

# NOTIS<sup>es</sup>

*For users of  
NOTIS  
library  
information  
systems*

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APRIL 1991 • Number 65

## Running NOTIS under Microsoft Windows

*by Frank White, Automation Librarian  
Leddy Library, University of Windsor*

**I**f you're looking for an easy way to create a document using NOTIS and Microsoft Windows, then Frank White, Automation Librarian at Leddy Library, may have the answer. Frank gives an overview of how he simultaneously worked with Windows and NOTIS to create a handout, which he used for training staff on how to perform keyword/Boolean searching.

Picture this.

As Automation Librarian, I have been assigned the task of preparing a Keyword Boolean (KWB) refresher training exercise for our staff. (All staff NOTIS terminals at Leddy have recently been provided with the keyword Boolean option, so some refresher training was considered necessary.)

As part of my training handout, I want to include some LUIS screens and KWB search results. This is no problem because I have Microsoft Windows 3.0 running on a 386/20MHz personal computer (PC) with 4 megabytes of RAM memory; both of which are required to run Windows and NOTIS.

The steps I followed in using NOTIS and Microsoft Windows to create my training manual begins on page 4.

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# ANNOUNCEMENTS

## 1991-1992 Customer Directory

In April, Documentation Services will begin mailing customer profile sheets. This marks the first step in the process of publishing a new Customer Directory.

The information on the profile sheet we are mailing to you represents the most current data we have on file for your site. Ultimately the profile sheet becomes the information that is published about your library in the NOTIS Customer Directory.

We have changed some of the procedures for reporting information this year, so read the cover sheet instructions carefully. The deadline for returning profile sheets is July 15.

If we do not hear from you by the deadline, your institution will not be included in the new directory, nor will you qualify for a free copy of the publication.

So, please help us keep our records up-to-date by submitting your profile sheet! Thanks and we are looking forward to hearing from you. ■

## New NOTIS Implementation Manual will be shipped in May

The new NOTIS Library Implementation Manual will be distributed in May. We have split the manual into two separate publications:

*NOTIS Library Implementation Manual: Planning for Implementation*

*NOTIS Library Implementation Manual: The System Control File*

Both parts will be sent to all User Update subscribers in separate shrinkwrapped packets with index tabs inserted. When you are ready to install Release 5.0, discard the old edition of the manual.

The two new manuals should then be inserted in the binder. Each part will be a separate sale item. *Planning for Implementation* will sell for \$50.00; *The System Control File* will sell for \$75.00. ■

## NOTIS

NOTIS<sup>®</sup> is published monthly by the Documentation Services department, NOTIS Systems, Incorporated. The purpose of NOTIS is to provide timely, helpful, and accurate information about NOTIS products and services to the NOTIS user community.

**SUBSCRIPTIONS:** Subscriptions are available to NOTIS users at the rate of \$65 for one year by calling us at (708) 866-0150 or writing us at 1007 Church Street, 2nd Floor, Evanston, Illinois 60201-3622.

**CONTRIBUTIONS:** We welcome articles and suggestions from the user community. Please call for formatting suggestions before submitting items for publication.

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### Problem after hours? No problem!

You can call a systems engineer to help you resolve your technical problems from 7:00 a.m. to 7:00 p.m. (CST). From 7:00-8:30 a.m. and from 5:00-7:00 p.m., the system engineer on duty will handle incoming calls in correlation with the voice mail system. Simply call Customer Services at (708) 866-1100.



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## MDAS now available on lease

Have you been wishing for MDAS, but are unable to come up with the license fee? Well, MDAS can now be leased on a month-by-month basis.

Leasing starts as low as \$2,600 per month for the MDAS software. Leases can be converted to permanent license at any time, with lease payments credited toward purchase.

Even loader programs can be leased.

This is a good way to get MDAS in and win over the faculty and students.

## Just a reminder...

Now that MFHL records are available with Release 5.0, NOTIS is looking ahead to future development in serials control. We would like to remind libraries of the following items:

- Volume holdings records won't be supported after Release 5.0. Conversion to MFHL records will be necessary for the next release.
- Formatted pattern and holdings data fields (85x/86x pairs) will not be supported for OPAC holdings display. In addition, based upon current design requirements for predictive check in and compression and expansion of detailed holdings, we strongly recommend that libraries do not use 85x/86x formatted fields in MFHL records with Release 5.0.

The 85x/86x formatted fields, as currently implemented, will not be supported for OPAC display or data compression and expansion in future releases. Any data entered using these fields will only be used for data export purposes. ■

## Poster sessions

Preparations for NUGM 1991 are already well in hand. Poster sessions will be back again, and now is the time to start thinking about doing one. Your session should feature a NOTIS-related library application, service, or procedure.

This fall, NOTIS libraries will be heavily into GTO, 5.0 installation, MHI, MFHL, unrestricted KWB access, and more. Use a poster session to tell your colleagues at other NOTIS sites how you are dealing with these, or any other NOTIS developments.

We will have more space this year in the Palmer House Upper Exhibit Hall, so let's have more sessions. Program planners can satisfy everyone's need for information by having an adjunct poster session, and SIGs can communicate with everyone by having a poster session/SIG booth.

Poster sessions are easy to put on and we can give you help and advice. Start thinking about it now and watch for more details in future issues of NOTISes. ■

For more information, contact:

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# Running NOTIS under Microsoft Windows

(continued from page 1)

Here is a general step-by-step procedure describing how I worked with NOTIS and Microsoft Windows to create my training handout. I only included some of the more important steps, because I wanted to give you an idea of how I did it, without bogging you down with all of the details.

1. I start up Windows by using my desktop PC, which is connected to NOTIS on the university mainframe via a Gandalf modem. Mouse in hand, I double-click on a graphic representation (icon) of WordPerfect, which loads it into memory.
2. With WordPerfect loaded, I hold down the Alt key and press the spacebar. Voila! Instead of taking up the full screen, WordPerfect is now running in a smaller "window." Moving my mouse pointer to the upper right-hand corner of this window, I click once on the Minimize Button, which reduces WordPerfect to a second WordPerfect icon on my desktop. This new icon represents the copy of WordPerfect that I am still using, and if I were to double-click on it, WordPerfect would reappear in the window, ready for me to continue right where I left off. But, I do not want to use WordPerfect right now.
3. I double-click on another icon labeled NOTIS, which automatically connects me to NOTIS. When NOTIS's familiar LUIS screen pops up on my monitor, I once again hold down the Alt key, press the spacebar, and now I have LUIS running in a window.
4. I enter a KWB search command. The results appear. I decide I want to incorporate the results screen as part of my training handout. I click once on the left mouse button and I am now in Window's Select mode, which allows me to block off text for subsequent copying to another application.

I move my mouse pointer to the upper left-hand corner of the text. I hold down the left mouse button and begin to move my mouse pointer diagonally toward the lower right-hand corner of the window. As I do so, the text is highlighted until all the text that I want to copy to WordPerfect is blocked.

5. Moving my mouse pointer to a Control-menu box in the upper left-hand corner of my LUIS window, I click on it to pop up a menu of options. I click on the Edit option and another set of options appears. I click on Copy. My highlighted text from LUIS is now ready to move to WordPerfect. The pop-up menus close.
6. Next, I move my mouse pointer down to the WordPerfect icon, double-click on it, and the WordPerfect window reopens on top of the LUIS window. WordPerfect is now the active window. I click on the Control-menu box in the WordPerfect window, choose Edit, and, when the next menu box opens, I select Paste.
7. Finally, I watch as the results of my KWB search, which I had just performed in my LUIS window, unfurl line-by-line in the WordPerfect window, having been successfully copied from LUIS.

No fuss, no muss, no bother. Not as fast as a speeding bullet, but faster than typing, and more fun too.

I have intentionally omitted most of the technical details in this very brief presentation, but I would be pleased to answer any questions you may have.

I can be reached at (519) 253-4232 Ext. 3163. ■

# User Services Group announces a new session: Fund Management on NOTIS

October 1, 1991—Palmer House

Learn how to organize and manage your funds using NOTIS LMS Release 5.0 and KeyNOTIS 1.1 functionality for maximum effectiveness!

**Audience:** Designed for LIB1s, fund managers, and acquisitions specialists. This session provides the fundamentals of fund organization and control.

**Presenters:** Dodie Ownes, User Services Librarian, NOTIS Systems, and Alan Alexander-Manifold, LIB 1, Purdue University

## AGENDA

|                  |  |
|------------------|--|
| 8:30-9:00 am     | Registration and Coffee  |
| 9:00-10:00 am    | Managing Your Funds <ul style="list-style-type: none"><li>•setting strategies for fund organization</li><li>•understanding fund structure hierarchy</li><li>•control of commitments and expenditures</li></ul>   |
| BREAK            |  |
| 10:15-11:45 am   | Fiscal Period Close Processing Options <ul style="list-style-type: none"><li>•using roll-over and cancelling options</li><li>•the role of activity status coding</li><li>•default processing using pattern matching</li><li>•FPC reports for ongoing fund tracking</li></ul> LUNCH ON YOUR OWN |
| 11:45 am-1:15 pm | Security Profile Processing for Acquisitions   |
| 1:15-2:15 pm     | <ul style="list-style-type: none"><li>•control file structure for operator security</li><li>•setting up operator security for acquisitions processing</li></ul>  |
| BREAK            |  |
| 2:30-3:30 pm     | LSYS Control File Functions <ul style="list-style-type: none"><li>•creation and maintenance of acquisitions default values</li><li>•dynamic updating of ORDUNIT/RECUNIT addresses</li><li>•base currency and conversion rate regulation</li></ul>  |
| 3:30-4:15 pm     | Acquisitions Printed Products <ul style="list-style-type: none"><li>•review of current generic acquisitions reports</li><li>•local modification of reports and other printed products</li></ul>  |
| 4:15-4:45 pm     | Question and Answer  |

NUGM91 registration packets will be available soon. See registration form to sign up! Regional groups—if you're interested in hosting the seminar session locally, call Kathy Cunningham, Manager of User Services, at (708) 866-0181. ■

# Conversion Services generic programs for Release 5.0

Along with NOTIS LMS, Release 5.0 is a "new" NOTIS for Conversion Services generic programs. All of the generic programs for Release 5.0 have been significantly changed, some programs eliminated, and other programs combined. All of the generic programs have been renamed.

## Changes to generic programs

The following changes were made to all Conversion Services generic programs. The generic programs will

- Read the LCR file along with the NOTIS tables,
- Incorporate the MFHL format,
- Delete all commented code or code that wasn't executed, which will make the program smaller and more efficient,
- Remove all conditional assembly and incorporated macros, which facilitates easier maintenance of programs on both MVS and VSE operating systems,
- Enhance the comments in the program, and
- Rewrite all run documentation.

## Changes specific to each program

### Bibload (LCN011B)

Replaces LBC90/70/10

- This is a new program.

### Linked Item Records Creation (LCN035B) Replaces LD003

- Expands the title in the barcode label from 13 to 30 bytes.
- Retrieves only the 245 field for title. If there is no title, the program looks at 100, 110, 111, or 130 for author and puts it in the title field.
- Blank is inserted between Dewey number and cutter. Between each \$b and \$c, or \$c and \$c, a blank is inserted in the call number of the barcode label.
- Deletes diacritics in the barcode labels.
- Enhances printed report that lists the number of found locations and the total number found of each location, and lists no matching locations and the total number found of each.
- Program checks status field for D, and if found, will not create a linked item.

### Authority Records (LCN030B)

Replaces LBC93/94/11

- Incorporates into one program converting both OCLC/MARC or BNA/MARC Authority records into NOTIS Bibliographic format.
- Combines LBC93/94 and LBC11 into one program.

**NOTE:** It was reported in March's Issue of *NOTISes* that one of the enhancements to the Authority Loader was that you could process Name, Subject and Series Authority records on a single execution of the program.

It was also reported that you did not need to have these records on separate tapes.

In writing out the specs, the information we had was incorrect. You cannot process Name, Subject and Series Authority records on a single execution of the program and process the records properly. You still need to have the records on separate tapes.

### Generic Overlay (LCN020/21/22B)

Replaces LD031/31/32

- Adds a step to dedupe the incoming MARC records taking the latest occurrence. The program will read the run JCL and determine the record format, the incoming utility, and whether to use 005 as the date field.
- Dedupping step will list the duplicate records deleted from the file, the total number of deleted physical and logical records deleted, the total input records processed, and the total output records produced. There are also other diagnostic messages.
- The main overlay program combines the three overlay programs, LD030, LD031, and LD032. A parameter card in the JCL will determine if holdings records should be discarded or merged.
- Step was added to select only those item records generated by LBC30 that are associated with new, unmatched bibliographic records and preserves the existing item records.

### Export/Reload Bib Records

(LCN070/71B)

Replaces LB250/LBC80/10

- Export program was modified to accommodate multiple processing units and NOTIS record keys starting with different alpha characters.
- Reload program combines LBC80 and LBC12.

### Unlinked Item Records Creation (LCN040B) Replaces LD014

- No major changes made except for what was listed under changes for all programs.

BIBLOAD, the generic loader, will be distributed with the Release 5.0 tape. In response to our users requests, the other generic programs will be distributed once they have all been Beta tested.

There will not be a general distribution of generic programs, because not all NOTIS users will need these programs. If your site needs the Conversion Services generic programs, call Jody Terry, Conversion Services Secretary, to request a tape. Jody's number is (708) 866-4859. ■

# GTO 3.0 problems and corrections

*This article contains changes to the GTO 3.0 Technical and User Documentation*

This is a detailed version of the information that was sent out on Bitnet on March 21, 1991.

- (VSE only) The LCRFILE record size in the VSE GETGTO46 job is inaccurate. VSE 4.6 users should redefine their LCRFILE using LCRDEF if they have already run GETGTO46, or if they have not run GETGTO46 yet, they should change the record size for LCRFILE to "RECSZ(1400 4088)."

- LB320BAL no longer uses the internal PUTBL to determine which fields to include in the standard number index. Both LB320BAL and the online programs now use the NINDEX parameter in LC101TB2 for this purpose. The minimum requirement is NINDEX=(010,035,A010). A correct, complete list looks like this:

```
NINDEX=(010,020,022,024,027,028,030,035,037,074,A010,A020$,  
A022,A035), $
```

The list that appeared in the note at the beginning of the Troubleshooting column in the March issue of *NOTISes* also included the 019 field and the 901-909 fields. It's unnecessary to include these fields; if the 035 is included, the 019 will automatically be too; if the 010 is, the 901 will be; if the 020 is, the 902 will be, etc.

The 074 field, however, needs to be added to LC101BAL, in order to make it index. A fix for this is included in **Problem V561** in this issue of *NOTISes*.

To reflect these changes in the software, the following changes should be made to the *GTO 3.0 Technical and User Documentation*:

Add the following paragraph to Section 8.7.3 on page 123 of the documentation:

"In addition, the program no longer uses its own table (PUTBL) to determine which fields to index, rather it loads DFLCT100 and refers to the NINDEX parameter for the appropriate processing unit. Be sure these NINDEX parameters are correct for all your processing units."

Add the following text to Section 8.7.2 on page 122 of the documentation:

"NOTE: This program uses the NINDEX parameter in the processing unit table to determine which fields to index."

- (VSE only) There is a module PRINTMOD, which controls the disposition, class, etc., of the output from certain jobs—including the LGT70001 and LGT70002 output from the LGT700 job. If you find it necessary for the output to have a different disposition, class, etc., this module may be edited and assembled with OPTION CATAL to produce a new PRINTMOD.PHASE.
- In order to avoid possible storage violations, the changes described in **Problem V557** in this issue of *NOTISes* should be made.
- If you just have a single processing unit in your LC101TB2, consult **Problem V558** in this issue of *NOTISes* to avoid CICS crashes.
- If you have NOTIS location codes that contain numeric characters, consult **Problem V559** in this issue of *NOTISes* to avoid ASRA abends.

- VSE sites who need to reassemble command-level programs (to correct V557, V558, or V559, for instance) should consult "Assembling Command-Level Programs under VSE" in the Introduction to the *NOTIS Technical Reference Manual* that was included with the LMS Release 5.0 documentation.
- Matching the incoming OCLC record to an existing NOTIS record on the basis of the old OCLC number (in the 019 field) as described on the bottom of page 69 in the *GTO 3.0 Technical and User Documentation* is not working—see **Problem V560** in this issue of *NOTISes*.

- Uppercase translation must be turned off for the GTO PC—just as in GTO 2.1.

Add the following note to Section 7.5.10 in the addendum:

"For the PCs that will run GTO, add entries with the following parameters:

```
TRMTYPE=3270  
(TRMTYPE=LUTYPE2 may be required in certain SNA configurations)  
TRMMODL=2  
TIOAL=80 (or more)  
TCTUAL=80 (or more)  
FEATURE=DCKYBD
```

GTO requires that the UCTRAN feature be disabled for the mainframe terminal port to which the GTO PC is connected."

- If you have an A/B switch (to route output either to a printer or the GTO PC) and are using the OCLC PRISM "XPO" command, you need to be very careful that the switch is in the right position: sending a PRISM print-format record to the GTO PC will cause an ASRA abend.
- Further notes on the GTO 3.0 documentation:
  - p.16, at the bottom: the "mainframe parameter file" referred to is the LCRFILE, updated by the LGTO transaction.
  - p.19, in the sentence below the Note box, it should say "GTO30" rather than "NEWGTO."

**NOTE:** Problems V574 and V576—V584 in the Troubleshooting column in this issue of *NOTISes* also relate to GTO 3.0. ■

# Our decision to eliminate explicit copy number display from OPAC Release 5.0

During redesign of the NOTIS OPAC interface, the issue of publicly displaying explicit copy numbers became a topic of considerable discussion. Discussion began within the original design team, but soon spread to other departments within NOTIS, and eventually to members of the user community who served on focus groups for the project.

Explicit copy numbers are designated in the \$a subfield of copy statements on Copy Holdings records. For example, if "main,ref" were a valid location code, "main,ref/3" could be used to represent copy 3. In the OPAC interface under NOTIS 4, the literal "copy 3" would appear following the call number.

## Designing the new interface

In designing the new interface, each potential element of the display was carefully analyzed. Did it carry critical information? Was it useful in the context of the developing design? Would its absence from display decrease the end user's ability to successfully identify and locate material? In all cases, the usefulness of each element has to be weighed against the need for a concise screen layout.

Explicit copy numbers have traditionally served to uniquely identify each physical piece in a library's collection, thereby serving the needs of circulation and inventory control. With the introduction of automated systems, this role has been essentially replaced by machine readable bar codes and OCR identifiers.

Not all automated libraries, however, have completely barcoded their collections. Some collections may never be barcoded.

It was evident that the need for staff to uniquely identify items at the piece level should be maintained. Therefore, the ability to specify explicit copy numbers will continue to be supported in the NOTIS 5.0 Cataloging utility.

## Problems displaying explicit copy numbers to the public

The benefit of displaying explicit copy numbers to the public, however, was not so clear cut. A number of potential problems with explicit copy numbers have been pointed out:

- A call number followed by "copy 6" may mislead the end user into believing that the library owns at least 5 additional copies. If the original 5 have been lost or withdrawn, the library may, in fact, hold only copy 6.
- If the OPAC represents a union catalog, the display may include two or more copies designated "copy 2"—often causing confusion to the patron.
- A common practice is to begin explicit copy designation only with the second copy. Therefore, some call numbers (those on the spine of copy 1's) carry no explicit copy designation. Inconsistency of practice is another sure source of confusion.

## Arguments against displaying explicit call numbers to the public

Some current NOTIS users have indicated that call numbers on their spine labels include explicit copy numbers, and that the OPAC display should therefore match exactly what displays on the spine. The argument is that a naive user searching for the following call number:

NX303  
.F56  
1985

may not find the item on the shelf, because the spine reads:

NX303  
.F56  
1985  
copy 2

On consideration, this seems to be the best argument against use of explicit copy numbers. If the user jots down, from an OPAC record display, the call number from the first copy (which ends with "copy 1"), and the shelf has copies 2, 3, 4, and 5, that same naive user wouldn't recognize a match. The simple and guaranteed solution is to eliminate explicit copy numbers altogether.

Other strong arguments against the utility of explicit copy numbers have been presented.

- The traditional catalog card rarely included copy numbers beneath the call number.
- The use of explicit copy numbers is often randomly applied, even within a single database. Batch converted records generally do not include them, while those input manually often do.
- Although explicit copy numbers in the OPAC display are presented with the display constant "copy," spine labels usually use the abbreviation "c" or "c.", so the user who doesn't understand the concept of a copy, but must rely on a character by character match, will fail to find the item.

Another compelling argument we heard was that this naive user represents a tiny, tiny percentage of typical NOTIS end users. The introduction of explicit copy number display, with all the potential confusion that it brings, is far from warranted. If problems with the local user community seem widespread, signage or bibliographic instruction may be appropriate.

## Relying on our customers for guidance

In the end, we turned to the NOTIS customer base for guidance. It is our surest and most sound source of current practice and application in the profession. The vast majority of those we talked to advised that explicit copy number display be removed from the new OPAC. We agreed with the decision and made it part of the new OPAC. ■

# NOTIS-L is available on Internet

by Randy Ericson, Associate University Librarian for Technical and Automated Services, Syracuse University, and Dominick Auricchio, Manager of Library and Database Services, Syracuse University

At Syracuse University, we find NOTIS-L to be a very useful resource. We have benefited from the advice that is shared among participants on the list and the exchange of ideas that takes place.

One of our frustrations has been encountering a problem and knowing that it was discussed within the last couple of weeks or months on NOTIS-L, but not being able to recall the specific ideas put forward. We thought it would be useful to have all of the NOTIS-L messages available in a file on our mainframe for easy and quick reference.

## How NOTIS-L works

As soon as a message is sent to NOTIS-L, it is captured by software called remote SPIRES, it is indexed and placed into a database at Syracuse University and made available for searching. Search results are displayed in reverse chronological order with the newest message displaying first.

This approach reduces the need to read all the messages on a topic if an answer is found in the newer documents. Furthermore, by searching this database first, before sending an inquiry via NOTIS-L, you can reduce sending redundant messages if the answer is found in the database. Finally, the use of this database will eliminate, or at least greatly reduce, the need to keep local copies of NOTIS-L messages.

A compendium from each SIG area could be entered in this database if so desired. There is a limit of 32,000 characters per message. However, this information alone would not suffice to handle the ad hoc inquiries of users. Members of Library and Database Services of our Academic Computing Services developed a method of capturing all incoming messages from NOTIS-L and automatically adding them to a Prism database on our mainframe.

We are able to search the database in the following ways:

| TYPE OF SEARCH | DESCRIPTION                  | EXAMPLE             |
|----------------|------------------------------|---------------------|
| 1. DATE        | NOTIS message's issue date   | 1/30/91             |
| 2. SENDER      | Sender of the NOTIS message  | Randy Ericson       |
| 3. USERID      | Sender's computer userid     | librle              |
| 4. NODE        | Sender's network address     | uvm.acs.syr.edu     |
| 5. SUBJECT     | Word(s) from Subject: field  | circulation         |
| 6. KEYWORD     | Word(s) from body of message | gto, printers, etc. |

The results of the search will be displayed in brief or full form. In brief (about 5 messages to a screen), the FROM, DATE, and SUBJECT fields are displayed. This allows you to scan the subjects of the messages and select which ones you want to look at in full. The full form displays the complete message.

The database consists of all records sent on NOTIS-L from January 1990 to the present. We have not deleted any records, though we might look at that possibility. I also don't know how much we will keep in the database in the future. At some point we will have to drop some of the older messages.

One final comment before the instructions for accessing Telnet. Our primary reason for making this database available through the Internet is our belief that we all benefit from exchanging ideas. To be able to move the discussions forward without always treading over old ground would be useful to all of us. We believe that we will all benefit from continued debates/discussions, and that our systems and service will be enhanced as a result.

## Instructions for Telnet access to Syracuse University NOTIS-L message database

This method of access assumes that you have Telnet, which connects to SUVM in transparent/full screen mode. Non-IBM sites may have to use TN3270 instead of Telnet.

- a) Telnet to Suvvm.acs.syr.edu [Internet addr: 128.230.1.47], i.e., telnet suvvm.acs.syr.edu
- b) Once you are connected, in other words, you get the logon screen, go down to the COMMAND ==> line, type SUINO, and Hit RETURN. This is the third line (the first two being for USERID and PASSWORD). If you get an error message, hit RETURN, and type SUINO, and hit <RETURN> again.
- c) Once you are logged in, you may get several messages (the LOGMSG). If this spans more than one screen, hit the CLEAR key (for TN3270 users: this is usually 'contrl z'). You will be taken to the next screen. You have to hit CLEAR whenever you see a "MORE" at the bottom right-hand of the screen.
- d) You will get a brief introductory message and be asked to confirm that you would like to continue. Type 'y' and you will be taken into PRISM, which holds the NOTIS-L database.
- e) You will be asked to select from a menu once you are in Prism. Enter "NOTIS" on the line labeled YOUR RESPONSE. After entering "NOTIS," follow the directions on the screen in order to use the system.
- f) Within PRISM you can make use of 'PF keys' that allow you to get commands executed without having to type them out. The PF key settings will depend upon the kind of keyboard you are using, but the default PF key settings of <ESC> 1 through = (on the main keyboard) ought to work.  
In other words, PF06 can be effected by hitting <ESC> and then 6 on your keyboard, and PF12 by <ESC> and the = key. You may at times have to clear the screen—the default key setting is <ESC> and '.' [ESCAPE key and the period]. If you have any problems with the PF keys, you can type the equivalent commands.
- g) To exit PRISM (and SUVM), you must type LOGOFF within PRISM. In the present implementation, this is not obvious. If you have any problems, send an E-mail message to: Bhaskaran Balakrishnan <BBALAKRIS@SUVM.SCS.SYR.EDU> <BBALAKRI@SUVM.BITNET> ■

# NUGM 1991

October 2 & 3, 1991

The Palmer House

Chicago, Illinois

*Registration packets will be sent to Lib1s and Tech1s on April 30, 1991*

Begin making your plans to attend NUGM 1991. NUGM registration packets are being sent to all LIB1s and TECH1s on April 30, 1991. Be on the lookout for your copy.

NOTIS users have worked very hard to develop an agenda of informative sessions for NUGM 1991. In addition, both the User Services Group and Technical Support will be offering full day Pre-NUGM training sessions on October 1, 1991.

To help you with payment, we have managed to keep the price of NUGM the same as last year. We also have made payment more flexible.

There are different forms of payment including Purchase Orders and the use of MASTERCARD or VISA (there is a \$10.00 fee for use of credit cards).

For complete information, contact your TECH1 or LIB1 for a copy of the registration packet.

#### IMPORTANT DATES:

|                      |  |
|----------------------|--|
| <b>July 31:</b>      | Registrations due to NOTIS                                   |
| <b>September 2:</b>  | Final Registration Deadline                                  |
| <b>September 13:</b> | No refunds will be given for cancellations after this date ■ |

# Minutes from the Acquisitions Interest Group meeting

*Recorded and written by Alan Alexander-Manifold, Purdue University Libraries*

The NOTIS Acquisitions Interest Group met during the American Library Association mid-winter conference in Chicago. The SIG chairperson, Joyce McDonough, University of Louisville, encouraged members to subscribe to the NOTISACQ E-mail list (see *NOTISes/58*).

Members were encouraged to submit items they would like to see on this year's enhancement ballot. Joyce would like to compile a list before the ALA annual meeting in June.

#### Topics for NUGM 1991

NUGM 1991 will be October 2-3. Topics being discussed for an Acquisitions/Serials track are:

- complex receipts
- kardex conversion
- NOTIS version 5.1
- ask the experts
- acquisitions and collection development statistical reports
- MARC Holdings implementation
- VHL to MFHL conversion
- automatic claiming
- fiscal period close
- communicating fiscal information outside of the library
- Acquisitions/Serials joint SIG meeting

#### 5.0 testing resolution is presented

Joyce reported on the 5.0 testing that SIG representatives participated in this January at NOTIS. She said it was a good experience for all participants. A resolution from the Steering Committee meeting was presented: "The Acquisitions and Serials SIGs recommend that NOTIS acquire a database of OPR and other related records that have been in production since NOTIS version 4.3, and test version 5.0 with these records before it is released." The resolution's aim is to head off problems with the old records that have plagued past releases. The resolution was approved.

#### 5.0's new online fund record

Dodie Ownes, NOTIS liaison to the group, presented an overview of 5.0 features. She started with the new online fund record, which is now

divided into two columns of figures: current and year-to-date. The number of expenditure classes is practically unlimited, so the "second" screen can go on for several screens. The new "third" screen shows a trail of allocation changes, which includes a comment for each change. The system provides comments when it makes batch changes.

#### Fiscal period close: new options in 5.0

Dodie reviewed the options for fiscal period close. One nice feature is that you can run a "prediction" that will show what would happen in your fiscal period close without changing the data.

You can run this prediction as many times as you like before making a production run. Sites may want to rethink their fund structure after they see how the fiscal period close works.

Dodie's handouts showed currency conversion parameter setting. Security for currency conversion is set in the new LSYS online transaction.

The conversion values for a given currency can be changed as often as you like. Funds encumbered under a foreign currency will be disencumbered at the rate at which they were encumbered, but will be paid at the rate applicable at the time of payment. Currency conversion values are set at the Processing Unit level.

#### The LSYS transaction: online and immediate

Dodie showed updating location values, including the display names for locations, and the acquisitions values associated with a location, such as default fund and prices. All changes in LSYS are done online, and they take effect immediately.

She also showed how to set up security through LSYS for fiscal period close records, vendor address records, invoice records, fund records, and O/P/R records. Dodie showed how easy it is to add and update ORDUNIT and RECUNIT addresses through LSYS. Dodie also presented changes to the order record. She mentioned that the "note to vendor" will no longer push the "ship to" address off your purchase orders, and the fiscal period will appear in each payment line. Also, the action date on the order scope statement has been returned to the far right of the display. ■



# MDAS Loader Order Form

(Please photocopy this form as needed)

Please send me the following MDAS Loaders with the appropriate documentation:

- ABI Inform  
(Available June 30, 1991)
- Compendex Plus Loader
- Current Contents Loader
- ERIC (RIE/CIJE) Loader
- IAC (Information Access Company) Loader  
(Available June 30, 1991)
- MEDLINE Loader
- PsycINFO Loader
- Religion Loader for Wilson  
(Available June 30, 1991)
- Wilson Loader

Ship to:

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

Mail to:  
Bill Easton  
Conversion Services  
NOTIS Systems, Inc.  
1007 Church St., 2nd Floor, Evanston, IL 60201

## NOTIS Documentation Order Form

(Please photocopy this form as needed)

PRINTED:

- Library Management System (LMS)
- User set(s) (\$240)\*       User updates (\$100)
- Tech set(s) (\$150)\*\*       Tech updates (\$80)
- \* User's Guides only
- \*\* Does not include Troubleshooting Guide

- Multiple Database Access System (MDAS)
- User and Technical (\$100)       All updates (\$25)

- Generic Transfer and Overlay System (GTO)
- User and Technical (\$50)       All updates (\$25)

- DISKETTES:  
(LMS only)
- Full set (\$2500)       All updates (\$1000)
- User set (\$1500)       User updates (\$500)
- Tech set (\$1000)       Tech updates (\$500)

- NOTISes
- One year subscription (\$65 each)
- Two year subscription (\$115 each)
- NOTIS Tag Tables (LC110DAT) (\$40.00)
- Customer Directory (\$25.00)

Ship to:

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

All shipments UPS or 1st class mail. Please indicate if billing address differs from shipping address.

## NOTIS Documentation Price List

Prices include shipping and handling.

Documentation sent via UPS

- NOTIS LMS (Library Management System) documentation includes
- User Documentation Set:
    - NOTIS User's Guides
  - Technical Documentation Set:
    - NOTIS Technical Reference Manual (not yet available)
    - NOTIS Customization Guide (not yet available)
    - NOTIS Abend Codes and Error Messages (not yet available)
  - NOTISes, a Monthly Newsletter for NOTIS Users

### Printed Documentation Prices

- LIBRARY MANAGEMENT SYSTEM (LMS)
    - User documentation only: ..... \$240.00
    - Technical documentation only: ..... \$150.00
    - Update subscriptions for printed LMS documentation
    - User updates only: ..... \$100.00
    - Technical updates only: ..... \$80.00
  - Prices—Individual LMS Volumes
    - User Documentation
    - NOTIS User's Guide: Cataloging and Authorities ..... \$50.00
    - NOTIS User's Guide: Acquisitions and Serials ..... \$50.00
    - NOTIS User's Guide: Circulation ..... \$50.00
    - NOTIS User's Guide: OPAC ..... \$50.00
    - NOTIS Library Implementation Manual:
      - Planning for Implementation (not yet available) ..... \$50.00
      - NOTIS Library Implementation Manual:
        - The System Control File (not yet available) ..... \$25.00
    - Technical Documentation
      - NOTIS Troubleshooting Guide ..... \$75.00
      - NOTIS Technical Reference Manual (not yet available) ..... \$75.00
      - NOTIS Customization Guide (not yet available) ..... \$50.00
      - NOTIS Abend Codes and Error Messages (not yet available) ..... \$25.00
    - NOTISes
      - One year subscription ..... \$65.00
      - Two year subscription ..... \$115.00
- Updates for an individual title or volume are not available.

- MULTIPLE DATABASE ACCESS SYSTEM (MDAS)
  - Complete set of NOTIS MDAS documentation: ..... \$100.00
  - Update subscriptions for printed MDAS documentation
  - Annual subscription to updates: ..... \$25.00

- GENERIC TRANSFER & OVERLAY (GTO) SYSTEM
  - Complete set of NOTIS GTO documentation: ..... \$50.00
  - Update subscriptions for printed GTO documentation
  - Annual subscription to all updates: ..... \$25.00

- NOTIS TAG TABLES (LC110DAT) ..... \$ 40.00

- Documentation on Diskette (LMS only)
- Complete set of NOTIS documentation: \$2,500.00
- User only: \$1,500.00      Technical only: \$1,000.00
- Updates on diskette (annual subscription):
- All updates: \$1,000.00
- User updates only: \$500.00
- Technical updates only: \$500.00