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
   - LC310 - index search
   - LC311 - guide display
   - LC312 - index display
   - LC360 - Dynamic update
   - LC365 - Dynamic update
   - LC340 - 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

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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 a back 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 LB010J3 and LB010J6) 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 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.

NOTISes/27 (February, 1988)
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 NTTEXT. 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 NTTEXT 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 information.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 LC456 program (which is set off as part of the PTF 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 LB010386 job then transfers these "AW" records into the LI REQQ file (and marks the journal records as processed by placing the date in bytes 16 and 17 and a 'X'80' in byte 16. The transaction code is in bytes 23-26).

Finally, LB610 reads through LIREQQ and, assuming that LB60STBL 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 LIREQQ 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 does do is write a "KB" journal record for each regular discharge and a "RA" 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 "RA" records are written to journal 6 from which they are transferred to L5010JB6 into LIRFQC. They accumulate there until LB650/1 writes them to the (tape) Circulation History File. The SAS job LBCIRMST 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 'PC's or 'PD'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 Omifax 9S model. If you would like to send something to NOTIS using our FAX, the telephone number is (312)-866-0176.

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.

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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 WUQM) 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 "wars" 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 -10 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 Mow 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. NOTIS 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 responsibility of the department involved. Finally, the networks reported that they had specifically designated trainers who work with their membership, training supervisors or assigned liaisons 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 #1.

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

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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 P. 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.


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.

NOTISes/27 (February, 1988)
**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.
Arlington County P.L. (VSE)  
Kathy Cunningham (USL)  
John Bodfish (SE)

Auburn University (MVS)  
Dale Hood (USL)  
Bill Easton (SE)

Bellcore (MVS)  
Tom McGinn (USL)  
Ned Taaffe (SE)

Banco R. de Colombia (VSE)  
Tom McGinn (USL)  
Jorge Fernandez (SE)

B.A.R.R. (Texas) (VSE)  
Susan Gegenhuber (USL)  
John Bodfish (SE)

Biblioteca N. de Chile (VSE)  
Tom McGinn (USL)  
Jorge Fernandez (SE)

Biblioteca N. de Venezuela (VSE)  
Tom McGinn (USL)  
Jorge Fernandez (SE)

Boston College (MVS)  
Mary Alice Ball (USL)  
Mila Tabor (SE)

Brigham Young U. (VSE)  
Ben Burrows (USL)  
Jerry Specht (SE)

Burroughs/Wellcome (MVS)  
Kathy Cunningham (USL)  
Mila Tabor (SE)

California St. U. Long Beach (VSE)  
Mary Alice Ball (USL)  
nca (SE)

Central Missouri S.U. (VSE)  
Mary Alice Ball (USL)  
Jorge Fernandez (SE)

Central State Univ. (OK) (VSE)  
Ben Schapiro (USL)  
Jerry Specht (SE)

Cherry Creek Schools (VSE)  
Kathy Cunningham (USL)  
Jorge Fernandez (SE)

Cincinnati, U. of (MVS)  
Ben Burrows (USL)  
nca (SE)

Clemson U. (MVS)  
Susan Gegenhuber (USL)  
Randy Menakes (SE)

Cleveland State U. (MVS)  
Jim Miesse (USL)  
nca (SE)

Colorado State U. (SSX)  
Kathy Cunningham (USL)  
Jerry Specht (SE)

Columbia U. (MVS)  
Ben Schapiro (USL)  
nca (SE)

Cornell U. (MVS)  
Kathy Cunningham (USL)  
Randy Menakes (SE)

CTW Consortium (VSE)  
Susan Gegenhuber (USL)  
John Bodfish (SE)

CUNY (NYC) (MVS)  
Ben Schapiro (USL)  
Randy Menakes (SE)

Dallas County CCD (MVS)  
Ben Schapiro (USL)  
nca (SE)

DeKalb (formerly Stone Mountain)  
Kathy Cunningham (USL)  
Mila Tabor (SE)

Delaware, U. of (MVS)  
Tom McGinn (USL)  
nca (SE)

Des Moines P.L. (MVS)  
Susan Gegenhuber (USL)  
Randy Menakes (SE)
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Texas, U. of (San Antonio) (VSL)
Tom McGinn (USL)
Bill Easton (SE)

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Bill Easton (SE)

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

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

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Kathy Cunningham (USL)
Jorge Fernandez (SE)

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Ben Schapiro (USL)
Jerry Specht (SE)

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Bill Easton (SE)

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Ben Schapiro (USL)
Jerry Specht (SE)

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Ben Burrows (USL)
Ned Taaffe (SE)

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Randy Menakes (SE)

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

Electronics Mail Addresses
February 1986

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

Installation

Boston College (MVS)
Karim Begg

Brigham Young University (VSE)
Sterling Albrecht
Dean Bennett
Douglas Gould
Gloria Jenson
K. Paul Jordan
Kal Larsen
Kirk Mennett
John Mendenhall
Bill Slater
Burroughs Wallcome Company (MVS)
Gina Rains

City University of New York (MVS)

Liborio Campisi
Mike Fishman
Bill Gruber
Rudy Morales
Bonnie Nelson
Marsha Ra
Pat Reber
Bill Rubin
Victor Viggiano
Ben Yalow
Pat Young

Code/Address

G8CVAX1
SEGG
MBYULIB
SJA
DLB
DAG
GDJ
KPJ
KAL
NUM
JEM
BSG
SECVM.VUSENET
BPELL
ECVNYVM

LPCBH
MIFCU
BIGCPC
RUMCO
BNJJ
MRAHE
PJRCU
WGRCU
VICCU
YBNCU
PAYBH
Public Library of Des Moines (MVS)
Lorna Truck
Queen's University (MVS)
Wilma Bernabei
Robert Cavanagh
Gene Clevenger
Donald Jardine
Research Libraries Group
Susan Jurist
Rice University (VSE)
Ray Flowers
John Nakan
Southwest Missouri State University (VSE)
Greg Burris
John Province
State Library of Pennsylvania (MVS)
Ruth Coble
Scott Fones
David Hoffman
Doug Egenfritz
Alice Inghram
SUNY---Stonybrook (MVS)
Joe Cavanagh
Donald Cook
Charles Simpson
Texas A & M (MVS)
Anne Highsmith
Tulane University (MVS)
Lewis Cartee
Marvin Duclos
Karlin Genemaras
Cindy Goldstein
Thomas Holiday
Philip Leinbach
Bryan McWilliams
Marie Morgan

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Susan Brynteson
Stuart Glogoff
Carol Hurt
Madeline Masso
Sue Ulrich

University of Florida, Gainesville (MVS)
Tom Kinney

University of Illinois at Chicago (MVS)
Kathryn Carpenter
Ray Deutsch
Harriet Gorny
Nancy John
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Jay Lambrecht
Beverly Lynch
Barbara Millar
James Mouw
James Rettig
Louis Schultheiss
Stephen Van Houten
George Yanos

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Donna Hirst

University of Louisville (MVS)
Martha Bowman
David Carlson
John Loran
John Miles
Calvin Miracle
Judith Miles
Joyce McDonough

University of Michigan (VSE)
Rebecca Dunkle
Brenda Johnson
David McDonald
Don Plantinga
Phyllis Valentine

University of Minnesota (MVS)
Paul Vinko

University of Oregon (MVS)
ALAS511 (ALANET)
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Kathy Wilbur
George Iles

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DEV306G5@TCSMUSA
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Rebecca Dunkle
Brenda Johnson
David McDonald
Don Plantinga
Phyllis Valentine

University of Wyoming (MVS)
TFPAVO

University of Wyoming (MVS)
TFAV0
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 Macintosches.

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 WABBIE@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.

Attachment #3

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, UP, LOUISIVIL,
   NOTRDAMS, UTSANAN, UWF, WISCON (electrochrome), WISCON-CHSL,
   VANDY (Limelight), PENNU (Sony)

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

Overheads:
   AUBURN, BYU, CENTST, COLST,

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

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

Other (specify):
   CENTST (printed user guides)
   COLOBM, LOUISIVIL (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)
   UP-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.

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<td>WSUL basic circulation procedure manual, staff</td>
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AUBURN Telexer's guide
HARVARD HOLLIS Newsletter
HARVARD HOLLIS tag tables
HARVARD HOLLIS holdings editing guide, 100 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
DELAWARE Ask Me About DELCAT: A Self-paced Workbook, staff, 50 p., free
UIC NOTIS technical services functions, quick reference guide
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, VHL, item records, authority recs.), 39 p.
NOTRDAME NOTIS technical services functions, quick reference guide
SOUTHALA Retrospective conversion manuals, student workers, 60 p., $6.00
WISCONSIN Introduction to NOTIS (searching, and interpreting records), 50 p.
WISCONSIN NOTIS cataloging manual, 50 p., free
VANDY Workbook (searching and commands)
WASHU Maintenance mode searching, 20 p., free
WAINEST WSUL using NOTIS in the staff mode, 3 p., free
WAINEST Cataloging authority sample training packet, 12 p., free

NOTIS Users' Documentation Directory Page 2
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)
NOTROADE  Training seminar assessment survey, 1 p.
PITT  How to access PITHCAT
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

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Respondents: 1987 training survey
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. Communications 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 315X, 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 (Yogelback) 'PACK' 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 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-designed) 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 FDZA protocol and set auto wrap on. Dial the Clemson computer on 656-4834. 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 TV1912 TV1920 TV1950 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.
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: 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 (696-3231 or 656-9046) 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 telecommunications 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 7111 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.

10/7/87
REMOTE ACCESS TO LUIS
VIA MERIT AND WSUNET

LUIS, the Library User Information System, is the online catalog for
Oakland University Library and other DAINET (Detroit Area Library
Network) libraries, including Wayne State University Library System.
LUIS is accessible to anyone using our campus multisys 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
directly to the MERIT network. The hardwired terminals in the Dodge Hall
terminal room can connect to MERIT after logging into multisys 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 net-
work. You will need either a supported terminal or a microcomputer,
like an IBM, Macintosh, or Zenith, with a modem and terminal communica-
tions/ emulation software. OU's Computer Services Office recommends and
supports KERMIT communications software for IBM computers and com-
patibles and for Macintosh computers. Call OU's Computer Center at
(313) 370-HELP for information about these products, their configura-
tions, and how to use them.

1. Dial a MERIT telephone number in metropolitan Detroit:
   Detroit:  577-0335  Downriver:  283-8822
   Sterling Heights:  939-3770  Birmingham:  258-6811
   Dearborn:  893-5484  Southfield:  827-7600
   Western Wayne County:  722-1500  Rochester Hills:  370-4711

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.
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:** a **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

---

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**

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