CORRECTION
****
We incorrectly informed you to write Ms. Elizabeth Bishoff
regarding testing account at OCLC.   Her first name is Lisbeth,
not Elizabeth.
****

CORRECTION
****
The list of batch jobs which update data files in the article
"Recovery of NOTIS Files Which Are Updated Both Online and by
Batch Programs" in the January #26 issue of NOTISes failed to
include the global change jobs (LB880, LB890, LB892).   The
principles discussed should be applied to these jobs as well.
****

MERGED HEADING INDEX UPDATE

The Merged Heading Index may not be included in Release 4.5.

The integration of this extensive new code is encountering some
problems right now. We are not confident, at this point, that we
can include it in the Release 4.5 package and still distribute
the package in June.

At this point, we feel that we will send out the release in June,
with or without the Merged Heading Index. The other components
of the release are all testing well. We feel that the amount of
effort needed for you to install the release at your site is
great enough that we must ship it in June if you are going to see
the advantages in fall.

Of course we will keep you posted of our progress.

THE MERGED HEADING INDEX PROJECT

The Systems Development staff at NOTIS are in the process of
bringing up a test region containing the Merged Heading Index
Project programs. This software, designed and programmed by the
Information Systems Development Office of Northwestern University
Library, has in the past been referred to as Index Redesign. It
was recently renamed to avoid confusion with the re-write of the
call number indexing program.

More detailed information on this important project will be
provided in subsequent issues of NOTISes.

The first phase of the Merged Heading Index Project will include
the following components:

1. LCSH-MARC Tape Processing

    LB250 - LCSH-MARC tape load
    LB280 - LCSH-MARC update tape load
    LB36X - LCSH-MARC record de-blinding (version of LB360)

2. Merged Heading Index

    LB310 - generate index entries from bib records
    LB312 - generate index entries from authority records
    LB300 - sort and load Merged Heading Index
    LC310 - index search
    LC311 - guide display
    LC312 - index display
    LC360 - Dynamic update
    LC365 - Dynamic update
    LC404 - Command processor
    LC405 - Command processor
    LC410 - Command processor

3. Catalog Management

    LB360 - conflict detection (PL/1)

Subsequent development on the MHI Project will include:

    OPAC search and display of MHI
    search qualification

catalog-based searching
revised new/dropped headings list
revised global heading changes

NOTIS JOURNALS: SIZE, FREQUENCY OF PROCESSING, AND REINITIALIZATION

As noted in Problem V001 in this issue of NOTISes, two extent
switches should never occur between executions of the job which
processes/backs up a NOTIS journal. There are two different
approaches to managing the journals in order to avoid the above
situation.

The first approach (used by Northwestern University Library), is
to have two equal-sized extents for each of the journals and to
not reinitialize them. Journals 3 and 6 are processed (by
LB010JB3 and LB010JB6) each weekday morning before CICS comes up.
Thus, each extent of each journal needs to be large enough to
accommodate Friday/Saturday/Sunday's, requests/statistics. With
journals 4 and 5 they wait until an extent switch occurs and then
run LB965 (LB96A/LB96B) or LB700 (LB70A/LB70B) to back up the
extent which just filled up. Thus, under this approach, these
two journals do not need to be any particular size.

An alternative approach is to run the jobs which process/backup
the journals at some regular interval and have extent A be large
enough to accommodate all of the records which might be written
during that interval. Then extent A is reinitialized and
journaling starts again at the beginning of A. Extent B is small
and in the unusual circumstance that a switch to B occurs, the
job which processes the journal is run immediately. In this mode
of operation, journals 3 and 6 would normally be backed up prior
to their processing/reinitialization, in case a problem was
discovered later and a reprocessing of the journal was necessary.
(Since the jobs which process journals 4 and 5 are backups, such
a separate backup is unnecessary.)

The advantage to this second approach is that the jobs can be run
as part of a regular schedule rather than "on demand" (as extent
switches occur). The disadvantage is that it is difficult to
know how many records could be written in the interval between
the runs of the job which processes it/backs it up. If CICS does
switch to the small extent B, it would be critical that it be
noticed immediately. This may be too much to expect. Thus,
extent A may need to be very large, larger in fact than the
combined extent A and extent B in the first approach. Note: if
you back your files up nightly (or if you back journal 4 up
nightly), journal 4 only needs to be large enough to accommodate
one day's transactions and making it significantly "oversize" is
not such a big deal.

As is also noted in Problem V001 (in this issue of NOTISes), by running the job which processes/backs up the journal with CICS up and the journal open, all records can be processed regardless of where the end-of-file might be placed when CICS is down/the journal closed. Though this should never need to be done, it is useful to know.

THE USE OF ALLCAPS=YES IN MODIFYING OPC (LUIS) SCREENS

(A suggestion from Ron Johnston, McGill University)

There could be an improvement in the documentation of macro NT-TEXT. On page 3 of this program in the NOTIS Programmers Reference Manual, Volume 2 parameter ALLCAPS is described for "when an upper case constant is needed." It is not clearly stated that lower case letters can be used in 'constant' and will be left unchanged if ALLCAPS=YES is coded. This is important to clients because the NT-TEXT macro is used extensively in LC798, the LUIS screen definitions.

For example the same result is achieved by both of the following:

```
NTTEXT 20,01,'        $See the MUSE handout for further i+
          nformation.c',ALLCAPS=YES

NTTEXT 20,01,'        $<SEE THE /MUSE HANDOUT FOR FURTHER+
          INFORMATION.c'
```

It is much easier to code the constants directly in upper and lower case than to use the slash and less-than symbols to control case.

NOTIS CIRCULATION STATISTICS

There are a variety of circulation statistics produced/maintained by NOTIS:

1) The daily counts of charges, renewals, discharges, etc., for each service unit which print on the LB610 operations report;

2) The Circulation History File which is maintained by the LB650/1 job;

3) The counts of charges, overdues, etc., which are in the item and patron records and pertain only to that particular item or patron.

In producing general statistics for some particular time period, 3) is not relevant. We will concentrate on how 1) and 2) work.

When an item is charged, renewed, discharged, recalled, etc., the LC612 program increments the appropriate counter for that service unit in the CICS Common Work Area. Every 30 minutes, the LC496 program (which is set off as part of the PLT execution at the time CICS is started up), reads the values in the Common Work Area, writes an "AW" record with these values to journal 6 and resets the counters to 0. The batch LB010JB6 job then transfers these "AW" records into the LIREQC file (and marks the journal records as processed by placing the date in bytes 16 and 17 and a X '80' in byte 18. The transaction code is in bytes 23-26). Finally, LB610 reads through LIREQC and, assuming that LB605TBL indicates that 'AW' records are to be processed as part of this particular run of LB610, uses these values to produce the statistics on the operations report (and marks the LIREQC records as having been processed).

Since the way in which discharges are counted has been the source of some confusion. Here is some more specific information about that particular transaction.

A) A normal discharge is counted as 1 discharge (this includes material charged to 'special' patron I.D.'s, like LOST or MISSING.)

B) Material discharged at time of charge is counted as 1 discharge "Currently charged to another patron... Do you wish to discharge?"

C) A 'browse' (that is a discharge of non-charged item) is counted as 1 discharge.

D) A courtesy discharge (that is, a discharge at a Service Unit which is 'not home' to the material) counts as 1 discharge on the report for the Service Unit which performed the discharge.

E) A check-in discharge (that is, a discharge of material to its home Service Unit, after being courtesy discharged at another Service Unit) counts as 1 discharge.

If you record these daily operations report statistics, you can, of course, get monthly or yearly totals for each service unit. NOTIS does not provide any cumulation of these statistics.

What NOTIS <u>does</u> do is to write a 'KB' journal record for each
regular discharge and a 'KA' record for each browse "discharge".
These records contain the call number, the patron category, the
patron codes, the date charged, and other information that you
may want to analyze. These "KB" and "KA" records are written to
journal 6 from which they are transferred by LB010JB6 into
LIREQC. They accumulate there until LB650/1 writes them to the
(tape) Circulation History File. The SAS job LBCIRHST reads this
file.

What these NOTIS programs do not do is give you the number of
charges, renewals, etc., per month broken down by patron category
or any characteristic other than service unit. Some users have
gotten such statistics by reading the Circ History File to locate
items charged during a particular month. Since the Circ History
File only has items which have already been discharged, such
users have written programs to search the item file for items
charged during a particular month which have not yet been
discharged.

(Searching the action index for 'FC's or 'FD's is a satisfactory
alternative only if charges/renewals have a due date and are to
have an overdue notice produced. Otherwise, they will not have
any entry in the action index.)

NEW NOTIS FAX MACHINE

We are now the proud owners of a Telefax machine, an Omnifax 9S
model. If you would like to send something to NOTIS using our
FAX, the telephone number is (312)-866-0178.

If you can receive correspondence via the FAX, please let Jean
Alexander at NOTIS know your FAX telephone number. Write or
call:

> Jean Alexander
> Administrative Operations
> NOTIS System, Inc.
> 1007 Church Street, 2nd Floor
> Evanston, IL 60201-3622
> (312)-866-0126

NOTIS CUSTOMER ACCOUNT LIST

We plan to include regularly in NOTISes a list of NOTIS User
Services and Systems Engineering accounts. See Attachment #1 for
a current list of NOTIS accounts.

COMPILATION OF ELECTRONIC MAIL ADDRESSES

Mary Alice Ball is keeping a list of all electronic mail
addresses. Please look at this list (see Attachment #2) for your
name and node/address. If you see an error, please send any
corrections or additions to:

> Mary Alice Ball
> User Services Librarian
> NOTIS Systems, Inc.
> 1007 Church Street, 2nd Floor
> Evanston, IL 60201-3622

TRAINING WORKSHOP SCHEDULED

A one-day workshop on training staff and patrons to use NOTIS is
being planned for June 21, 1988 (the day before NUGM) at
Northwestern University in Evanston. A committee is meeting on
February 19 to plan the format and agenda. Watch for details in
the March issue of NOTISes.

The Training Workshop Planning Committee members are:

> Kathy Cunningham, NOTIS Systems, Inc. (chair)
> Jane Aitken, McGill University
> Lucy Cohen, University of Michigan
> Carol Hert, University of Delaware
> Stuart Miller, NOTIS Systems, Inc.

NOTIS AT ALA IN SAN ANTONIO

Thanks to all our current users (and new users) who stopped by
the NOTIS booth to say a "warm" hello. It certainly made up for
the very cold weather in San Antonio. We all had visions of 60
degree weather before leaving Chicago for San Antonio. But it
certainly was warmer than the -15 degrees we had in Chicago the
day we left.

We want to thank you all for your patience with our phone line
problems. We are sorry that we were unable to get all our
terminals working so that you could get "great" demonstrations.

For the first time we had representatives from IBM in our booth.
They were happy to be there to answer hardware questions from our
users. This was their first "library" conference and they had
such a good time they plan to travel to New Orleans!

The Marketing department wishes to thank everyone for stopping by to see NOTIS and for all of the compliments received on the new brochures.

On to New Orleans!

THE UNIVERSITY OF ILLINOIS TO PRESENT PAPER AT ALA

At the ALA conference in New Orleans, Jim Mouw and Anne Weller will present a paper on bibliographic record and serial record conversion programs used at the University of Illinois at Chicago. This presentation will be at the Conversion Services Interest Group meeting on July 10 at 9:30.

If you have any information on papers being presented at ALA which are of specific interest to NOTIS users, please contact:

> Susie Gegenhuber
> User Services Librarian
> NOTIS Systems, Inc.
> 1007 Church Street, 2nd Floor
> Evanston, IL 60201-3622

RESULTS OF THE SURVEY OF THE SPECIAL INTEREST GROUP ON TRAINING AND INSTRUCTION
Tabulated by Carol A. Hert, University of Delaware

I. Introduction

As of December 15, 1987, 56 NOTIS sites had replied. These were predominantly from academic libraries with three special, three public, two state libraries, and five networks responding. Seven libraries reported that they were not far enough along in the implementation to have any training activities to report.

Following are the preliminary findings from the survey which include reports on training function configurations both for patrons and staff; unique programs and materials; planning, philosophy and evaluation of training programs; equipment, software and documentation; and potential training projects.

II. Training Function Configurations

For all institutions which reported on patron training, the responsibility for that training lay with the public services staff. In some cases, a specific committee existed to design instructional materials for patrons. In general, most institutions had developed flipcharts and one or two page instructional sheets and brochures. LUIS was also a component in all bibliographic instruction classes. Several respondents reported using a library skills workbook with exercises, computer assisted instruction, or videos.

There was quite a diversity of strategies employed for staff training. Six categories were identified. Sixteen institutions mentioned the existence of a training coordinator responsible for the planning, development, and execution of training programs. In some cases the coordinator does the training. Six other institutions reported that role as being filled by the systems officer. This may relate to the size of the institution. The third and fourth configurations involved a committee. Five institutions use a training committee which is responsible for training on all components. If there is a training coordinator, that person sits on the training committee. One institution reported the establishment of task forces responsible for both implementation and training for a particular component. In other institutions training is the responsiblility of the department involved. Finally, the networks reported that they had specifically designated trainers who work with their membership, training supervisors or assigned liasons who are then responsible for training the rest of the member's staff.

These six categories are not as distinct as they may appear. In different institutions the responsibilities of these groups may vary. In some cases the systems department may be responsible for all training activities or it may handle only orientation type programs and leave more advanced training to specific departments. In others, all training might be integrated into job training.

In general there appear to be two distinct approaches to training. The first stresses job and task related skills. As one respondent wrote: "The individual becomes comfortable with particular NOTIS functions applicable to his/her job and then adds additional expertise as confidence builds." The other approach provides basic level orientations for all employees based on the premise, as one respondent wrote, "that pertinent background information provided outside of the job setting will enable staff to adapt to change and also to help initiate it thereby facilitating the automation implementation process." Several institutions reported that an overview of the MARC record was part of these orientations.

The preferred method of training for most institutions is primarily one-on-one or small group sessions with as much hands-on training as is practical. Those sites that addressed content development stressed the importance of knowing and applying the

principles of learning theory. Some sites have developed workbooks or other self-paced training tools so that trainees can work at their own speed. These tools are primarily for orientation type programs and may include an overview of MARC records as well as an introduction to the structure and commands of NOTIS.

Some responding institutions remarked on planning their training programs. Needs assessments were mentioned. In one case job tasks were analyzed and restructured to incorporate NOTIS. McGill University surveys trainees and divides them into two groups: one with and one without computer experience. The University of Virginia plans several levels of programs after the assessment of the need of various groups to know about the system. Both the Universities of Virginia and Michigan are planning to take advantage of pre-existing development programs to prepare their trainers, and the University of Delaware reports presenting "train-the-trainer" workshops to all trainers.

Several evaluation techniques were cited. Evaluation forms with Likert-type scales may be given to trainees, or in more cases, trainees are given exercises to work through so that they may test themselves. Some institutions make these mandatory, with trainees "graduating" to working on the real system after satisfactory completion of the exercises.

III. Equipment and Production Software Used

A number of NOTIS sites are using special equipment and software to produce training sessions and materials. These include screen projector, video projectors, and graphics software packages. Some institutions have produced slide-tape shows or computer assisted instruction. These institutions and their specific equipment and software are listed in Attachment #3.

IV. Documentation

All 56 institutions reported the need to create documentation in addition to that provided by NOTIS. Needless to say, there is a wide variety in form and function. For additional information, please refer to Attachment #4.

V. Potential Training Projects

When asked to rank potential training projects to be addressed by NOTIS Systems, Inc., or by the Special Interest Group on Training and Instruction, there were clearly five top projects. The highest scorer was the creation of training manuals and templates

for specific functions. This was followed closely by supplemental training as new enhancements are added to the system. The next two projects' scores were essentially the same, a clearinghouse for training materials and regional workshops for discussion and training on new releases. The fifth ranked project was NOTIS documentation in machine readable form. After these five projects the scores dropped off precipitously indicating a surprising agreement among NOTIS sites as to necessary training projects. A number of institutions also included suggestions for topics to be presented at a workshop on training and these have been forwarded to NOTIS.

VI. Conclusion

Needless to say, this brief report is just the tip of the iceberg in terms of the information to be gleaned from the survey results. If anyone has suggestions for additional analyses or questions they'd like addressed please contact:

> Carol Hert
> Systems Department
> The University Library
> University of Delaware
> Newark, DE 19717-5267
> phone: (302)-451-8790

In addition, Carol's plans are to produce the documentation list in a machine readable format so that it can be updated and reproduced more easily.

INFORMATION FOR ACCESS TO NOTIS USER DATABASES FROM A REMOTE TERMINAL

Recent information on accessing catalogs of Northwestern University, Clemson University, Vanderbilt University, The University of Vermont, and Oakland University is found in Attachment #5.

The instructions for the University of Illinois are more voluminous and will be included in the next issue of NOTISes. If your institution provides dial-up access to LUIS, please send a copy of the instructions to:

> Tom McGinn
> User Services Librarian
> NOTIS Systems, Inc.
> 1007 Church Street, 2nd Floor

NEWS FROM DOCUMENTATION SERVICES

On February 1 we mailed to all of our user documentation contacts Updates #9 and #10. If you have not received these updates, or if you encounter any problems using them, please let us know.

On February 15 we sent to all of our technical documentation contacts Update #3. Update #3 consists of a revised, cumulative "Troubleshooting Guide" (Appendix E) to the NOTIS Installation & Operations Manual. If you have not received this update, or if you encounter any problems using it, please let us know.

UPCOMING INSTALLATIONS

York University
Stephen F. Austin University
Southern Methodist University
Ohio Supreme Court

NEWS FROM USER SERVICES

Susie Gegenhuber went to CTW Consortium in Middletown, Connecticut January 19 for training in Advanced Cataloging.

Dale Hood traveled to Missouri Southern State College for training in Circulation January 26.

Tom McGinn was at the University of Michigan on January 5-6 for training in Introductory Cataloging. Michigan's NOTIS implementation team will be training catalogers there during February and March.

The University of Pittsburgh received training in Advanced Serials Control and Keyword/Boolean searching on January 28-29. Pittsburgh has implemented all NOTIS modules and is now working on bringing up Carnegie Mellon University Library on the Pitt NOTIS software.

Ben Schapiro went to Texas A&M University for training in Introductory and Advanced Cataloging, and OPAC.

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 we plan to incorporate the correction into the NOTIS documentation.

```
*********************************************************
                Documentation Corrections

*********************************************************
```

DATE: 2/15/88

PROBLEM:
The NOTIS Terminal Operator's Manual, Vol. 2: Circulation contains no information on processing of overdue items. Chapter F3, "Processing Overdue Items" appears in the table of contents as an "asterisked" chapter.

CORRECTION:
The bill and fine enhancement of Release 4.5 will make some changes in the processing of overdues. If you have questions about current procedures to process overdues, contact your User Services Librarian.

PLANNED DOCUMENTATION UPDATE NUMBER:
We will distribute Chapter F3 in conjunction with other documentation for features in Release 4.5--May or June 1988

```
*********************************************************
```

DATE: February 15, 1988

PROBLEM:
Some MARC bibliographic record fields used by the NOTIS index structure are not so identified in the MARC tag tables in the NOTIS Terminal Operator's Manual, Vol. 1: Technical Services, part 3 for all applicable formats. The omission occurs primarily for those fields indexed in the NOTIS standard number index.

CORRECTION:
If in doubt as to whether a particular field is indexed, consult section D of the NOTIS Terminal Operator's Manual,

Vol. 1: Technical Services. The section describes the NOTIS
indexes, some of which use bibliographic record data. For
example, Chapter D5 describes how to search using the NOTIS
standard number index. However, to cite but one example, the
Books Format table fails to indicate that commonly used number
fields (e.g., 010-LC card number, 035-system control number,
etc.) are in fact indexed.

However, the designation "indexed" is only used if NOTIS uses
the data in the field for index purposes. Therefore, the call
number fields are not labeled as "indexed" since the NOTIS call
number index uses call numbers in copy holdings records rather
than in the bibliographic records.

Part of the problem arises from the fact that the printed tag
tables in the TOM manual were originally produced from the
Northwestern University Library's NOTIS installation and
reflect that library's practices and choices rather than the
NOTIS program's features and options.

PLANNED DOCUMENTATION UPDATE NUMBER:
Revised, updated, corrected and institution-neutral tag tables
(incorporating all changes through MARC Update #15) will be
included in documentation for Release 4.5--May or June 1988.

****

DATE: February 15, 1988

PROBLEM:
NOTIS presently displays dates in the "mm/dd/yy" format and
uses the error message DATE MUST BE MMDDYY FORMAT when a
terminal operator enters a date in another format. Some users
want a different date format.

CORRECTION:
You may change the date format and the corresponding error
message. TROUBLESHOOTING in a future issue of NOTIS will
describe the procedure to follow.

PLANNED DOCUMENTATION UPDATE NUMBER:
At the present time, the "mm/dd/yy" is the only choice
available unless you make programming changes. NOTIS
documentation reflects only generic features; it does not
record any results due to local programming changes. However,
we are presently considering an enhancement that would allow
users to choose from a variety of date formats. If this
enhancement is made, the documentation will then be changed to
reflect possible generic variations.
****

NOTIS CUSTOMER ACCOUNT LIST
February 19, 1988

For other causes of "NO ENTRIES FOUND", see
Problem 3500.

Arlington County P.L. (VSE)	Cherry Creek Schools (VSE)
Kathy Cunningham (USL)	Kathy Cunningham (USL)
John Bodfish (SE)	Jorge Fernandez (SE)
Auburn University (MVS)	Cincinnati, U. of (MVS)
Dale Hood (USL)	Ben Burrows (USL)
Bill Easton (SE)	nca (SE)
Bellcore (MVS)	Clemson U. (MVS)
Tom McGinn (USL)	Susan Gegenhuber (USL)
Ned Taaffe (SE)	Randy Menakes (SE)
Banco R. de Colombia (VSE)	Cleveland State U. (MVS)
Tom McGinn (USL)	Jim Miesse (USL)
Jorge Fernandez (SE)	nca (SE)
B.A.R.R. (Texas) (VSE)	Colorado State U. (SSX)
Susan Gegenhuber (USL)	Kathy Cunningham (USL)
John Bodfish (SE)	Jerry Specht (SE)
Biblioteca N. de Chile (VSE)	Columbia U. (MVS)
Tom McGinn (USL)	Ben Schapiro (USL)
Jorge Fernandez (SE)	nca (SE)
Biblioteca N. de Venezuela (VSE)	Cornell U. (MVS)
Tom McGinn (USL)	Kathy Cunningham (USL)
Jorge Fernandez (SE)	Randy Menakes (SE)
Boston College (MVS)	CTW Consortium (VSE)
Mary Alice Ball (USL)	Susan Gegenhuber (USL)
Mila Tabor (SE)	John Bodfish (SE)
Brigham Young U. (VSE)	CUNY (NYC) (MVS)
Ben Burrows (USL)	Ben Schapiro (USL)
Jerry Specht (SE)	Randy Menakes (SE)
Burroughs/Wellcome (MVS)	Dallas County CCD (MVS)
Kathy Cunningham (USL)	Ben Schapiro (USL)
Mila Tabor (SE)	Ned Taaffe (SE)
California St. U. Long Beach (VSE)	DeKalb (formerly Stone Mountain)
Mary Alice Ball (USL)	Kathy Cunningham (USL)
nca (SE)	Mila Tabor (SE)
Central Missouri S.U. (VSE)	Delaware, U. of (MVS)
Mary Alice Ball (USL)	Tom McGinn (USL)
Jorge Fernandez (SE)	Ned Taaffe (SE)
Central State Univ. (OK)(VSE)	Des Moines P.L. (MVS)
Ben Schapiro (USL)	Susan Gegenhuber (USL)
Jerry Specht (SE)	Randy Menakes (SE)

USL=User Service Librarian
SE=Systems Engineer
nca=Not currently assigned

Evansville, U. of (VSE)
Mary Alice Ball (USL)
John Bodfish (SE)

F.C.L.A. (MVS)
Kathy Cunningham (USL)
Bill Easton (SE)

Fort Hays U. (VSE)
Dale Hood (USL)
Jorge Fernandez (SE)

Grand Valley State Col. (MVS)
Ben Burrows (USL)
nca (SE)

Harvard U. (VS1)
Ben Burrows (USL)
Bill Easton (SE)

Illinois, U. of (Chicago)(MVS)
Tom McGinn (USL)
Randy Menakes (SE)

Indiana State U. (SSX)
Dale Hood (USL)
John Bodfish (SE)

Indiana U. (MVS)
Dale Hood (USL)
nca (SE)

Intevep, S.A. (MVS)
Tom McGinn (USL)
nca (SE)

Iona College (VSE)
Susan Gegenhuber (USL)
John Bodfish (SE)

Iowa, U. of (MVS)
Mary Alice Ball (USL)
Bill Easton (SE)

Johns Hopkins U. (MVS)
Ben Burrows (USL)
Ned Taaffe (SE)

Kent State U. (MVS)
Ben Burrows (USL)
Randy Menakes (SE)

Long Beach P.L. (MVS)
Mary Alice Ball (USL)
Ned Taaffe (SE)

Louisiana State Med. Ctr. (MVS)
Dale Hood (USL)
nca (SE)

Louisiana State U. (MVS)
Dale Hood (MVS)
Ned Taaffe (SE)

Louisville U. of (MVS)
Susan Gegenhuber (USL)
Randy Menakes (SE)

Loyola U. (MVS)
Tom McGinn (USL)
Bill Easton (SE)

McGill U. (MVS)
Tom McGinn (USL)
Randy Menakes (SE)

Michigan, State Lib. (VSE)
Kathy Cunningham (USL)
Jorge Fernandez (SE)

Michigan State U. (VSE)
Kathy Cunningham (USL)
Jorge Fernandez (SE)

Michigan Tech U. (VSE)
Ben Schapiro (USL)
John Bodfish (SE)

Michigan, U. of(VSE)
Tom McGinn (USL)
Jorge Fernandez (SE)

Minnesota, U. of (MVS)
Kathy Cunningham (USL)
Randy Menakes (SE)

Missouri Southern S.C. (VSE)
Dale Hood (USL)
Jorge Fernandez (SE)

Montgomery Co.C.C. (VSE)
Susan Gegenhuber (USL)
Jorge Fernandez (SE)

NASA (MVS)
Ben Burrows (USL)
Bill Easton (SE)

National U. (VSE)
Mary Alice Ball (USL)
John Bodfish (SE)

National Geographic (MVS)
Tom McGinn (USL)
Bill Easton (SE)

Notre Dame U. of (MVS)
Mary Alice Ball (USL)
Bill Easton (SE)

North Alabama, U. of (VSE)
Tom McGinn (USL)
nca (SE)

Northeast Missouri St. U. (SSX)
Mary Alice Ball (USL)
John Bodfish (SE)

Ohio Supreme Ct. (MVS)
Jim Miesse (USL)
nca (SE)

Oklahoma Dept. of Libraries (MVS)
Ben Schapiro (USL)
Randy Menakes (SE)

Oklahoma U. of (MVS)
Ben Schapiro (USL)
nca (SE)

Patuxent River N.A. Stn. (MVS)
Susan Gegenhuber (USL)
Mila Tabor (SE)

Pennsylvania, State Lib. (MVS)
Mary Alice Ball (USL)
Mila Tabor (SE)

Pennsylvania, U. of (VSE)
Ben Burrows (USL)
John Bodfish (SE)

Pittsburgh, U. of (MVS)
Tom McGinn (USL)
Mila Tabor (SE)

Port Authority (MVS)
Kathy Cunningham (USL)
Ned Taaffe (SE)

Queen's University (MVS)
Tom McGinn (USL)
Mila Tabor (SE)

Rice University (SSX)
Kathy Cunningham (USL)
Jerry Specht (SE)

Shell Oil (MVS)
Kathy Cunningham (USL)
Ned Taaffe (SE)

South Alabama, U. of (MVS)
Susan Gegenhuber (USL)
Ned Taaffe (SE)

Southeast Louisiana S.U. (SSX)
Dale Hood (USL)
John Bodfish (SE)

Southeast Missouri St. U. (VSE)
Kathy Cunningham (USL)
Jorge Fernandez (SE)

Southern Medodist U.
Dale Hood (USL)
nca (SE)

Southwest Missouri St. U.(VSE)
Mary Alice Ball (USL)
John Bodfish (SE)

St. Louis Comm. Coll. (VSE)
Ben Schapiro (USL)
Jerry Specht (SE)

Stephen F. Austin (MVS)
nca (USL)
nca (SE)

Stone Mountain Library (MVS)

SEE DEKALB

SUNY (Binghamton)(MVS)
Ben Schapiro (USL)
nca (SE)

SUNY (Buffalo)(MVS)
Ben Burrows (USL)
nca (SE)

SUNY (Stonybrook)(MVS)
Ben Schapiro (USL)
nca (SE)

Texas A&M
Ben Schapiro (USL)
nca (SE)

Texas, U. of (Arlington)(MVS)
Tom McGinn (USL)
Ned Taaffe (SE)

ELECTRONIC MAIL ADDRESSES

February 1988

Texas, U. of (Dallas)(VSE)
Tom McGinn (USL)
Jorge Fernandez (SE)

Texas, U. of (El Paso)(SSX)
Tom McGinn (USL)
John Bodfish (SE)

Texas, U. of (San Antonio)(VS1)
Tom McGinn (USL)
Bill Easton (SE)

Tulane U. (MVS)
Mary Alice Ball (USL)
Bill Easton (SE)

Tulsa City/County P.L. (VSE)
Dale Hood (USL)
Jerry Specht (SE)

UPRLC (Mich.)(MVS)
Dale Hood (USL)
Mila Tabor (SE)

Utah, U. of (VSE)
Kathy Cunningham (USL)
Jorge Fernandez (SE)

Vanderbilt U. (VSE)
Ben Schapiro (USL)
Jerry Specht (SE)

Vermont, U. of (VSE)
Mary Alice Ball (USL)
Jorge Fernandez (SE)

Virginia, U. of (MVS)
Susan Gegenhuber (USL)
Bill Easton (SE)

Washington U. (St. Louis)(VSE)
Ben Schapiro (USL)
Jerry Specht (SE)

Washington R.L.C. (MVS)
Ben Burrows (USL)
Ned Taaffe (SE)

Wayne State U. (DALNET)(MVS)
Tom McGinn (USL)
Randy Menakes (SE)

West Chester U. (VSE)
Kathy Cunningham (USL)
Jorge Fernandez (SE)

Western Kentucky U. (VSE)
Ben Schapiro (USL)
John Bodfish (SE)

White Plains P.L. (VSE)
Susan Gegenhuber (USL)
John Bodfish (SE)

Wichita Public Schools (VSE)
Dale Hood (USL)
Jorge Fernandez (SE)

Wichita State U. (VSE)
Dale Hood (USL)
Jorge Fernandez (SE)

Windsor, U. of (Ontario)(MVS)
Tom McGinn (USL)
Randy Menakes (SE)

Wisconsin, U. of (Madison)(MVS)
Mary Alice Ball (USL)
Bill Easton (SE)

Yale U. (MVS)
Ben Schapiro (USL)
Ned Taaffe (SE)

York U. (VSE)
Tom McGinn (USL)
nca (SE)

Unless otherwise specified, BITNET addresses are used. Please send corrections or additions to Mary Alice Ball at NOTIS.

Installation	Node/Address
Boston College (MVS)	@BCVAX1
Karin Begg	BEGG
Brigham Young University (VSE)	@BYULIB
Sterling Albrecht	SJA
Dean Bennett	DLB
Douglas Gould	DAG
Gloria Jenson	GDJ
K. Paul Jordan	KPJ
Kal Larsen	KAL
Kirk Memmott	HKM
John Mendenhall	JEM
Bill Slater	BGS
Burroughs Wellcome Company (MVS)	@ECSVAX.USENET
Gina Rains	BWELL
City University of New York (MVS)	@CUNYVM
Liborio Campisi	LPCBH
Mike Fishman	MXFCU
Bill Gruber	BIGCU
Rudy Morales	RUMCO
Bonnie Nelson	BRNJJ
Marsha Ra	MRABH
Pat Reber	PJRCU
Bill Rubin	WGRCU
Victor Viggiano	VICCU
Ben Yalow	YBMCU
Pat Young	PAYBH

Clemson University (MVS)	@CLEMSON
Deana Astle	DLAST
James Bradshaw	JAMES
Lois Lessig Morris	LLMRR
Beth Helsel	BARD
Rich Meyer	RWMR
Cornell University (MVS)	@CORNELLC
Sherman Clarke	SC4
Susan Markowitz	SM5
Catherine Murray-Rust	CR2
Lynne Personius	JRN
Bill Turner	WRT
Ed Weissman	EW2
Linda West	LW2
Florida Center for Library Automation (MVS)	@NERVM
Michele Dalehite	FCLA2
Mary Ann Garlough	FCLA4
Elaine Henjum	FCLA5
Mark Hinnebusch	FCLA6
Maggie Hogue	FCLA3
Harvard University (VSE)	@HARVARDA
Priscilla Caplan	COTTON
Dale Flecker	ALA0360 (ALANET)
Pete Frazier	LPFRAZ
Iona College (VSE)	@IONAACAD
William Joyce	JOYCE
Johns Hopkins University (MVS)	@JHUVM
Pam Jeffcoat	L64A0577
Kirk Nabors	L64A0574
Kent State University (MVS)	@KENTVM
Mike Kreyche	MKREYCHE
Louisiana State University (MVS)	@LSUMVS
Sharon Hogan	BM.SAH@RLG (RLIN)
Mary Jordan	MARY
Beth Warner	LBYSEC
Loyola University of Chicago (MVS)	@LUCCPUA
Cheryl Heckel	CBH
John Kolman	JMK
Logan Ludwig	MLB43
Sara Randall	LLB4K
Ellen Waite	LLB11
Ed Warro	LLB12

McGill University (MVS)	
Jane Aitkens	ADLB002@MCGILLVS
Alan Greenberg	ALAN@MCGILL1
Ron Johnston	ADLB001@MCGILLVS
Sharon Rankin	ADLB003@MCGILLVS
Anastassia St-Pierre	ED22@MCGILLA
Mike Woo	MIKE@MCGILL1
Michigan State University (VSE)	@MSU
Tom Albright	20676TEA
	ALA1048 (ALANET)
Richard Chapin	ALA1049 (ALANET)
Darren Meahl	20676DOC
	ALA1048 (ALANET)
Betsy Swain	20771ENS
Michigan Technological University (VSE)	@MTUS5
Deborah Morrow	DEMORROW
John Tucker	TUCK
Ken Williams	KENW
Northwestern University (VSE)	@NUACC
Ed Tawyea (Medical Library)	MLE01260
NOTIS Office	@NUACC
Mary Alice Ball	MABBIE
John Bodfish	BODFISH
Mary Burgett	BURGETT
Ben Burrows	BURROWS
Kathy V. Cunningham	VERDUYN
Documentation Services	NOTISDOC
Bill Easton	EASTON
Susie Gegenhuber	SUSIEG
Dale Hood	DALEHOOD
Steve Ifshin	IFSHIN
Tom McGinn	MCGINN
Randy Menakes	MENAKES
Jim Miesse	MIESSE
Bruce Miller	MILLERBR
Ben Schapiro	SCHAPIRO
Colin Smith	COLIN
Peggy Steele	STEELE
Ned Taaffe	NEDT
Mila Tabor	TABOR
Tim Tamminga	TAMMINGA
Maribeth Ward	MBW
Doris Warner	DORIS
Barry Wilson	BWILSON
Oklahoma Department of Libraries (VSE)	ALANET
Beverly Jones	ALA1849

Public Library of Des Moines (MVS)	@111-CRG.ARPA	University of Delaware (MVS)	@UDACSVM

Public Library of Des Moines (MVS) @111-CRG.ARPA

    Lorna Truck WELL!FJT

Queen's University (MVS) @QUCDN

    Wilma Bernabei BERNABEI
    Robert Cavanagh CAVANAGH
    Gene Clevenger CLEVENG
    Donald Jardine JARDINED

Research Libraries Group @RLG

    Susan Jurist BL.CSJ

Rice University (VSE) @RICE

    Kay Flowers FLOWERS
    John Naman NAMAN

Southwest Missouri State University (VSE)

    Greg Burris OTIS@SMSVMB
    John Province JOHN@SMSVMB

State Library of Pennsylvania (MVS) ALANET

    Ruth Coble ALA0808
    Scott Fones ALA0808
    David Hoffman ALA0808
    Doug Ilgenfritz ALA0808
    Alice Ingraham ALA0808

SUNY---Stonybrook (MVS) @SBCCMAIL

    Joe Cavanagh JCAVANAG
    Donald Cook DCOOK
    Charles Simpson CSIMPSON

Texas A & M (MVS) @TAMVM1

    Anne Highsmith K026AH

Tulane University (MVS)

    Lewis Cartee LB02ILS@TCSMUSA
    Warren Duclos DEVBWED@TCSTSO.TULANE.EDU
    Karin Genemaras DEVBKJG@TCSTSO.TULANE.EDU
    Cindy Goldstein LB04ILF@TCSMUSA
    Thomas Holliday SYSBTDH@TCSTSO.TULANE.EDU
    Philip Leinbach LB01ILF@TCSMUSA
    Bryan McWilliams OPRBBDM@TCSVM
    Marie Morgan LB03ILF@TCSMUSA

University of Delaware (MVS) @UDACSVM

    Susan Brynteson ALA0511 (ALANET)
    Stuart Glogoff EPO27855
    Carol Hert EPO24908
    Madlaine Masso EPO05847
    Sue Ulrich ALA1637 (ALANET)

University of Florida, Gainesville (MVS) @NERVM

    Tom Kinney CYZEU32

University of Illinois at Chicago (MVS) @UICVM

    Kathryn Carpenter U15139
    Ray Deutsch U43644
    Harriet Gorny U35049
    Nancy John U31452
    William Jones U11218
    Jay Lambrecht U16854
    Beverly Lynch U19592
    Barbara Millar U13437
    James Mouw U40028
    James Rettig U40104
    Louis Schultheiss U31220
    Stephen Van Houten U13436
    George Yanos U08208

University of Iowa (MVS) @UIAMVS

    Donna Hirst CADHIRPG

University of Louisville (MVS) @ULKYVM

    Martha Bowman MABOWM01
    David Carlson DHCARL01
    John Loran JALORA01
    John Miles JHMILE01
    Calvin Miracle CBMIRA01
    Judith Niles JFNILE01
    Joyce McDonough JGMCDO01

University of Michigan (VSE) @um.cc.umich.edu

    Rebecca Dunkle Rebecca Dunkle
    Brenda Johnson Brenda Johnson
    David McDonald David McDonald
    Don Plantinga Don Plantinga
    Phyllis Valentine Phyllis Valentine

University of Minnesota (MVS) @UMNADMIN

    Paul Vitko TPAVO

University of Notre Dame (MVS)   @IRISHMVS

    John Harlan   LCB88W
    Robert Wittorf   AX46LY

University of Pennsylvania (VSE)

    Emily Fayen   BM.P3S@RLG (RLIN)

University of Pittsburgh (MVS)   @PITTVMS

    Ruth Carter   RCC13
    Tom Deliyannides   TSD
    Barbara Hieber   BAH
    Cathy Lynch   LYNCH
    Jo-Ann Michalak   JAM2
    Gary Ray   GMR
    Anne Woodsworth   ALW

University of Texas at Arlington (MVS)   ALANET

    Charles Lowry   ALA1410
    Bob Samson   ALA1411

University of Texas at Dallas (VSE)   @UTDALVM1

    Terry Parker   TERRY
    Louis Wadel   ZLBW

University of Utah (VSE)   @UTAHCCA

    Ken Luker   KLUKER

University of Vermont (VSE)   @UVMVM

    Jerry Caswell   JCASWELL
    Nancy Eaton   NEATON
    Keith Kennedy   KDK
    Warren Van Wyck   WVW

University of Virginia (MVS)   @VIRGINIA

    John Sleeman   JKS6N

University of Windsor (MVS)   ENVOY 100

    Nancy Brown   NA.BROWN
    Mike Conmackie   IMC@WINDSOR1
    Marlene Kemski   IMK@WINDSOR1
    Paul Murphy   PAUL.MARTIN.LAW.LIB

University of Wisconsin (MVS)   @exec8.macc.wisc.edu

    Jeanne Boston   Jeanne=Boston
    Jo Crawford   Jo=Crawford
    Edie Dixon   Edie=Dixon
    Kaye Gapen   Kaye=Gapen
    Nolan Pope   Nolan=Pope
    Jim Muehlenberg   Jim.Muehlenberg@mail.admin.wisc.edu
    Joan Weckmueller   Joan.Weckmueller@mail.admin.wisc.edu

Vanderbilt University (VSE)   @VULIBS

    Marshall Breeding   BREEDING
    Virginia Eldridge   ELDRIDGE
    Wanda Rosen   ROSEN
    Ramona Steffey   STEFFEY
    Flo Wilson   WILSON
    Jean Wright   WRIGHT
    Systems Office (ALANET)   ALA0822

Washington Library Consortium (MVS)   @GWUVM

    Ron Vasaturo   RLVWLC

Washington University (VSE)   @WUVMD

    Jeffrey Huestis   C81350JH

Wayne State University (MVS)   @WAYNEST1

    Louise Bugg   LBUGG
    Ana Fidler   AFIDLER
    Dody Fox   DFOX
    Peter Spyers-Duran   PSPYERS
    Charlene Wecker   CWECKER

Yale University (MVS)   @YALEVM

    Peter Furmonavicius   PETER

Distribution Lists for NOTIS

Three NOTIS installations have set up distribution lists on Bitnet to discuss issues related to implementing an integrated library system. Brigham Young University has the longest running list; Tulane University has a list that discusses both NOTIS and DOBIS; Yale has recently started two lists dealing with ALA support for PCs and Apple Macintoshes.

Instructions for subscribing to each of the lists vary, as do procedures at each local site. Consult your postmaster for assistance in sending mail. If you have difficulty subscribing to any of the lists, send a message to MABBIE@NUACC for assistance.

Brigham Young University

Send a request to Kal Larsen (KAL@BYULIB) to be put on the distribution list for NOTIS.

Tulane University

1) Send a Bitnet message to LISTSERV@TCSVM
2) Your message should be:
   SUBSCRIBE NOTIS-L YOUR FULL NAME
3) Type SEND at the command level
4) Hit the ENTER key

Yale University

Send a request to Peter Furmonavicius (PETER@YALEVM) for more information on the two lists that have just been started at Yale.

EQUIPMENT AND PRODUCTION SOFTWARE
NOTIS Users

Check the attached list of respondents to the Training Survey for an explanation of the codes.

Kodak Datashow or similar equipment:
AUBURN, ISU, KENTST, MCGILL (Sharp), UCF, UF, LOUISVIL, NOTRDAME, UTSANAN, UWF, WISCON (electrochrome), WISCON-CHSL, VANDY (Limelight), PENNU (Sony)

Slide-tape shows:
BYU, CENTST, UF-HSC, PITT, SOUTHALA, PENNU

Overheads:
AUBURN, BYU, CENTST, COLST,

Computer-assisted instruction : mainframe or Micro-computer based:
COLOMB, DELAWARE, WAYNEST, PENNU

Graphics packages (specify):
MCGILL (Harvard Graphics), WAYNECC

Other (specify):
CENTST (printed user guides)
COLOMB, LOUISVIL (handouts)
DELAWARE, ISU (IRMA software)
HARVARD (CICS-based software which broadcasts screen to
   multiple terminals simultaneously
ISU (Showmaker software)
KENTST, SLCC, WICHSCHO, (video projector)
KENTST (hands-on demo)
UF-HSC (self-paced learning tool)

DOCUMENTATION DIRECTORY: NOTIS USERS

This directory information is based on responses to the fall 1987 survey done by the NOTIS Special Interest Group on Training and Instruction.

The code prior to each piece of documentation indicates the source of the material. Check the attached respondent list to determine the procedures for requesting the material. Audience and paging is included when the information was available.

If a price was specified, it is included. The absence of price information does not imply that the material can be sent free of charge. Please check first.

Documentation - Acquisitions

AUBURN	Draft for 4.4 procedures
CENTMISS	NOTIS practice information for acquisitions, 16 p., $1.00
HARVARD	HOLLIS reference manual, 230 p.
WISCON	NOTIS acquisitions operations manual, 80 p., free

Documentation - Circulation

COLST	Procedure manual for training staff and students, 100 p.
DEKALB	Patron registration training materials, staff, 80 p.
DEKALB	Circulation training materials, staff, 95 p.
KENST	Circulation manual
PITT	Circulation procedures manual, circ. staff, 106 p.
USF	Instructions for barcoding multipart titles, 10 p.
WAYNEST	WSUL basic circulation procedure manual, 65 p., staff, $5.00
WAYNEST	WSUL patron registration manual, staff, 56 p., $5.00

Documentation - Technical Services

AUBURN	Telexer's guide
HARVARD	HOLLIS Newsletter
HARVARD	HOLLIS tag tables
HARVARD	HOLLIS holdings editing guide, 100 p.
HARVARD	HOLLIS Reference manual, 250 p.
KENTST	Cheat sheet for tech serv, 1 p.
KENTST	Volume holdings records, 4 p.
KENTST	Copy holdings records, 15 p.
KENTST	Bibliographic records, 5 p.
DESMOIN	NOTIS customized manual for each dept., 625 p., $95.00
SLCC	NOTIS Quick Reference Guide for Staff, 9 p.
DELAWARE	Ask Me About DELCAT: A Self-paced Workbook, staff, 50 p., free
UIC	NOTIS technical mode, 3 p.
IOWA	OASIS training packet #1: system intro, searching LUIS, searching staff mode, commands, 78 p.
IOWA	OASIS training packet #2: OASIS Records: Form and function (MARC, BIBL, HLDG, VHLD, item records, authority recs.), 39 p.
NOTRDAME	NOTIS technical services functions, quick reference guide
SOUTHALA	Retrospective conversion manuals, student workers, 60 p., $6.00
WISCON	Introduction to NOTIS (searching, and interpreting records), 50 p.
WISCON	NOTIS cataloging manual, 50 p., free
WISCON	Kardex conversion manual
VANDY	Workbook (searching and commands)
WASHU	Maintenance mode searching, 20 p., free
WAYNEST	WSUL using NOTIS in the staff mode, 3 p., free
WAYNEST	Cataloging authority sample training packet, 12 p., free

Documentation - LUIS

CENTMISS	Steps for using LUIS, brochure, free
CENTST	CSU Library User Guide #3: Using the LUIS Online Catalog, 6 p.
ISU	Brief guide to LUIS, 1 p.
ISU	Library self-paced tour with integrated exercises, 12 p.
ISU	Getting started with LUIS, 8 p.
ISU	LUIS exercise (14 different versions), 2 p.
KENTST	LUIS manual for public services
KENTST	LUIS cheat sheet, 2 p.
MICHLIB	LUIS commands, 1 p.
MCGILL	NOTIS McGill training manual, staff, 21 p., $1.00
MCGILL	MUSE handout, 1 p., free
MICHTECH	Training in the online public access catalog, staff, 4 p., free
MICHTECH	Searching the online catalog test database, 1 p., free
SLCC-M	LUIS brochure, Meramec
SLCC-F	Slides/transparencies of LUIS screens, Florissant Valley
SLCC-F	CAI for LUIS training, Florissant Valley
SLCC-F	LUIS brochure, Florissant Valley
SLCC-F	Library workbook, Florissant Valley
UIC	NOTIS public mode, staff, 3 p.
UIC	Using LUIS, 1 p.
IOWA	Guide to U. of Iowa's OASIS online catalog, flip chart, 5 p.
IOWA	Using the OASIS catalog, 1 p.
IOWA	OASIS guided practice exercise, staff, 17 p.
NOTRDAME	UNLOC flip chart
NOTRDAME	UNLOC quick reference guide, 1 p.
NOTRDAME	UNLOC: Basic Introduction, script and transparencies, includes technical services, 74 p.
NOTRDAME	Introducing UNLOC (how to search), 12 p.
PITT	Meet PITTCAT
PITT	PITTCAT - University of Pittsburgh online catalog, 12 p.
SOUTHALA	NOTIS/LUIS public services manual, student workers and other staff, 50 p., $6.00
VANDY	ACORN Brochure
VANDY	LUIS flip chart
WASHU	LUIS brochure (includes tech. serv.), $10.00
WAYNEST	LUIS staff training script, staff, 10 p., free
WAYNEST	LUIS searching guide, 1 p. bookmark, free
WAYNEST	Library skills workbook, 62 p., $5.00
PENNU	PennLIN Quick Guide, 1 p.,

Documentation - General and Remote Access

BELLCORE	Sign on procedures for remote access
ISU	Evaluation of instruction forms
ISU	LUIS dial-access instructions, 1 p.
ODL	Instructions for accessing the system
SLCC	Keyboard template for Telex 079 and 179 terminals
UIC	NOTIS fact sheet, 3 p.
UIC	Signing-on and signing-off, 10 p.
IOWA	Evaluation form for OASIS training sessions, staff, 2 p.
IOWA	Introduction to the U. of Iowa's OASIS Integrated Library System (fact sheet)
NOTRDAME	Training seminar assessment survey, 1 p.
PITT	How to access PITTCAT
PITT	Accessing NOTIS via IBM-PC, 4 p.
PITT	Downtime notification procedures, 7 p.
WINDSOR	Abend information
WINDSOR	Terminal connections and sign ons/offs
WINDSOR	Location names and codes
WINDSOR	Care and handling of terminals
WINDSOR	NOTIS on the computer, facts about system
WAYNEST	Site administrator sample training packet, staff, 56 p., $5.00
WAYNEST	DALNET and NOTIS fact sheet, staff, 3 p., free
WAYNEST	Remote access to LUIS via WSUnet, 1 p., free

RESPONDENTS TO THE SURVEY OF THE NOTIS SPECIAL INTEREST GROUP ON TRAINING AND INSTRUCTION

Code	Institution
AUBURN	Auburn University
BARR	Bibliographic Association of the Red River
BELLCORE	Bell Communications Research
BOTSFORD	Botsford General Hospital Library
BYU	Brigham Young University
CENTMISS	Central Missouri State University Materials from: Mollie Niemeyer, Catalog Librarian
CENTST	Central State University Library Materials: LOEX or the University
COLOMB	Banco R. de Colombia
COLST	Colorado State University
DCCCD	Dallas County Community College District
DEKALB	DeKalb-Rockdale-Newton Regional Library Materials: Martha Glynn, Training Coordinator
DELAWARE	University of Delaware Materials: Susan Brynston, Director of Libraries
DESMOIN	Public Library of Des Moines Materials: Elaine Estes, Director
FCLA	Florida Center for Library Automation Michele Dalehite, Assistant Director for Program Development
FCLA-FAM	Florida A & M University
FCLA-FSU	Florida State University, Strozier Library

FCLA-UCF	University of Central Florida
FCLA-UF/HS	University of Florida Health Science Center Library
FCLA-UNF	University of Northern Florida
FCLA-USF	University of South Florida
FCLA-UWF	University of West Florida
HARVARD	Harvard University
IONA	Iona College, Ryan Library
IOWA	University of Iowa

ISU	Indiana State University
	    Materials: Scott Davis, Head of Library Instruction
	    and Orientation

JHOP	Johns Hopkins University
KENTST	Kent State University
LOUISVIL	University of Louisville
MCGILL	McGill University Libraries Materials: McGill University Library Systems Office
MICHLIB	Library of Michigan
MICHTECH	Michigan Technological University Library Materials: Send self-addressed, stamped envelope
NOTRDAME	University of Notre Dame Libraries
ODL	Oklahoma Department of Libraries
PENNSLIB	State Library of Pennsylvania
PENNU	University of Pennsylvania

PITT	University of Pittsburgh
	    Materials: Interlibrary Loan Dept.
	        G-27 Hillman Library
	        University of Pittsburgh
	        Pittsburgh, PA 15260
	    Cost: $7.50 for first 15 p., $.15 each add'l page

SLCC	St. Louis Community College
	    Materials: Florissant Valley materials: Margaret
	        Huxhold, Director of Library Services
	        St. Louis Community College
	        3400 Pershall Rd.
	        St. Louis, MO 63135
	    Meramec materials from: Candace Finkelston, Director
	        of Library Services
	        St. Louis Community College at Meramec
	        11333 Big Bend Boulevard
	        St. Louis, MO 63122
	    Other materials from:
	        Janice Stroble, Technical Services Specialist
	        St. Louis Community College
	        5460 Highland Park Drive
	        St. Louis, MO 63110

SOUTHALA	University of South Alabama
	    Materials: Library Administration
	    attn.: Debbie Gill

TULANE	Tulane University
UIC	University of Illinois at Chicago
UPRLC	Upper Penninsula Region of Library Cooperation, Inc.
UTDALLAS	University of Texas at Dallas
UTSANAN	University of Texas at San Antonio
VANDY	Vanderbilt University
VIRGINIA	University of Virginia
WASHLCON	Washington Library Consortium
WASHU	Washington University, Olin Library Materials: Otha Overholt

6 How To Access the LUIS Computer Catalog From a Microcomputer or Remote Terminal

If you have a microcomputer or terminal with a modem, you can use Northwestern University Library's LUIS computer catalog remotely. The LUIS catalog can also be used from any terminal which is wired into the Academic Computing and Network Services (ACNS) terminal network, as well as from terminals on the Northwestern campus which are equipped with an NTS Data Interface Unit (DIU) or Asynchronous Interface Line Unit (AILU). This guide provides basic instructions for accessing LUIS for 1) microcomputer users or others "dialing in" through a modem and telephone line; 2) for those who wish to use LUIS from an ACNS (Vogelback) terminal; and 3) for those with DIU's or AILU's. It also gives information on hours of LUIS availability.

USING LUIS FROM YOUR MICROCOMPUTER OR TERMINAL AND MODEM

Any 300 or 1200 bits per second (b.p.s.), or baud Bell-212 modem can be used with a microcomputer or terminal to access LUIS. A 2400 b.p.s. modem which "steps down" to 1200 will also work. If you have a microcomputer, you will also need communications software. Software which provides a common terminal emulation such as VT100, VT52, or IBM3101 will significantly improve the readability of terminal screens. Communication software providing VT100 emulation for both the IBM PC and the Macintosh are available without charge from Northwestern's Academic Computing and Network Services (ACNS).

The following switch settings on your terminal or software settings on your communication program must be set before dialing into LUIS:

> EVEN Parity
> SEVEN (7) Data Bits Word Length
> ONE (1) Stop Bit
> FULL Duplex

Once these are set, use your modem at 300 or 1200 b.p.s. to dial:

> 491-3070 (or simply 1-3070 if you're on campus)

Once connected, press ENTER once; you will get the following prompt:

> ENTER TERMINAL TYPE:

At this point, you should enter the model number of the terminal you are using, or the name of the terminal emulation you are using. Microcomputer users should type VT100 if their software has been set for VT100 emulation, or TTY if their software allows operation as simply a "dumb" (ASCII) terminal, and press ENTER. Users of terminals may type in their terminal model if it is among the following: ADM3A, ALA316X, DM1521, IBM3101, IBM 316X, IQ120, IQ130, TVI912, TVI925, TVI925M, VT52, VT100, Z19; if your terminal type is not on this list, use TTY. After pressing ENTER, the screen will go blank. Pressing ENTER again will give you the LUIS introductory screen.

There is no need to "sign off" from LUIS if you are dialing in; simply hang up your phone.

USING LUIS FROM AN ACNS NETWORK TERMINAL

Terminals on the ACNS (Vogelback) "PACX" network can access LUIS at 9600 b.p.s. First turn on the terminal, then hit BREAK , RETURN , BREAK , RETURN for the "enter class" prompt. Type 60 and press RETURN twice. You will receive the prompt "ENTER TERMINAL TYPE:"; on most ACNS terminals (including the many Cobar terminals at several remote computing sites), you should respond with VT100, Two RETURNs will get you into LUIS. On the ACNS network you do need to log off of LUIS by entering simply a percent sign (%) at any LUIS prompt.

USING LUIS FROM A TERMINAL EQUIPPED WITH A DIU OR AILU

With a DIU or AILU attached to your terminal or microcomputer, you can access LUIS at 9600 b.p.s. Use the same terminal or software communications settings as you would for a modem: EVEN parity, SEVEN bit word length, ONE stop bit, FULL duplex. Your DIU speed setting should be on 9600. The number you dial is 1-4194. Once you are connected, proceed as you would if you were dialing in through a modem.

YOUR KEYBOARD AND LUIS

There is wide variation among terminals in the way keys are laid out and labelled, making for occasional difficulties when communicating with another computer. If you experience "noise problems" on your communication line, key functions which can be particularly useful when using LUIS are CLEAR, RESET, and TAB. If your keyboard does not have these keys, try ESC, CTRL/Z, or the 0 on the numeric keypad for the CLEAR function, CTRL/G or BLOCK CONV for the RESET function, and CTRL/I for the TAB function. If your software or terminal manual doesn't provide information on what different keys send, ask in the Library's Reference Department for a list of keyboard equivalencies.
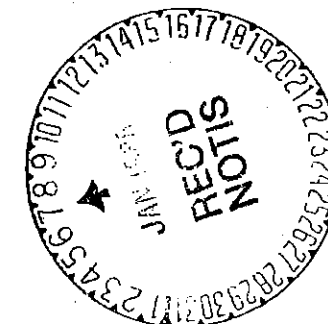
Academic Computing and Network Services consulting staff (491-3290) can provide general help with microcomputer and terminal communications. If you have any questions about LUIS itself, call the Library's Reference Department at 491-7656.

HOURS LUIS IS AVAILABLE REMOTELY

LUIS may be used remotely whenever one or more of the University libraries which uses LUIS is open. During the regular academic year (Fall, Winter, and Spring quarters), typical availability is 8:30 AM through 12:00 PM (midnight) Monday through Saturday and 12:00 AM (noon) to midnight on Sunday. Intersession periods may have hours somewhat shorter than these, especially around major holidays.

University Libraries

ROBERT MULDROW COOPER LIBRARY
Office of the Director

MEMORANDUM

November 1, 1986
Revised: August 12, 1987
January 4, 1988

TO: Interested Parties

FROM: Richard Meyer
             Associate Director of Libraries

SUBJECT: Personal Computer Access to LUIS

The Library User Information Service (LUIS) is available for use on nearly all of the IBM and Telex terminals on campus from the VTAM menu screen by following the instructions on the screen. It may also be accessed from many personal computers with an attached modem through protocol converters attached to the NAS (IBM-clone) mainframe. The following general procedure should work for most computers.

Set your modem to **300, 1200, or 2400 baud, 8 data bits, no parity,** and **1 stop bit.** If given the option, use FDXA protocol and set auto wrap on. Dial the Clemson computer on **656-4804.** A proper response from the CU computer will result in display of a request for your terminal type. Pressing [enter] will cause display of a list of terminals. Typically, most software on microcomputers will allow you to emulate a VT220 terminal. After making a choice, the screen will display the options "protocol conversion" or "protocol enveloping." For searching LUIS, chose "protocol conversion." This will then result in display of the VTAM screen on your computer. Follow screen instructions from there to get into LUIS. Once you are into LUIS, simply follow screen instructions as appropriate.

To exit LUIS, follow these general steps. (These work from terminals, as well.) **Clear** the screen. Consult your terminal emulator's documentation for the correct key sequence to clear the screen.* This may have to be repeated if the first clear refreshes to the introductory LUIS screen. This will terminate your session and disconnect the phone.

If you have difficulty, call the Computer Center help desk at 3724, or the library at 3026.

* From a Macintosh, [control][c] usually will clear the screen.

Remote access to **ACORN**, the Vanderbilt Library's Online Catalog, is now available through CARAVAN, the campus network. You may connect to **ACORN** using a microcomputer and a modem or from any terminal hard-wired to the Terminal Server.

Before you begin make sure your software communications parameters are set to: **1200 baud   8 data bits   1 stop bit   No parity   Full duplex**

USING A MICROCOMPUTER AND MODEM:

DIALING IN

Once the parameters are set dial in using one of these numbers:

    322-3555   322-3556   322-3557   322-3551

When connected, press ENTER (more than once may be necessary). You should see for example:

    LAT-11 Server version 1.2   protocol version 5.0

    Enter username>

At the prompt for Username type in your last name and press ENTER.

At the prompt **LAT>** type **connect acorn** (or **c acorn**) and press ENTER.

You will be asked to enter your terminal emulation. At the prompt type in your terminal type then press ENTER. Valid types are: VT100 ADM3A ADM31 TVI912 TVI920 TVI950 HARDCOPY. If you do not see your terminal type choose HARDCOPY.

The initial **ACORN** screen should appear. You do not need to enter a UserID or Password -- simply press ENTER.

Begin your search as you would at a terminal in the library.

ENDING YOUR SEARCH SESSION

To end your session: At any screen press the ESC (escape) key and type the word **END**. (You will not see the word on the screen.) You should see the following message:

    LAT> Session aborted by node
    LAT>

At the second prompt you may connect to another computer facility or type **logout** to disconnect.

NEED HELP?
Dialing into ACORN - Library Systems Office - 322-7073
Dialing into CARAVAN - User Services - 322-2357
Reference questions - Reference desks at the various libraries.

USING A TERMINAL CONNECTED DIRECTLY TO THE TERMINAL SERVER

CONNECTING

Connect to the terminal server as you normally would. You should see for example:

DECserver 100 Terminal Server V1.3 (BL15) - LAT V5.5

Enter username>

Enter your last name at the prompt for username.

At the **Local>** prompt type **connect acorn (or c acorn)** and press **ENTER.**

You should see for example:
Local -010- Connection to ACORN on node DS2140 established as session 1

Press return to see the valid terminal types and enter your terminal emulation. If you do not see your terminal type choose **Hardcopy.**

The initial **ACORN** screen should appear. You do not need to enter a UserID or Password, simply press ENTER.

Begin your search as you would at a terminal in the library.

ENDING YOUR SEARCH SESSION

You may end your search session from any screen. Press the ESC key and then type END.

At the next **Local>** prompt you may connect to another computer facility or type **logout** to disconnect.

KEYBOARD DIFFERENCES

The terminal emulation you are using may affect certain keys on your keyboard. You may find you will need to use alternate keys for some functions such as the CLEAR, DELETE, BACK SPACE, and ESCAPE. Call Users Services at 322-2357 for assistance.

SYSTEM IS AVAILABLE:

Mon.-Sun. except 6 a.m.-8 a.m.

Library Systems Office 10-87

UNIVERSITY OF VERMONT LIBRARIES

INSTRUCTIONS FOR ACCESS TO LUIS

Introduction

Access to UVM's online catalog, LUIS, requires a terminal, or a PC and communications software, and a modem connected to a telephone jack.

To facilitate dial access for personal computer users, the library has developed command files for use with some of the common telecommunications programs, such as Kermit and BitCom. When run in combination with a communications program, the command files provide automatic logon capability. Please consult the Systems Office (656-3321 or 656-0046) for details.

LUIS users who are not affiliated with the University of Vermont and are not registered guest borrowers may request the loan of materials located via LUIS from their public, school, special or hospital library, using the Vermont Library Network, administered by Vermont's Department of Libraries, or the Greater Northeastern Regional Medical Library Program.

Technical Preliminaries

1. Communication Parameters -- Communication parameters are used to ensure that the terminal and the host computer are speaking the same "language." Set the following parameters on your terminal or in your software: parity should be null; data bits should be 8.

2. Terminal Emulation -- The host computer is able to communicate with a limited number of terminal types. If you are using a PC, you should set your telecommunication software so that it emulates one of the accepted terminal types. VT-100 and IBM 3101 are the two most commonly used.

Signing On

1. From on campus dial 6-4272. From off campus dial 802-658-5004.

2. When connected, press <ENTER> and you will receive a menu of recognized services from the Gandalf box. Type LUIS and press <ENTER>.

3. Press <ENTER> again and you will receive a menu of recognized terminal types from the 7171 protocol converter.

4. Enter the terminal type you are using and press <ENTER> three times.

5. The LUIS introductory screen should appear after a few seconds.

LUIS Searching

1. LUIS supports title (t=), author (a=), LCSH (s=), and MESH sm=) searches at present. HELP screens are available for each of these search modes by typing the search key without a parameter, i.e., t, a, s, or sm.

2. If you want to erase a command, move the cursor to the left of the information and press the <ERASE EOF> or <DELETE> key.

3. Use the <ENTER> key to transmit your commands.

4. A single record search will result in the immediate display of a bibliographic record along with holdings information and circulation status.

5. A search retrieving less than one screen's worth of entries will result in an *Index* display from which bibliographic records may be selected by number.

6. A search retrieving more than one screen's worth of entries will result in a *Guide* screen, from which an index display may be selected by line number.

7. Help screens are available for Guide, Index, and Bibliographic record displays by typing h.

Signing Off

1. Type LOGOFF and press <ENTER>.

2. Follow your normal procedures for disconnecting the terminal or PC from the telephone line and, if you are using a PC, terminating the telecommunications software.

Oakland UNIVERSITY | Kresge Library
Rochester, Michigan 48309-4401

REMOTE ACCESS TO LUIS VIA MERIT AND WSUnet

LUIS, the Library User Information System, is the online catalog for Oakland University Library and other DALNET (Detroit Area Library Network) libraries including Wayne State University Library System. LUIS is accessible to anyone using our campus Multics terminals and to users dialing in on the MERIT Computer Network throughout metropolitan Detroit and across the state of Michigan. Access to LUIS requires no special IDs or passwords and is free to use. Terminals, or micro-computers emulating terminals, can either be hardwired or connected by modem to the MERIT network. The hardwired terminals in the Dodge Hall Terminal room can connect to MERIT after logging into Multics via the dial-out command. Contact Bill Haga at 370-3160 for details.

CONNECTING TO WSUnet WITH DIAL-UP ACCESS

Dial-up access to WSUnet is through the statewide MERIT Computer network. You will need either a supported terminal or a microcomputer, like an IBM, Macintosh or Zenith, with a modem and terminal communications/emulation software. OU's Computer Services Office recommends and supports KERMIT communications software for IBM computers and compatibles and for Macintosh computers. Call OU's Computer Center at (313) 370-HELP for information about these products, their configurations, and how to use them.

1. Dial a MERIT telephone number in metropolitan Detroit:

Detroit:	577-0335	Downriver:	283-8822
Sterling Heights:	939-3370	Birmingham:	258-6811
Dearborn:	593-5484	Southfield:	827-7600
Western Wayne County:	722-1500	Rochester Hills:	370-4311

2. MERIT displays a "% terminal=" prompt. **PRESS:** <ENTER>.

3. Then MERIT asks "Which host?"

   TYPE: WSUNET   **PRESS:** <ENTER>.

4. "CONNECTED WSUNET" is displayed, followed by "Please enter your terminal ID."

   TYPE appropriate **ID NUMBER**

   PRESS: <ENTER>.

   To display a list of terminals and their ID numbers--

   TYPE: ? (a question mark).

   PRESS: <ENTER>.

5. The WSUNET menu is now displayed.

O V E R

CONNECTING TO LUIS

Select LUIS from the WSUNET menu:

TYPE: LUIS PRESS: <ENTER>.

The "Welcome to LUIS" screen is displayed, showing LUIS hours, your terminal ID, and LUIS logoff instructions.

TYPE AGAIN: LUIS PRESS: <ENTER>.

For assistance with LUIS, use the LUIS online Help screens:

TYPE: h PRESS: <ENTER>.

LOGGING OFF

FROM LUIS

First, CLEAR the screen.* On the blank screen,

TYPE: LOGOFF   PRESS: <ENTER>.

The WSUNET menu is then displayed.

*(If unable to clear the screen, turn the terminal off and restart.)

FROM WSUNET

To return to MERIT,

TYPE: LOGOFF PRESS: <ENTER>.

Follow instructions for your communications software to return to DOS.

GETTING HELP

For additional help using LUIS, call the Oakland University Library Reference Desk (313) 370-2471 or call the appropriate library phone number on the "Welcome to LUIS" help screen.

For help connecting to WSUnet or LUIS, call OU Computer Services Office (313) 370-HELP or Wayne's Computing and Information Technology Office (313) 577-4778, or Network Control Center (313) 577-4746.

TERMINALS FOR ACCESSING LUIS THROUGH WSUnet

On connecting to WSUnet via modem, a menu is presented with a list of terminals to access LUIS. If using a microcomputer, you must know the terminal your micro is emulating. Common emulations are VT100 & VT52.

TO DISPLAY A LIST OF TERMINALS AND THEIR ID NUMBERS,

TYPE: ? (a question mark).

PRESS: <ENTER>.

/re/09/24/87   /Luis

Oakland UNIVERSITY Kresge Library
Rochester, Michigan 48309-4401

SETTING SMARTCOM SOFTWARE TO USE LUIS VIA MERIT

1. BOOT SMARTCOM

2. SELECT OPTION #2: EDIT SET

3. ENTER SELECTION: SELECT THE "SET" FEATURE

4. ENTER LABEL. ASSIGN A FREE LETTER, SUCH AS "P"

5. SELECT THE "PARAMETER" FEATURE, USING ARROW KEY

6. NAME THE LETTER/SET "LUIS"

7. MOVE THE CURSOR TO THE STATUS LINE, PRESS RIGHT ARROW KEY TO CHANGE STATUS TO NO

8. MOVE THE ARROW KEY TO THE EMULATOR LINE. PRESS THE RIGHT ARROW KEY UNTIL LINE READS "VT 102/VT 100."

9. ENTER MERIT PHONE NUMBER

10. RECORD TO DISK (PRESS "Y" KEY)

11. RETURN TO MENU SCREEN AND LOG ON TO LUIS. TERMINAL TYPE IS #8

SB:RE/10-09-87

KL-1/SMARTCOM

TABLE OF CONTENTS