.L. (VSE)	KVC	JS	nca
Auburn University (MVS)	TPM	BE	nca
Bell Core (MVS)	TPM	NT	CJC
Banco R. de Colombia (VSE)	TPM	JF	nca
Biblioteca N. de Chile (VSE)	TPM	JF	nca
Biblioteca N. de Venezuela (VSE)	TPM	JF	nca
Brigham Young U. (VSE)	EPB	JS	nca
Central Missouri S.U. (VSE)	MAB	JF	WOD
Central State Univ. (OK) (VSE)	RPB	JS	nca
Cherry Creek Schools (MVS)	KVC	nca	nca
Clemson U. (MVS)	KVC	RJM	nca
Colorado S.U. (VSE)	KVC	JS	CJC
Cornell U. (MVS)	KVC	nca	nca

LEGEND:

ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
MAB (Mary Alice Ball)	JB (John Bodfish)	CJC (Chris Carlson)
RPB (Ben Burrows)	BE (Bill Easton)	WOD (Bill Drewett)
KVC (Kathy Cunningham)	JF (Jorge Fernandez)	DH (Donna Hayden)
TPM (Tom McGinn)	RM (Randy Menakes)	
	JS (Jerry Specht)	
	NT (Ned Taaffe)	

nca=Not currently assigned

*=Until permanent Account Manager assigned

LIBRARY	ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
CTW Consortium (VSE)	RPB	nca	nca
CUVMA (Wash. D.C.)	MAB	nca	nca
Dallas County CCD (MVS)	RPB	NT	CJC
Delaware, U. of (MVS)	TPM	NT	CJC
Des Moines, P.L. (MVS)	RPB	RJM	CJC
Evansville, U. of (VSE)	MAB	JF	CJC
Florida C.L.A. (MVS)	KVC	BE	nca
Fort Hays U. (VSE)	TPM	JF	nca
Harvard U. (MVS)	RPB	BE	nca
Illinois, U. of (Chicago) (MVS)	TPM	RJM	nca
Indiana State U. (VSE)	TPM	JS	nca
Iowa, U. of (MVS)	MAB	BE	nca
Johns Hopkins U. (MVS)	RPB	NT	CJC
Kent State U. (MVS)	RPB	RJM	DJH
Long Beach P.L. (MVS)	MAB	NT	nca
Louisiana State U. (MVS)	RPB	NT	CJC
Louisville, U. of (MVS)	KVC	RJM	WOD
Loyola U. (MVS)	TPM	BE	nca
McGill U. (MVS)	TPM	RJM	WOD

nca=Not currently assigned

*=Until permanent Account Manager assigned

LIBRARY	ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
Michigan, State Lib. (VSE)	KVC	JF	WOD
*Michigan, U. of (VSE)	RPB	nca	nca
Michigan State Univ. (VSE)	KVC	nca	nca
*Michigan Tech. Univ. (VSE?)	RPB	nca	nca
Minnesota, U. of (MVS)	KVC	RJM	nca
Missouri Southern S.C. (VSE)	TPM	JF	nca
Montgomery Co.C.C. (VSE)	TPM	JF	CJC
NASA (MVS)	RPB	BE	CJC
National U. (VSE)	MAB	JF	nca
National Geographic (MVS)	TPM	BE	DJH
Notre Dame U. (MVS)	MAB	BE	nca
Northeast Missouri St. U. (SSX)	MAB	JF	nca
*Oklahoma State Library (MVS)	RPB	nca	nca
Patuxent River N. A. Stn. (MVS)	TPM	RJM	nca
Pennsylvania, State Lib. (MVS)	MAB	BE	CJC
Pennsylvania, U. of (VSE)	RPB	JS	CJC

nca=Not currently assigned

*=Until permanent Account Manager assigned

LIBRARY	ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
Pittsburgh, U. of (MVS)	TPM	NT	WOD
Port Authority (MVS)	KVC	NT	CJC
Rice University (VSE)	KVC	JS	CJC
Shell Oil (MVS)	KVC	NT	nca
South Alabama, U. of (VSE)	KVC	JS	nca
*Southeast Louisiana S.U. (SSX?)	RPB	nca	nca
Southeast Missouri St. U. (VSE)	KVC	JF	nca
Southwest Missouri St. U. (VSE)	MAB	JF	nca
St. Louis Comm. Coll. (VSE)	RPB	JS	WOD
Stone Mountain P.L. (MVS)	KVC	BE	CJC
Texas, U. of (Arlington) (MVS)	TPM	NT	nca
Texas, U. of (El Paso) (VSE)	TPM	JF	CJC
Tulsa City/County P.L. (VSE)	TPM	JS	nca
*UPRLC (Mich.)	RPB	nca	nca
Utah, U. of (VSE)	KVC	nca	nca
Vanderbilt U. (SSX)	RPB	JS	CJC

nca=Not currently assigned

*=Until permanent Account Manager assigned

LIBRARY	ACCOUNT MANAGER	SYSTEMS ENGINEER	CONVERSION SPECIALIST
Vermont, U. of (VSE)	MAB	JF	nca
Washington U. (St. Louis) (VSE)	RPB	JS	nca
Wayne State U. (DALNET) (MVS)	TPM	RJM	DJH
West Chester U. (VSE)	KVC	JF	nca
Western Kentucky U. (VSE)	RPB	JF	nca
White Plains P. L. (VSE)	RPB	JS	nca
Wichita Public Schools (VSE)	TPM	JF	nca
Wichita State U. (VSE)	TPM	JS	nca
Windsor, U. of (Ontario) (MVS)	TPM	RJM	nca
Wisconsin, U. of (Madison) (MVS)	MAB	BE	nca

nca=Not currently assigned

*=Until permanent Account Manager assigned

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