Preview of Release 4.6

The newest version of NOTIS is full of the features you’ve asked for.

Release 4.6 of the NOTIS Library Management System (LMS) is scheduled for general distribution in September 1989. It is currently undergoing testing at two beta sites—the University of Illinois at Chicago and Brigham Young University.

What's new? Lots. This issue of NOTISes is packed with advance information about the new release to help you plan for installation. To start with, here is a summary of what you can expect to see in the new release—new features as well as enhancements.

New features

Merged Heading Index. The Merged Heading Index (MHI) is a new NOTIS index structure that integrates authority records and bibliographic records into a single index of author, title, and subject headings. Release 4.6 makes MHI available in staff mode. MHI features include index display of cross references, expanded index record length, online updating of most indexed fields, and various "views" of the index. A new printed report, "Conflict and Error Detection," facilitates database maintenance.

A Display/Suppress feature allows you to suppress the display of a bibliographic record from the Merged Heading Index in the OPAC-like view. (MHI in public mode, scheduled for NOTIS Release 4.7, will allow suppression of a bibliographic record from the OPAC.)

Authority Records. You can now load and update Library of Congress Subject Heading Authority File records for use in a resource file.

A new command, clar, enables you to "claim" an authority record from a different processing unit for modification.

Enhancements

Enhanced Field Displays. Release 4.6 corrects truncated displays of lengthy fields, adds an element to the bibliographic record fixed field, and updates the tag tables.

The maximum display lengths of the 505 field in the bibliographic record and of the 665

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Send Us Your Wish List

LIH1s should have received the 1989 NOTIS Enhancement Survey. If not, please call Liz Feltmann at (312) 866-0180.
Surveys received after August 30, 1989 cannot be included in the tabulated results. This is your opportunity to make your development priorities count!
NOTIS® is published monthly by the NOTIS Systems, Inc., Documentation Services department. The purpose of NOTIS® is to provide timely, helpful, and accurate information about NOTIS products and services to the NOTIS user community. Subscriptions are available to NOTIS users at the rate of $24 per year by calling at 312/866-0160 or writing at 1007 Church Street, 2nd Floor, Evanston, Ill. 60201-2622. CONTRIBUTIONS: We welcome articles and suggestions from the user community. Please call or write for formatting suggestions before submitting items for publication.

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All about MFHL
See page 10 for an in-depth look at how NOTIS will support USMARC format for holdings and locations data.

New customer service number—(312) 866-0160

NOTIS has installed a new "voice mail" automatic messaging system to make it easier for you to get a response. Effective immediately, when you need help or information, call Customer Services at (312) 866-0160. A recorded voice will prompt you to enter the extension for the person you are calling. When you hear this prompt, simply press 128 on a touch-tone phone's keypad, or just stay on the line. You will be connected with a NOTIS customer service representative.

NUGM '89
Poster session, anyone?
Remember that original application you devised for NOTIS at your library? Why not share your idea with others by offering a poster session at NUGM '89 (the 1989 NOTIS Users Group Meeting, September 27-28)? These sessions are designed to give our users the opportunity to share their ideas and enhancements with one another.

If you are a member of LOEX (Library Orientation/Instruction/Exchange), we invite you to collaborate with other members on a poster session about the exchange. Contact Bill Easton at (312) 866-0159 for further information.

Things to do and see
We encourage everyone who will be in Chicago for NUGM '89 to take advantage of the wealth of entertainment events, cultural activities, and great food in the Windy City. As in all great cities, there is something here for everyone.
The following daytime group activities are open to you and a guest:

- A bus tour focusing on the city's history since the great Chicago fire. The tour provides a look at some of Chicago's famous buildings, including a stop at Sears Tower (still the world's tallest).
- A day at the world-famous Museum of Science and Industry, including admission to the current feature at the Omnimax theater—an "awesome" experience.
- The cost of each activity is $40 per person. Lunch is additional.

Your guest is also welcome to attend this year's NUGM reception on the evening of Tuesday, September 26, from 6 to 8 p.m. The fee per guest for the reception is $12.

To register for guest activities, please contact Events, Inc., at (312) 976-3616.

New test file introduced
NOTIS Customer Services has announced the release of a new file for testing and training. NOTIS users will receive this file with Release 4.6 in September. However, it is not necessary to wait for 4.6 to be installed before switching over to the new, enhanced test file—it runs fine with Release 4.5.

In cooperation with several libraries, NOTIS developed this file with several goals in mind:

- to provide improved models for table decisions and database practices
- to provide a more meaningful and uniform environment for the support of training materials and training sessions
- to provide a realistic structure on which to perform local testing of the NOTIS software

Includes authority file, table values
The file consists of approximately 2500 bibliographic records along with an authority file of name, subject, and series headings. The authority file was created by Blackwell North America to support the headings in the bibliographic file. We have purposely kept the file size small so that it can be loaded by libraries with limited disk space.

The coordination of the authority file with the bibliographic file is advantageous both in testing and training. The Merged Heading Index (MHz) can easily be tested and effectively used with this new file. In fact, the new file will be crucial to the testing and support of MHz.

We have worked extensively with the table values so that they reflect a variety of processing decisions and can serve as models for customization of local versions of the tables. The table values also support the basic training offered by NOTIS. Training examples have been coordinated with data in the test file.

Although the deadline for submission of this file in your test region is January 1990, we would like to see you take advantage of its enhanced features as soon as possible.
Announcements

NOTIS downtime scheduled

NOTIS will not have computer facilities available on Friday, Sept. 8. The physical relocation of our service bureau is scheduled to begin on that date. We have received assurances that full service will be restored by Monday, Sept. 11. Our ability to respond to requests for assistance requiring computer access will obviously be impaired until service is restored. We will make every effort to assist you during this period. Your cooperation and patience are appreciated.

How to get invoice tape specs

Most of you know about VTILS, the NOTIS Vendor Invoice Tape Load System. VTILS provides a means for loading vendor invoice information on magnetic tape into a library's database. As these tapes are loaded, invoice records are created and fund and order/pay/receipt records are updated automatically.

If you employ a library vendor who would like to send invoice tapes to you, ask the vendor to write to NOTIS Systems and ask for the "NOTIS Invoice Tape Specifications." Send the request to the attention of Documentation Services.

Although the invoice tape load programs were originally developed to facilitate renewals of serial subscriptions handled through vendors such as EBSCO or Faxon, the invoice tape specifications are available to any library vendor.

Survey for Faxon/NOTIS users

The Faxon/NOTIS User's Group has decided to survey its members in order to determine development priorities. This survey will be separate from the 1989 NOTIS Enhancement Survey. The decision to take the survey was made at the group meeting during the ALA Annual Conference in Dallas.

NU BITNET crash—do you know where your messages are?

The BITNET node used by NOTIS Systems has had a variety of hardware problems, including a disk crash, over the past several weeks. Consequently, some BITNET messages addressed to us may have been lost.

NOTIS's access to BITNET is through the facilities of Northwestern University. Though most of the problems have cleared up, we still experience occasional difficulty in sending or receiving messages.

We recommend that you use other communication means if you have critically important information to send to NOTIS. Phone, FAX (312-866-0178), UPS, Federal Express, or U.S. insured mail would all be better choices for communicating vital messages or sending important documents.

EBSCO offers NOTIS interfaces

The following item is reprinted with permission of the American Library Association, "EBSCO Offers NOTIS Interfaces" appearing in Library Systems Newsletter, May 1989; copyright © 1989 by ALA:

All NOTIS users with subscriptions on order through EBSCO Subscription Services are now eligible for online transmission of claims. The process, developed cooperatively between EBSCO and Auburn University, has reduced the processing time for claims by about four working days. Claims created by the NOTIS Serials Module are formatted for online transmission to an IBM 3081 at Auburn using standard telecommunications software and Tymnet. They are then sent online to EBSCO's IBM 3081 mainframe computer. Efficiency is realized by both EBSCO and NOTIS. There is no need for the library to produce printed claims, hurt multi-part forms, stuff envelopes, pay for postage and wait for possession of the library. These are no longer charges to the library for this service, since time is saved on EBSCO's part by not having to rekey the information.

Thomas Sanders at Auburn is willing to answer any questions you might have about their cooperative agreement with EBSCO. He can be reached at (205) 844-1726.

New tag tables for Release 4.6

We are pleased to announce that Release 4.6 of the NOTIS Library Management System (see cover story) includes a new version of NOTIS table LC110DAT—also known as the "tag table." This table is the system's main source of NOTIS-MARC format data. The new version of the table includes changes necessary for the Merged Housing Index as well as revisions specified in Library of Congress publications.

Status report:

Our customer service commitment

Last February, we discussed the results of the 1988 Customer Services Satisfaction Survey, and told you how we planned to implement your suggestions (NOTISes/39, page 2). Here is a status report on our continuing efforts to provide you with the best service possible.

Response to problems

Our first priority was to improve responsiveness to your questions and problems. The Customer Services department managers set reasonable response standards in the first quarter of 1989. Using data collected during the first half of this year, they are now refining these standards.

We also implemented a new procedure for telephone support and problem resolution. Our Customer Service Representative, Cheryl Wallace, is assisting in our drive to reduce the "contact-to-completion" time by routing calls and entering problems into the online Problem Tracking System (PTS). Cheryl has shown us how important this position is to us and you.

Product knowledge

We promised that we would formalize an internal training program. Today, the internal training program for NOTIS staff is in place. We have been successful in recruiting good people and we want to make sure that they have all the right tools to do the best job possible.

Documentation

We continue our efforts to upgrade NOTIS documentation. Stuart Miller, Manager of Documentation Services, continues to solicit suggestions for ways to make NOTIS documentation more helpful.

Other efforts

While we are pleased with the rate of improvement, we are seeking even more ways to enhance customer service and support. We
have taken the following additional steps:

Voice Mail. (See announcement on page 2.) This has been installed to make it easier for you to report a problem.

Specialization. Building on the general knowledge gained through our internal training program, each User Services staff member will develop special expertise in specific aspects of NOTIS functionality. This specialization, combined with new procedures for training and telephone support to become effective September 5, 1989, will help us serve you better.

Training. Starting in September, your training will be conducted by a User Services Librarian specializing in the module on which you are being trained. This will replace the practice of having your Account Manager conduct all training at your site.

Telephone Support. Specialization will also be applied to problem resolution. Telephone support procedures initiated by the Technical Support department this past January have greatly improved our responsiveness to problems. Starting in September, these same procedures will be adopted by User Services. The emphasis will be on problem resolution rather than record management. Your problems will be forwarded by the Customer Service Representative to USLs and SES assigned to telephone support. If your question/problem cannot be resolved quickly by this group, then it will be assigned to a specialist for further research.

Monthly Status Reports. Our Customer Service Representatives will be providing you with regular monthly status reports of any outstanding problems.

Test/Training File. We have created a test file to be distributed with the 4.6 release of NOTIS software (see story on page 3). This file is also compatible with release 4.5 and all future releases of NOTIS software. The test file provides a consistent source of data for testing, training, and problem resolution. As new features are added to the Library Management System, we will update the file.

Troubleshooting Guide. In an effort to provide customers with a tool to aid in problem resolution, we are constantly updating the Troubleshooting Guide. Changes are published regularly in NOTISes.

How you can help

We are now asking for your assistance in improving our response capabilities. We ask that you complete the NOTIS TROUBLESHOOTING CHECKLIST and the NOTIS PROBLEM LOG before calling for assistance. These forms are published frequently in NOTISes (pages 18 and 22 in this issue) and are also included in the "NOTIS Basic Support Policy." We ask that you take the time to fill in these documents so that we have the information we need to handle your problem quickly and efficiently.

When you phone, we will assign your problem a number that corresponds to the entry for that problem in PTS. At the top of the NOTIS TROUBLESHOOTING CHECKLIST you will find a spot to record the PTS number. Please refer to this number in all future contacts.

We have implemented a new call-handling procedure in order to reduce the time it takes to solve your problem. Our Customer Service Representative takes the initial customer call and enters it into PTS. We then route the electronic PTS message to the appropriate staff person who will return your call after completing initial problem resolution steps. We will continue to modify this procedure as we learn more about your support needs.

We are committed to providing our customers with the best service possible. We ask for your guidance in attaining our goals.

Circulation Tips:

How NOTIS logs circulation statistics

By Jerry Specht, Chief Systems Engineer

The NOTIS Library Management System measures circulation activity at the system-wide level, and also tabulates circulation statistics for individual items. Sometimes these counts may seem to disagree with one another or with such external measures as manual counts. Although there is the possibility for error in the counts that go through the circulation journal, experience has shown that problems with NOTIS circulation statistics are often apparent rather than real, and usually stem from a lack of understanding about what is being measured.

Circulation statistics are reported in

1) the daily operations report (LB610), which displays totals for all charges and discharges that have occurred since the last run of LB610/LB610
2) the item record -CHARGES counter -BROWSE counter -CHARGE INFORMATION field -DISCHARGED field (created after an item has been charged at least once)
3) the KA/KI records in the circulation history file (maintained by LB650/651)

When you charge an item that has not already been charged, the system

- increments the discharge counter in the CWA (this transaction appears as a discharge on the daily operations report)
- increments the CHARGES counter in the item record
- creates a DISCHARGED field in the item record
- updates the LAST USE date in the item record

When you discharge an item that has already been discharged at a service unit other than the item's home service unit ("courtesy discharge"), the system

- increments the discharge counter in the CWA (this transaction appears as a discharge on the daily operations report)
- increments the CHARGES counter in the item record
- creates a new DISCHARGED field
- updates the LAST USE date in the item record
- writes a KA circulation history record to journal 6

When you charge an item to another patron (or pseudo-patron, such as "lost") an item that has been charged to another patron, the system:

- increments the discharge counter in the CWA
- increments the CHARGES counter in the item record
- writes a KA circulation history record to journal 6
- increments the charge counter in the journal 6
- increments the charge counter in the CWA
- creates a new CHARGE INFORMATION field
- updates the LAST USE date

When you discharge an item that is not charged (a "browse discharge"), the system:

- increments the discharge counter in the CWA
- increments the CHARGES counter in the item record
- creates a new DISCHARGED field
- updates the LAST USE date
- writes a KA circulation history record to journal 6
An easy way to validate transferred records

Do you tape-load records into your NOTIS database? Are you using Generic Transfer and Overlay (GTO) to transfer bibliographic records from external sources into your database? If so, you should be aware that these records are put into the database without being validated against the "tag table"—the main source of MARC format data within the NOTIS system. This can result in invalid fields in bibliographic and authority records.

There are a couple of remedies. You can manually modify the record. Or, you can easily solve the problem by using the FORMAT ("fmt") command. With the transferred or tape-loaded record displaying on the screen, type the transaction code, the command, a hyphen, and the appropriate format code (b=books, s=serials, etc.). Insert spaces as appropriate. For example—

```
fmt b
```

This command causes the system to validate all fields in the record against the NOTIS-MARC tag tables. Invalid fixed field values, tags, indicators, and subfield delimiters will cause an online error message to appear.

We would like to thank Jane Aitkens of McGill University for this valuable suggestion.

Quote of the Month

"The man who does not read good books has no advantage over the man who can read them."

—Mark Twain

What's in a name?

Thanks to all who have heeded our call for names given to NOTIS online public catalogs. This month we have four additions.

From **McMaster University**, we have **MORRIS**—McMaster Online Resource Retrieval Information System. The **City University of New York** has chosen **CUNY**—("CUNY plus"). The winning contest entry at **Michigan Technological University** was **FOCUS** (Fast Online Catalog User's System). **York University's OPAC** is called **YORKLINE**.

Correction: The **University of Pennsylvania**'s OPAC is named **PennLIN**. It seems we had it right once, but then we "corrected" it and made it wrong. So we've corrected our correction. Thanks to Jane Bryan, head of Penn's reference department, for setting us straight (we hope).

**OPAC NAMES**

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<tr>
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<th>OPAC Name</th>
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<tr>
<td>ACORN</td>
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<tr>
<td>BEACON</td>
<td>Grand Valley State University</td>
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<td>BING</td>
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<td>West Chester University</td>
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<tr>
<td>CLIO</td>
<td>Columbia University</td>
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<tr>
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<td>ELIXIR</td>
<td>SUNY-Binghamton</td>
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<tr>
<td>FOCUS</td>
<td>Michigan Technological University</td>
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<td>JANUS</td>
<td>Johns Hopkins University</td>
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<td>LOLA</td>
<td>Louisiana State University</td>
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<td>LUSI*</td>
<td>University of Texas El Paso</td>
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<td>LUMINA</td>
<td>University of Minnesota</td>
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<td>LUSC</td>
<td>NASA</td>
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<td>MINERVA</td>
<td>University of Louisville</td>
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<td>MILEN</td>
<td>University of Michigan</td>
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<td>MORRIS</td>
<td>McMaster University</td>
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<td>McColl University</td>
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<td>OASIS</td>
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<td>ORBIS</td>
<td>National Geographic, Yale University</td>
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<tr>
<td>PENNLIN</td>
<td>University of Pennsylvania</td>
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<tr>
<td>VIGGO</td>
<td>University of Virginia</td>
</tr>
<tr>
<td>YORKLINE</td>
<td>York University</td>
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</tbody>
</table>

* Pronounced too EECK

Who's implementing what?

NOTIS users are usually happy to help others. The information provided here, which supplements the information in the NOTIS User Directory, may be of assistance to NOTIS users who wish to contact other sites in order to exchange information.

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

**Columbia University**: June 1989—Acquisitions


**SUNY-Binghamton**: June 1989—Acquisitions, Serials January 1990—Circulation, main library

**University of Louisville**: August 1989—Circulation

**University of Pennsylvania**: July 1989—Circulation

**University of South Alabama**: November 1989—Circulation

**University of Virginia**: September 1989—Circulation

**University of Wisconsin—Madison**: Summer, 1989—Circulation

**Virginia Commonwealth**: June 1989—Acquisitions, Serials August 1989—Circulation

**Western Kentucky University**: Summer 1989—Online Public Catalog

**Yale University**: March 1989—Online Public Catalog, Keyword/Boolean, Serials January 1990—Circulation

**Yale University**

* Pronounced too EECK
NOTIS has selected the 886/867/868 and 899 fields to receive the holdings data that now resides in the A60 fields of your volume holdings records. Release 4.7 will provide two conversion options, each with several choices. Summaries of program logic for the two options accompany this article.

On the basis of the obvious choice for those who have entered labels in A60 fields to identify supplements and indexes, in most other respects, the two options are similar.

In MFHIL format, the 866/867/868 fields are defined as holding data for titles, supplements, and indexes and the NOTIS-defined 899 field has a single subfield 1a for holdings data. These fields were selected over the 863/864/865 (also used for holdings data) since the latter are intended to be used with "paired" fields (853/854/855) in which you define the publication pattern corresponding to the holdings. Most NOTIS users have not entered publication pattern information in their volume holdings records.) In addition, the 863/864/865 fields have approximately twenty subfields each, whereas the 866/867/868 have only four subfields each and are more suited to receive the typically minimal holdings data that appear in a NOTIS volume holdings record. Because the 899 field has only one subfield, it is also suitable to receive minimal holdings data.

You may immediately begin to "upgrade" your MHL record by creating online (or possibly buying from a vendor and tape loading) the "paired" fields, but you cannot delete the 866/867/868 or 899 fields. In this initial release of MFHIL, NOTIS will use only the 866/867/868 or the 899 fields for displaying holdings data in OPAC and those fields will be the only ones initially used for future import/export programs developed by NOTIS to communicate holdings.

"Shelved as" titles

The conversion programs handle "shelved as" titles in the following manner. When the conversion program encounters the character string SHELVED AS, the title that follows will be placed in the MHL record in an 892 field, subfield 11. If, in the next A60 field, the program encounters an asterisk (*) or blanks before a subfield 1a, the following character

- SUMMARY OF PROGRAM LOGIC—OPTION A CONVERSION PROGRAM

1. The installation will choose an Enclosing Level value of either '1', '2', '3', '4', '5', 'm', or 'z'.
2. The installation will choose an 862 Indicator 2 (Number/Location Relationship) value of either blank, '0', '1', or '2'. The 862 Indicator 1 is undefined.
3. The installation will choose whether holdings data in VHLD Field A60 Subfield 1a and moved either to a corresponding MHL Field 899 Subfield 1a or to a corresponding MHL Field 866 (with a Subfield 6 value of 0) Subfield 1a.
4. If 866 is chosen, the installation will choose an Indicator 1 (Level of Specificity) value of either blank, '0', '4', or '5', and an Indicator 2 (Type of Notation) value of either '0' or '1'. If 869 is chosen, both indicators will be blank since they are undefined.
5. For each VHLD A60: if the first Subfield 1a begins with the character string SHELVED AS then delete the string SHELVED AS; and any blanks immediately following and move the remaining characters in subfield 1a to 853 new subfield 11 else if the first Subfield 1a is blank then move the characters in the second Subfield 1a to 863 new Subfield 1x else if the 866 option is chosen then if the character string '3D-N' exists then move the characters in subfield 1a preceding the string to 866 subfield 1a and delete the semicolon and move the remaining characters to 866 subfield 1x else move the characters in subfield 1a to 866 subfield 1a else move the characters in subfield 1a to 890 subfield 1a.
SUMMARY OF PROGRAM LOGIC—OPTION 8 CONVERSION PROGRAM

1. The installation will choose an Encoding Level value of either '1', '2', '3', '4', '5', 'm', or 'y'.
2. The installation will choose an 882 Indicator 2 (Number/Location Relationship) value of either blank, '0', '1', or '2'. The 852 Indicator 1 is undefined.
3. The installation will choose an 868/7/8 Indicator 1 (Level of Specificity) value of either blank, '3', '4', or '5', and an 868/7/8 Indicator 2 (Type of Notation) value of either '0' or '1'.
4. The 852, 866, 867, 868 fields will appear in the record in numerical order with the correct repeat numbers assigned. Only one 852 will be created for each MILD record.
5. For each VHL A60:
   if the first subfield is blank, to field 862 new subfield 1a.

   move the remaining characters in subfield 1a to
   new 866 Subfield 6 of new subfield 1a.

   else if the first subfield 1a begins with the character string 'SUPPLEMENTS' then delete the string 'SUPPLEMENTS' and any blank immediately following and move the remaining characters in subfield 1a to new 867 Subfield 6 of new subfield 1a.

   if there is no asterisk then move the character string to 866 subfield 1a.

   else if there is an asterisk and the asterisk begins subfield 1a or is preceded by only blanks then if there is a preceding subfield 866

   then delete the asterisk and any blanks immediately following and move the remaining characters

   else if the first subfield 1a is blank then move the characters in the second subfield 1a to

   new 852 new subfield 1x.

   else check the first subfield 1a for a single asterisk followed by a blank or a character other than asterisk

   then move the characters in subfield 1a to new 852 new subfield 1x.

   then move the characters in the second subfield 1a to

   new 852 new subfield 1x.

   if there is no asterisk then move the character string to 866 subfield 1a.

   else if there is an asterisk and the asterisk begins subfield 1a or is preceded by only blanks then if there is a preceding subfield 866

   then delete the asterisk and any blanks immediately following and move the remaining characters

   then delete the string 'IN-DEXES' and any blanks immediately following and move the remaining characters in subfield 1a to 852 new subfield 1a.

   else delete the asterisk and move the remaining characters in subfield 1a to 852 new subfield 1a.

   Those who are inserting blanks or an asterisk before continuations of "shelved as" titles in the initial and successive A60 fields of a volume holdings record should encounter fewer problems in converting to the MILD record.

   NOTIS will carefully test for this contingency and make sure that the above is an acceptable solution for "shelved as" title continuations.

CONVERTED MHL D RECORD: 899 Option

CONVERTED MHL D RECORD: 866 Option
OPAC display of holdings data

Regardless of the options you select for your conversion, the transition from volume holdings to MHLD records will be transparent to your OPAC users (provided you have been consistent and careful in your entry of holdings data). The three screen samples on the preceding page show a sequence of holdings data "before" and "after" the conversion using Option A. The following screen sample is the OPAC display.

If the record has an 899 field, the holdings data from that field will display in OPAC. If the 899 field contains the character strings "ID=n" or "ID=n" (the NOTIS trigger for item record creation), the characters will be suppressed from the OPAC display. All other data in the 899 field will display exactly as it appears in the record.

If the record does not have an 899 field, the holdings data will display from the 866/867/868 fields exactly as it appears in the record.

Display constants [e.g. "FIELDED AS", etc.] will be used in the OPAC displays; the field tag/subfield will prompt the display programs to use the appropriate label. You will no longer need to key in these constants as you now do in the volume holdings record.

Online maintenance

Once NOTIS users have installed Release 4.7, operators with appropriate security will be able to display, create, and edit MHLD records in staff mode. If you decide to convert processing unit by processing unit, you will still be able to display, create, and edit volume holdings records at the same time. Once you have completely converted to MHFD, all functionality associated with volume holdings records will no longer be available.

The range of online commands for the new MHLD record is shown in the accompanying list, "MHLD Commands." For some records, you may decide to add fields and data to create more complete records. Below is a display of a fairly detailed MHLD record. Notice that the 899 field has been retained (even though the holdings data also appears in the 863 field) since, in this initial release, only the holdings data in the 899 field (or 866/867/868 fields) displays in OPAC.

<table>
<thead>
<tr>
<th>Command</th>
<th>Function</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ch1</td>
<td>create record</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>ch1 1</td>
<td>linked to CCN 001</td>
<td></td>
</tr>
<tr>
<td>ch2</td>
<td>create record</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>ch2 2</td>
<td>linked to other CCNs</td>
<td></td>
</tr>
<tr>
<td>ch3</td>
<td>display record</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>ch3 1</td>
<td>linked to CCN 001</td>
<td></td>
</tr>
<tr>
<td>ch4</td>
<td>display record</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>ch4 1</td>
<td>linked to CCN 001</td>
<td></td>
</tr>
<tr>
<td>ch5</td>
<td>display record</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>ch5 1</td>
<td>linked to CCN 001</td>
<td></td>
</tr>
<tr>
<td>ch6</td>
<td>display record</td>
<td>from clear screen</td>
</tr>
<tr>
<td>ch6 66</td>
<td>regardless of processing unit</td>
<td>(same functionality as the current MHLD command now allows. The use of the processing unit code is optional.)</td>
</tr>
<tr>
<td>more</td>
<td>same as bib</td>
<td>from MHLD screen</td>
</tr>
<tr>
<td>back</td>
<td>same as bib</td>
<td>from MHLD screen</td>
</tr>
<tr>
<td>same</td>
<td>same as bib</td>
<td>from MHLD screen</td>
</tr>
<tr>
<td>done</td>
<td>same as bib</td>
<td>from MHLD screen</td>
</tr>
<tr>
<td>keep</td>
<td>identify CCN to which a record is to be linked</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>keep 1</td>
<td>to be linked to the CCN to which the keep command has just been issued</td>
<td></td>
</tr>
<tr>
<td>keep 2</td>
<td>Identify CCN to which a MHLD record is to be linked</td>
<td>from copy holdings screen</td>
</tr>
<tr>
<td>keep 3</td>
<td>to be linked to the CCN to which the keep command has just been issued</td>
<td></td>
</tr>
<tr>
<td>dont</td>
<td>to indicate that the MHLD data being displayed is to be copied to a new MHLD record</td>
<td>from MHLD screen</td>
</tr>
</tbody>
</table>

NOTE: the purpose of the KEEP and DER commands are to enable the user to derive records either (a) from within the same copy holdings record or (b) from different copy holdings records regardless of processing unit or institution group.
Security for MHLD records

Field security has been based on typical work assignments where various departments may contribute to holdings information. The STAT field has its own security since the values can freeze the record (e.g., for ceased title) or code for deletion and suppress the OPAC display.

Changes to the copy holdings record

Creation of a MHLD record will automatically cause the "MHLD" line to display in a copy holdings record as shown below.

The iv subfield of the location/call-number field will no longer be used. Only one MHLD record may be created per copy statement and the system will prevent creation of a MHLD record for a copy statement that already has a linked holdings record.

For more information about MHHL

Presentations on MFHL are scheduled for the NOTIS Users' Group Meeting (NUGM) on September 27–28 in Chicago. If you have not already registered for NUGM, see your LIB1 for information.

In addition, NOTIS is holding a serials control workshop in Chicago prior to the 1990 American Library Association Annual Conference. See our May issue (number 42), page 31, for a registration form.
### Special Supplement

**Release 4.6: A user's overview**

We plan to issue NOTIS Release 4.6 of the Library Management Software in September 1989. It is currently installed and in test at two beta sites—the University of Illinois at Chicago and Brigham Young University.

New and revised chapters of user documentation related to release 4.6 will be included in User Documentation Update No. 19 (September 15, 1989). Technical documentation to support the release will be included in Technical Documentation Update No. 12 (October 15, 1988) scheduled for early mailing in late September.

In addition to enhancements and fixes to a number of existing features, Release 4.6 includes the new Merged Heading Index (MH) in staff mode.

The following overview of 4.6 features should help you plan for installation. This is a tentative list and provides only highlights. Details will be provided in the documentation. Changes to the NOTIS tables are identified as applicable. All table revisions will be documented in the NOTIS Library Implementation Manual and included in User Documentation Update No. 19.

#### MERGED HEADING INDEX IN STAFF MODE

**Changes from NOTIS 4.5:**

None—new feature.

The Merged Heading Index is a new NOTIS index structure that integrates authority records and bibliographic records into a single index of author, title, and subject headings. MH features include index display of cross references, expanded index record length, online updating of most indexed fields, and various "views" of the index.

A new print feature allows you to suppress the display of a bibliographic record from the Merged Heading Index in the OPAC-like view. (MH in public mode, scheduled for NOTIS Release 4.7, will allow suppression of a bibliographic record from the OPAC.)

You must continue to use the old author/title and subject indexes for OPAC in parallel with MH. For that reason, the documentation for this feature will add new chapters to the manual.

**Table Changes:** NOTIS Table LC101TB1 (define Merged Heading Index)


#### FIELD DISPLAYS

**Changes from NOTIS 4.5:**

Corrects truncated displays of lengthy fields; adds an element to the bibliographic record fixed field; updates the tag tables.

The maximum display length of the 505 field in the bibliographic record and the 665 and 675 fields in the authority record have been increased.


#### TAPE COMMAND

**Changes from NOTIS 4.5:**

Activates a previously non-operable function.

The tape command facilitates sending records to vendors by allowing you to copy bibliographic records to tapes in the NOTIS-MARC format.

**Table Changes:** NOTIS Table LC104TX1 (security authorization)

AUTHORITY RECORD LOADER

Changes from NOTIS 4.5: None—New Feature

An easy-to-navigate load and update feature is new to NOTIS 4.5. The feature is designed to simplify the process of adding or updating records. It is easy to use and requires no special training.

NOTES:

- Use the load and update feature to add new or update existing records.
- The feature supports multiple record types, allowing for flexibility in data entry.
- Provides real-time updates to the database, ensuring accuracy and timeliness.


New Additions:

- L5390, L5390, L5390

REVISED NEW/DROPPED

- Changes from NOTIS 4.5: None—New Feature

A new feature has been added to NOTIS 4.5 that allows users to easily update records. This feature is designed to streamline the process of maintaining accurate data in the system. It is accessible to all users, regardless of their level of expertise.


New Additions:

- L5390

HAS COMMAND

- Changes from NOTIS 4.5: Enhanced functionality

The system now supports encryption for all data transmitted over the network. This ensures that sensitive information is protected from unauthorized access.


New Additions:

- L5390

SYSTEM MESSAGES

- Changes from NOTIS 4.5: Revised messages for technical services operations

A number of system messages have been added or updated to improve communication with users. These messages provide clear and concise instructions for technical services operations.


- Revision to system messages for technical services operations.

NOTES:

- Use the revised messages to ensure clear communication with users.

Training for Release 4.6

Three NIMG 49 sessions will be devoted to Release 4.6:

- "Overview of 4.6" (Sessions 41G, 41G, 47G)
- "Installing NOTIS: MOD 4.6" (Session 278)
- "Installing NOTIS: VSS 4.6" (Session 278)

Beginning in late fall, the User Services Group will be offering an authorities training session.