Not just for "big" libraries

SMALLER LIBRARIES NEED POWER, TOO

by Karen Cole and Deborah Ludwig
Forsyth Library, Fort Hays State University

Although Fort Hays State University is a relative newcomer to library automation, some of its experiences as an academic library moving rapidly from a manual to an automated environment may be of interest to both small and large libraries following parallel paths of development.

Fort Hays is one of the smaller users of NOTIS—a system developed primarily for larger research libraries. Some might liken the implementation of NOTIS in a small midwestern university to purchasing a Porsche to drive a block to work each day. However, we at Fort Hays have not found NOTIS to be too powerful a vehicle in transporting us toward the goal of developing a library automation system to serve the needs of the university and the citizens of western Kansas. Rather, we have found the flexibility of the NOTIS software ideal for adaptation to local practice and outreach to the larger Kansas library community. It is doubtful that a less powerful software package or a turnkey system would have met with the same rapid acceptance that NOTIS has gained with staff, students and remote users.

Five-year plan for automation

As recently as 1985 Forsyth Library was truly manual in all operations except for use of the OCLC cataloging and interlibrary loan subsystems. In 1985 a Title III grant from the U.S. Department of Education launched a five-year plan for full automation of the library. Now, in the fifth year, retrospective conversion is nearing completion and basic sytem development will be soon achieved with the implementation

SIG CHAIR LIST

The number of active Special Interest Groups is still growing. (Welcome one and all!) For an updated directory of SIG chairs, see page 15.

Background

Fort Hays State University in Hays, Kansas is a regional liberal arts and sciences university of approximately 5000 on-campus students and 250 faculty. In addition to the on-campus curriculum, FHSU provides off-campus courses for 44 counties.

The main library, Forsyth Library, houses 250,000 titles and is a selective depository for Federal documents. The library staff includes nine professional librarians along with eight classified staff members.

of authority control and GTO. Today, all library departments use NOTIS and most manual record-keeping systems have either vanished or been suspended. The online public catalog, TOPCAT, supports an average of approximately 1000 searches daily, including those from remote locations.

The big advantages of being small

There are, we have discovered, a number of big advantages in being small. Because of the size of the database, testing and implementation of new modules can occur rapidly. Small staff size means decisions and agreements necessary for implementation are forged with fewer committee meetings and greater staff input at all levels. The smaller size of the university provides for congeniality between the library, other departments, and the computing center.

The most obvious proof of these critical advantages has been the library's ability to move from a manual to a fully automated and well-accepted system in a time-span of less than five years.

Easier loading of invoice and payment data

A second illustration would be the library's implementation of the Vendor Invoice Tape Load System (VITLS). Last August, Forsyth Library successfully loaded EBSCO invoice and payment data into production using VITLS, along with job control language (JCL) written by the university's programmer/analyst. Because the total number of subscriptions placed with EBSCO is relatively small (approximately 980), data entry, testing, and verification were quickly carried out. A second tape of invoice data was subsequently loaded, completing invoicing of EBSCO subscriptions for fiscal year 1990. Since the acquisitions module was in its first year of official use, the acquisitions staff has never had to post individual payments

Problem after hours? No problem!

You can now use our new voice mail system to report a problem outside of office hours (before 8:30 am or after 5:00 pm CST). Simply call Customer Services at (708) 866-0160. A recorded message will prompt you to enter the extension for the person you are calling. Press # if you're using a touch-tone phone's. You can then leave a detailed message for User Services or Technical Support staff.

"The acquisitions staff has never had to post individual payments for vendor subscriptions."

"The flexibility of NOTIS allowed the documents department to develop a creative solution."

subscriptions. Instead, they were immediately able to take advantage of this latest feature from NOTIS as soon as it was provided.

Beyond the basics

The library's size has also eased the addition of local enhancements to classic NOTIS. These enhancements include the development of

- procedures for cataloging and processing government documents
- on and off-campus cooperative ventures
- information system network (ISN) technology

Processing government documents

Traditionally, the library has maintained a decentralized approach to technical processing for various collections. This approach was easily absorbed with NOTIS. Therefore, at the same time that retrospective conversion of the general and special collections was occurring in the cataloging and serials departments, the documents department began using MARCIVE for processing federal documents. As the library is a selective depository, this has posed some interesting challenges.

Matching bibliographic records based on the MARCIVE profile to documents based on the profile established with the Government Printing Office has been problematic. MARCIVE bibliographic records could not simply be dumped into production under the assumption that the corresponding items had been received from GPO. The flexibility of NOTIS allowed the documents department to develop a creative solution to the problem of processing documents, and one which seems to have generated interest from other NOTIS users.

MARCIVE tapes are loaded into a separate institution group, and then "derived" into the online catalog based on items actually received from GPO. Since MARCIVE bibliographic records generally arrive 4 to 6 months after receipt of the item itself, a mechanism was needed to allow placement of items on the shelf and into circulation while tracking them for later addition to the online catalog.

Initially, the library looked at some of the solutions implemented at larger universities, including the development of a microcomputer database for temporary tracking of government documents prior to receipt of a bibliographic record,and the use of a publicly-accessible holding shelf for documents. Neither solution seemed ideal in terms of document accessibility or staff time necessary for processing.

The solution entails creation of an unlinked item record for each item as it is received from GPO. To this unlinked

item record is added a course reserve statement with two "pseudo-fields." The sudocs number is placed in the course number field. Addition of the course reserve statement makes the unlinked item record retrievable by author, title, sudocs number or shipping list number. Following creation of the unlinked item record the item is processed and shelved.

When a MARCIVE tape arrives, the bibliographic records are loaded into a separate institution group for review. They are then "derived" into production and linked to the corresponding item record. Since the documents department does not routinely edit the MARCIVE bibliographic record, it is rarely necessary to have the item in hand to complete the derive and linking process. The item remains on the shelf or in circulation. This process has proved effective in maintaining records for current government documents in the online catalog without producing a clutter of records for items not held. It has also proved a manageable system for the library's small documents staff supplemented by student assistants.

Cooperative ventures

The rapid implementation of NOTIS and the university's small size have afforded the library opportunities for some unique cooperative ventures, both on and off campus, that have enhanced the university's package of library services. Several exciting projects have been or are being implemented as a result of NOTIS installation at Fort Hays and telecommunication activities in the state of Kansas.

Freshman composition lab

In the summer of 1988 a thirty-two station AT&T Writers Workbench lab was installed in Forsyth Library for the English department to use with composition classes. This lab provided staff at Forsyth the opportunity to cooperate with the English department and introduce TOPCAT to a captive audience of freshmen composition students as part of their required Writers Workbench training. Forsyth maintains thirty-two TOPCAT dial-access ports for for this purpose.

Incorporating departmental collections

The newest form of on-campus cooperation involves training staff and placing the collections of other university departments onto the NOTIS system as separate processing units. During 1990 the university music library, audio-visual library, and the collection of the radio, television and film department will be added. It is anticipated that these departmental collections will be fully online by fall of 1990. Circulation capabilities from these locations will follow.

Innovative Forsyth Library took advantage of a captive audience by linking its OPAC to a learning lab.

It was possible to link the new spine-label printer to a 7171 controller through the network at a significantly lower cost.

Expanding capabilities with ISN technology

In 1987 the university purchased an AT&T Information System Network (ISN) which switches data between the IBM mainframe and other devices, including microcomputers, terminals, and addressable printers. As new asynchronous devices are purchased and attached to the ISN, they will replace the older, hardwired, bisynchronous equipment. The use of ISN technology has been advantageous both for local operations and for expanding services for users.

One NOTIS application that illustrates use of the ISN for the local library is the recent addition of an addressable IBM Quietwriter Printer for printing spine labels. Rather than attach the printer to an older Telex terminal using a protocol converter, it was possible to link the device to a 7171 controller through the ISN at a significantly lower cost. The printer is fully addressable from any terminal specified in the NOTIS tables.

The ISN and inter-campus networking

Last year the Kansas Board of Regents data communications network, KARENET, linked network users to the mainframe computers at eight regents institutions and at the state Division of Information Systems and Communications (DISC). Components of the network include leased data lines and ISNs. Through these ISNs, terminal users can link up with any mainframe on the regents network, thereby gaining access to any institutional services for which they have security clearance.

As an example, a user at Fort Hays State University, given a particular set of security parameters, might dial the FHSU ISN to first log on to the mainframe at Kansas State University and use BITNET, then sign off at KSU to access and search the online library catalog at the University of Kansas. From there, the user might travel to yet another mainframe destination such as the State Department of Kansas to update information on the state budgetary accounting system. The ISN controls each interaction without requiring access to the FHSU mainframe. Access to the ISN can be through either a dedicated port or a dial-up connection from a remote location such as a home office. The decentralized structure of the network offers the potential of a wealth of shared services.

Online catalog access made easy

While access to most services is determined through inter-institutional agreements, the online library catalogs of the regents institutions are available to anyone who dials an ISN and utilizes the correct protocols. University library access is one of the primary uses promoted for KARENET with access currently provided to two NOTIS and three non-NOTIS

library catalogs. In 1990, KARENET will provide access to the NOTIS-based online catalogs at Wichita State University, Emporia State University, Kansas State University, and the Kansas College of Technology, as well as the the non-NOTIS library catalogs at Pittsburg State University, the University of Kansas and the University of Kansas Medical Center.

At Fort Hays State University, access to other regents catalogs has been simplified. Menus have been placed on microcomputers located at Forsyth library and PROCOMM script files created to make access as simple as choosing a destination from the menu. Once the menu choice is made, the script files initiate the connection to the local ISN, remote ISN, and remote mainframe library catalog.

Regional networking

With ISN switching capability and KARENET in place, regional networking will soon be possible through creation of a western Kansas multi-type library consortium installed on the Fort Hays State University mainframe. Hays Public Library and the Kansas College of Technology in Salina (located 100 miles east of Hays) will both become a part of the Fort Hays installation in the spring of 1990 and will become the first online multi-type library consortium in the state.

An ISN is currently being installed at Kansas College of Technology (KCT) in Salina, a Kansas regents institution. NOTIS transactions originating at KCT will be switched (through KARENET) to the Fort Hays NOTIS system. Hays Public Library will also have access to NOTIS from its six terminals.

To simplify access to the different NOTIS catalogs, a menu interface has been created to allow the user to select the library catalog to be searched. This will alleviate the need for users to be familiar with transaction codes for various catalogs.

The future—growing with NOTIS

NOTIS has been extremely powerful and effective in transporting Fort Hays State University to the forefront as a provider of library services for Kansas citizens. Though small, the library has used the NOTIS library system to the fullest, and looks forward to growing with NOTIS to a mature and diverse system. ■

More detailed information about applications mentioned in this article is available by contacting Forsyth library at (913) 628-4342 or 628-5282. Bitnet messages may be sent to dludwig@ksuvm.

What happened to release 4.7?

Last month we published a list of the new features and enhancements to be included in the next release of the Library Management System (*NOTISes/50*, page 1). We have labeled it release 5.0, signifying that it is a new version of the system.

Since we had talked about a forthcoming Release 4.7 at last year's NOTIS User's Group Meeting (NUGM), many of you have asked why we decided to renumber the forthcoming release.

The answer is that Release 5.0 represents a new genera- tion of the system. Because there are several significant structural changes included, the "5.0" designation is appro- priate. The changes include

- a new structure for entering and updating table values
- the completed integration of the Merged Heading Index
- a new record structure for multivolume works (MFHL)
- a new OPAC design

To compare this to previous NOTIS version number changes, Release 3.0 was so named because it included a new index structure, and Release 4.0 included the new archi- tecture for item records.

We believe that we are working in your behalf as we con- stantly update and improve the NOTIS library management system's architecture. We want this to be a system for your institution well into the 1990's. ■

1001 NACHT

ERSCHIENEN IM INSEL-VERLAG ZU :: LEIPZIG 1911 :: ERSTER BAND
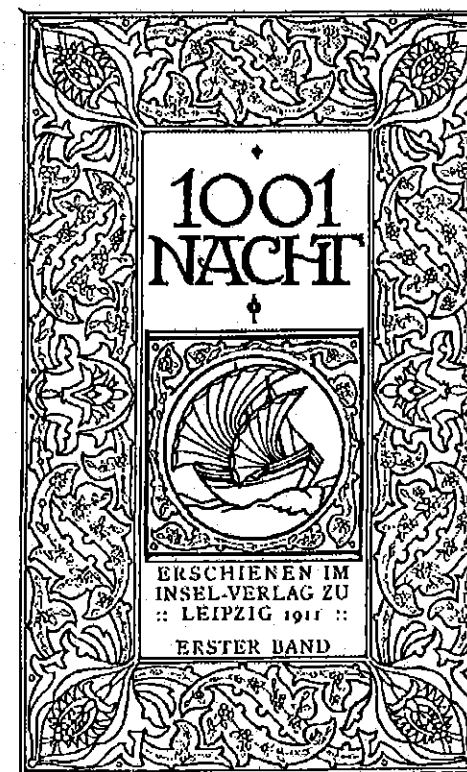
German title-page, 1911

File conversions will be needed for Release 5.0

Release 5.0 of the NOTIS Library Management System will contain many new features and functions (see *NOTISes/50*, lead article). Because this is a new generation of the system, it will require several file conversions. As in the past, NOTIS will provide the required file conversion programs. These include record-conversion programs to lengthen acquisitions fields, and conversion programs for MFHL (MARC format for holdings and locations) implementation. The MFHL programs are based on the "Guidelines for Manual Input of Data in Volume Holdings Records" compiled by NOTIS User Services in September 1987.

We can help!

Release 5.0 will also contain online tables and screens. Several customers have inquired about the conversion of the batch table values into VSAM files for loading into the online tables. Our discussions with customers indicate that this type of conversion program would be of interest to institutions which have large location tables, multiple processing units and/or consortia. NOTIS would consider writing a program to do these table conversions based on user demand. The price of these conversion programs would depend on the number of users sharing the cost. If you are interested in this project and wish to participate in such a program offering, please call Bill Easton at (708) 866-0159 before June 1, 1990. ■

Attention BITNET/FAX users

NOTIS Technical Support and User Services are having difficulty receiving messages via BITNET and FAX. If you use either of these methods to report problems, please call Cheryl Wallace, our Customer Services Representative, at (708) 866-0128, whenever you send us a BITNET or FAX message. This will alert her to look for your message and ensure that it is placed in our Problem Tracking System. Whenever possible, please use means other than BITNET or FAX to report problems to us. ■

Databases Currently Available for MDAS

• *The Wilson Indexes*
Vendor: The H.W. Wilson Co.
Contact: Becky Clarke
Phone: 800-622-4002
Address: 950 University Ave.
 Bronx, NY 10017
Fax: 212-590-1617
Prices: Call contact above for a quote.
Storage: Between 25-300 megabytes/index/year
 Call NOTIS for exact requirements.

• *MEDLINE*
Vendor: National Library of Medicine
Contact: Jane Rosov
Phone: 301-496-6193
Address: MEDLARS Management
 8600 Rockville Pike
 Bethesda, MD 20894
Fax: n/a
Prices: Call contact above for a subset packet.
 Approx $12,500/year
Storage: Approx 1.8 gigabytes/year

• *Compendex Plus*
Vendor: Engineering Information
Contact: Marcia Kaufman
Phone: 212-705-7616
Address: 345 E. 47th St.
 New York, NY 10017
Fax: 212-832-1857
Prices: Call contact above for prices.
Storage: Approx 350 megabytes/year

MDAS training: Your place or ours?

Customer response to the NOTIS Multiple Database Access System (MDAS) has been great. Sixteen customers have requested MDAS. One of the results is that people have been asking questions about training, and we would like to clarify what is required. (For general information about MDAS, see *NOTISes/43*.)

The NOTIS Customer Services Support Policy for MDAS stipulates that training is to be done at NOTIS headquarters in Evanston, Illinois. We have developed an excellent training environment here. There are special features of MDAS that pose difficulties during training. For example, the MDAS master system control file (MSYS) was designed to ensure that only one terminal at a time can update MDAS. During MDAS training at NOTIS, copies of MSYS are loaded into different regions. This allows all trainees to update an MSYS file simultaneously.

Requirements for on-site training

Some customers who have purchased MDAS have requested that training be done at their sites. A NOTIS trainer can come to your institution to train MDAS if the following requirements are met.

1. Two additional sites should attend the training session. If fewer than three sites attend, there will be a charge of $1,000 per day plus travel expenses. If three or more sites attend, only travel expenses will be billed.
2. The Master System Control File must be loaded into a different CICS region for each terminal. For example, if four terminals are used in training, a copy of MSYS must reside in each of four different CICS regions. These must be stable regions on the day training is scheduled.
3. The number of terminals used during the training must not exceed four.
4. One terminal, the one the trainer will use, must be attached to a projection device.
5. Each site may send two trainees for a maximum of six trainees at each session.
6. Training must be conducted in an area away from the daily operations of the institution. This ensures that disruptions are kept to a minimum for the institution's staff and for those attending the training.

Whether you attend training at NOTIS or at another customer's site, bring your ideas, questions, and concerns. ■

Don't see it? Please ask!

The NOTIS Multiple Database Access System (MDAS) offers libraries the ability to search and display locally-mounted external databases. Using MDAS, NOTIS sites can now offer the online public catalog user a new level of information service.

On the previous page is a list of vendors who have agreed to make their data available through the NOTIS MDAS system. To the right is a list of vendors with whom NOTIS is currently negotiating.

In order to take advantage of one of these databases, a NOTIS library should first contact the vendor to establish licensing and subscription agreements. Once this is done, NOTIS will obtain the data and ship it to you fully loaded and indexed, ready for immediate use.

If you are interested in databases that are not on either of these lists, please advise your NOTIS Representative or Product Specialist. We will do all we can to provide your library with the database(s) you need.

For a copy of our brochure describing the MDAS product, please contact Cassandra Gibson, Marketing Assistant, at (708) 866-0141. ■
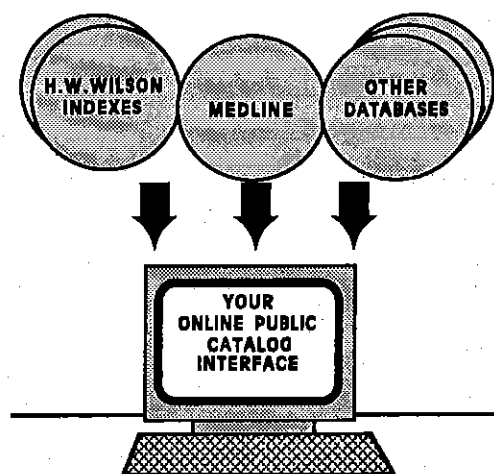
Pending MDAS Databases

•*Current Contents*
Vendor: Institute for Scientific Information
Contact: Linda Sachs
Phone: 215-386-0100
Address: 3501 Market St.
 Philadelphia, PA 19104
Fax: 215-386-6362
Prices: Call contact above for a price brochure
Storage: Approx 800 megabytes/year

•*ERIC (RIE/CIJE)*
Vendor: ERIC
Contact: Eric Kautz
Phone: 301-590-1420
Address: 2440 Research Blvd. #550
 Rockville, MD 20850
Fax: n/a
Prices: Call contact above for subset packet
Storage: Approx 100 megabytes/year

•*PsycINFO*
Vendor: American Psychological Association
Contact: Caroline Hall
Phone: 800-336-4980
Address: 1200 17th St., N.W.
 Washington, D.C. 20036
Fax: n/a
Prices: Call contact above for prices
Storage: Approx 500 megabytes/year

•*InfoTrac databases*
Vendor: Information Access Co.
Contact: Arta Zygielbaum
Phone: 800-227-8431
Address: 362 Lakeside Dr.
 Foster City, CA 94404
Fax: 415-378-5499
Prices: Call contact above for prices
Storage: Call contact above for estimates

•*ABI Inform*
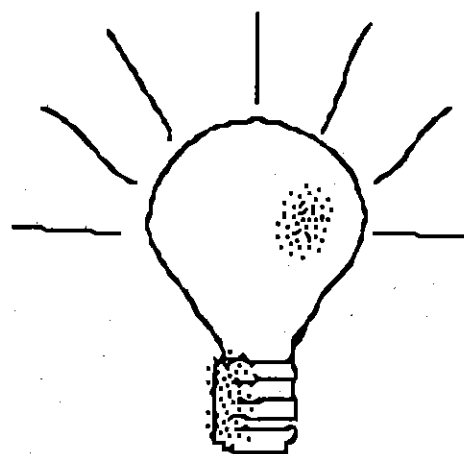*Vendor: UMI/Data Courier*
Contact:
Phone: 800-626-2823
Address: 620 S. Third St.xz
 Louisville, KY 40202-9789
Fax: n/a ■

WANTED

UNIQUE APPLICATIONS
ORIGINAL IDEAS
WAYS OF EXPANDING THE
USE OF NOTIS

Everybody liked it

SO

Let's do it again:

*POSTER SESSIONS
AT NUGM 1990*

Get 'em ready!

If you have devised an original application or have otherwise enhanced your use of NOTIS, why not offer a small, informal demonstration—a poster session. NOTIS will provide the place and time, you provide the great ideas.

If interested, contact Bill Easton at NOTIS Systems, Inc. (708) 866-0159.

NUGM'90

October 24–25 • Palmer House

NUGM 1990 planning is underway!

The NUGM 1990 Planning Committee has begun the agenda-planning process. The group has come up with a wide range of session ideas—many of them submitted by other users.

Here are some highlights of the meeting held immediately prior to the American Library Association (ALA) Midwinter Conference.

- The special interest group (SIG) planning representatives have taken responsibility for locating moderators and presenters for the sessions in their respective tracks.
- In the case of agenda topics that overlap two or more tracks, the planning representatives agreed to coordinate their efforts as needed. For example, both the acquisitions and cataloging interest groups will be responsible for the agenda and presenters of the GTO workflow session.
- Poster sessions will be staffed all day on the first day of the conference, and from 8:00–8:45 a.m. on the second day. Handouts will be available at all times.
- Demonstrations of new system features will be scheduled throughout the two-day meeting.

The SIG planning representatives agreed to prepare and send a draft agenda to NOTIS by the end of January. NOTIS will then compile a common agenda and return it to the planning committee for final revisions. The NUGM 1990 Planning Committee expects to issue a final agenda, complete with session descriptions, moderators and presenters by the end of February.

NUGM 1990 will be held October 24–25 at the Palmer House in Chicago. If you would like to participate, please contact one of the planning representatives on the following list. ■

PLANNING COMMITTEE

NAME	SPECIAL INTEREST GROUP	INSTITUTION	PHONE
KARIN BEGG	FAXON/NOTIS	BOSTON COLLEGE	(617) 552-8709
JANE AITKENS	OPAC, USER INST., STAFF TR.	MCGILL	(514) 398-4704
MARA SAULE	OPAC, USER INST., STAFF TR.	UNIVERSITY OF VERMONT	(802) 656-2213
LOUISE BUGG	CONSORTIUM	WAYNE STATE	(313) 577-4058
GREG MOLLICA	CONSORTIUM	UPRLC, INC	(906) 227-1109
HELEN HEALY	CONSORTIUM	WESTERN MICHIGAN UNIV	(616) 387-5184
ELLEN CORDES	CIRCULATION	YALE	(203) 432-1853
ELAINE HENJUM	AUTHORITIES/CATALOGING	FCLA	(904) 392-9020
MARGIE AXTMANN	ACQUISITIONS	CORNELL LAW LIBRARY	(607) 255-5862
SUZANNE REISNER	ACQUISITIONS	UNIVERSITY OF MINNESOTA	(612) 625-9803
BILL SOZANSKY	SERIALS	UNIVERSITY OF MINNESOTA	(612) 625-0812
PEGGY CHALARON	ACQUISITIONS	LSU - BATON ROUGE	(504) 388-3319
DOTTIE MARCENKO	ACQUISITIONS	AUBURN	(205) 844-1720
EILEEN LIEBESKIND		NOTIS SYSTEMS	(708) 866-0160 extension 128
CAROLE NORRIS		NOTIS SYSTEMS	(708) 866-0181
JOHN BODFISH		NOTIS SYSTEMS	(708) 866-0158
MARK GOBAT		NOTIS SYSTEMS	(708) 866-0164
DOUG MADIGAN		NOTIS SYSTEMS	(708) 866-0137
LIZ FELTMANN		NOTIS SYSTEMS	(708) 866-0180
BILL EASTON		NOTIS SYSTEMS	(708) 866-0159

Converting to an online series authority file

Retrospective conversion at Wayne State

by Charles W. Rileigh
Wayne State University

Last October, the Wayne State University Libraries decided to convert retrospectively their AACR2 manual series authority file to an online NOTIS authority file. Prior to this date, catalogers added each series to the NOTIS authority file on a case-by-case basis. A series was handled only when a new title for the series came to be cataloged. In late 1989, approximately sixty-five hundred series entries remained to be added to the NOTIS authority file. At that rate, conversion of the AACR2 authority file promised to be an endless task. The Technical Services section heads discussed the slow pace of conversion and decided on a project to speed up the process.

The newly conceived project would involve ten catalogers and the Original and Copy Cataloging sections. Each cataloger was to devote one-half hour daily to converting retrospectively the AACR2 manual series authority file to an online NOTIS file. The basic procedure was quite simple.

1. Each series authority card would be searched in the NOTIS authority file for a matching record. If a match was found on NOTIS, it was validated according to established Wayne State University guidelines.

2. If a NOTIS authority record for the series was not found, the series was searched on OCLC and, if located, transferred to NOTIS and updated. No references from the manual file were added to the online record owing to time constraints.

3. Series authority records on NOTIS belonging to another institution (such as Oakland University or Detroit Public Library) were printed. Validation information was added to the printout and given to Data Base Management to update on NOTIS.

4. Conflicts, problems, and snags were set aside for the department name authority editor to resolve. Also not handled were all series not found on NOTIS or OCLC. These would require original records to be created on NOTIS and would be done as part of the second phase.

In the first pass, approximately three thousand records were found on NOTIS or transferred from OCLC to NOTIS. Two thousand entries need to be created as original NOTIS records, while about one thousand snags need resolution.

The total time catalogers spent in the first phase amounted to about 175 hours over a three month period.

The second phase will require catalogers to input the remaining series authority cards not already located in the first pass. Twelve catalogers will each spend one-half hour daily to key in the series on NOTIS. References will be selectively chosen from those on the manual record, since many references were card-catalog specific and unnecessary for an online file. Catalogers, when in doubt as to the references needed, will consult with the heads of Original and Copy Cataloging. The time estimate for completion of this portion of the task is about four months.

Our AACR1 series authority file will eventually be weeded. Only classed series authority cards will be retained and later checked against the NOTIS authority file. All other cards will be discarded, since the file is greatly outdated, and few links with AACR2 forms were created. Many of the AACR1 headings did not change in AACR2 and will subsequently be found on NOTIS.

The series authority conversion project, when completed, will allow Wayne State University Libraries to have online mastery of their series authority and will ultimately save catalogers much searching time. Only new series, if lacking on NOTIS or OCLC, will need to be created by catalogers. ■

Need help with index regeneration?

Several NOTIS users have had questions about regenerating the NOTIS indexes after batch loads in release 4.6.1. When batch-loaded records are added to the database, the indexes must be regenerated.

The "LBC" programs used to create new NOTIS records were not designed to update any indexes. They are designed only to convert MARC-format records to NOTIS format so that they can be loaded into the database.

We understand that some customers have problems regenerating the indexes. NOTIS Conversion Services will consider developing a new job stream for updating the merged headings indexes when records are batch-loaded.

This offering would be feasible only if enough customers are interested. If you would like to participate in such a project, please call Jim Miesse in NOTIS Conversion Services at (708) 866-0198. Tell him the kind of data (CRL, BNA approval tapes, vendor tapes, etc.) you would like to load with updated indexes. If there is enough interest, NOTIS will put together the specifications and costs. ■

Anyone who has begun to think places some portion of the world in jeopardy.

—JOHN DEWEY

Directory of special interest group (SIG) chairs

Acquisitions   Joyce G. McDonough   BITNET: JGMCDOØ1@ULKYVM
Head, Acquisitions Dept.   Phone: (502) 588-6754
Ekstrom Library
University of Louisville
Louisville, KY 40292

Archives   Bruce Bruemmer   BITNET: BRUEMMER@UMNACVX
Archivist   Phone: (612) 624-5050
Charles Babbage Institute
103 Walter Library
University of Minnesota
Minneapolis, MN 55455

Cataloging/Authorities   Elaine Henjum   BITNET: FCLEMH@NERVM
User Services Librarian   Phone: (904) 392-9020
(Cataloging, Authority Control)
Florida Center for Library Automation
2002 NW 13th Street, #320
Gainesville, FL 32609

Circulation   Ellen Cordes (co-chair)   BITNET:CORDES@YALEVM
Sterling Memorial Library   Phone: (203) 432-1853
Circulation Department
Yale University
P.O. Box 1603A
Yale Station 120 High Street
New Haven, CT 06520-7429

Darren Meahl (co-chair)   BITNET: 20676DOC@MSU
Assistant Systems Librarian   Phone: (517) 353-6752
Main Library
Michigan State University
East Lansing, MI 48824-1048

Consortia/Networks   Louise Bugg   BITNET: LBUGG@WAYNEST1
Director of Automated Systems   Phone: (313) 577-4058
Wayne State University (DALNET)
5625 Cass Avenue
Detroit, MI 48202

Faxon/NOTIS Karin Begg BITNET: BEGG@BCVMS
AUL for Automation & TechServices Phone: (617) 552-8709
Boston College
O'Neil Library
140 Commonwealth Avenue
Chestnut Hill, MA 02167

Government Maureen Harris BITNET:**NONE**
Documents Cataloging Services
Robert Muldrow Cooper Library Phone: (803) 656-5174
Clemson University
Clemson, SC 29634-3001

Health Sciences Ellen Nagle BITNET: ENAGLE@UVMVM
Director, Dana Medical Library Phone: (802) 656-4366
University of Vermont
A112 Given Building
Burlington, VT 05405-0036

Law Barbara Hycnar BITNET: **NONE**
Associate Director/Head Phone: (312) 908-7369
Technical Services
Law Library
Northwestern University
357 East Chicago Avenue
Chicago, IL 60611

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Minutes of Acquisitions Interest Group meeting

The NOTIS Acquisitions Interest Group met on January 9, during ALA Midwinter in Chicago. The group heard reports on a variety of topics, including Release 5.0 enhancements to the acquisitions module.

Chairwoman Joyce McDonough (University of Louisville) greeted the members and opened with a brief statement of purpose. She then introduced Dodie Ownes, the NOTIS Acquisitions Specialist who serves as the group's liaison. Ms. Ownes then presented Gerry Ginsburg from NOTIS Systems Development, who discussed Release 5.0 of the Library Management System.

The major feature of the enhanced acquisitions module is the automated fiscal year closing. Each processing unit can select from five closing options:
1. cancel open orders
2. carry forward open orders with no allocation change
3. carry forward open orders and outstanding commitments
4. carry forward open orders, outstanding commitments and uncommitted balances
5. bypass period-close processing

Open orders can be specified to include any combination of four activity statuses: open, currently received standing, partially received, and received not paid. These options can be specified as the default rule to be applied to all funds in the processing unit; individual rules may be defined for exceptions. This enhancement also provides a series of management reports that can be generated before the fiscal year closes, to assist in planning, or after it closes, to verify processing.

Release 5.0 also offers an enhanced fund record that included an online audit trail. This includes a system-generated chronology of changes in fund allocation, and a free text area for comments. Virtually any number of expense classes may be added to a fund. The fiscal year will be added to all pay statements in the order and invoice record. The vendor-assigned invoice number will be expanded to twenty characters and will continue to display on the order screen as part of the pay statement. (This corrects a misstatement made during the presentation.) Mr. Ginsburg then responded to questions concerning current and future functionality of the NOTIS Acquisitions Module.

The next speaker, Margie Axtmann of Cornell University, reported on the activities of the NUGM Planning Committee, which met in Chicago on January 5. Those attending agreed

that the Acquisitions and Serials interest groups will continue to share one track of about 10 sessions at NUGM 1990. The Acquisitions Interest Group will be primarily responsible for sessions in the following areas:

- GTO (workflow, implementation, and future enhancements)
- Workflow
- Acquisitions aspects of Release 5.0
- Electronic data interchange (approval tapes, claims, etc., with input from the Serials Interest Group)
- Acquisitions Discussion Group

Other topics included coordination of efforts between the Acquisitions and Cataloging interest groups on the GTO and workflow sessions and the decision to give the Serials Interest Group responsibility for the VITLS discussion. Ms. Axtmann stressed the importance of naming all presenters before the January deadline. The next meeting of the NUGM Planning Committee will be on June 26, between 2P.M. and 4P.M.

Finally, Dottie Marcinko of Auburn University discussed the current functionality of LMS Release 4.6, after which the discussion was opened to the floor for questions and suggestions.

The Acquisitions Interest Group hopes to publish its by-laws in a future issue of NOTISes. ∎
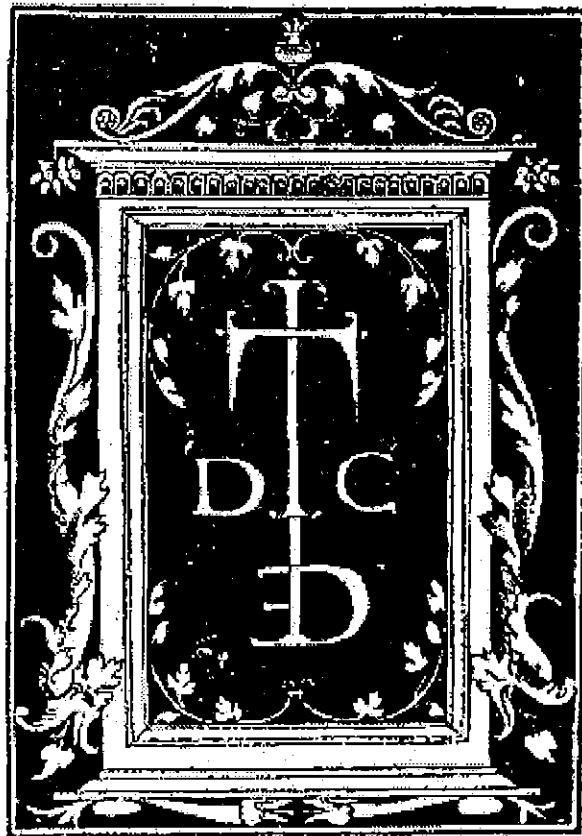
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USER TRAINING AT NOTIS

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 a new release
- •Are implementing a new feature or function
- •Have new staff members who missed the NOTIS training
- •Want to train one staff member designated as your on-site trainer

WHAT ARE THE ADVANTAGES OF ATTENDING TRAINING AT NOTIS?

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

WHAT SESSIONS ARE BEING OFFERED?

FOR CONTENT OF COURSES SEE DESCRIPTIONS LISTED IN THE JANUARY, 1990 NOTIS WORKSHOPS AND TRAINING SESSIONS BRUCHURE.

DATE	SESSION	PRESENTED BY
March 2, 1990	OPAC	User Services
March 22-23, 1990	Serials on NOTIS	User Services
April 5, 1990	Cataloging on NOTIS	User Services
April 6, 1990	Authorities on NOTIS	User Services
April 10, 1990	Installation	Technical Support
April 11-13, 1990	NOTIS/SAS Data Extractions	Technical Support
April 27, 1990	Multiple Database Access System	User Services

DATE	SESSION	PRESENTED BY
May 10-11, 1990	Circulation on NOTIS	User Services
June 22, 1990	Multiple Database Access System	User Services
June 27-28, 1990	Acquisitions on NOTIS	User Services
July 10, 1990	Installation	Technical Support
July 11-13, 1990	NOTIS/SAS Data Extractions	Technical Support
July 27, 1990	Fundamentals of NOTIS	User Services
August 10, 1990	OPAC	User Services
August 31, 1990	Multiple Database Access System	User Services
September 13-14, 1990	Serials on NOTIS	User Services
October 4, 1990	Cataloging on NOTIS	User Services
October 5, 1990	Authorities on NOTIS	User Services
October 17-19, 1990	NOTIS/SAS Data Extractions	Technical Support
October 26, 1990	Multiple Database Access System	User Services
November 8-9, 1990	Circulation on NOTIS	User Services
December 6-7, 1990	Acquisitions on NOTIS	User Services
December 14, 1990	Multiple Database Access System	User Services

ARE THERE ALTERNATIVES TO ATTENDING THESE SESSIONS AT NOTIS?

Yes, you have two additional options. For sessions offered through NOTIS Basic Support, you can schedule on-site training by calling the User Services/Technical Support Secretary, Sherri Miller, at (708) 866-0127.

In addition, we will schedule a regional session if you gather six trainees (eight for SAS) and arrange for the training site. For additional information on scheduling regional sessions, and for rates, contact one of the following:

•Carole Norris, Manager of User Services, (708) 866-0181
•Jonathan Elliott, Manager of Technical Support, (708) 866-0192

RATES (per person)

session	number of days	rate
Acquisitions	2 days	$600.00
Authorities	1 day	$300.00
Cataloging	1 day	$300.00
Circulation	2 days	$600.00
Fundamentals	1/2 day	$150.00
5.0 Upgrade Workshop	1 day	$300.00
Installation	1 day	$300.00
Multiple Database Access System	1 day	$300.00
OPAC	1 day	$300.00
SAS Data Extractions	3 days	$900.00
		$600.00 (2 or more)
Serials	2 days	$600.00

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 session with two weeks notice.

REGISTRATION FORM (clip and mail)

Name: _____

Title: _____

Organization: _____

Address: _____

_____

City: _____State:_____Zip:_____

Telephone: _(_____)_____

Course: _____Date:_____

Amount Incl.: $_____

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

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