News Flash: New Serials Control in 5.1!

Two new features added to Serials Control

Serials librarians will be pleased to hear that NOTIS will incorporate two requested features into the new serials control module, which is included in the NOTIS Library Management System Release 5.1 and KeyNOTIS Release 1.2.

1. When you establish a caption/pattern record for a copy statement, a four letter label (to be defined) will appear in the copy statement to indicate this fact—just as "MHLF" and "ITEM" appear now to indicate linked holdings and item records.

2. We will provide a procedure to cancel receipts that will reset the prediction algorithm and the receipt history appropriately. This feature has not yet been sent to the beta sites. We will have more details available by ALA Annual in San Francisco.

Team NOTIS Represents Customers

We have the winners! In November NOTISes, Leigh Williams, former chair of the VSE SIG, solicited volunteers to participate in Team NOTIS. She asked interested Tech1's to submit a letter outlining their experience and stating why they would like to be part of this exciting new endeavor to improve NOTIS' communication.

Our goal is to improve the quality of service by making communication with Tech1's more open and direct, while encouraging an exchange of ideas between customers and NOTIS. Team NOTIS

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Bulletin

Last Customer Support photos are on pages 5–7
**NOTIS NEWS**

Support Update: NOTIS Listens

This update is to inform you that NOTIS is listening to your feedback and is extending telephone support for Release 4.6.1 until August 2, 1992.

This date coincides with the termination of our contract with BRS, when NOTIS customers must have installed NOTISearch as their keyword search engine. We know that many of you are working hard to move to the current release, and we want to continue supporting you in your efforts.

We thank you for your feedback; it has provided us with the information we required to extend our support deadline.

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**NOTIS Users Enthusiastic about ProPAC**

NOTIS users made very favorable comments about ProPAC, the graphical user interface client prototype that we demonstrated in the NOTIS booth at the 1992 ALA Midwinter. Several people who visited the booth asked for literature and a demonstration diskette.

We will have informational materials available in the next few months. Please watch NOTIS for an announcement.

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**A Reminder about Volume Holdings and MARC Holdings**

As you know, with LMS Release 5.0, NOTIS implemented the MARC holdings format to replace the volume holdings format. While Release 5.0.2 supports records in either format, LMS Release 5.1 will only support MARC holdings. Because of this impending change, we encourage sites that have not yet converted their volume holdings to MARC holdings to do so as soon as possible.

Sites may use either LCA990IC or LCA999IC to convert volume holdings, with LCA999IC designated for use with specially formatted volume holdings records. Since these jobs and their associated programs will not be included in Release 5.1, conversion will need to occur prior to upgrading to that release.

Consult NOTISesS5, the Technical Reference Manual, or information supplied with your Release 5.0 upgrade instructions for more information.

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**LMS Release 5.1 Performance Testing**

NOTIS has asked the 5.1 beta test sites to complete the following tasks:

1. Capture NOTIS 5.02 statistics - CPU utilization, memory use, I/O counts, for an average week in February.
2. Install NOTIS 5.1 in production without location being activated in the public catalog. Capture the same usage statistics for the second week of the production test.
3. Implement one or more location-based catalogs in the production OPAC. Be as close to “full production mode” as possible. Capture the same usage statistics for the second week of the production test.

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Team NOTIS (continued from page 1) is a part of the process in achieving our goal. This process is one that the MVS/SEIS SIG chairs have helped realize. The committee will work with the SIGs and NOTIS.

Team NOTIS is not designed to diminish the SIGs’ responsibilities, nor is it designed to burden the SIGs unnecessarily with new duties. The committee’s charge is to act as a link between customers and NOTIS and to help make some tough decisions about how products and services are developed.

We would like to thank all of you who volunteered. We were happy with the response and appreciate your interest in our venture. The selection was not easy, but we could pick only four people from those who applied. The Team NOTIS committee is comprised of the following individuals:

Tim Prettyman—University of Michigan
Mike Seadle—Cornell University
Alan Alexander-Manifield—Purdue Univ.
Paul Asay—Indiana State University

These Tech's represent years of experience with NOTIS and a knowledge base that encompasses the latest releases of LMS, MDAS, and GTO, as well as MVS and VSE, CICS, VSAM, and SAS.

We held our first “team raising” in February. The meeting’s agenda was to define the role and responsibilities of the committee, determine how it can best represent users, and ascertain the most effective way to work as a team with NOTIS and MVS/SEIS SIGs. Look for notes from that meeting in future issues of NOTISes.
Update on NOTISrv

We have finished the beta test and will soon offer access to our new bulletin board service, NOTISrv, to all Libr. and Tech's.

Initially, NOTISrv will contain problem reports from our Problem Tracking System, code solutions, DocAlerts, and tips from the Support Solutions column in NOTISrv. The information in NOTISrv is organized by product in a directory structure so it's easy to use. You can search for information online or you can download files and build your own database.

In addition, there is a mailbox for reporting problems and issues to Customer Services.

To activate a NOTISrv account, you will be asked to complete an online application form. The first time you log in, you will be asked to submit all Libr.'s and Tech's.

XChange Application Form

Please provide the following information to help us activate your NOTISrv account registration. Your account will be set up within five business days of your request for access. A confirmation will be sent to you by mail. If you have questions, please call us at (708) 866-1100 during normal business hours. Thank you.

Your name:
Desired login account ID:
Password (can be changed later):
Institution name:
Street:
City:
State/Province:
Zip/Postal code:
Voice telephone number:

Online Application Form in NOTISrv

New Self-Paced Study Guides in the Queue

Since the beginning of the year, the Documentation Services Department has undertaken the task of revamping the NOTIS library management system. After completing the self-paced study guide for a module, you will have acquired a thorough understanding of the features of that module and be confident and able to use that area of the system proficiently.

Currently, we are looking for reviewers who would be interested in reviewing the self-paced study guides when draft copies are completed. If you are interested in reviewing one or more of the new self-paced study guides when a draft copy is available, please contact Mary Urbaheim at (708) 866-4555.

The Support Behind the Scenes in Customer Support Services

This is the final article to introduce the individuals who represent Customer Support Services. Our focus this time is on the members of the department who support all three teams of Customer Support Services, and NOTIS Direct, which is the heart of the department.

We installed NOTIS Direct, formerly the Automated Attendee, in October. NOTIS Direct's responsibility is to direct a customer's call to the appropriate module specialist on phone support and take you directly to that specialist. Remember when you used to call in and more often than not, your call would go to voicemail. Now when you call, you are put directly through to a specialist, although you do have the option of waiting on hold or leaving a message. In the event of a problem occurring, our average response time is only 10 seconds.

NOTIS Direct's top management recognizes the importance of research, mine phone system requirements, and produces daily and weekly documentation reports. To help with this, it is imperative that NOTIS Direct's questions are answered in a timely manner.

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As Customer Support Services analyzes these reports, we look at work load distribution so we can identify our peak work time and add required staff.

When customers do not take full advantage of NOTIS Direct's features and press 0, NOTIS Direct cannot provide statistical analysis of customer issues. Calls that do not go through NOTIS Direct's questions are not included in reports. We rely upon these reports to provide customers with the best phone assistance possible and to separate out issues in which NOTIS can be proactive.

Real time events are monitored and displayed by NOTIS Direct. Thresholds have been set so that when action needs to be taken in a particular area, NOTIS Direct's screen turns red. This enables the Customer Support staff to identify at a glance where they need to extend resources at any given moment.

Who Manages Customer Support Services?

Carole Norris is the Customer Support Services Manager. You may recognize her because she came to PTSD more than three and one-half years ago as manager of the User Services Group. Carole strives to build team work internally and with customers. By listening to customers and implementing procedures, she strives to make Customer Support Services more responsive to its customers.

After receiving her B.A. in English at Temple University, she obtained her M.S. in Library and Information Science at Drexel University. She has also done graduate course work in management and supervision at Villanova University.

Carole's previous position at BRS as manager of Training and Regional Marketing prepared her for both of the positions she held at NOTIS.

Little did we know when we welcomed Carole to Chicago more than three years ago, that she would become a Chicago zealot after a lifetime of being a Philadelphian! Carole can often be found on the tennis courts or ski slopes honing her skills. When she can get away, she loves to travel. In September, she had the opportunity to visit Scandinavia. She even toured Hamlet's Castle.

Cheryl Wallace, Support Center Administrator

The Administrator—Making Sure It's a Smooth Operation

Cheryl Wallace is the Support Center Administrator. Cheryl concentrates her efforts on insuring the real time support center is running smoothly. She gathers NOTIS Direct's statistics and reports, makes sure team work stations have the tools required to do the job, logs incoming fax and Binet requests from customers, and monitors PTS to make sure records are updated and that they get a status report. Prior to coming to NOTIS, Cheryl worked in the phone center of a marketing research firm in Evanston. She joined NOTIS in 1989 as a secretary for Conversion Services and System Development. She was the customer service representative for two years before accepting her current position. Cheryl has an extensive background in business and customer service. Cheryl is concerned about the quality of education. She is an elected council member serving her second term as president of a local school council in the Chicago public school system.

Cheryl keeps busy helping people in need, primarily children. What little free time Cheryl has is filled with her interests in singing, dancing, and reading.

Customer Support Services Responds to Satisfaction Survey

We hope our introduction to the Customer Support Services staff has made the people with whom you speak when calling NOTIS a part of your team. These people draw upon a diversity of experience with software and systems, which improves the quality of service so that NOTIS can provide to its customers. Working as teams, sharing knowledge and backgrounds, provides better solutions more efficiently.

The next time you need to call (708) 866-1100, FAX (708) 866-9018, or Internet NOTIS@NUAACCACNS.NWLEDU, you know there are specialists working with you to locate your answer. NOTIS and its customers working together make an unbeatable team.

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brown bag, training program, where key technical people share their knowledge. For example, Customer Support Services would schedule an informal training class before a new product gets released and have an expert teach them about the functionality and capabilities of the new release. Both training programs will likely involve training Customer Support Services staff in areas such as, functionality, customer feedback, professionalism on the phone, and response time.

Goals of the Expertise Task Force
Chris Cegulis, who heads up the expertise task force, said one of her group’s goals is to help Customer Support Services staff become more familiar with new products both technically and functionally prior to their release. She said Customer Support Services has to start to look ahead to what new products are being developed, which requires strong communication systems. As products are developed, more communication between Customer Support Services and Systems Development will help Customer Support Services to identify formal training needs. This type of communication between the two departments has already been put in place. Chris also said the department needs continuing education in modules and needs to become more closely familiar with how customers use the NOTIS system. She said we need to understand how customers are customizing NOTIS by getting feedback from SIGs, Team NOTIS, and inhouse librarians who have been at the customer sites. A part of this continuing education effort includes Customer Support Services holding informal training programs among themselves to share each other’s expertise in a particular module.

Another important aspect of expertise is Customer Support Services’ skills and experience in troubleshooting problems. Chris said the department must identify courses to help perfect its troubleshooting skills so that staff can more quickly resolve issues, get the correct information to customers, and get it to them quickly. Chris said Customer Support Services needs the expertise to get to the root of the problem; to figure out what diagnostic and problem solving skills are appropriate to the question at hand.

Chris said sometimes it takes too long to solve problems because the support staff hasn’t gathered the right information up front.

Resolve Time
Customer Support Services will be examining the following areas: (1) how long it takes to resolve customer’s issues; (2) what factors are involved; and (3) what inhouse barriers exist to resolving issues efficiently.

Resolving customer’s issues promptly is a company-wide concern; everyone gets involved at some point. Customer Support Services will attempt to identify and eliminate any barriers that keep them from resolving your questions in a timely manner.

Goals of the Resolve Task Force
Jerry Spedal’s group is focusing on the following actions to improve resolve time:
• Increase the percentage of problems that are resolved immediately by increasing the percentage of time that a specialist for each module is available in the phone support center.
• Pass problems immediately to the appropriate team.
• Increase teamwork by getting help from teammates and regularly discussing all open problems with your team.
• Increase expertise.
• Implement a procedure to notify Customer Support Services when a problem has been fixed in an upcoming release, so those who worked on the problem are notified and can inform the customers.

Carole said our key to success in resolving your problems is to improve our first call resolution ratio. We also need to focus on our internal tools, such as our Problem Tracking System. We need to decide what areas need to be enhanced to provide you with a better base to resolve customer issues. Customer Support Services has already taken an important step to resolve your problems more quickly by establishing the Customer Phone Support Center. Our key to success in resolving your problems is to answer your questions on the first call and that is our goal. You can help us in this goal by using the automated attendant, “NOTIS Direct.”

Status of Problems
In the satisfaction survey, you said we need to give you a current status report of any problems you have reported to us. For example, if we are planning to resolve a problem in a future release, we need to let you know as soon as possible. You have told us how crucial it is for us to become more proactive; get information to you before you have to call us. A proactive approach on our part saves everyone time and effort.

Goals of the Status Task Force
Bill Drowett’s team is working on the status issue. His team’s focus is on identifying the real barriers to status, one of which is the most likely communication. Bill wants to ensure that the department does not only address a small part of the problem but rather addresses the problem as a whole.

Bill said some of his concerns are using the telephone, Bitnet, and the fax machine most effectively. His team is considering internal standards to improve how Customer Support Services gets information to you. The team also would like to investigate how automation can improve our effectiveness in communicating to you. “NOTIS Direct” is an example of the type of automation that Customer Support Services has put in place to improve how we communicate with you.

“We are working to communicate better both internally and externally. Our goal is to let customers know quickly and accurately the status of problems reported to NOTIS, and to keep customers well informed of those difficult problems that take some time to resolve,” Bill said.

By the time this issue of NOTIS reaches you, Customer Support Services already will have made progress on the expertise, resolve time, and status issues. Carole believes that the three issues are interrelated, and that if we are successful in solving even one of these issues, then it will be a big step toward solving the others remaining. By the end of the first quarter, you will see changes in all of these areas. Of course, all of these and other issues that concern you, also involve many parts of NOTIS. We in Customer Services are committed to taking the time and making the effort to produce significant improvement in those areas that you told us are of the greatest concern to you.
What Is Zero Level MDAS?

Zero Level MDAS is a new product we are offering to our customers who want the control features of MDAS in their OPAC without locally mounting external databases. Zero Level MDAS provides you with the following features:

**Full Search Stack**
You will have the same search capabilities that are available in MDAS. Zero Level MDAS allows you to review a list of your last 10 searches. You can modify any search on the list and re-execute it.

**Mark, Print, and Download**
The mark command is available in the footer of the bibliographic record display, holdings display, and index screens. This command enables you to mark specific records, indexes, or guide screens for printing and downloading. The mark command is part of the MDAS 1.3 development. The print command is a menu option on the index screen, bibliographic record display, and Holdings display. You can print a single record, a range of records, individually designated records, or every record. The print command is also a part of the MDAS 1.3 development.

The send (download) command is available from any screen. When you issue the send command, the system displays a screen telling you how many records will be sent and asking you to confirm that you want to download the records.

**Navigator**
In addition to the features listed above, Zero Level MDAS provides you with the Navigator. Navigator allows each site to organize the resources that are available from the NOTIS software. Navigator addresses the issue (created by MDAS and location-based catalogs) of how to tell the user about the various files available.

Navigator is designed to make it easy for patrons to move among various NOTIS products and non-NOTIS applications. Navigator provides access to multiple OPAC databases; in other words, multiple NOTIS institution groups.

Navigator has the following features:
- Creates local menus of databases
- Groups files into logical database groups
- Supports multiple OPACs
- Supports multiple OPACs

Supporting multiple OPACs enables you to define the first OPAC screen as the Navigator menu rather than locking into one catalog. The Navigator menu provides patrons with access to multiple OPACs from that beginning screen. Before Navigator, if you had multiple OPACs, patrons could not access more than one institution group's database from the same locked terminal.

With Navigator, for example, if your site has defined separate campuses as separate institution groups or you are a consortia where each consortium member has a separate institution group or your library has set up separate institution groups for local history files, rare books, or newspaper clippings, then you can have unified menu access to all of these catalogs.

Navigator is a NOTIS-designed front-end. You no longer need to develop your own front-end to compensate for the inability to access multiple catalogs from a locked terminal. Furthermore, because we have developed a front-end for you, you will not have to worry about redeveloping your front-end every time a new release comes out.

Now, every release will be compatible with Navigator. In addition, you can customize text on any of the help, explain, introduction, and news screens for each of the institution groups by using the links transaction.

Zero Level MDAS is scheduled for release in summer 1992. If you are interested in more details about Navigator, please contact your NOTIS Marketing Representative or call NOTIS Marketing and Sales at (781) 866-0156.

What it Takes to Get Out New Releases

In this ongoing column, we report the status of forthcoming product releases through a summary of recent Customer Services Division activities.

**LMS 5.0.2**
The early release sites are playing a valuable role in contributing to the quality of LMS 5.0.2. We are incorporating the suggestions and information we receive from these sites into upgrade instructions, documentation, and the code.

- The Release Integration and Distribution (RID) Department shipped LMS 5.0.2 to several early release sites.
- Integrated code revisions for the index screen into the RID test regions as the OPAC Special Interest Group suggested (see the article in this month's issue of NOTISnet).
- Completed preparations to re-ship LMS 5.0.2 to the early release sites pending successful testing of the index screen message.
- Incorporated additional fixes into the release. Testing of these additional fixes, described in this month's Support Solutions column, is complete.

**LMS 5.1**
RID has received a complete set of LMS 5.1 libraries from Systems Development and has prepared a fully functional MVS testing region.

Customer Services has made several beta sites with software, JCL, and documentation as identical to the 5.1 general release as possible. By doing this, we anticipate valuable feedback from the beta sites in all areas of the release, not just the functionality of the code. These initiatives include the following:

- To ensure that the 5.1 upgrade process used by the beta sites will be the same as general release, RID prepared the 5.1 tape for Systems Development to use in their shipment to the 5.1 beta sites.

- Customer Support Services has completed producing JCL for all new 5.1 batch jobs. This will be included on the 5.1 beta tapes for testing.

- Documentation Services has completed beta documentation on Predictive Check-In, Location-Based Catalogs, and all new 5.1 batch jobs. This allows the documentation to be tested in a production environment by the beta sites. Revisions to the documentation will be made prior to general release based upon feedback from the beta sites.

- Prior to ALA Midwinter, RID hosted a day and a half session for four members of the Serials Special Interest Group to receive hands-on experience with Predictive Check-In functionality.

- As part of several initiatives to begin preparing staff to support 5.1, RID presented a class to all NOTIS staff on the fundamentals of using Predictive Check-In.

- Twenty individuals, representing all departments of Customer Services, are continuing in-house testing of 5.1. Systems Development has turned over fixes for reported problems and RID incorporated them into the RID test region for re-testing.

- The Professional Services Department has completed an agenda for a Predictive Check-In workshop for customers.

- Customer Support Services has begun a project to review all existing JCL to identify and make improvements to be included with the 5.1 general release.
NOTIS details how we handle any problems you report.

Many of you have asked how NOTIS handles reported issues. To ensure attention to these issues, we have established a Customer Services Review Committee (CSRC), which meets weekly to provide and monitor information on problems, questions, difficulties, or complaints reported by customers or staff about NOTIS products and services.

While NOTIS management examines all priority 1 and priority 2 problems, CSRC examines all priority 3 and priority 4 problems open to them. The committee determines the seriousness of the problem, assigns a ranking code of high, medium, or low, and opens the problem to the appropriate department or staff member for resolution.

The committee uses the following guidelines to assign rankings to problems.

- HIGH: usually addressed in the next release of the product
  - No method to circumvent the problem
  - Conflicts with explicitly stated functionality
  - Results in abends or incorrect error messages
  - Constitutes serious impediment to work flow
  - MEDIUM: usually addressed when the relevant module is modified for reasons other than the identified problem
  - No method to circumvent the problem
  - Could be construed as conflicting with functionality implicit in the software
  - Constitutes impediment to work flow
- LOW: usually not addressed
  - Method available to circumvent problem
  - Problem apparently due to data or procedures at one site

Once a determination is made, the committee communicates the status back to the individual or department working on the problem. The customer(s) reporting the problem are then apprised by phone or letter of the current status. All open problems are periodically re-examined, to assess whether any new activity or information justifies a change in ranking.

The committee consists of one representative from Systems Development, three from Customer Services, and one representative from Sales and Marketing. The Customer Services manager serves as chairperson and as the committee's liaison to the management team. The support center administrator maintains and updates printed procedures for the operation of our internal Problem Tracking System and is responsible for insuring that all affected records or problems are updated to reflect current status.

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MDAS Load Programs

An Update from Conversion Services

The 1991 MDAS Enhancement Survey ranked the following as the most requested load programs to be developed for MDAS:

- MLA International Bibliographic (H.W. Wilson)
- Dissertation Abstracts International (UMI)
- Newspaper Abstracts (UMI)
- Periodical Abstracts (UMI)
- CINAHL
- Biological Abstracts (BIOBASE)
- Social Sciences Citation Index
- PAIS

Our Accomplishments in 1991

During 1991, Conversion Services developed a load program for three UMI databases: ABI Inform, Newspaper Abstracts, and Periodical Abstracts. UMI Data Courier is reformating their Dissertation Abstracts International to be used by the UMI Load Program. When that becomes available, we will test the database with the UMI Load Program and implement MDAS uses that they can load Dissertation Abstracts.

What to Expect in 1992

Early in 1992, Conversion Services completed a load program for CINAHL (Cumulative Index to Nursing and Allied Health Literature). Wayne State is in the process of converting this database. When a number of sites have indicated interest in this file, Conversion Services has contacted H.W. Wilson to convert the MLA International Bibliographic database. At the present time, Wilson has not finalized negotiations to distribute MLA. When negotiations are complete, we will begin working on the load program.

In summary, the eight top ranked databases from the enhancement ballot, Conversion Services has completed or is working on five of the data bases. Added to that, we are working on load programs for the Agricultura Database, Books In Print, and Company Names (IAC). These load programs were requested and purchased by individual sites and will be ready for distribution by the end of May.

If you have any questions or suggestions for MDAS load programs, please contact Bill Easton at (708) 866-0159.

ALA Focus Group Wants Report Package

At Midwinter ALA, an informal focus group met to discuss the possibility of Conversion Services developing software that would produce reports for the NOTIS system. Users from seven sites attended this focus group (Wayne State, Stanford University, Brigham Young University, Vanderbilt, NASA, Texas A&M, and Virginia Commonwealth).

Also attending were the following representatives from NOTIS: Bill Easton, Manager of Conversion Services; Ann Greenstreet, Account Representative for Conversion Services; Ben Burrows, Project Coordinator for Professional Services; and Elizabeth Petmann, Administrative Assistant for Customer Services.

Everyone agreed there is a need for more reports to be available in NOTIS. These reports would cover all of the modules of NOTIS and also include different utility reports, such as an inventory of books, and writing out a specific field from any NOTIS record. The discussion was a "wish list" of different reports to be included in a report package.

Conversion Services is putting together the preliminary specifications to create a report package. These specifications will be sent to all participants in the focus group for more input. We will then look at feasibility study to see if there is a market for this product. If this report package becomes a product, we plan to distribute the software in fourth quarter of 1992. If you have any questions, call Bill Easton at (708) 866-0159.
Tape Loading into OCLC Is Successful

Conversion Services has been frequently asked if NOTIS has software that will export the NOTIS bibliographic record onto a tape in MARC format in order to batch load the records into OCLC. As many of you know, it is possible to use the NOTIS TAPE command to mark records you want exported and to convert them to US MARC using LCN070B. Both NOTIS sites and OCLC have confirmed that this is possible and that it works well.

A few sites have called Conversion Services to verify that LCN070B does export the record in US MARC, which is acceptable to OCLC. They stated that OCLC will evaluate their records and give them a status report. There is a small fee for this service.

To verify that LCN070B did indeed satisfy OCLC’s requirements, with the help of a NOTIS user, Conversion Services sent a tape with approximately 127 Bib records to be evaluated by OCLC. The vendor evaluation is as follows:

- All but two of the sample records were for books (the two were serials). All contained properly formatted unique keys: the LCN in the 010, ISBN’s in the 020, ISSN’s in the 022 and OCLC control numbers in the 035 with NUC preface and no intervening spaces. These records would match in batchload on the unique keys.
- Each record contained a unique 001 identifier; the 008 fields were of the correct length and did not contain fill characters. Lengthy fields contained no pad-to-end-of-line clusters of blanks.
- In the leader, bytes 6 and 7 (Type and Bib Level) were present and contained valid codes, but byte 5 (Rec stat) contained the invalid code “m.” This invalid code would be flagged as an error; records containing the invalid code would not be added to the OCLC Online Union Catalog as original cataloging.

In follow-up conversations with OCLC, two points can be made. First, it is not necessary to have your tapes evaluated for batchloading into OCLC. If you use the generic LCN070B program, that evaluation is complete. Second, the “m” in byte 5 of the leader is a valid character for NOTIS MARC but not for USMARC and OCLC-MARC. It is defined as “record transferred from another computer system” in NOTIS.

OCLC is suggesting that we modify LCN070B to change the “m” value to a valid USMARC value from the set (n, p, a). However, LCN070B was modeled after LBC206, which was created to export records to BNA for authority control. In that case, you would not want the “m” value in byte 5 changed. Conversion Services will modify the program to accommodate both exporting to BNA for authority control and for tape loading to OCLC. This will be in effect in the next general release of Conversion Services Generic Programs.

If you have any comments or questions about this report package, contact Bill Easton at (708) 866-0199.

Release 5.1: New Serials Control Questions and Answers

The following questions were submitted by NOTIS users to the Serials Special Interest Group (SIG) in the period October 1991—January 8, 1992. The questions were then grouped together under topical headings and sent to NOTIS for a response. Here are answers to those and other questions. Related questions have been grouped together under topical headings. In order to save paper, references are sometimes made to existing NOTIS articles where answers may be found.

Any NOTIS site with the DEMO2 diskette version of the new serials control features (to be included in NOTIS Library Management System Release 5.1 and KeyNOTIS Release 1.2) should be aware that the version on that diskette is now out of date and should no longer be relied upon as a completely accurate reflection of the new functions with regard to specific actions or details. It continues to provide a sense of the look and overall functionality of the new module.

Some users also provided comments in addition to their questions. Those have been passed on to appropriate NOTIS personnel or are addressed in some of the responses. We appreciate your remarks.

The new marketing booklet, NOTIS Solutions: Serials Control is now available. It provides fairly detailed information on the new features and is available at no charge. Please be aware that it does not include information on the present method of serials check-in (that continues to be supported in Release 5.1).

NOTE: These responses are current as of January 15, 1992. Subsequent internal testing and beta-testing may result in changes before general distribution.

Two corrections should be made to those of you who have the handout distributed at the Serials SIG meeting duringALA Midwinter in January 1992. Question #3 (which is #4 in your handout) under MHLBD has been corrected in this article. Question #3 under Concerns will be published in the April issue of NOTISes. It should be “The title has been added to the caption/pattern screens.” This change was recently made at the request of the beta sites.

LSYS

1. Is there a limit to the number of authorized location groups that can be entered in an LSYS record for serials processing?
2. Is there a limit? LSYS permits operators to be restricted to serials processing for specific locations within each processing unit. Therefore, an operator could be authorized for all, some, or no locations within each processing unit.
3. Does LSYS provide an option so an operator can be given complete create/update authorization for serials control EXCEPT authority to delete caption/pattern records?
4. Yes.
5. Are check-in & MHLBD automatically linked or are these considered two separate functions?
6. These are not linked; they are separate functions. Both will be used for any future import/export program.

4. "Authorized supervisors can easily add, update, and/or delete security authorizations... at any time." (NOTIS Solutions: Serials Control, pg. 16) Does it just apply to the serials control component or to the entire system?
5. The intent of the language was to indicate that security authorization for using the functions in the new serials control module follows the same pattern as already exists in NOTIS software. In other words, you must explicitly identify the functions that an operator can or cannot perform, based on specific records or operations. Release 5.0 allows the system administrator to identify individuals who can make changes to security authorizations by NOTIS work units, or processing unit. A serials department head could, for example, be authorized to add, change, or delete security authorizations for serials check-in clerks.
Receive New Item

1. What is done in the situation where a periodical has regular base issues for which the predictive capability is desired, but occasionally there is also a supplement, which is not received in a pattern? Should the supplement be received on the O/P/R, and if so will it also display? Or should a pattern be created for such supplements as, and if, they arrive?

2. You have the option to receive supplements or indexes separate from the base issue, provided you establish caption/pattern records for them. You are not required to do this. We would not recommend using a receipt statement in an order record. We would suggest using public notes field in the MHLDF record or the copy-level notes field as an alternative to LSER. If the supplement or index begins to follow a regular pattern, you may then want to create caption/pattern records for them and check-in using LSER.

3. Does it even make sense to consider situations that use both LSER and the O/P/R for receipts of the same title?

4. We say "probably not." However, we certainly understand why you need both in a transition period and the choice is yours.

5. If no priority for check-in has been established, how does the default work? Does the system default to copy holdings order regardless of the absence of order linkages or MHLDF records? Does the system default only to copy holdings statements for which caption/pattern data has been created? In what order?

6. The system defaults to the copy status order in the copy holdings record if no receipt priority has been defined. Any copy statement for which a linked caption/pattern record has been created will be displayed in LSER according to the designated receipt priority or, if none, the copy statement order. LSER ignores any copy statement for which there is no linked caption/data record. The existence of an order or MHLDF record linked to the copy statement has no affect on receipt priority.

7. How does the operator know when to override the default receipt priority and for which copy? Do you have to check the Receipt Status/History screen for each location and then return to the Receive New Materials screen to complete check-in? Use PP9 for each location?

8. Receipt priority can be applied if there is more than one copy of a title being received. An operator will see only those locations for which he has authority to perform check-in, in whatever order applies—either the receipt priority value or, if none, the copy statement order of the copy holdings record.

9. Overriding receipt priority presumably will occur when a special situation is known (possibly as indicated by a check-in note) and the operator has been authorized to override. The situations requiring overrides will be locally determined. You do not have to check the Receipt Status/History screens to do an override.

10. Does receipt priority display on any of the screens besides the caption/pattern record (e.g., Receive New Materials/Expected Copies screen)?

11. Yes. The receipt priority is the order of locations on the Receive New Materials/Expected Copies screen.

12. Navigation: we saw prompts for changing to the bibliographic record on some of the LSER screens; what about easy navigation to the O/P/R, which will presumably still contain relevant information about the ordering and paying of the subscription?

13. The operator needs to exit LSER and be authorized to access the order record. LSER is designed for check-in and holdings maintenance. Information from a copy statement appears in LSER at check-in. If special situations require certain acquisitions information, it can be added as a check-in note. We are aware that some NOTIS users would like a window to the order record. However, this is not a feature of Release 5.1.

14. Are all fields in the labeled view of the bibliographic record pulled from only the MARC bibliographic record?

15. Yes.

16. If the MARC bibliographic record is updated, are corresponding fields on this labeled record automatically updated? Can the site decide which fields of the MARC record will display on the labeled view (e.g., 245 & 246 titles)?

17. Yes. No; however, a very large number of fields display. For example, for a serial format bibliographic record, you will have the following labels for the MARC title fields: TITLE (245); TRANSL TITLE (242); and OTHER TITLES (240,246,247,270,240). Also included in the display will be the format, standard numbers, all of the 700/710/720/730/740.

18. Once receipt is recorded, is there any way to delete it?

19. Deleting the caption/pattern record deletes the receipt history for the issues received under that caption/pattern. Deleting receipt of individual issues is under review.

20. Why are the function keys inconsistent with other NOTIS files? For example, on the receiving key screen, use PF2 to retrieve the bibliographic record, instead of the normal PF6. Or is the PF2 now used in all functions to retrieve the bib record? Either way, it does a great disservice to the staff.

21. Function keys in LSER, LSYS, MSYS, and certain new features in Release 5.0 (e.g., FY close, global heading change) conform to recommended guidelines that IBM has developed for a common user interface. Function key assignments in previously developed portions of the NOTIS software do not conform to any standard, undoubtedly because none existed at the time.

22. We are aware that this change may cause confusion initially; however, we have made a commitment to align with the industry standards. As we investigated workstation technologies, this standard seemed important enough to make a break with past practice.

23. Can the COPIES-in-Hand: field on the Receive New Materials screen be set up so that a character must be explicitly input by the terminal operator? Or maybe have it blinking reverse video? Anything to immediately draw the terminal operator's attention to that field; it's so easy to argue someone blindly checking in "all" copies for different titles, when maybe only one actually was received for each.

24. When this screen is displayed, the system immediately positions the cursor in the COPIES-in-Hand field. Depending upon your terminal, you can make the cursor blink.

25. On the Receive New Materials/Expected Copies screen, is it possible to require an explicit action code for each copy received? (i.e., not allowing PF10 to complete the receipt of issues). (This is similar to that in the previous question.)

26. No. This and the previous question indicate that there is a concern about receiving items without proper attention. We understand this and the design has taken this into account. You must perform a field by field compare, step by step to ensure receipt of an item. If any value on the initial receipt screen is altered, the system requires the operator to verify the change by a series of prompts before proceeding to the second receipt screen. We believe that there are adequate safeguards built into the system.

27. Is it necessary to return to the Record Selection screen for each issue of the same title? (If different issues were received at the same time, would the record have to be searched ten times?)

28. Each issue must be checked-in separately; however, multiple copies of one issue may be received in one transaction. We are looking at the ability to return to the first check-in screen after recording receipt to accommodate situations where you receive more than one issue at once—we agree that it does not make sense to require you to search for the check-in record repeatedly.

29. Is it necessary to return to the Processing Action Selection screen to check in a supplement or index, even if that piece arrived at the same time as the regular issue? And will that require another search for the record?

30. Yes and yes. You are updating separate MARC fields for base fields, supplements, and indexes. Remember that you do not have to establish captions/pattern records for supplements unless you want to do so. You may decide to handle those in note fields for purposes of the OPAC display. But, that means you cannot predict the next expected issue. In many cases, that may not be desired if no real pattern exists.

31. Is it possible to call up a view of the MARC tagged record from the check-in system? (Sometimes important processing data may be "hidden" in that record, in fields suppressed from public display.)

32. No; however, a labeled view of the MARC bibliographic record can be called up by pressing the PF2 key at various points within LSER.

33. The USMARC format for holdings doesn't seem to accommodate ordinal numbers. Is this correct?

34. Yes, it is correct.
the standard for the communications format and, as such, does not prescribe the form of the data contained in MARC tagged fields. That is covered in the ANSI Z39.44 standard which recommends the use of Arabic numerals. Nevertheless, ordinals can be used in LSER and it will predict on them.

17. We told you that NOTIS staff that the system handles Roman numerals, doing addition, prediction, etc. Is this correct? The ANSI holds standard says to put things into Arabic numerals (4.6.1.1).

17. We recommend you follow the ANSI Z39.44 standard and use only Arabic numerals, but LSER can accept and predict using Roman numerals.

Receipt Status/History 1. What fields can be modified on this screen? 2. There are three screens. No changes can be made on the Receipt History: List of Copies or Receipt History: Selected Copies screen except to make the next selection. On the Receipt History: Selected Item screen, you indicate whether the issue is bound or not (Y or N) if the issue has a status of received. For reporting issues, various status indicators and a note can be entered on this screen as well. You can also get to the same screen by selecting Outstanding Item from the Processing Action screen.

2. The Receipt Status/History: Selected Item displays the dates issues were received. Why don't these dates appear on the Receipt Status/History: Selected Item screen? Copy screen. Having that information on the copy screen is really important if this is to truly be a "history" of the receiving patterns.

2. Both the actual date of receipt and the expected date of receipt appear on the Receipt History: Selected Item screen. The system uses the actual receipt dates too as well as the data from the caption/pattern record to predict the next expected date of receipt for the next expected issue.

3. The help screen for Receipt Status/History: Selected Item lists values for Action Response (AR). Where is this listed on the Receipt Status History: Selected Item Screen? It does not appear in the example shown on page 38 of NOTIS Solutions: Serials Control.

3. They would appear if the issue was "expected." If the issue has a received status, the only information that can be updated here is whether or not the issue has been bound.

4. As a subset of the Receipt Status/History screens, does all data entered on those screens automatically update the Outstanding Items screens? Will this work in reverse, i.e. from the Outstanding Items screens to the Receipt Status/History screens?

4. Yes. Yes.

5. If Action Response is a value of 1 (Future date), does the operator set the future date? Does it replace the date in the Expected (EX) field?

5. Yes. No.

6. If Action Response is a value of 2 (Response code) does the operator key "sub-values" 1-8 and their printed tags are recorded? Are these tags part of the 60 character note field or in addition to this field length?

6. Yes. The notes field on this screen is separate.

7. What happens when the (AR) 2 value is 6 (Canceled)? Is check-in prevented? Is this set when the MARC bibliographic record is created?

7. Check-in is prevented when you use the cancellation feature from the Processing Action screen. Indicating the last issue expected on that screen prevents check-in of any future issue. This does not update the bibliographic record; it must be dealt with separately.

8. What happens when the (AR) 2 value is 7 (Out-of-print)? Is check-in prevented if issue is later received? Would the issue display twice in OPAC—received and as out of print in the missing label?

8. No. If you received the issue later, the system would automatically change the status to "received" and update all appropriate records, including the OPAC display. The Receipt Status/History screen would preserve the expected date and actual receipt date. You could add a note if you wished, but only if you wanted that information for staff use since it does not display in the OPAC.

9. Will the system automatically remove the lost, etc., codes from the missing field in the OPAC and update/delete those codes when the issue is received?

9. Yes.

10. If a claim is made on the OPR, would it automatically be recorded in the (AR) note field of Outstanding Items: Selected Item and the note field of the Receipt Status/History: Selected Item screen?

10. No.

11. Could you explain the claiming process. As I understand it, an issue appears on a notification report when an expected issue is not received. Then a supervisor does something to indicate that the issue should be claimed. Some one creates a claim in the OPR and goes back to LSER to add a note in Outstanding Items: Selected Item. When a supervisor decides that an item should be claimed, what does he/she do to indicate that the item should be claimed and how is check-in staff notified? Once a claim is created, is there some action date trigger in LSER if there is no claim response, or will staff use the OPR based Expired Action Request List for notification?

11. Once an issue appears on an action list as overdue (i.e., it has not arrived by the predicted date), each library can decide how to handle the claim. We recommend using the report to mark those items for which a claim statement should be created in the order record. The same list may also be used to update the issue's Receipt Status/History screen with the appropriate code value indicating that a claim has been made.

When the issue arrives, the check-in operator will simply check in the issue as usual, except that s/he will change enumeration/chronology information as appropriate on the Receive New Materials screen. When the issue updates the Receipt Status/History and the OPAC display. The system generates a report that lists all late items received. That list can then be given to an operator to close the claim statement in the order record. In some cases, one operator might perform all of the above tasks. In that case, you might not need to rely on the printed reports. If you want to alert an operator that an issue has been claimed, you could add a check-in note to display on the Receive New Materials screen. But, that is not necessary and in our opinion simply slows down the check-in process.

The claim statement in the order record works as it always has if you set an action date and it expires, the record appears on the expired action request list for order records.

We are aware that a more streamlined claiming function would be desirable. Release 5.1 focuses on: (1) prediction in conjunction with the MARC format; (2) streamlining the check-in process; (3) verifying holdings maintenance; and (4) creating an on-line receipt history.

12. Would claim information made on the OPR record automatically update this record?

12. If you understand the question correctly, the answer is no. A claim made in the order record does not interact with LSER.

Holdings Data Maintenance 1. Under what circumstances would a user want to delete caption/pattern data and receipt history?

1. To delete holdings received under that caption/pattern record. Presumably, this would be done whenever you de-access holdings, e.g., discarded printed issues when the microform version arrives.

2. Is the date in the Pattern Starts field (displayed on the Receipt Status/History: Selected Item screen) a date that can input in the caption/pattern record? Is the date on the pattern based on the date the caption/pattern record was created? If it is the record creation date, what happens in cases where the creation date is unrelated to the date(s) covered by the caption/pattern record?

2. The Pattern Starts date on the Receipt Status/History screens is the date that the pattern became effective; it is system-supplied. "Effective" here means the first expected date of receipt for the first issue to be received under a caption/pattern record.

3. Will the language field (Holdings Maintenance—Leader and Fixed Fields) be optional? If so, will it support all of the languages in the USMARC Code List for Languages? Will the language table be part of LSYS, in a table, or hard-coded in a program?

3. This data can be added to the MARC record. Valid codes for use in language element 840. MARC fixed field are in the NOTIS MARC 840 table. Earlier versions of LSER (as shown using the DEMO2 diskette) had screens for language data; they are no longer there.

4. When frequency information is added to the predictive data, is this code along the lines of the bibliographic screen for the frequency?
FREQ? Or does that require duplicate data entry?

4. You enter them in each record separately, but remember that you must have a MARC bibliographic record before creating a caption/pattern record. A serial format record will have a frequency if you are tape loading or using GTO to download records. Once you select Holdings Maintenance Action in the Person Action, you can display the labeled view of the MARC bibliographic record and check the frequency before proceeding to create the caption/pattern record.

5. Will there be any connection between items charged to lost or missing and the lost status on the Receipt Status/History: Selected Item screen?

5. No. The 5.1 OPAC display of holdings has the capability to show circulation status of items (by using information from the NOTIS item record in the Person Action, as it does in prior releases) and to show the non-receipt/current status of individual issues, using coded values from the Receipt Status/History screen for each issue. The latter allows you to identify issues missing from a bound volume.

If you barcode individual issues, you could charge it to missing or lost; you could also use the Receipt Status/History in LSER. If you did both for any issues, you would have the information appear in both places in the OPAC display (if you choose to display both—they are both optional under Release 5.1).

For more information on OPAC displays, see the January 1992 issue of NOTISSet.

6. Can caption/pattern records be created if there is no MHLDS record?

6. Yes.

7. Is there a table available that defines the tags or explains them?

7. The MHLDS tag is defined in the USMARC Format for Holdings Data and by using the printed version of the NOTIS MARC tag table.

8. How is the link between copy holdings and check-in made? For the NOTIS Solutions: Serials Control example on p. 15, Is AALL50-002 the NOTIS record # and copy holdings statement # to which this caption/pattern record is linked?

8. Yes. LSER uses data from the copy holdings record. The number in the example is the NOTIS record number and the copy statement number.

9. When an alternate level is designated in the caption/pattern record, does the system then allow receipt/check-in if only the alternate level is present on the issue? Would it record the item by the alternate level in the receipt history?

9. Yes and yes. The system uses as enumeration/chronology data whatever level(s) have been defined on the caption/pattern record. What is entered on the caption/pattern record is what will display on the Receive New Holdings screen and what will be used in the receipt history.

10. What is the length of the fields in the caption/pattern record? Is there a table listing the field lengths (especially the combined items fields)?

10. The enumeration/chronology fields are ten characters in length and accommodate virtually all of the valid NISO codes. Documentation will identify field lengths and valid characters. Also, the accompanying help screen gives you valid codes, characters to use, etc.

11. Are there help screens for setting up caption/pattern data?

11. Yes. Every LSER screen has an accompanying help screen.

MHLD

1. How does "create or update holdings data in the MHLDS record through and/or online downloading from a source utility, e.g., OCLC or CD-ROM MARC database" (NOTIS Solutions: Serials Control, p. 20) work? What MHLDS fields can be created or updated via downloading?

1. See the GTO documentation and the NOTIS Library Implementation Manual: The System Control File for details on downloading holdings data using GTO and a utility to create a MHLDS record. Defining your GTO parameters as is part of the LSYS file in Release 5.0. Of course, to create a MHLDS record via GTO, there has to be holdings data in the utility record.

2. Does NOTIS plan to continue using open-ended holdings statements (e.g., "no. 14 (1987-)")? This is contrary to ANSI holdings standard level 4, which calls for the library to describe what it owns, not what it anticipates owning.

2. Each library can determine what ANSI Z39.44 standard level it will use when entering data in a MHLDS record. LSER for the time being will use a modified level 3 for the retrospective holdings statement.

3. Is it possible to have both an 866 and an 899 in the same MHLDS record? If so, where does LSER place its 863 data in the OPAC? Is it after the 866 data or after the 899 data?

3. Yes, but the system displays from either the 866/77/8 or the 899, not both. If you choose to display data from both LSER (866/4/3/0) and the MHLDS record (866/77/8 or 899) in the OPAC, the MHLDS data displays first.

Cancellation Processing

1. When a staff member tries to check in an item after the last expected issue of a canceled subscription, the item is listed on an exception report, which is not generated until that night. Is this a check-in record created? Is there any warning message displayed to the staff member to prevent them from further processing of that issue?

1. Cancellation processing has been changed since we last reported to the Serials SIG at the 1991 NUGM. Once you identify the last expected issue and it has been received, the system blocks check-in of any subsequent issue.

2. Is the Cancellation: Selected Copies screen free text? Is there a note field? Length?

2. No. If you need to add a note, you can use the check-in note.

OPAC Display

1. What displays in the OPAC when the new check-in is being implemented? Does the last R statement recorded in the OP/R have to be removed when starting to use the new check-in for that title? Do they both display together? Does only the new record display if present?

1. Each library chooses the issue to begin check-in using LSER. Receipt statements will still be used in OPAC displays even if you start using LSER for check-in of the same title. See the January 1992 issue of NOTISSet for complete details.

2. For OPAC display, is the "last issues received" based on enumeration/chronology or receipt date? If it is based on receipt date, what happens when a claimed or replacement issue is received and LSER is still "bound"?

2. NOTIS Solutions: Serials Control implies that any unbound issues received prior to receipt of an item with a bound status will not display in the OPAC.

2. It is based on the last fifteen issues that were received. That is the issues that have a status of "received." If they have any other status, they are not "current issues" for purposes of an OPAC display.

It is true that any unbound issue received prior to receipt of an issue with a bound status will not display in the OPAC under the label for "current issues." Nonetheless, you must indicate whether or not an issue is bound. The default is "No" for the bound status.

3. NOTIS Solutions: Serials Control (p. 45, middle of page) says the system will display up to 15 receipts, starting with the last issue received until it encounters an issue with the status of "bound" or the 15th issue. What about titles where the issues are received out of order, and there are bindings (e.g., the 15th issue Bioclinica et Biophysica Acta. There are 3 issues per volume, but they arrive out of sequence. Sometimes it takes months to complete the volume (or receipt). Is this okay, so the system could encounter the "bound" signal sometime in the first 15, then we are missing a lot of current issues as far as the user is concerned. Couldn't the system simply look for the first (or latest) 15 unbound issues?

3. The default is "No" for a bound status. You may choose when you mark the issue as "bound." This type of situation suggest that you take advantage of the ability to display "missing" issues in the OPAC.

3. Is it possible to suppress the OPAC display of the open entry (based on the earliest LSER item with a status of "bound") in "Lib Has"?

3. Yes, if you select to display only the data from the MHLDS record.

5. In the OPAC display for serials receiving data, is it possible to suppress all of those new fields (e.g., next issue, current issue) until the caption/pattern data has been set up for all titles? Could we choose to permanently suppress select fields from the OPAC, while still using the system to check-in?

5. Yes, except that you cannot suppress data from LSER for "current issues." Once you start using LSER for check-in, your "current issue" data will start coming from LSER.

March 1992
New Training Course Designed for Lib1’s

Professional Services has developed a new training course for Lib1’s. Our goal in providing this course is to make your day-to-day tasks as a Lib1 easier.

We want to help you prepare for the modifications in LMS Release 5.0, 5.0.1, and future releases of KeyNOTIS. For those of you who have been appointed Lib1 after the original training at your site, we want to help you get up to speed with NOTIS. As librarians, you have more control over LMS, and Professional Service’s Lib1 training can work with you to help you become more comfortable with your new responsibilities.

We designed our Lib1 training course to be a one-on-one session between a NOTIS staff expert and a Lib1. This one-on-one session promotes the Lib1’s awareness of NOTIS’s tools, which are available to enhance their ability to work with the software. This session also prepares Lib1’s for a role as liaison between their site’s staff and NOTIS.

Nancy Hurin, Professional Services Training Coordinator, presented the one-day training course to Jean Vik, Acting Automation Librarian at the University of Texas at Dallas (UTD). Jean was recently appointed Lib1 at UTD and requested training to acquaint herself with her new position.

Jean has worked with OPAC as a reference librarian and has worked on committees during the implementation of NOTIS at UTD; but as Lib1, she faces new responsibilities and interactions with the NOTIS system and staff. UTD is now running Release 5.0 and has Release 5.0.1 in test. Nancy’s one-day training session covered the following topics:

- provided information on NOTIS’s documentation that customers receive when they purchase our software
- explained how to use the manuals, troubleshooting guide, and problem log
- described the steps to follow when tracing a reported situation

...I think having Nancy here speeded up my learning curve by at least a year...” said Jean Vik, Acting Automation Librarian at the University of Texas at Dallas.

Jean said the comfort level and effectiveness achieved in a brief time is well worth the training and she would recommend the Lib1 training without hesitation. Jean said, “I would have been able to reach the same comfort with the system that I am currently at on my own but not nearly as quickly. Learning about the functions and the requirements of the Lib1 position would have been attained mostly through reading the literature and asking questions of other people, a self-training type of experience. I think having Nancy here speeded up my learning curve by at least a year. Also, for a new site, I feel the Lib1 training would be a necessity because Nancy’s NOTIS expertise made me feel much more comfortable about my job."

Take advantage of 5.0.1 Lib1 training. Call us at (708) 866-4853, or FAX us at (708) 866-9098. Professional Services wants to help your site assimilate Release 5.0.1 features as quickly as possible and prepare Lib1’s so they can be confident in their responsibilities.

The Cataloging and Authority SIG wanted us to convey this information to you.

NOTIS Develops Batch Purge Programs with Release 5.1

We have developed purge programs for bibilographic/copy holdings and authority records (LD2560), item records (LD2570), and MARC holdings records (LD2580) to be disseminated with Release 5.1. We presented this information to the attendees of the interest group meeting at ALA Midwinter on January 26, 1992.

Bibliographic/Authority Record Purge

The bib/authority purge program deletes authority records or paired sets of bib and copy holdings records. Parameters are chosen from among the following options:

- Type of run:
  - test (default)—generates reports only
  - production—carries out deletes and generates reports

- Type of records to purge:
  - bib/copy holdings
  - authority

Scoping down:
- limits run to a single processing unit; the default is all processing units
- limits run to a particular bib key range

Saving purged records:
- writes deleted records to tape
- writes deleted records to disk
- does not write deleted records (default)

Special status options:
- deletes only logically deleted bib or authority records where the second position of the STAT field is equal to D (default)
- deletes both logically or partially deleted bib or authority records (any capital letter in the second position of the STAT field)
- deletes all records regardless of status

All eligible authority records will be deleted. A bib record will not be purged even if the Purge All Records option has been chosen if there are:

- any linked item records
- any open orders
- any MARC holdings linked to a copy holdings statement

Item Record Purge

This program purges item records, and no provision is made to distinguish between linked and unlinked item records. Both types will be processed in the same way.

Parameters may be chosen among the following options:

- Type of run:
  - test (default)—generates reports only
  - production—carries out deletes and generates reports

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Scoping down:
- limits run to a single processing unit; the default is all processing units
- limits run to a particular item key range; default is no key range limit

Saving purged records:
- writes deleted records to tape
- writes deleted records to disk
- does not write deleted records (default)

Special status option:
- reports items with status withdrawn
- does not report withdrawn items (default)

Type of records to purge:
- full record purge (Delete any item, including orphaned items coded D or O in the status field)
- subrecord purge (Delete any item coded deleted in the substatus field)

Situations prohibiting full item record purge:
- bill and fine record linked to item
- current charges (when tag C20 is present)
- holds or recalls placed (when tag C62 is present)
- action date in item record (C10 field is present)

No conditions exist for preventing subrecord or orphan purges. When item records are batch deleted from NOTIS, the item records counter on the copy holdings record will be automatically decremented.

MARC Holdings Purge
The following parameters can be chosen as options for this program:
Type of run
- test (default)
- production

Purge to tape, disk, or none. None is the default.

Processing unit: 2 character code or ALL. ALL is the default.

Other options will not be used for the MARC Holdings Purge. This program uses the same validation logic and code as for the bib record purge. When the program is run and the MARC holdings are deleted, the MHLD signifier in the copy holdings statement will disappear.

Knowledge—Transfer: the Academic Library’s Role
This is the theme of the 1992 annual conference of the Wisconsin Association of Academic Librarians, being held April 29–May 1 at the Holiday Inn of Stevens Point. The conference will feature national speakers including Frederick Kilgour, founder of OCLC; Ann Beaubien, President of ACRL; and Sanford Berman of the Hennepin County Library System; as well as Wisconsin experts. Programs will include presentations on CD-ROM, grant writing, technology transfer, serials pricing, subject headings for minorities, collection development, and course-integrated instruction. All librarians are invited to attend what promises to be a stimulating conference. For information, contact Gretchen Farwell (608) 263-7574.

March 1992