

**CORRECTION**

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In the December issue of NOTISes, two symbols were omitted from the article "DOWNLOADING RECORDS TO NOTIS FROM THE M300 MICRO ENHANCER." The paragraph mark (¶) on the last line of 2A, and the beginning-of-line (▶) mark on the last line of 2B, did not appear.  
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**4.4.3 UPDATES SENT/MADE AVAILABLE**

A tape with the 4.4.3 fixes/updates was sent during the last week in December to all MVS customers and to all VSE customers who had requested it. The problems which are fixed by 4.4.3 were described in the November issue of NOTISes. All have to do with Acquisitions.

If you have not received a copy of these fixes and would like to, please contact your Systems Engineer.

**NOTIS PRICING CHANGE**

Recently we concluded a study of our marketplace and our pricing. For that study, we had the assistance of the accounting firm Arthur Andersen. The conclusion of the study was something that many of you have expressed--the NOTIS software was underpriced.

As of January 1, there is a new pricing structure for the NOTIS products and services (see Attachment #1). Attachment #1 is a copy of the published price list which is sent to prospective users and which is used in bids. You will note that the price of the permanent license agreement now varies according to the IBM operating system and processor used in conjunction with the software.

This kind of pricing is based on two concepts.

- a. Larger machines make more use of the system through large numbers of terminals and transactions, and gain greater value from the system.
- b. The trend in software pricing is toward this kind of differential pricing.

New customers will also be placed on a higher maintenance scale.

As existing customers, you are affected only by certain elements of the new pricing:

- \* Additional Institution Charges
- \* Support Days Cost
- \* Cost of GTO

Existing customers will not automatically be charged at the new maintenance schedule. We feel that would place an unfair burden on you. However, you should expect that we will continue to increase maintenance within the bounds of your contract or at 15% per year.

#### STATUS OF RELEASE 4.5

Work continues assiduously on Release 4.5. Many of the components are in the testing stage and some pieces have even been installed at the beta test site. Here is a piece by piece report:

1. **Bill and Fine.** Coding and testing is continuing on the bill and fine notice processing. The online portions are complete and will be installed at Long Beach Public Library in March.
2. **Course Reserve.** Coding and testing is continuing. Beta testing will be at St. Louis Community Collge in March on the new item subrecord processing.
3. **Keyword and Boolean.** The VSE version of keyword has now been installed at both Brigham Young University and Vanderbilt University. We feel that we now have two stable and equal versions of keyword and Boolean.

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At the present time there is a significant effort going on to improve the performance of the keyword software. One particular area, that of how the keyword index screens are built, has been identified as an area where improvements can be made. Other areas are also being looked at by the programmers. These improvements will be made available to users in 4.5.

4. **VITLS.** Test tapes for VITLS have been sent to Indiana State and to Clemson. Both institutions will be using these tapes to extract data from their order records and communicate it to Faxon. Faxon will then send them invoice records on tape and they will test the loading programs themselves.
5. **Merged Heading Index.** Work continues on the integration of the new index structure with the distribution version of NOTIS. All of the index building and programs have been brought over from Northwestern University Library and our programmers are working on the integration.

Meanwhile, NUL is testing the dynamic updating of the indexes. If all goes well, we may be able to distribute that with the release as well. No beta site has been picked yet.

We know that you have lots of questions about MHI. Roberta Kirby, Systems Analyst at NOTIS, is working on functional descriptions and file size information to give you as quickly as possible.

6. **OCLC Transfer on 316X.** A number of libraries have received the diskette and code for this. If you would like it before the release, please call your NOTIS Systems Engineer. Otherwise you will receive it with the release.
7. **Acquisitions Enhancements.** Work is proceeding on the enhancements outlined in the article in NOTISes #24 (November, 1987).
8. **Overlay Facility for Tape Loading.** This software is now being sent to customers who request it and will be generally distributed in the release.

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9. **Updated Tag Table.** This is going well. The University of Illinois at Chicago will be the beta test site.
10. **Option to Block Renewal.** This code is done and will be tested soon. It will be in the release.
11. **Updated Database Loading Routines.** As previously reported, these are fine and will be in the release.
12. **SAS extract routines.** Extract routines for the order/pay/receipt record and the item record will be included in the release.
13. **GTO.** This extra cost software will be optionally available with Release 4.5. At the present time new software will be installed at the University of Minnesota on February 1. Following a successful installation there, it will be installed at the University of Iowa. There is still work to do on this release involving both documentation and testing, but it is going well.

At the present time we hope to send the release out in early June. We are very aware that the best window for you to install this big package of enhancements will be this summer. We want you to have the software before NUGM (June 22-24) if possible.

#### STATUS OF THE LINKED SYSTEMS PROJECT

The current status of the linked systems project is one of waiting. The waiting is for IBM and we would like to encourage you to help us cut short the waiting.

In December some members of the Linked Systems Project Technical Committee, including someone from both the Library of Congress and RLG, as well as Dr. James Aagaard from Northwestern University Library went to IBM in North Carolina for a briefing. The briefing concerned the status of products which IBM markets in Europe that support several layers of the LSP protocols. These products are not currently marketed in the United States.

Dr. Aagaard was encouraged by what he learned about the products. They will run on the integrated communications adapter of the IBM 4361 and 9370 machines. This would completely eliminate the need

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for a Series/1 front end processor or for an expensive 3275 communications controller. However, IBM has not agreed to either market or support these products in the United States. Until they do, Dr. Aagaard is understandably reluctant to base our development on them.

He has requested that IBM consider the question of marketing and supporting these products in the U.S. soon, and letting him know if it will happen. Work on the Series/1 part of the project has been temporarily suspended to await a response. Work, however, is continuing on the upper layers--the presentation and application layers--which are needed in any case.

How can you help? Tell your IBM representative that you want these products so that IBM can get the understanding that it is worthwhile for them to bring these to the U.S. market. While we talk to them all the time, your voices will help us be heard.

#### ANNOUNCEMENT

The University of Illinois at Chicago will be the beta test site for the revised NOTIS tag charts, which will include MARC updates through the 15th revision. These will be part of the NOTIS 4.5 release.

#### SAS USER'S GROUP MEETING

Our sincere apologies to each of the people who tried to attend the NOTIS/SAS interest group meeting in San Antonio. Apparently there is more interest than we knew about.

The annual meeting of the SAS USER'S GROUP INTERNATIONAL (SUGI) is scheduled for March 27 - 30, 1988 in Orlando, Florida. We would be happy to schedule and attend a "Birds-of-a-feather" discussion group at SUGI if there is interest.

If you would like us to arrange a BOF session during SUGI, please contact Kathy Cunningham by February 15. If 10 people sign up, we will be there. Call or write Kathy at:

Kathy Cunningham  
User Services Librarian  
NOTIS Systems, Inc.  
1007 Church Street  
2nd Floor  
Evanston, IL 60201-3622

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## CHANGES IN SYSTEMS ENGINEERING

Jerry Specht will be moving from the position of Manager of Systems Engineering to the newly-created position of "Chief Systems Engineer". In this position he will focus on backing up other Systems Engineers in terms of problem-solving, publishing Troubleshooting information, and preparing installation instructions. He will continue to serve as Manager until a new person is hired.

As indicated in a previous issue of NOTISEs we have been looking for a VSE Systems Engineer to replace Jerry Morgan. We are now, additionally, looking for another new MVS engineer.

In summary, we are now looking for a Manager of Systems Engineering and two Systems Engineers.

## HELP NEEDED REGARDING OCLC

We recently met with OCLC regarding the transfer of records from the OCLC database into NOTIS. OCLC's position is that they will not provide local system vendors with direct access to the OCLC database, even for testing purposes.

The reason for this? They say they have not heard from their users that this is something desirable. We encourage you to "lobby" them to make it clear that you are helped if we can develop and test online transfer programs.

We feel that you need good transfer software. We also feel that online transfer expedites your workflow and facilitates your job. OCLC is willing to be responsive to your needs, but needs to hear from you that cooperation with us is part of meeting your needs.

If you are willing to express your support of OCLC offering us a testing account, please write:

Ms. Elizabeth Bishoff  
Manager, Cataloging & Database Service Department  
OCLC  
Mail Code 138  
6565 Frantz Road  
Dublin, OH 43107

## NEW OCLC SERIALS AND OTHER CONVERSION PRODUCTS AVAILABLE

The Conversion Services group has recently completed several new products that we think are of value to existing customers. A short descriptive price list is included in this issue as Attachment #2.

One program that many libraries have been interested in is the one to load OCLC Serials Union List records ("LDRs") into NOTIS and automatically create copy holdings and volume holdings records. Existing serial bibliographic or copy and volume holdings records can be preserved or overlaid with this facility.

Another program of interest is the one which loads LC MARC records from an LC MARC Distribution Service tape. Facilities for loading and overlaying records from subsequent tapes are included.

**CAUTION:** All of the prices shown in Attachment #2 are for generic versions of these programs. If you require customization there will probably be an extra cost.

For more information about any of their programs, please contact Conversion Services or your User Services Librarian.

## RECOVERY OF NOTIS FILES WHICH ARE UPDATED BOTH ONLINE AND BY BATCH PROGRAMS

As described in section 6.7 of the NOTIS Installation & Operation Manual, recovery of NOTIS data files is handled by LB968.

For files which are only updated online this is a straightforward process in which the most recent backup of the file and journal 4 are used as input. For files which are also updated by batch programs, the process can be more complicated.

Batch jobs which update data files are

- 1) LB610 (the LB660 step updates the patron file and the item file),
- 2) LB510 (the batch patron file load/update),
- 3) LD400 (the commitment & expenditures report which updates the fund file),

4) LBC70/90 (which may be used to load additional bib/holdings records) (or to overlay records in the case of RLIN), and

5) VITLS (with release 4.5 will update the order, fund, and invoice files).

In the case of LB610, a tape, which has the updates in the journal-4 format and can be used as input to LB968 as though it were a journal 4 tape, is generated as the last step (LB665). For the other jobs, you need to be sure and back the file up either immediately before or immediately after running the job.

Say that your normal backup of the patron file is on Friday, then on Tuesday you run LB510, and that on Thursday your patron file is damaged. If you run LB968 (which uses as its input the backup of the file, whatever online updates have been written to journal 4, and the LB610/665 update tape) and then rerun LB510, those updates which were made online (or by LB610) on Wednesday would be lost.

Conversely, if you restore the backup tape, run LB510, and then run LB968, some of the updates which occurred as part of the LB510 on Tuesday may be overlaid by journal 4 or LB610 versions of the record written on Saturday, Sunday or Monday.

If the backup of the file(s) always occurs immediately after running the job, all you will need to do is to use this backup tape as input (along with the journal 4 tapes) to LB968.

If the backup occurs immediately before running the job, you would need to a) restore the backup, b) re-run the job, and then c) use that file (along with the journal 4 tapes) as input to LB968. In this mode of operation you would need to be sure and keep the tape used as input to the most recent run of the job (so that step b could be performed successfully) until such time as another backup occurred.

#### RECOVERING NOTIS FILES

Several NOTIS users have recently had to recover files using the NOTIS job LB968. In working with these users we discovered

1. problems with the 4.4 version of the (VSE) Z.LB968JOB
2. a problem when no journal records meet the INCLUDE criteria.

These problems and their solutions are described in U82, U83, and U84 in the Troubleshooting section of this issue.

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We suggest that all NOTIS customers set these jobs up and test their operation so that problems can be worked out prior to the (hectic) time that a recovery might need to be done.

#### NEW JCL FOR MVS INSTALLATIONS (LB889 and LB345)

The programs to run two new batch jobs were distributed with the 4.4 (4.4.1) version of the source, but the JCL to execute them was not included at that time. The JCL has now been completed and tested. Samples of each will be distributed with the next NOTIS release; but in the meantime, we're including the JCL here for those who are interested in running them immediately (see Attachment #3).

LB889 is a program to change Processing Unit codes on Bibliographic, Holdings, Order, Item, and Authority records. NOTIS has found this program useful for setting up small test databases.

One cautionary note: The currently distributed version of LB889 is not able to process Invoice or Fund records, so if these records are present in the database that's being adapted, you'll have to wait until the next release when this limitation will be corrected.

LB889BAL requires that two batch submodules be included at linkedit time. These are LB920LNK and LB935LNK. Therefore, you'll need to create a one-line linkage control member named LB889INC. An example is provided, along with the JCL.

LB345 is a program which reads the Bibliographic file and produces a hardcopy listing of either the entire author/title index, or just the duplicate entries in the index. This is controlled by a PARM value in the JCL itself. (See the JCL for details.)

LB345 requires that LB920LNK be included at linkedit time. An example of the linkage control member is provided, along with the JCL.

#### JCL TO BUILD ENTRIES FROM AUTHORITY RECORDS IN YOUR STANDARD NUMBER INDEX (MVS ONLY)

We have included in this issue of NOTISes a modified version of the JCL to create the standard number index (see Attachment #4). This version reads the authority file and generates entries for up to four tags in the authority record: LCCN (010), ISBN (020), ISSN (022), and local system control number (035 field). A table with the name PUTBLA is coded at the bottom of LB320BAL. It

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controls which fields in the authority record are processed. Each entry in the table represents a processing unit. The following illustration describes the entries which control authority record fields. (The unlabeled selection bits control fields in Bibliographic records. These are discussed under LB320 in the Programmers' Reference Manual Vol. I.)

PUTBLA	EQU	*	START OF TABLE
DC			C'NU',C'L',B'11111111',B'10000000',B'11110000'
DC			C'GE',C'L',B'11111111',B'10000000',B'11110000'
DC			C'HS',C'M',B'11111111',B'10000000',B'11110000'
DC			C'LL',C'L',B'11111111',B'10000000',B'11110000'
DC			C'TR',C'T',B'11111111',B'10000000',B'11110000'
DC			C'UA',C'L',B'11111111',B'10000000',B'11110000'

LCCN (010 field) ————— ↑ ↑  
 ISBN (020 field) ————— ↑ ↑  
 ISSN (022 field) ————— ↑ ↑  
 Local System Number (035 field)

If you opt to build entries in the Standard Number Index for your Authority records, you'll notice a functional peculiarity when searching the Index online. If, from the index level, you select an entry which points to an authority record, you'll get a response of RECORD NOT FOUND. This is because the system, by default, is assuming the entry is for a Bibliographic or Holdings record. Minor changes one online program will correct this problem. These simple changes are described in the Troubleshooting Section of this issue, under problem U94. (These changes will be reflected in the next release of the NOTIS software.)

(DOS users have J.LB320JCL and J.LB325JCL which shows the additional step which needs to be added to the LB320 job and the TLBL which is added to the LB325 job.)

#### LOADING MULSP SERIAL RECORDS INTO NOTIS

by Susan W. Lewis, St. Louis Community College

St. Louis Community College has successfully loaded its MULSP (Missouri Union List of Serials Project) serial records into NOTIS. This project was important because it allowed us to use these existing machine readable records to create holdings data in NOTIS.

Following is a run-down of what we did, with suggestions on how other Missouri libraries can proceed.

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1. First, you will need to contact the MULSP office to arrange for customizing your tape (see Attachment #5 for how St. Louis Community College customized their tape).
2. Second, we received a test tape to see how it would load using LBC90 (we first tried using the version released with NOTIS 4.4.1). The bibliographic and holdings records loaded correctly using this program, but we could not get volume holdings records created. We contacted NOTIS and one of the engineers worked with us for a couple of weeks, but nothing worked. He then suggested we contact Conversion Services.

I decided to see if any of our Missouri NOTIS users had a customized program that would create volume holdings records. Central Missouri State (Mollie Niemeyer) allowed us to use their program. It worked fine! I would suggest using your own version LBC90 if it works; if not, Mollie has agreed to share. No matter what program you use, you will need to change the load program in two places. The first change is at line FLD035A (after A320) where the 035 field (local control number) is created. The program has (<O<Co<L<C) which you want to change to (<M<U<L<S<P). That will create a field that looks like:

035: :(MULSP)AAA-9287

You will be able to search by MULSP number using the standard number index as follows:

no=AAA-9287

where AAA-9287 in both cases is any MULSP control number. If you do not make this change, the field will read:

035: :(OCoLC)AAA-9287

Searching will not be affected, but it will be less clear where the records came from.

The second change is in the tables within the program that formats the locations (LNTBL at the end of program). You will need to put in the 4-digit "OCLC" codes you have decided to use and translate them into NOTIS locations and sublocations.

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Example:

LNTBL	IRMC	LOCN	NOTIS	NOTIS
	\		location	sublocation
	OCLC		0,IR,M,PER,,X,000006,LC	
	location		NOTIS	class code
			processing	no call no.
			Unit	

I can help you format your 049 field and this table if needed.

The only thing we could not translate using CMSU's program was the call number. Since we did not need the call number in NOTIS, we did not pursue changing the program. (Our only MULSP records with call numbers were duplicates of records in our database. We customized our MULSP tape to list all these records on an error listing, which we then could delete/edit manually). If you need call numbers, you may need to work with NOTIS Conversion Services. Another option would be to put the call number in the 090 field on the MULSP end. That is what we did with our big conversion. It will only work if you use the same call number for all copies of the title.

3. Last, we scheduled the load. The only problem we had after the load was that we could not create "new" records. That was corrected by running the housekeeping record program (LB990). (See Attachment #6 for sample records.)

**TULSA PUTS I&R FILE ON NOTIS**  
by Jon Walker, Tulsa City-County Library

The Tulsa City-County Library is using NOTIS to provide librarians at its Central Library and twenty branches access not only to the traditional catalog of library holdings, but also to an information and referral file of community services and organizations.

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Establishing Tulsa's I&R file on NOTIS involved no special programming. By utilizing NOTIS' capability for establishing independent institution groups, Tulsa created an I&R database which is separate from its catalog of library holdings, but to which all librarians readily have access.

I&R specialists maintain the information and referral database. They use an abridged set of MARC tags to describe organizations and services, and to provide user access to them by official name, alternate names, acronyms, initialisms, and subject.

Tulsa first began putting I&R data on NOTIS in August of 1985. Since then they have input more than 3,200 Tulsa-area community organizations and services.

For more information about what Tulsa is doing with I&R data on NOTIS, contact either Ruth Blake (Head of Technical Services at 918-592-7929) or Jon Walker (Coordinator of Community Information Service at 918-592-7960): or write them at:

Tulsa City-County Library  
400 Civic Center  
Tulsa, OK 74103

#### NOTIS SECRETARIAL SUPPORT

NOTIS is committed to providing our customers with the best support possible. By establishing a Customer Services Division, we hope to continue improving our level of support to you.

One area of support that may pass unnoticed is the role of the NOTIS secretary and other important support staff. If you call the NOTIS office, whoever answers your telephone call is going to be as helpful and direct as possible.

Cheryl Wallace, secretary to Conversion Services and Systems Development, recently attended the seminar "You Deserve a Break." She distributed a report on the seminar to all NOTIS staff (see Attachment #7). In the report she lists the assets the NOTIS secretary provides to you.

#### NEWS FROM USER SERVICES

Mary Alice Ball went to the State Library of Pennsylvania December 4-5 for training in Circulation. She also went to Boston College for an Implementation meeting December 17-18.

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Kathy Cunningham went to Burroughs-Wellcome for training in Cataloging December 17-18.

Susie Gegenhuber traveled to the CTW Consortium December 2-3 for training in Introductory Acquisitions. She also went to the Bibliographic Association of Red River (BARR) for an Implementation visit.

Dale Hood visited Louisiana State University December 3 for training in Advanced Acquisitions.

Tom McGinn was at the University of Pittsburgh on December 2-3 for training in Advanced Acquisitions. Pittsburgh is progressing rapidly toward implementation of all NOTIS modules.

Loyola University received Advanced Acquisitions training on December 15-16. Loyola has cataloging and acquisitions operating successfully.

Tom visited Queens University in Kingston, Ontario for an Implementation review on December 17. Queens has successfully converted data from its previous automation system into NOTIS format and is loading them during these months.

#### DOCUMENTATION REVIEWERS NEEDED

Documentation Services staff would like to identify any NOTIS users interested in reviewing draft documentation before general release.

Anyone interested should fill out and return the form at the end of this issue (see Attachment #8).

#### DOCUMENTATION ALERTS

Documentation Alerts is a regular column which contains "early warning" information about additions and corrections to NOTIS user documentation.

For each item we give the problem, an "immediate" correction (if there is one), and the number of the User Documentation Update in which the correction will be incorporated into the NOTIS documentation.

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#### Documentation Corrections

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DATE: 1/15/88

#### PROBLEM:

In the NOTIS Terminal Operator's Manual, Vol. 1: Technical Services, Part 3 tag table descriptions, the NOTIS-defined field STAT (Record Status in NOTIS File) for all applicable formats has misleading information.

#### CORRECTION:

Cross out the four lines under RECORD STATUS IN NOTIS FILE and write in a summary of the following.

Both positions in the field have the same value, indicating previous and continuing status. Use lowercase only. To encode for deletion, capitalize the letter in the second position if the record has an order linkage. To encode a record without an order linkage for deletion, use an uppercase "D" in the second position, regardless of the value in the first position.

Define "D" as "Record has no order linkages; ready for deletion."

#### PLANNED DOCUMENTATION UPDATE NUMBER:

Revised tag tables will be issued at the same time as documentation for Release 4.5 in 1988. User Documentation Update #10 will include revised information on the delete procedure.

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**NOTIS**  
SYSTEMS, INC.

Price List  
NOTIS Systems, Inc.  
January, 1988

Permanent License Fee

The NOTIS library management system software is offered to customers on a perpetual license fee basis. This includes all of the existing modules of the library processing system, including:

- Cataloging
- Authority Control
- Acquisitions
- Serials Control
- Circulation
- Online Catalog

The following are included in the Permanent License Fee:

- Perpetual License to use the software
- Source code for all NOTIS developed software
- First twelve months of software maintenance
- Sixteen days of onsite support and training
- Two complete sets of documentation
- Five subscriptions to the customer newsletter

Travel, lodging, and meal expenses for the onsite support days are NOT included. These costs are billed to the institution after they are incurred.

The Permanent License Fee is based on the the IBM operating system and the IBM processor used by the institution.

Permanent License fees are:

MVS and MVS/XA (all processors)	\$160,000
DOS/VSE (except 937X processors)	\$130,000
DOS/VSE on 937X processors	\$ 90,000

Specific payment terms may be negotiated to accommodate the institution's fiscal year and financial requirements.

#### Software Maintenance

Institutions have the option of selecting software maintenance after the first twelve months. Software maintenance is billed annually in advance and includes the following:

- Problem diagnosis and correction
- Unlimited telephone support
- Provision of changes to support new releases of the IBM operating system
- Documentation changes and additions
- Enhancements to the application software
- Two onsite support days per year

The prices for software maintenance for institutions contracting at the above license fees are:

MVS and MVS/XA	\$28,000
DOS/VSE (except 937X processors)	\$22,000
DOS/VSE with 937X processor	\$20,000

Software maintenance prices are subject to an annual increase.

#### Additional Institution Charges

The Permanent License Fee is issued to a single institution. If another separate political institution wishes to share in the use of the software package, there is an additional fee, payable at the time that the second or subsequent institution begins using the software. The Additional Institution Fee is \$35,000.

The additional institution fee includes the extension of the permanent license fee to the institution, three additional days of onsite support, one set of documentation and two additional subscriptions to the customer newsletter. It also includes twelve months of software maintenance for the additional institution. After the first twelve months, there is an annual maintenance fee for the additional institution of \$5,000 per year.

#### Generic Transfer and Overlay

The Generic Transfer and Overlay Facility (GTO) is a software package which supports online transfer from a bibliographic utility to the NOTIS database. GTO utilizes an IBM PC, IBM PS/2 or compatible microprocessor for the transfer. It is supplied as a site license to the institution so that the institution may

have multiple microprocessors attached to the mainframe. Each microprocessor will support up to fifteen terminals of the bibliographic utility.

GTO supports online transfer of records from OCLC, RLIN and UTLAS.

The price of GTO is \$10,000 for the first bibliographic utility. Second and third bibliographic utilities cost an additional \$5,000 each. There is an annual software maintenance fee of \$1,500 for the first utility and \$750 for the second and third utilities.

#### Additional Support Days

If an institution uses its allotment of support days, it may purchase additional support days at a charge of \$600 per day.

Specific payment terms may be negotiated to accommodate the institution's fiscal year and financial requirements.

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NOTIS Systems, Inc.  
Jan. 4, 1988

#### CONVERSION SERVICES ADDITIONAL COST PROGRAMS

The following optional programs are available from Conversion Services for additional costs. The prices below reflect the generic versions of the programs. Customizations are available for an extra cost (determined by the complexity of the requested customization).

Item Record Creation (LD08X) \$4000  
Creates a linked item record from the trigger "id=" coded into either the copy notes field or in one or more volume holding statements. Can put enum/chron data into item record. Can be used with valid bar codes (OCRs) or with dummy trigger (id=9999). Removes trigger and real bar code or dummy from the copy/volume record. Can do a portion of the database at a time, if desired.

Smart Bar Code Creation (and tape for vendor) (LD016) \$4000  
Reads item file and assigns bar codes to items which do not have them; concurrently creates a label tape for a bar code vendor. Controlled by locations specified at run time.

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LD08X/LD016 package - create items and bar codes \$6000  
Realize a discount by ordering both.  
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Batch Linker (LD025) \$5000  
Designed primarily for customers with an existing circulation system from which they want to preserve statistics. Reads un-linked item file, uses call number and locations as method of finding appropriate copy statement for linkage. If locations match, links maximum of one item per copy statement.

Item Id Batch Linker (LD025M) \$7000  
Designed primarily for customers with an existing circulation system from which they want to preserve statistics and in which there are item records with unique item identifiers. Same unique item identifiers must also exist in subfield a's of the copy notes field. Uses the item identifier in item record to find same identifier in copy notes. Can link up to 256 item to a copy statement.

LC Resource Loaders Package \$2500  
For Bibliographic and Authority records from LC  
Provides the ability to load and update, through monthly tapes, bibliographic and authority records from the Library of Congress. Includes the LC overlay capability.

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 \*\*\*\*\* \$1000  
 LC overlay  
 Included in LC Resource package. Overlay can be purchased separately. Allows library to overlay incoming bibliographic or authority data only.  
 (No holdings capability)  
 \*\*\*\*\*

\*\*\*\*\* \$5000+  
 Serials Union List Loader (LBC60)  
 Allows the loading of serials union list records after they have been extracted from the OCLC union list system. NOTIS will send tapes to BNA for preprocessing (the '+' is the per record charge that BNA assesses), then those records can be loaded directly into the NOTIS system using the union list job stream. Includes serials overlay package (see below).

\*\*\*\*\* \$7500  
 Serials Check-in Loader (LBC50)  
 Allows serials check-in records from the OCLC serials check-in system to be loaded into the the NOTIS system. Records are first turned into 'pseudo-MARC' records then run through NOTIS intermediate steps before loading into the NOTIS database. Includes the serials overlay package (see below).

\*\*\*\*\* \$1000  
 Serials Overlay - overlay for serials records  
 Assumes an existing database. Records incoming from update tapes are matched to the database through the standard number index. If a match is found, the new record goes into one file and a copy of the existing record into another file. If no match is found, the new record is written to a separate file. In all cases, bibliographic records make up one part of the file and holdings the other part. The library can then choose how to update their existing file - bibs only or holdings only or both or old only or new only or any of several other combinations.  
 \*\*\*\*\*

#### BIBLIOGRAPHIC AND HOLDINGS LOADERS

OCLC type data loader (LBC90)	\$10,000
RLIN type data loader (LBC70)	\$12,500

Both loader packages include specification consultation and analysis. Certain options are also included at no extra cost:  
 converting a MARC record into the NOTIS format  
 capability to delete entire fields  
 capability to retag entire fields  
 bracketing the form/size designation in the title field  
 using the 005 field for the cataloging date  
 checking specified indicators for non-numeric characters

setting specified filing indicators for English articles  
 deleting subfield 'w' from specified fields  
 putting an entire field into title notes  
 putting one entire subfield into copy notes  
 using the 300 subfield 'c' to indicate 'folio' or 'oversize' in the copy information  
 doing simple one-to-one translations of holdings codes to NOTIS locations and providing straightforward copy and volume record creation

Other processing is provided through the customization charges, which are quoted on a task by task basis. (The basis for calculating the customization charges is a cost of \$500 per day for both analysis and programming)

TIPS FOR THE NOTIS SECRETARY

Something revolutionary is happening in the office. Advances in information technology are creating new opportunities for over 4.1 million secretaries in the United States alone. Management's perception of the secretary's role has changed. We're now being recognized as members of the executive team and as valued agents of change in the ever changing modern office.

On December 1, 1987, I had the privilege to attend the "You Deserve a Break" Seminar for Secretaries sponsored by Prime Learning International. The purpose of the workshop was to enhance secretarial skills to better support management within businesses throughout the country.

I have included some helpful hints that I feel could be useful to the NOTIS Secretary.

I believe that a successful NOTIS Secretary:

- \* Is a key part of the executive team and an executive extender
- \* Has good management skills
- \* Is mature and professional at all times
- \* Has strong communication skills
- \* Is a self-starter
- \* Knows instinctively what is confidential
- \* Is positive and assertive without being too aggressive, but always diplomatic
- \* Is poised and self-confident
- \* Is able to work with people at all levels

If we remember to take pride in ourselves and in our organization, support team objectives, communicate with each other and focus on being proficient, then we are successful. Proficiency requires the best of both efficiency and effectiveness, a careful balance between doing things right and doing the right things.

Most of all remember that we're not just secretaries but the best secretaries.

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