

# NOTIS es

FEBRUARY 1989  
Number 39

The Newsletter  
for NOTIS Users

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## Highlights

Our Customer Service Priorities .....	2
New Call-Handling Procedures .....	3
NUGM 1989 Reminder .....	4
Merged Headings Index Update .....	4
GTO Q&A .....	9
Acquisitions Interest Group Minutes .....	11
NOTIS—MRO Performance .....	14
Kent State Circulation Mailers .....	15
CICS File Control Table (FCT) Issues .....	17
Library Services Workshops .....	20
Documentation Alerts .....	24
Troubleshooting .....	29

And more!

## FLASH!

Beta testing of GTO/OCLC is complete.  
Here's what current users are saying:

*"I can't tell you how much easier this has made our work."*

*"We can move an incredible amount of work through GTO."*

*"...it is working very, very well."*

More about GTO on page 9.

## NOTIS To Host Session At ALA On Serials, Acquisitions

Many of you are wondering what's happening with our enhancements to the NOTIS acquisitions and serials modules.

We have decided that the best way to get you the information you need about these vital parts of the NOTIS system is to hold a special session at this year's American Library Association Annual Conference in Dallas (June 24-29). We believe this choice of time and place will enable the greatest number of customers to be represented without the burden of added travel cost.

The session will be held Tuesday, June 27, at 8:30 a.m.

We will focus on current fixes and enhancements to the acquisitions module, especially the fund-accounting and invoice-processing functions. We will share with you the results of our three-month long study of the the acquisitions module and our strategy for fixing the problems while providing even greater functionality.

In regard to serials, we will spend lots of time on the development of support in NOTIS for the MARC record format for holdings and locations, including aspects of the conversion of existing volume holdings records to the new format. We will also discuss our plans for serials check-in and other enhancements to the serials module.

We recognize your need to know our plans

in order to make your plans. We will make every effort to tell you as much as possible. Make a list of questions, and see you there!

## Our 1989 Customer Service Priorities

Tabulation of the 1988 Customer Services Satisfaction Survey is complete. We received 90 responses out of 225 surveys, a response rate of 40%—far above the norm for mail surveys.

We appreciate the time you took to respond. Your feedback makes our 1989 priorities very clear to us.

### Response to Problems

First and foremost, you have indicated that we must improve our responsiveness to your problems. This is clearly the area of greatest concern to you. Here are a few of the things we are doing.

- The Customer Services department managers will be defining reasonable response standards in the first quarter of 1989, and making appropriate organizational changes.
- We have hired a Customer Service Representative to route calls and enter reported problems in the NOTIS Problem Tracking System (PTS). Cheryl Wallace (formerly of Conversion Services) has been promoted to the Customer Service Representative position. Cheryl will be dedicated to insuring prompt and consistent telephone support in Technical Support and User Services.
- We will install a new telephone system at NOTIS Systems in the second quarter of 1989. We have hired a telecommunications firm to help us define our telephone requirements. What you require when you call us will be a very important element in choosing the new tele-

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CONTRIBUTIONS: NOTIS Systems welcomes articles and suggestions from the user community.

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phone system.

In the next few months please help us evaluate our progress by letting us know if these changes are improving responsiveness.

We encourage you to call the Customer Services department managers if you feel we are not handling your question or problem in a timely fashion.

### Product Knowledge

Our second priority is for our customer services staff to improve its knowledge of the NOTIS system.

We recognize that we have been focusing our attention on recruitment. Soon we will have all new positions filled. With all positions filled we can focus attention on our training needs.

In 1989 we will formalize an internal training program, offering to NOTIS staff the training we have been providing to our users. We will also develop courses for new NOTIS staff on the conversion process and on using NOTIS documentation.

### Documentation

We need to continue our upgrade of NOTIS technical documentation.

We recently created two new technical

writing positions and are now interviewing candidates. Stuart Miller, Manager of Documentation Services, would like to reiterate his interest in hearing any suggestions you have for making NOTIS technical documentation more helpful.

In conclusion, we see the Customer Services User Satisfaction survey results as a benchmark for NOTIS Customer Services. Your 1988 responses are helping us measure the progress we are making toward satisfying the needs of all users.

Your willingness to suggest ways in which we can improve our services and products will enable us to achieve our goal of optimum customer satisfaction. Thank you again for your support.

### Customer Services Managers' Phone Numbers



*Conversion Services*  
Chris Carlson—(312)-866-0191

*Documentation Services*  
Stuart Miller—(312)-866-0171

*Technical Support*  
Wally Bardwell—(312)-866-0192

*User Services*  
Carole Norris—(312)-866-0181

*Vice President for Customer Services*  
Maribeth Ward—(312)-866-0180

## New Call-Handling Procedures

In response to concerns expressed recently in the Customer Services Satisfaction Survey, Customer Services has implemented a new procedure to expedite telephone support and problem resolution.

Beginning last month, there were changes in the handling of calls to NOTIS Systems Engineers and User Services Librarians. The purpose of these changes is to assure that all calls are handled in a prompt, efficient, and consistent fashion.

When you dial the number of a Systems Engineer or User Services Librarian, the call will be answered immediately by a Customer Services Representative (Cheryl Wallace), who will make a brief entry in the NOTIS online Problem Tracking System and route your call to the appropriate Systems Engineer or User Services Librarian.

For User Services calls, you will be referred to your account representative or, if you wish, a back-up librarian on duty.

For Technical Support calls, however, you will no longer have a special account representative.

In order to expedite problem resolution, the Technical Support Department is focusing on problem resolution rather than account management. Your call to Technical Support will be routed to a Systems Engineer, who will make every attempt to answer your question or solve the problem immediately. If that is not possible, the call-taker may pass it to other Systems Engineers for research.

Your initial call will be given a Problem Tracking System number. We ask that you record this number and use it in any subsequent communication about this question/problem. Use of this number will allow the Customer Service Representative to refer you directly to the User Services Librarian or Systems Engineer assigned to research your question/problem.



## New Product Information

### Merged Headings Index (MHI) Project Update

Best make your reservations now! Our biggest event of the year, the 1989 NOTIS Users' Group Meeting (NUGM), will be held September 27-28 at the landmark Palmer House Hotel in Chicago. Rooms will be available at the greatly reduced rate of \$75.00 per night for singles or doubles, with the option of extending your stay at that rate through the weekend. This low rate has even greater value due to the central downtown location of the Palmer House, in the heart of the Loop—convenient to the magnificent lakefront, great shopping, nightlife, and cultural activities.

This year your registration fee entitles you to more than ever. In addition to registration for informative sessions, the registration fee covers:

- a binder containing the handouts for all sessions
- a new User Directory (one per installation)
- lunch on both days
- coffee breaks on both days
- an evening reception for all who attend

If you register by July 31, 1989, your fee for this year's meeting is \$175.00 per person. Registrations received after this date will be \$200.00 per person. (Registration fees are waived for session moderators and presenters selected by the NUGM planning committee.)

Please mark your calendars and plan to attend. There is no limit to how many may attend from any one site. Watch future issues of NOTISes for additional details.

Many of our readers have asked about the features of the Merged Headings Index—a major enhancement to the NOTIS system that is now in testing.

MHI is a new NOTIS index structure which integrates authority records and bibliographic records into a single index of author, title and subject headings. This integration will mean complete display of cross-references, faster retrieval, and online update of indexes (except keyword/Boolean).

The MHI project team in Systems Development has supplied NOTISes with copies of handouts developed for the 1989 American Library Association Midwinter Meeting. These handouts (see next page) provide an excellent introduction to the features and functions of MHI.

#### Increased Disk Storage Requirements

We want to emphasize the need to plan for increased NOTIS disk storage space when the Merged Headings Index feature comes online. The new index will require one and one-half times as much space as the total now required for the author/title, subject/title, and authority indexes. The increased storage requirement is due mainly to the greatly increased number of access points and the dictionary structure of the index.

It is also important to note that there will be an initial requirement of two and one-half times the current disk space required for the old indexes. This is because the initial release of MHI will be linked only to staff mode transactions. Therefore, both the old and the new indexes must be present for the initial release.

NOTIS 4.5

MHI: RELEASE 1 (NOTIS 4.6)

#### COMPARISON OF BATCH FUNCTIONALITY

MARC TAPE PROGRAMS	SAME FUNCTIONALITY
LC SH TAPE PROCESSING	LC SH TAPE PROCESSING
LC SH TAPE LOAD	LC SH TAPE LOAD
LIST EXCEPTION RECORDS	LIST EXCEPTION RECORDS
FUNCTIONALITY NOT AVAILABLE	LC SH TAPE MERGE CREATE LCCN INDEX RECORDS BATCH GEN OF MHI INDEX
NEW/DROPPED NAME HDGS NEW/DROPPED SUBJ HDGS	SAME FUNCTIONALITY
FUNCTIONALITY NOT AVAILABLE	CONFLICT DETECTION LC SH CLAIMING
GLOBAL CHANGE PROGRAMS: GLOB/TECHNIQUE 1 TECHNIQUE 2 TECHNIQUE 3	SAME FUNCTIONALITY

#### COMPARISON OF ONLINE FUNCTIONALITY

1 VIEW 3 SEARCH TYPES	5 VIEWS 8 SEARCH TYPES
SEPARATE INDEXES FOR BIB & AUTHORITY FILES	MERGED INDEX FOR BIB & AUTHORITY FILES
DYNAMIC UPDATING: 3 ACCESS POINTS	DYNAMIC UPDATING: ALL ACCESS POINTS EXCEPT STANDARD NUMBER
INDEX DISPLAY OF: DATE QUALIFIER PLACE QUALIFIER (4 LETTERS)	INDEX DISPLAY OF: DATE QUALIFIER PLACE QUALIFIER (10 LETTERS) MEDIUM QUALIFIER VOLUME QUALIFIER
FUNCTIONALITY NOT AVAILABLE	CROSS REFERENCES SEARCH REDIRECTION
FIELDS OVER 1K DON'T DISPLAY	FIELDS OVER 1K DO DISPLAY

## INDEXED FIELDS IN BIBLIOGRAPHIC RECORDS

MAIN ENTRY:	100	110	111	130	910	911	912	913		
TITLE:	212	214	240	242	243	245	246	247	923	924
SERIES STATEMENT:	400	410	411	440	930	931	932	934		
SUBJECT:	600	610	611	630	650	651				
ADDED ENTRY:	700	710	711	730	740					
SERIES ADDED ENTRY:	800	810	811	830	840					

NOTE: Subfields \$t and \$k are indexed as rotated headings in boldface fields.

## INDEXED FIELDS IN AUTHORITY RECORDS

AUTHORITY REFERENCE HEADING:	100	110	111	130	150	151
SEE FROM TRACING:	400	410	411	430	450	451
SEE ALSO FROM TRACING:	500	510	511	530	550	551

## MERGED HEADING INDEX VIEW AND SEARCH TYPES

### UNIVERSAL VIEW

Displays entries for all authority and bibliographic records. All access points.

JA (AUTHORS)  
JS (SUBJECTS)  
JT (TITLES)  
JX (DICTIONARY)

### OPAC-LIKE VIEW

Displays entries for all authority and bibliographic records.

B (DICTIONARY)  
BA (AUTHORS)  
BS (SUBJECTS)  
BT (TITLES)

### AUTHORITY VIEW

Displays entries for all authority records.

FN (NAMES)  
FQ (SERIES)  
FS (SUBJECT)  
FX (DICTIONARY)

### MUSIC VIEW

Displays entries for all authority and bibliographic records except those coded as extra records (if a printable 240/243 is in record, an extra record consisting of a 1XX/245 or 7XX/245 is made in addition to a 1XX/24X/245 or 7XX/24X/245).

MA (AUTHORS)  
MS (SUBJECTS)  
MT (TITLES) s  
MX (DICTIONARY)

### HEADINGS VIEW

Displays entries for all unique headings in authority and bibliographic records except 2xx fields, rotated headings (\$t and \$k), and 740 fields.

HN (NAMES)  
HQ (SERIES)  
HS (SUBJECT)  
HX (DICTIONARY)

LTLI MORE

NOTIS INDEX SEARCH  
BIBLIOGRAPHIC INDEX -- 74 HEADINGS FOUND, 1 - 14 DISPLAYED

SHAKESPEARE WILLIAM 1564 1616

- 1 .ALLS WELL THAT ENDS WELL <1965>
- 2 .ALLS WELL THAT ENDS WELL 1965  
.ALLS WELL THAT ENDS WELL <1965>
- 3 .ANTONY AND CLEOPATRA <1961>
- 4 .AS YOU LIKE IT <1960>
- 5 .COMEDY OF ERRORS <1963>
- 6 .COMPLETE WORKS <1953>
- 7 .COMPLETE WORKS OF SHAKESPEARE <1936>
- 8 .CYMBELINE <1965>
- 9 .CYMBELINE 1965  
.CYMBELINE <1965>
- 10 .FAMOUS HISTORY OF THE LIFE OF KING HENRY THE <1968>  
.FAMOUS HISTORY OF THE LIFE OF KING HENRY THE EIGHTH  
\*SEARCH UNDER  
SHAKESPEARE WILLIAM 1564 1616 .KING HENRY VIII
- 11 .FIRST PART OF HENRY THE SIXTH <1966>
- 12 .HAMLET
- 13 .TRAGEDY OF HAMLET <1961>
- 14 .HAMLET CN  
.HAMLET <1978> visual

Heading

Associated Entry Extension

Bibliographic Extension

```

LTLI
NOTIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 4 HEADINGS FOUND, 1 - 4 DISPLAYED
CLEMENS SAMUEL LANGHORNE 1835 1910
  *SEARCH UNDER
1 TWAIN MARK 1835 1910 (LI 400 acb)
  CLEMENS WILBERT AMIE 1887
2 *ESTABLISHED HEADING (LI 100 cbb)
  .FISHES OF THE PACIFIC COAST OF CANADA
3 *ESTABLISHED HEADING (LI 100 cbb)

```

See Reference

```

LTLI MORE
NOTIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 12 HEADINGS FOUND, 1 - 12 DISPLAYED
TWAIN MARK 1835 1910
  HUCKLEBERRY FINN
1 .ANNOTATED HUCKLEBERRY FINN <1981>
2 MISSISSIPPI WRITINGS <1982>
  ADVENTURES OF TOM SAWYER
  *SEARCH ALSO UNDER
3 TWAIN MARK 1835 1910 SELECTIONS 1982
4 .MISSISSIPPI WRITINGS <1982>
5 .ANNOTATED HUCKLEBERRY FINN <1981>
  COMPLETE ESSAYS OF MARK TWAIN
  *SEARCH UNDER
6 TWAIN MARK 1835 1910 ESSAYS
7 .COMPLETE ESSAYS OF MARK TWAIN NOW COLLECTED <1963>

```

Heading Embedded See Reference

Embedded See Also Reference

```

LTLI MORE
NOTIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 8 HEADINGS FOUND, 1 - 8 DISPLAYED
STARS
  *ESTABLISHED HEADING (LI 150 bcb)
  *SEARCH ALSO UNDER
2 ASTROPHYSICS (LI 550 bcb)
3 GALAXIES (LI 550 bcb)
4 MAGELLANIC CLOUDS (LI 550 bcb)
5 MECHANICS CELESTIAL (LI 550 bcb)
6 PROTOSTARS (LI 550 bcb)
  --ATLASES
7 *ESTABLISHED HEADING (LI 150 bcb)
  ATLASES HISTORY
8 *ESTABLISHED HEADING (LI 150 bcb)

```

Heading Subject Subdivision

See Also Reference

MAB 12/19/88

## GTO QUESTIONS AND ANSWERS

by Chuck Williams

*GTO is a new NOTIS utility that provides an easy and inexpensive way to transfer bibliographic records from RLIN, OCLC, and UTLAS into your local NOTIS database. GTO runs on an IBM PC or PS/2 that is connected to both the bibliographic source terminal and the NOTIS mainframe. NOTIS Marketing Coordinator Chuck Williams continues to receive many questions from NOTIS users about the features and capabilities of this new product. Here are some frequently asked questions and their answers. If you have questions for Chuck, his number is (312) 866-0189.*

*Can I use any 3278/79 emulation board for GTO?*

No. GTO works only with the PCOX™/COAX board and software from CXI, Inc..

*What type of microprocessor does GTO expect?*

GTO is designed to run on the following microprocessors: 8086 (PC/AT and PS/2 Model 30-021) 80286 (PS/2 Model 30-286)

*Will GTO be able to handle OCLC 105, 110, etc. terminals?*

Only the M3XX terminals will be compatible.

*Is there any way to use GTO to send the same record to two processing units?*

Yes, as follows:

1) Identify two unique holdings codes to differentiate processing units.

2) Send the record to GTO with a holdings code (in the 049 field) which identifies

one of the processing units.

3) Update the display to reflect the holdings code for the other processing unit (in the 049 field) and send the record to GTO again.

This assumes that the conversion program LNTBL contains an entry for each of the holdings codes. This table is the vehicle for assigning processing units to a record transferred via GTO.

The NOTIS "derive" command may also be an alternative.

*Is there a different version of GTO to run under CICS 1.6 and 1.7?*

The GTO code is the same for CICS 1.6 and 1.7. The upgrade to CICS 1.7 should have no impact on GTO.

*We will be using GTO with only one OCLC terminal. Do we still need the HOSTESS serial adaptor board?*

Yes.

*My batch OCLC loader will load any call number format that I choose. If the call number subfield has more than 12 characters, the system will reject that call number. How will GTO handle call numbers in this regard?*

GTO/OCLC transfers the call number in the same way that the batch loader does. All of the "problems" (which are really problems with the call number index) with call numbers and the batch loader are still present.

If a subfield "b" of a call number from OCLC has more than 12 characters the library will still need to edit the copy holdings record for the call number to index properly.

A customized GTO loader could minimize this problem.



## News From Users

### Interested in Acquisitions?

The University of Louisville would like to initiate a NOTIS Acquisitions Interest Group. If enough people are interested, we could try to hold our first meeting at ALA in Dallas.

Is anyone interested? If so, please contact:

Joyce B. McDonough  
Head, Acquisitions Department  
Ekstrom Library  
University of Louisville  
Louisville, KY 40292

BITNET address: jgmcdo01 at ULKYVM  
Telephone: (508)-588-6754

### Who's Implementing What?

In this column—which will appear whenever we have new information—we will let you know about about implementation schedules at NOTIS installations.

NOTIS users have a way of being extremely helpful to each other. The information provided here, which supplements the information in the NOTIS User Directory, may be of assistance to NOTIS users who wish to contact users at other sites in order to exchange information.

Please consider giving information about your library's implementation schedule to your NOTIS User Services Librarian.

#### Virginia Commonwealth:

March 1989 Cataloging  
June 1989 Acquisitions  
August 1989 Circulation  
January 1990 Online Public Catalog

#### Yale University:

January 1989 Online Public Catalog  
July 1989 Acquisitions  
July 1989 (late) Circulation  
Fall 1989 Serials  
Early 1990 Cataloging

#### University of Louisville:

May 1989 KWB searching  
August 1988 Circulation

#### University of Virginia:

September 1989 Circulation  
June 1990 Acquisitions  
June 1990 Serials

#### University of Wisconsin--Madison:

Summer, 1989 Circulation

#### University of South Alabama:

November 1989 Circulation

#### York University:

May 1989 Acquisitions and Circulation

### Dial-Up Access to Tulsa City-County

See pages 38-39 for dial-up procedures to the NOTIS online public catalog at Tulsa City County Library System.

If you would like to share information about dial-up access to the online public catalog at your institution, please send any brochures or other descriptions to

Tom McGinn, User Services  
NOTIS Systems, Inc.  
1007 Church Street, 2nd Floor  
Evanston, IL 60201-3622

## Transcript of Users' Interest Group Meeting

*Whenever possible, NOTISes brings you transcripts of proceedings of NOTIS users' interest groups. Here is the transcript of last summer's meeting in New Orleans of the Authorities Control Interest Group.*

The meeting was chaired by Nancy Hunn, who was with Vanderbilt University at the time. The proceedings were transcribed by Margo Smith, University of Louisville, and Dawn Hale, Johns Hopkins University.

#### Panelists

Jo Calk, Cornell University; Diane Hanisch, NOTIS Systems Development Programmer; Elaine Henjun, Florida Center for Library Automation; Mike Kreyche, Kent State University; Christine Meyer, University of Minnesota; Alice Permenter, Loyola University.

#### Proceedings

Nancy Hunn thanked Connie Engle for her transcription of the group's January 8, 1988, meeting and requested that the July 10, 1988, meeting be transcribed jointly by Margo Smith and Dawn Hale.

#### Wish List

After reaffirming the primary mission of the group—to serve as a collective voice for requesting the implementation by NOTIS Systems of authority enhancements and OPAC products—Nancy asked those present at the meeting to come up with a wish list for future enhancements to be submitted to NOTIS.

The enhancements desired by the group included

- Merged Headings software by Fall 1988 (requested by Judy Fox, Washington University)

- Error detection programs to clean up typographical errors in headings similar to the programs OCLC is running retrospectively on their data base. These error detection programs

would supplement the Conflict and Error Detection programs and Headings View in the MHI. (Requested by Peter Lisbon, Harvard University.)

- General MARC file interface with NOTIS (e.g., OCLC/NOTIS, RLIN/NOTIS) (requested by Joyce Howells, SMSU; Chris Meyer, University of Minnesota; and Mike Kreyche, Kent State University)

- CD ROM product interface with NOTIS (e.g., Bibliofile/NOTIS) (requested by Karen Anderson, Brigham Young University and Mike Kreyche, Kent State University)

- Ability to download approval records onto floppies (Mike Kreyche, Kent State University)

- Headings appearing on the New Headings List should only be from cataloged items, not from acquisitions/provisional records (requested by Connie Engle, Wayne State University, and Amy Kirkwright, Kent State University)

- Improvements on global change procedures. Specifically, making them easier to set up; ability to handle diacritics when doing Type II changes (available with MHI); the ability to change more than two subfields deep; an online menu to set up Type II and III changes; ability for Type I to handle 440 to different 440 form and 830 to different 830 form (requested by Alice Permenter, Loyola University)

- Increasing the number of characters indexed in headings so that an entire heading regardless of its length is indexed and will be considered new to the data base and appear on the New Headings List (requested by Alice Permenter, Loyola University)

#### Questions

Questions that were mailed to Nancy, and questions that arose after the NOTIS Authorities Workshop on July 8th, were discussed next.

One question was whether medical libraries should input duplicate authority records for name headings also used as subjects. The LC name authority record for the heading when used as a name and a separate MeSH subject authority record when it is used as a subject: how will this work?

Diane Hanisch replied that currently name authority records are assumed to be applicable to names in all subject heading schemes. This

is consistent with the current LC policy of consolidating their name and subject authority records. If they are coded in the authority record fixed fields as being used as a subject, they will be retrieved in any subject search. If there is a name authority record and a MeSH authority record for the same name, there are index entries generated from both records. The sort will force the name authority index record ahead of the MeSH authority index record. Therefore, the name record will precede the MeSH record on display when a search request for the MeSH heading is satisfied (i.e., `ltx find sm=`).

The current search and retrieval routines do not accommodate the two systems without problems. This is a problem which is inherent in the MARC authority record format. If the S/SYS (byte 15 in the fixed fields of the authority record) is coded that this is a MeSH heading and the heading use code indicates it is used as a subject (code=c), then the heading from the record will not be displayed when doing LC subject searches (i.e., `ltx find s=` or `ltx find sl=`).

However, there could be a situation where multiple authority entries for the same name will display when doing a MeSH subject search. Cross references from both the LC and MeSH authority records could appear and this could produce duplicate or blind cross references. NOTIS will decide whether the generic search algorithms provided with the initial release of the software will continue the policy of applying LC name authority records to all subject systems.

#### **Headings View Searches**

Another question was: What exactly is in the headings index for headings view searches under MHI? Diane replied that the headings view selects and displays the first occurrence of a heading which satisfies the search request, regardless of whether it is derived from an authority or bibliographic record.

Since authority record entries will sort ahead of their bibliographic record counterparts, every unique authority record heading displays with unique bibliographic record heading entries.

#### **Indexing**

Tony Olson, Northwestern University Medical School, asked whether a \$t in 710 and 711 fields on bibliographic records and a \$t in authority records are indexed in MHI.

Diane replied that rotated index entries are derived from the \$t's of X00, X10, and X11 fields in bibliographic records are indexed. "\$t's from authority records do not generate rotated index records.

#### **Name/Subject/Series Codes**

Nancy asked whether, when a heading is used only on a serial bibliographic record as a title main entry (i.e., 130 field) or is used only as a title proper (i.e., 245 field) but not as a series on a monographic record, the name/subject/series use codes (bytes 14-16) on the authority record should be coded c/a/c. "c" means that the heading is valid and has been used in the bibliographic file. "a" means that the heading is valid for use but has not been used in the bibliographic file yet.

Diane replied that only when the heading is used on both serial bibliographic records and also as a monographic series entry would the coding be c/a/c. If the heading has been used as a 130 in a bibliographic record but not as a series entry, the name/subject/series codes would be c/a/c.

#### **Loading Resource Files**

Karen Anderson asked about provisions for loading resource files (e.g., LCSH). She asked whether libraries get lists of records updated when weekly tapes are loaded subsequent to an initial load of the resource file.

Diane explained that there are several programs to load resource files. Other, separate programs do maintenance on the file after the initial load of the resource file.

The "claiming program" which is a variation of the conflict and error detection program matches authority record headings in the resource file against headings used in the bibliographic file by a specified processing unit.

The first time a library uses a heading in a bibliographic record for which there is no corresponding authority record, the library can manually claim the authority record from the resource file or the library can rerun the claim-

ing programs on a periodic basis to claim authority records.

If an updated authority record appears in the resource file for an authority record already claimed, the library receives printed notification under certain conditions. For headings not used in the bibliographic file, the updated record replaces the existing authority record in the resource file.

#### **Claiming Authority Records**

Alice Permenter asked whether the security for claiming by one authority control unit meant that that authority control unit had to do all claiming from the resource file; or can other units also claim authority records? Would the authority record claimed become part of your processing unit only?

Diane replied that there is a batch program which does the claiming. This batch program claims authority records from a resource file regardless of the processing unit of the bibliographic records or authority records which contain the pertinent heading. A library can designate one processing unit to be a "master" processing unit which can claim authority records from all processing units.

#### **Duplicate Authority Records**

Mike Kreyche asked how libraries that purchase subject authority records from a vendor and subsequently loaded the LC subject authority tapes as a resource file should cope with all the duplicate authority records.

Nancy Hunn replied that Vanderbilt had 133,000 BNA-created subject authority records loaded and then loaded authority records from the LCSH tapes into an online resource file. Vanderbilt wrote an in-house program to "dedupe" their subject authority records (i.e., remove BNA-created LC subject authority records that lacked an 010 field).

#### **Multiple Pseudonyms**

Karen Anderson asked how to handle multiple pseudonyms in the reference structure in an authority record when the authority record contains 1xx and 5xx fields but no bibliographic record supports the heading in the 5xx field of the authority record.

Diane replied that the conflict detection

programs would catch this problem and that one can manually code the record to suppress display of the 5xx reference.

Alice commented that when two people use the same pseudonym (e.g., Ellery Queen), libraries must suppress the 4xx or 5xx reference in the authority record for each person (i.e., code "c" in byte 3 of \$w in the authority record). Libraries must use instead a cataloger-generated explanatory reference in the authority record (i.e., a 663 field).

#### **LCSH Tapes**

Someone asked whether or not the meeting's panel thought it better to load the LCSH tapes and claim records for use or to purchase subject authority records from a vendor and wait for LC to offer online authority records.

Nancy replied that by loading LCSH as a resource file, a library ensures that headings in the authority records actual LC headings. Of course, a library would not receive headings that LC does not establish. Nancy said Vanderbilt has only done the initial LCSH load and claimed from this load. Vanderbilt has not loaded weekly LCSH tapes.

#### **LCNAF Files**

Some asked when it would be possible to load the LCNAF file into NOTIS.

Diane replied that NOTIS is testing loading sample LCSH, LCNAF, and MeSH MARC files. The time frames for making this feature available is not yet known.

#### **ELECTION OF A NEW CHAIRMAN**

Nancy asked for nominations to the chair. She received the following nominations:

Jo Calk, Cornell University; Anna Clare Evans, Wayne State University; Mike Kreyche, Kent State University (Mike declined nomination); Alice Permenter, Loyola University.

The group elected Alice Permenter. Alice's term would begin at the January 1989 ALA Midwinter Conference. The group asked the new chairman to investigate a different time for meetings.

Nancy thanked all who attended the meeting for their interest and support.

## WHAT'S IN A NAME?

Some years ago, Northwestern University Library came up with "LUIS"—Library Users' Information System—when they wanted to give their online public-access catalog a friendly name. In response to a user's request, the NOTIS Marketing Department has begun compiling a list of other names for NOTIS online public catalogs.

It is surprising how many clever and inventive names have been devised. As the NOTIS user observed, "Libraries never named their card catalogs."

We're still working on the list—but here it is so far. If we've missed yours, please let us know.

<b>ACORN</b>	Vanderbilt University
<b>BYLINE</b>	Brigham Young University
<b>CATALYST</b>	Kent State University
<b>CHESTER</b>	West Chester University
<b>DELICAT</b>	University of Delaware
<b>LOLA</b>	Louisiana State University
<b>LUIS*</b>	University of Texas—El Paso
<b>LUMINA</b>	University of Minnesota
<b>LUNA</b>	N.A.S.A.
<b>MIRLYN</b>	University of Michigan
<b>MUSE</b>	McGill University
<b>OASYS</b>	University of Iowa
<b>ORBIS</b>	National Geographic, Yale University
<b>PENLINN</b>	University of Pennsylvania
<b>PITTCAT</b>	University of Pittsburgh
<b>QLINE</b>	Queen's University
<b>UNLOC</b>	University of Notre Dame

\* Pronounced *loo-EECE*

## U-PENN Hits 1,000,000

The Van Pelt Library at the University of Pennsylvania loaded the one-millionth bibliographic record into its NOTIS data base on January 4. As this issue goes to press, U-Penn has approximately 1,015,000 records in its data base.

## LOYOLA IMPROVES NOTIS/MRO PERFORMANCE

by Cheryl Heckel (Loyola University)  
and John Kolman (NOTIS Systems)

*This article may be of interest to applications programmers at any NOTIS installation having abnormal delays in terminal response time with "LTxx" transactions.*

Loyola University is a NOTIS installation which has CICS 1.7 with MRO (Multi-region Operation), NOTIS 4.4.4., MVS/XA, and 120+ terminals.

As recommended by IBM, ALL terminals are defined to a single TOR (Terminal Owning Region) and applications run in AORs (Application Owning Regions). An exception to this was made for dedicated NOTIS online public catalog terminals. Dedicated online public catalog terminals were defined directly to the AOR.

### The Problem

Occasionally, response times of LTxx transactions would degrade substantially. Times would increase from 2-4 seconds to 1 minute or more. Online public catalog terminals did not appear affected. Omegaman showed no resource shortages (i.e., suspended tasks) in the NOTIS region.

To diagnose the problem, we examined first the CMF records for a day with the response time problem. All response times in the NOTIS region were good. On a hunch we checked the TOR region. The tasks were being suspended in the TOR region.

The response time problem, we found, was due to a shortage of ISC (Integrated Storage Control) link channels from the TOR to the AOR.

### Background Information

Transactions are shipped from the ISC link channels. Loyola had generated 12 input and 12 output channels. Each channel was good for a single I/O stream.

With pseudo-conversational tasks each

channel is used for only a very short time. Thus, 12 input channels and 12 output channels (i.e., 10% of the terminals) would be a very generous number of terminals.

With conversational tasks a channel is held for the duration of the transaction.

### The Solution

If you are running NOTIS under MRO and are shipping requests from a TOR to the NOTIS region, remember that conversational tasks (e.g., LTxx transactions) hold the link active for the duration of the transaction.

Loyola doubled the number of links and decreased the terminal input timeout value. Taking these two actions solved the performance degradation problem.

## "PRINT-THROUGH" CIRCULATION MAILERS

by Jeff Gatten, Systems Librarian,  
Kent State University

Last June, Kent State University began producing NOTIS overdue notices on "print-through" mailers. The mailers are approximately 4.25 inches x 8.5 inches. A temporary file (created by the sort in step LB630SRT) is used by a locally written COBOL program. The COBOL program extracts certain records based upon their request type. The extracted records are then sorted, manipulated, and printed on the mailers.

The advantage of using "print-through" mailers is the elimination of the need to fold letters and stuff envelopes. The mailers are simply printed and dropped into the mailbox.

See the accompanying illustrations. The actual size of the illustrated mailers have been reduced for the purpose of illustration.

Item A is the cover piece.

Even though KSU has five libraries, a generic return address is preprinted on the mailer.

If the address is located on campus, the postal permit is automatically crossed out

and the phrase "CAMPUS MAIL" is printed across the top of the cover piece.

Item B is the under-piece, visible once a patron removes the cover sheet.

The "home" library for an item is listed on the first of two lines used for item information. In Item B the "home" library is MAIN. All of KSU's location names begin with the home library's name. This is the only part of the location name that is retained for printing on the mailer.

Bibliographic information is truncated to insure that it and the complete call number always fit onto one line. Usually, seven items can fit onto one mailer. If a patron has more than seven items overdue, a new mailer is generated for every additional "page." Recalled overdues contain an extra line per item (immediately underneath the DUE date statement). The extra line indicates the "RECALL DUE DATE."

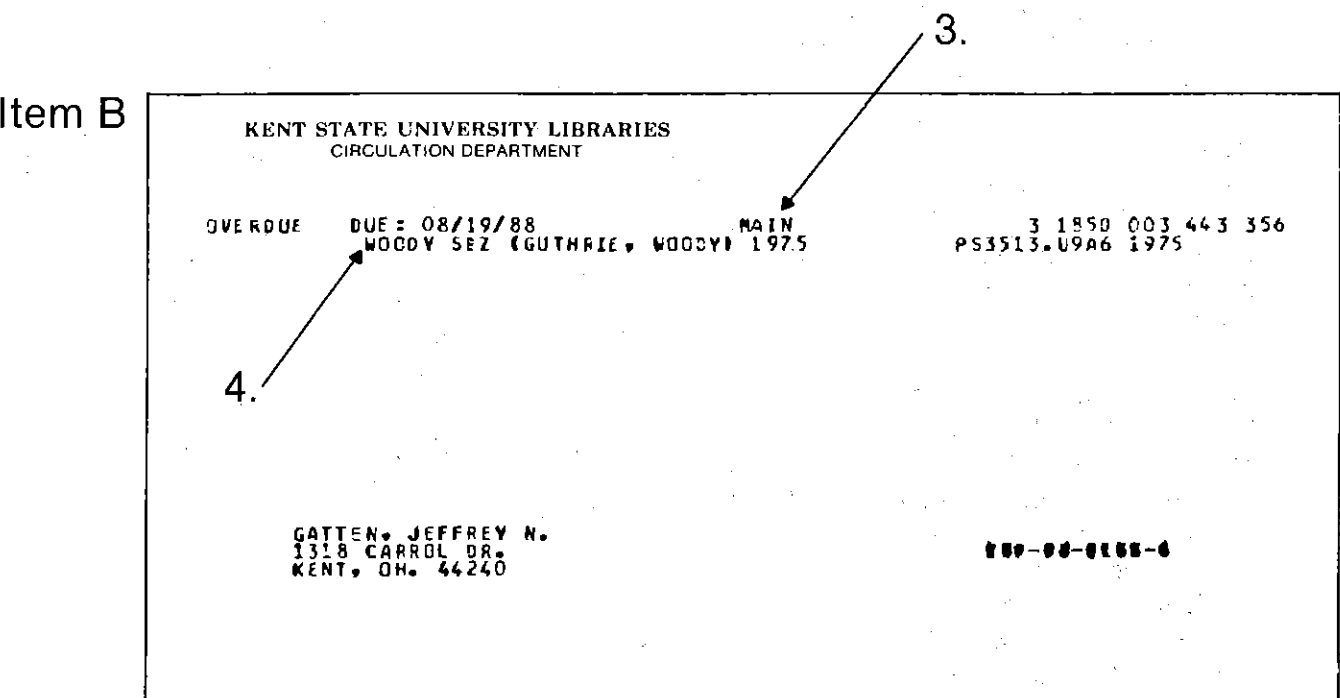
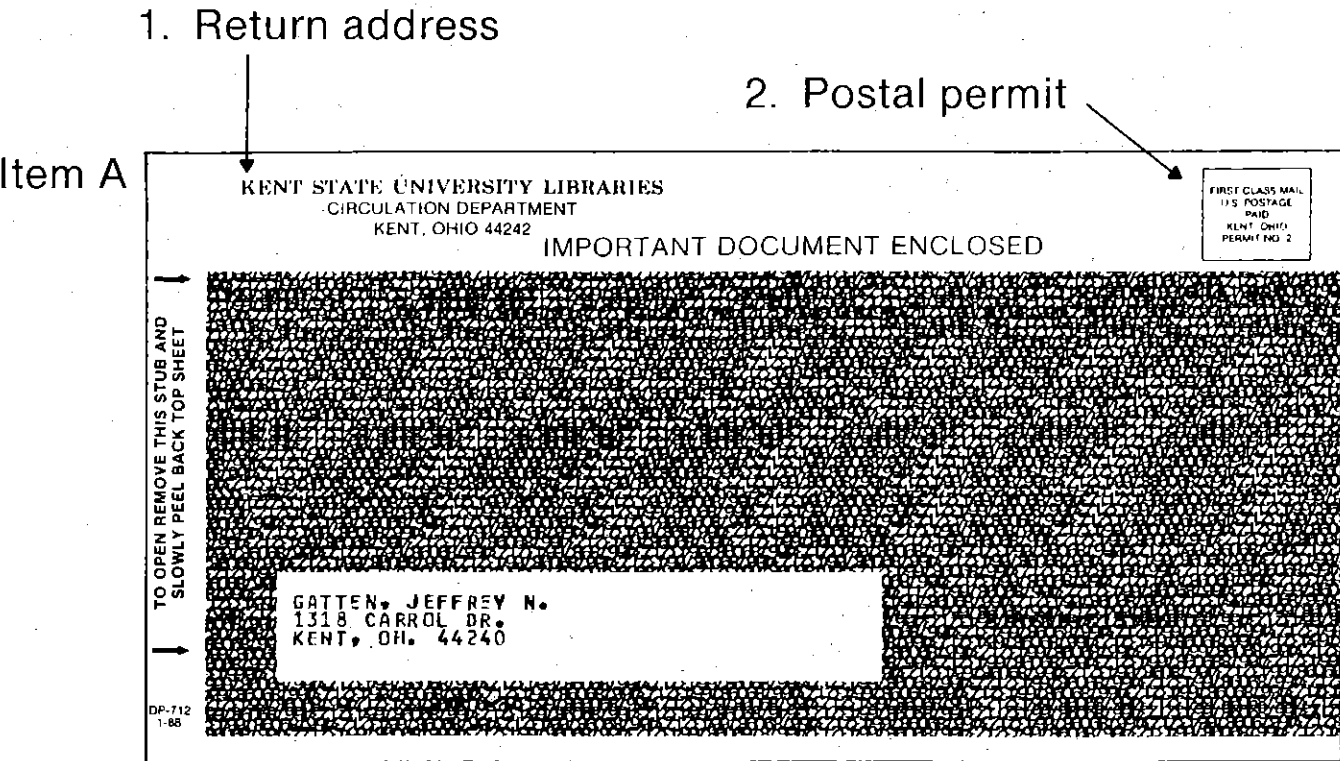
We have also developed a layout for NEEDED and AVAILABLE notices using the same mailer. Due to some local procedural problems we have not yet implemented NEEDED and AVAILABLE mailers. However, it is easily done using the same layout.

For NEEDED notices we substitute the OVERDUE statement with NEEDED and the DUE statement with NOW DUE.

For AVAILABLE notices we substitute OVERDUE with AVAILABLE and DUE with UNTIL. A report giving the total counts for each day's mailers (1st overdue notices, 2nd overdue notices, needed, and available) is also printed on a mailer and mailed to our circulation department.

The locally written COBOL program is available from Kent State by contacting Jeff Gatten, Systems Librarian, KSU Libraries, Kent, Ohio 44242. Telephone number is (216)-672-2516.





# Technical Support News

## Setting STRNO, BUFNI, BUFND, and (LSR) BUFFERS Values for NOTIS Files

by Jerry Specht, Chief Systems Engineer

Here's how to find the optimal values for these CICS File Control Table parameters.

In the CICS FCT (File Control Table), the STRNO parameter defines the "string count"—the number of simultaneous I/O requests that are allowed for a given file. NOTIS distributes sample FCT entries with the STRNO values set to "1." A number of users have asked why the values are set to "1," and whether LSR (Local Shared Resources) should be used with NOTIS.

As we state in Section 2.4.5 of the *NOTIS Installation & Operations Manual*, it is not our intention that these values should necessarily be left at "1." In a small installation with a small number of users, "1" might be the best value. In larger installations, the value should be higher. But remember that the larger the STRNO value, the more main memory VSAM uses in the form of GETVIS (VSE)/OSCOR (MVS).

In order to determine the optimal STRNO values, you need to examine the CICS shut-down statistics for each file and compare the number of waits-on-string to the total number of accesses. The total of string waits should be no more than 5 percent of the total number of file requests. Thus, 4 string waits in 100 ac-

cesses is acceptable. (In the case of the item file, the bill and fine files, and the NOTIS indexes, which are read in the BROWSE mode under certain circumstances, you should have a ratio closer to 1 wait per 100 accesses.) You should also examine the WAIT ON STRING--MAXIMUM. This should be no more than 3.

Many of the ideas in the following discussion of buffers come from Jay Ranade's articles on VSAM Buffer Management in the Nov/Dec 1987, Jan/Feb 1988, and Mar/Apr. 1988 issues of *Mainframe Journal*. These articles were, in turn, excerpted from Mr. Ranade's book *VSAM Performance, Design, and Fine Tuning* (Macmillan, 1987, ISBN 0-02-948631-9).

In an NSR (Non-Shared Resources) environment, you specify the number of index buffers in the BUFNI parameter of the FCT, and the number of data buffers in the BUFND. If LSR is being used, then you specify the number of buffers for the pool of which a particular file is a part in the TYPE=SHRCTL in the FCT.

One advantage of LSR is the possibility of decreased I/O due to increased look-aside of buffers in main memory. Another advantage is decreased requirement for virtual storage due to sharing of buffers. Since NOTIS is a generally I/O-bound application, it would be a good idea to increase CPU activity (look-aside) in an attempt to reduce I/O. The extent to which the NOTIS pattern of file accesses can benefit from this look-aside is uncertain. It is certain, however, that LSR for NOTIS files will reduce the amount of virtual storage required to achieve x level of string waits.

With NSR, the optimal number of index buffers is directly related to the number of levels in the index component of the cluster. (This information is included in the LISTCAT entry for the index component). If the number of levels is 1, then BUFNI should equal STRNO. If the number of levels is 2, then BUFNI should equal STRNO+1. If there are three levels, then the optimal BUFNI is more complicated (see Ranade's Nov/Dec article) but, at any rate, it is essential that it be no less than STRNO+2.

The data buffers (BUFND) should equal

STRNO+1.

If LSR is being used, then you need to

1) determine the STRNO, BUFNI, BUFND values as described above;

2) group the components by CISIZE (512, 1024, 2048, 4096, 8192, etc.; these are the only values LSR allows—others are rounded up);

3) reduce the result from 2) by 50% (LSR buffer pools are allocated on 4K boundaries, so the 512 count should be a multiple of 8, the 1024 count, a multiple of 4, and the 2048 count, a multiple of 2;

4) enter the STRNO and BUFFERS values in the DFHFCT TYPE=SHRCTL.

**Example:** If there are six files, each having an index component with a CISIZE of 1024 and two levels, and a data component with a CISIZE of 4096, then the initial STRNO value should be 3 (six divided by two). The BUFFERS value should be BUFFERS=1024 (8), 4096 (6), calculated as follows:

$$6*(1+1)/2=6, \text{ rounded up} = 8$$

More important than the original values is your examination of the string-wait/file-access ratio and the successful-look-aside/buffer-read ratio in the CICS shutdown statistics to tune the values.

Though we don't anticipate any problem, we can't guarantee that NOTIS transactions will never hang due to lockout. Our specification of LSRPOOL=NONE in the LICFCT17 (MVS) for certain files was not a judgement that these files are not candidates for shared resources, but rather a conservative response to our concern about possible lockout. We plan to test this, but have not yet done so. However, some customers have been using LSR on all NOTIS files for more than a year, and two customers have been using it with 4.5 for more than two months, with no LSR-related difficulties.

It is undesirable to have index components and data components of the same CISIZE as part of the same pool. If the index component cannot be segregated based on CISIZE, they should either be part of a second pool (a feature of CICS 1.7) or specified as non-shared.

Note that the CISIZE which VSAM is actu-

ally using for a particular component is not necessarily that which you have specified in the cluster DEFINE. You should consult a LISTCAT to get the actual value.

CA splits are much slower under LSR than NSR; it is more important that they be avoided.

Ranade recommends specifying IMBED and REPLICATE in the DEFINES for LSR files.

Files which are read in a BROWSE mode should not be part of the same pool as those which are read randomly. The item file, the bill and fine file, and all of the indexes (except the action index) are browsed (DFHFCT TYPE=GETNEXT). If these files cannot be segregated based on CISIZE, they should either be part of a second pool (a feature of CICS 1.7) or specified as non-shared.

**NOTE:** excessive WAITS-ON-STRING for the patron file may be due to Troubleshooting Problem VO10.

The STRNO, BUFNI, and BUFND values used by Northwestern University Library for each file on a 4361 processor with 6 meg. real, 200 terminals, and 1 million bibliographic records running CICS 1.5 (with Non-Shared Resources) are shown below.

FILE	STRNO	BUFNI	BUFND
bibliographic file	3	8	4
holdings/order file	3	8	4
authority file	1	2	2
author/title index	3	7	4
subject heading index	2	2	2
subject title index	2	N/A	2
authority index	1	2	2
call number index	1	2	2
standard number index	1	2	2
item file	2	4	3
item index	2	3	3
patron file	2	3	3
patron index	1	2	2
action index	1	2	2
vendor file	1	2	2

We would like to receive information about values used for your files—especially any of you who have tried LSR. (If you want to use BITNET: specht@nuacc.)

## NOTIS Seeks Software Support Specialists


Do you enjoy technical support? Here is a chance to be all you can be! The NOTIS Technical Support Department is looking for a few good systems engineers. If you have experience in NOTIS software support, and would like to know more about the positions available at NOTIS, please call department manager Wally Bardwell at (312) 866-0192.

## Conversion Services News

### Conversion Welcomes Jena

Jena Norman recently joined Conversion Services as the departmental secretary.

Jena comes to NOTIS with a background that includes a wide range of experience in office, secretarial, and receptionist duties.



The following pages contain information about upcoming library services workshops sponsored by NOTIS User Services.

## User Services News

### Promotion for Dale Hood

Dale Hood has been promoted to Senior User Services Librarian. "Dale's promotion results from the level of excellence Dale achieved as a User Services Librarian," said Carole Norris, Manager of the User Services department.

"Dale has developed excellent account management skills. He is expert on all NOTIS functions and has successfully trained others. He has worked diligently toward developing and implementing improvements in user training, including the new Implementation Support Visit, the new acquisitions training, the new Serials training, and the NOTIS 4.5 training. Dale has also made significant contributions to other departments within NOTIS."

### Dorothy Ownes Joins User Services

Dorothy Ownes began work at NOTIS as a User Services Librarian on January 10.

Dorothy has worked for the past year in the Northwestern University Library as Project Manager of the Africana Retrospective Conversion Project. From her work with the Africana RECON Project, Dorothy gained considerable experience with NOTIS in cataloging and authority work.

Before working at Northwestern University Library, Dorothy worked for several years in the Regenstein Library at the University of Chicago, where her work involved the retrospective conversion of rare books in science and technology. Dorothy received her MLS from the University of Chicago Graduate Library School.

## NOTIS WORKSHOPS

Three one-day workshops, sponsored by NOTIS User Services, are scheduled during the coming year and a half. Each will focus on a specific aspect of library services: circulation, authority work, and serials control. The intended audience for each workshop is library staff from all types of libraries using the NOTIS library management system locally. Each workshop will be a combination of plenary sessions and smaller break-out sessions. Speakers will be colleagues from the NOTIS community.

**Circulation and the NOTIS Software** on June 22, 1989, prior to ALA in Dallas, Texas. This workshop will address managerial concerns in automating circulation activities on your local system. Advance registration accepted through April 17, 1989.

**Authority Work in the NOTIS Environment** on September 26, 1989, prior to NUGM 1989, at the Palmer House in Chicago, Illinois. The authorities workshop will focus on the purpose of authority work and its role in your local system. Advance registration accepted through July 31, 1989.

**Serials Control on Your Local NOTIS System** in conjunction with ALA Summer meeting in June, 1990 in the Chicago area. This workshop will address a variety of issues faced in the acquisition, cataloging and ongoing control of publications published serially.

Advance registration fee is \$100.00 per person, per workshop. Registrations received after the advance registration date specified for each workshop, will be at the rate of \$135.00

### REGISTRATION FORM (clip and mail)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_  
 Workshop: \_\_\_\_\_ Date: \_\_\_\_\_  
 Amount Incl.: \$ \_\_\_\_\_

Registration will not be accepted without payment. Please complete one form for each attendee. Mail with payment to:

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

## USER TRAINING AT NOTIS

The User Services and Technical Support Groups are pleased to announce a series of training sessions to be held at NOTIS Headquarters. Sessions to be presented include the newly developed, enhanced training programs on NOTIS modules now being offered as part of NOTIS basic support and technical training.

### WHO SHOULD ATTEND?

While this varies with each training session, you will benefit from attending if you:

- Are preparing to install 4.5
- Are implementing a new feature or function
- Have new staff members who missed the NOTIS training
- Want to train one staff member designated to conduct your on-site training

### WHAT ARE THE ADVANTAGES OF ATTENDING TRAINING AT NOTIS?

- Receive the most up to date training
- Receive your own copy of the new NOTIS training material
- Interact with other NOTIS Users
- Interact with NOTIS staff
- Sessions conducted in an established training environment

### WHAT SESSIONS ARE BEING OFFERED?

date	session	Group
March 17, 1989	Implementation Support Visit	User Services
April 19-21, 1989	NOTIS/SAS Data Extractions	Tech Support
April 27-28, 1989	Circulation (includes 4.5 features)	User Services
TBA	Installation Workshop	Tech Support
May 18, 1989 (P.M.)	Fundamentals of NOTIS	User Services
May 19, 1989	Cataloging	User Services
June 28-30, 1989	NOTIS/SAS Data Extractions	Tech Support
July 13, 1989 (P.M.)	Fundamentals of NOTIS	User Services
July 14, 1989	Online Public Access Catalog (OPAC) (includes Keyword and Boolean)	User Services
August 23-25, 1989	NOTIS/SAS Data Extractions	Tech Support
Sept. 26, 1989 (prior to NUGM, 1989)	Installation Workshop (to be held in Chicago area)	Tech Support
October 25-27, 1989	NOTIS/SAS Data Extractions	Tech Support
December 27-29, 1989	NOTIS/SAS Data Extractions	Tech Support

### ARE THERE ALTERNATIVES TO ATTENDING THESE SESSIONS AT NOTIS?

Yes, you have two additional options. Since these sessions are part of your basic support, you can continue to schedule your **on-site** training with your User Services Librarian or Systems Engineer.

In addition, User Services will schedule a **regional session** if you gather six attendees, and arrange for the training site. For additional information on scheduling regional sessions, and for rates, contact Carole Norris, Manager of User Services, (312) 866-0181.

RATES (per person)

<u>session</u>	<u>number of days</u>	<u>rate</u>
Cataloging	1 day	\$300.00
Circulation	2 days	\$600.00
Fundamentals	1/2 day	\$150.00
Implementation Support	1 day	\$300.00
Installation Workshop	1 day	\$300.00 (per site)
Online Public Access Catalog (OPAC)	1 day	\$300.00
SAS Data Extractions	3 days	\$900.00
		\$600.00 (2 or more)

**NOTE:** Attendees may elect to use a support day for each day of training (with the exception of the SAS Data Extraction Seminar).

Please note that class size is limited. Registrations will be processed on a first come first served basis. Registrations will not be accepted without payment.

Minimum number of registrants is four. NOTIS reserves the right to cancel any training sessions with two weeks notice.

**REGISTRATION FORM (clip and mail)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount Incl.: \$ \_\_\_\_\_

Registration will not be accepted without payment. Please complete one form for each attendee. Mail with payment to:

NOTIS User Services/Tech. Support  
Training Sessions  
NOTIS Systems, Inc.  
1007 Church Street, 2nd Floor  
Evanston, IL 60201-3622

**Documentation  
Services News**

**Clews In The Labyrinth:  
Master Index Project  
Proceeds Apace**

The compilation of a master index to all NOTIS documentation is now under way. The comprehensive index will provide NOTIS users with fast access to the NOTIS documentation needed to install, use and maintain the system.

The index will provide crucial "where to find it" hints for topics covered in the various NOTIS manuals. It is being created according to suggestions from users as well as standard indexing guidelines. The final product will be the result of manual analysis combined with automated compilation of page number references for each entry. Both general and specific index entries will give the user a variety of access points. The comprehensive index will include most of the features of a standard index, such as hierarchical arrangement, cross references, and alphabetic arrangement combined with a classified structure.

Tom Kearns, the information services consultant who is arranging the index entries for the comprehensive index, is a long-time user of NOTIS acquisitions, serials, and cataloging modules at Northwestern University Library. Tom, a graduate of the University of Chicago Graduate Library School, is blending his experience as a user of the system with the recommendations of NOTIS users about the index's terms and structure.

Indexing of the acquisitions and serials sections of the *NOTIS Terminal Operator's Manual, Vol. 1: Technical Services*, is very close to completion. A test index was carefully reviewed by an advisory group of NOTIS users last December. The group's appraisal of the first draft was generally favorable, but some important flaws (such as an excessive

number of entries) were detected and are being corrected.

Thomas Fuller, the 17th-century English scholar, wrote that a large text without an index "is but a labyrinth without a clew to direct the reader therein." The favorable response we have received regarding the progress of the indexing project echoes Thomas Fuller's sentiment with a roar.

So be of good cheer. Help is on the way.

**Documentation  
Specialist Position  
Open**

NOTIS Systems' Documentation Services Department has an opportunity for someone interested in writing NOTIS systems user documentation. For more information, please call Stuart Miller at (800) 866-0171.

**Updating Your NOTIS  
Documentation**

Please remember to inter-file new and revised pages for NOTIS manuals when you receive them from us. These come to you as shrink-wrapped packets labelled Technical or User Updates.

There is an easy way to tell if a given chapter in your manual is the most current version. Sectional or summary tables of contents in your manuals show the most recent date of issue of all chapters in the manuals. These dates should match the dates in the page headers or footers for each chapter.

It appears that some users have kept the "Draft Version" of the *NOTIS Library Implementation Manual*. All users should have received copies of "Version 1" of the *NOTIS Library Implementation Manual* (dated May 15, 1988) documenting NOTIS 4.4. Subsequently, User Update #12 (distributed in October) contained new and revised pages (dated July 15, 1988), documenting NOTIS 4.5.