ILS Coordinators Committee Meeting
LSO, Columbia
11/4/98

Minutes

Present: John Huang (SLU-PIUS), Richard Amelung (SLU-LAW), Dennis Krieb
(SLU-HSL), Nancy Stancel (UMKC-LAW), Gary Harris (LSO), George Rickerson
(LSO), Robin Kespohl (MU), Helen Spalding (UMKC), Janet Jackson (LSO), Ellen
Grewe (UMSL), Andy Stewart (UMR), Randy Diamond (MU-LAW), recorder

Please post any corrections or omissions.

LSO Update:

1. Mobius Status Report -- George reported that the UM host site agreement is
being finalized. He also announced a reorganization at LSO which is being
undertaken in general because of LSO's steadily increasing workload in support
of its mission and in particular because of the pending arrangement which will
have UM serving as host site for the Mobius CLP. Gary Harris becomes
Assistant Director, Office of Library Systems, effective, November 6, 1998.
He will be responsible for managing the MERLIN Library Catalog and MIRACL
INN-Reach operations. (Congratulations Gary!) For additional details about
the reorganization, see 11/4/98 email from George, Subject: LSO
Reorganization.

2. Service Level Agreement process has been completed, pending UMKC Law
approval.

3. MIRACL Report -- Loading of bib records is complete. An agreement for
handling fines will be announced. Public implementation of INN-Reach is
scheduled for January 4th. Authorized staff can test MIRACL in staff mode,
through the circulation subsystem. Coordinators discussed whether the MIRACL
union catalog should be implemented before January 4th so that patrons won't
have to re-key MERLIN searches in Wash U. and vice-versa.

Action Item: Gary will find out if MIRACL can be turned on for patrons without
enabling the G function prior to January 4th. If this can be done, MRSC will
recommend whether it should be done.

Action Item: Gary to check on status of suppression codes.

4.Transaction file backing up problem/communication issues. There had been
some confusion on November 3, the day before this meeting, about an LSO
message requesting libraries to discontinue using create lists. UMKC reported
calling LSO and being instructed to stop all MERLIN processing (rather than
just stopping use of create lists). Gary will follow up on this particular
call, but this generated a broader discussion about how best to communicate
system problems, like the transaction file backing up. When library staff
observe the system slowing down or not appearing to function normally in some
other way, they should report the problem to LSO. LSO, in turn, needs to
assure that all affected parties receive consistent updates about the status
of system problems and what needs to be done on both ends. Email should

accomplish this more efficiently than individual phone calls, provided the email is sent to all committee listserves.

Action Item: Gary to investigate with III the possibility of LSO getting access to a UNIX prompt for broadcast messages.

5. MERLIN/MIRACL Committee Charge -- Awaiting charge from Directors about MIRACL governance.

Action Item: George to ask Directors about status of draft charge, suggest that we would appreciate an opportunity to comment on draft.

6. UNIX Sendmail bug -- Gary reported this has been fixed.

7. "Action Items" database -- Janet has posted Committee Action Items. These can be accessed from the LSO home page by clicking the Action Item link below the committee name. Janet plans to update the information at least every Friday.

Action Item: The goal is to turn this into an interactive database in about three months.

8. Listserv Archives -- Gary estimates we will have searchable archives in about six months.

9. Licenses -- Will discuss license allocation at the next meeting to determine how many licenses should be returned to III for a refund.

10. Y2K -- Gary reported that III believes this won't be a problem for III products.

Boolean Review Files -- 40 new files have been added to the end of the list of review files. Decided to have these rearranged from smallest to largest to encourage use of the smallest available file. This will be scheduled with III to occur sometime between Jan. 4-8. Files must be emptied before they can be rearranged.

Action Item: LSO to confirm January date with III. Message will be sent to listserves announcing date by which files are to be emptied. LSO will empty any files that are not cleared. Robin to draft guidelines for use of Boolean review files, to be included in the standard for naming review files.

Paid enhancements -- coordinators are concerned about the committees' time spent working on paid enhancement requests measured against III's unwillingness to work with us on all but one of the requests. The process needs to be evaluated, especially to determine whether our requests received due consideration at appropriate levels within III and whether there is room for further negotiation.

Action Item: George to follow up with III about the note enhancement (III's response failed to address the character based staff display). George will also relay our concerns about the rejected requests and ask III for a candid assessment about what level of consideration and support we should expect for future paid enhancement requests.

Load Table purchase -- LSO will buy the load table for the UMSL/MU Antiquarian records project.

Password Authorizations -- It was agreed that the ability to delete records must be authorized to individuals only, not to departments, and that back up of the database be restricted to LSO. Specific authorization restrictions were agreed upon as follows:

12 Report Heading Changes (LSO only)
22 Backup Database to Tape (LSO only)
23 Shutdown the Innopac (LSO only)
24 (Read/write MARC records (authorize with special care)
25 Delete Records of Any Type (authorize with special care)
27 Scope Auth/Rearrange Attached Recs (LSO only)
28 Change Menu messages (LSO only)
30 Passwords and Authorizations (one person per library, unless George approves another arrangement)
32 System Codes and 35 Set System Options (spine label exception - one person per library may be authorized but that person is limited to changing spine labels only)
34 Create Keyword synonyms (LSO only)
42 Send Records to MIRACL (LSO only, pending Gary's investigation of this authorization)
90 See all processes (LSO only)
100 Upgrade software (LSO only)
182 Report Headings Changes Window Cat (LSO only)
191 Create bib w/order, status = 1 (not restricted, but Robin explained that it allows the staff member to do just this one thing, while excluding everything else)

Action Item: Robin will write up these guidelines and add to web page.

55 Purge Fines Paid file (shared file? Robin to confirm whether June Deweese has sole authorization for this one)

57 Globally purge fines (Robin will find out what Circulation Committee's understanding is about this one)

Passwords and Email -- It's possible to password protect the mailer program itself. This will protect against unauthorized changing of e-mail aliases, which occurred recently with the circadm account.

Action Item: Gary to notify III that we want to protect the following four functions with a single authorization: view bounced export mail, view bounced IFTS mail, EMAIL circulation notices, View bounced email orders. The authorization will be called "View Notices/Bounced Email."

Training Days -- MU has four unused training days left. SLU has two. We hope to have III bring customized workshops to us. Three areas of training were identified as in high demand: statistical reports for all modules, circulation subsystem, and create lists/boolean searching.

Action Item -- Coordinators to request staff input before next meeting about

components to be included in customized training. After these components are determined, LSO will work with III to find out when training can be held, number of days required to complete the training, topics suggested by III, and whether they will waive previous limits on number of participants.

TOC statistics -- Vivian provides MQCC with a comprehensive list from BNA. Robin will no longer continue to digest this list.

Action Item Management -- Robin will work on guidelines/procedures for communicating action items to LSO.

Ovid Windows/Java Client --- Dennis alerted us that the switch to a Java client exclusively would present a user/instructional hardship at SLU Health Sciences. The committee agrees that having both clients available, at least during a transitional period, is preferable to having Java only.

Action Item: Gary will pursue the possibility of having both clients available during the transition.

Meeting Dates 1999: 1/6, 2/3 (tentatively), 3/3, 4/7, 5/5, 6/2 and 7/7.
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