

CODI NEWS

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Cataloging Statistics Revision Task Force Report

The Dynix proposal to improve the cataloging statistics reporting function was published in the last CODI newsletter along with a response sheet designed to gather your reactions to the proposal. 59 responses were received in the mail (we have 185 CODI members). Respondents without exception applauded the Dynix effort sending a clear message to Ed Riding and Keith Wilson to move ahead with implementation of a proposal which you indicate will most assuredly meet your needs.

--Theresa Winslow

Questions were raised, however, concerning some of the features mentioned in the proposal. Here are Ed and Keith's response to some of these concerns:

Many thanks to each of you who took the time to respond to the survey. The committee passed copies of the results and comments back to us. One of the things achieved was a quick turn around so that development can begin.

In summary, the comments showed two areas of concern and only one question with the proposed statistics themselves. With these in mind we will be proceeding with final design specs and development with the intent that the new reports can be delivered in a few months. There were a number of suggestions and questions that appeared only once and, while we are not responding to each of those here, they will be taken into consideration as we proceed.

Questions about Dispatch New Items (DNI) and how it could fit into work flow

Some libraries have seen an earlier form of DNI, others knew nothing about the menu option. DNI is intended to be used in place of Checkin, or Update Status of Items to move materials out of technical services area and make them available for use. The function has the look and feel of Checkin, in that there is only a barcode prompt and virtually no other keyboard prompting. It also overcomes some of the shortfalls of using either CKI or USI. DNI intelligently fills holds if needed, changes the status as proper for new materials and directs them to the proper destinations.

We chose to incorporate the new statistics tracking in DNI because it will not add any more steps to processing. It is also the only "clean" place to identify new materials truly added to the collection. This will resolve problems with counting items at order time as new adds, etc. The system will work consistently whether you use acquisitions or not and we can provide precise definitions of what is being counted, as well as tell you how to get things counted by using DNI.

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Next Newsletter Deadline: January 15th

Concern about impact on response time and system performance

Our proposed statistics will not increase the overall processing load on the system. As mentioned above, no new steps are being added. DNI will use less system resources than CKI does, so those libraries will even free up a few cpu cycles. Most importantly, we will be shifting the statistics work from some already cpu intensive steps to DNI which will be very fast. The cpu intensive steps that can be made faster are ordering in acquisitions and adding/updating materials in cataloging. We do look very critically at all of our processing to see that we don't design "processor hogs" into the programs.

Concern about branch vs library-based statistics

The most frequent comments centered on how branch, library, and system statistics would be handled under the proposed reports. First of all, this discussion applies only to unique title (BIB) counts. Items (HOLDINGS) will be counted at branch and library level without any problem. The difficulty arises when trying to count BIB records. If there is more than one agency on a machine (branch or library), there will always be overlaps in the number of BIB records; agency A may own 36,000 unique titles, agency B owns 70,000 and agency C owns 55,000. One cannot simply add all three numbers together to find out how many unique titles there are at all three libraries combined. To solve this problem we will alter our original proposal so you can get a report for both branches and libraries. With this change you can, on demand, run a report that will count unique titles for each of a specified group of agencies. The report will also determine the number of unique BIB records among the group of agencies. Run periodically, the report will let you determine the net changes in BIB for your agencies, though not "adds" or "deletes" specifically. This approach will hold to the objective of not adding to the processing load.

-- Keith Wilson, Dynix

Board Meeting Minutes

• August 2nd

The CODI Executive Board meeting, held by conference call, was called to order by Joanna Tousley-Escalante, president. Board members connected: Matt Bly, vice-president; Chris Matteo, treasurer; Pauline Iacono, secretary; Jerry Brock, member-at-large; Diane Winans, member-at-large; Gretchen Freeman, Dynix representative.

Committee Activities

The Enhancements subcommittees have finished winnowing down the 700+ enhancement requests submitted in 1989. The official ballot will contain approximately 260 enhancements and will be sent to the membership by September 1, 1990. The Enhancements Committee is currently working on a way to notify the submitting libraries if their requests did not make the final cut.

New Members Packets

The Board will be compiling a packet of information to be sent to all new CODI members. The packet will include a copy of the by-laws, list of officers, bulletin board instructions, a description of the enhancements process, some annual conference literature, and an issue of the newsletter. The packet is designed to give new members the basic information about the benefits of being a CODI member.

National and Regional Groups

The Board expressed an interest in establishing ties with other national Dynix users groups. The president will ask if CODI can join their groups and extend an invitation to them to join us.

The issue of the relationship between CODI and the regional groups in this country has arisen again as regional groups become more formally organized. There has been a request for regional representation on the Board and a suggestion that the Board become more of an advocate for individual libraries. The Board asked the Conference Planning Committee to allow time for a general membership discussion of the role of CODI.

-- Pauline Iacono, secretary

• October 11th

The CODI Executive Board met by conference call. Board members present were: Joanna Tousley-Escalante, president; Matt Bly, vice president; Pauline Iacono, secretary; Chris Matteo, treasurer; Jerry Brock, Diane Winans and Mary Ann Walker, members-at-large; Sharon Winters, newsletter editor; Gretchen Freeman, Dynix representative.

A new membership brochure inviting new Dynix customers to join CODI is being prepared by Jerry Brock. This brochure will include a list of items which are included in the New Membership Packet which is sent when membership applications are received.

Over 200 enhancement ballots were sent out and, as of the Oct. 15th due date, slightly over 100 were returned. The ballots will be counted this month with the results announced at the annual conference. The entire enhancements process will be discussed again at the annual conference.

Pauline Iacono has a list of the enhancements that did not make the final ballot and will be happy to send a copy to anyone willing to pay the cost of copying and postage - \$6.00. Requests should be sent to her at the Ramsey County Public Library, 1910 W. County Road B., Roseville, MN 55113. Please include a check made out to the library with your request.

Plans for the annual conference in Provo include topical sessions for cataloging, circulation, PAC, acquisitions, telecommunications options, system hardware conversion, dial access, consortia, work station downloading and linking to other systems and libraries. The CODI bulletin board will be on display and Dynix is planning to set up a small system to demonstrate new modules. The conference will be held at the Excelsior Hotel in Provo on February 28 and March 1, 1991.

-- Pauline Iacono, secretary

2nd Annual CODI Conference

The following CODI members are hard at work planning our 2nd annual conference.

Planning Committee members are:

Dennis Clark, Orem Public Library
Karen Gartner, Bethlehem Area Public Library

Roger Pearson, Nichols Public Library
Jan Woolheater, Plano Public Library
Fran Wright, University of Dayton

Matt Bly, CODI vice president, is the chairman and Joanna Tousley-Escalante is working closely with the committee.

The conference will be held at the Seven Peaks Resort - The Excelsior Hotel. The telephone number is 1-800-824-3676. Please mention that you are attending the CODI Conference when booking rooms.

Delta Airlines is extending a group fare discount for CODI travel. To obtain these discount fares (40% off normal coach and other special fares discounted 5%) call Margene Varney at Murdock Travel (1-800-444-9970). Please ask for her when booking. You should have a credit card ready to be able to take advantage of this group discount fare.

Program activities include a wide variety of group discussion sessions, presentations by Dynix principals, a question & answer session with Dynix staff, an opportunity to see and work with the latest in Dynix software development and hardware, and the banquet Thursday night.

The official registration packet will be sent out later this year, probably in December.

-- Matt Bly

Who's Done What in Libraries

Dynix will publish a new, revised edition for the CODI Conference. This resource can tell you at a glance which other libraries are doing something that your library may want to do. It gives you a chance to ask questions now. To keep Who's Done What in Libraries as useful in the future as its been in

the past, please take some time and review your library's entries in the current edition.

Send any revisions to Gail Wanner at Dynix. There are fellow CODI libraries that would like to take advantage of your experience.

-- Matt Bly

Regional Meetings

The **UPPER MIDWEST DYNIX USERS GROUP (UMDUG)** met September 14th at the Wilbur Aalfs Library in Sioux City, Iowa. Betsy Thompson hosted and conducted the business meeting which was attended by Omaha Public Library, Sioux Falls Public Library, Red Wing Public Library, Coe College Library, Ramsey County Library, Washington County Library, and Dakota County Library.

First item on the agenda was the letter from Karen Gartner, president of the Northeast Regional Users Groups, proposing formalizing the relationship of the regional user groups. The Upper Midwest membership prefers an informal regional structure, where the focus of the group is shared knowledge, discussion of software applications, and the pooling of resources. Flexibility is very important; should a Plains Regional User group meeting be more convenient, members should feel free to attend that meeting. The consensus of the membership did not want the regional user groups to evolve into spokespersons for the libraries.

Second topic of discussion was the cataloging statistics proposal. The discussion was brief, with the membership endorsing the proposal and anticipating the inclusion in a forthcoming software release. The UpperMidwest Users Group would like to salute the hard work and efforts of this committee.

The majority of the meeting was devoted to the discussion of CODI enhancements. The enhancements to the Cataloging, Circulation, Systems Administrator, and Public Access Modules were read with brief discussions on their importance, need and effect. On occasion, the group cited the need for

the ability to vote NO on certain proposed enhancements. The similarities of the users, not whether they were multi-site/single-site, public /academic, were reaffirmed during the enhancements discussions. Armed with the insights, and in some instances clarifications, the members will be completing their individual ballots and mailing them by October 15th.

The next meeting will be January 18th, Red Wing Public Library, Red Wing, Minnesota.

--Kate Olsen

Downloading from the CODI Bulletin Board System

by Jerry Brock

Use of electronic Bulletin Board Systems (BBS) has proliferated throughout the United States. Once the domain of a few special interest groups, BBS have been adopted as the preferred communications tool for a wide array of groups representing many diverse fields. One reason for this increased use of electronic bulletin boards is the ability to transfer data and information from one computer to another. Second, BBS have been utilized as messaging centers through which one person can post an electronic message for registered users who log onto the BBS to read.

CODI currently maintains a BBS. Housed at Nicholson Memorial Library in Garland, Texas, the BBS is used for messaging between libraries. It also contains the CODI board meeting minutes as well as personal computer shareware and miscellaneous information donated by member libraries.

To derive the full benefit of a BBS, users should be able to take advantage of its capability for uploading and downloading computer files (computer software, text files, etc.). The method used to accomplish this will vary with the communications software the user is employing. Two communications software packages in wide use today are *Procomm* and *Crosstalk XVI*. Both employ easy-to-use methods that allow a user to

download files from the CODI BBS to their own personal computer.

Procomm Version 2.4.2

Once you have started Procomm and dialed into the BBS, use the following steps to guide you in downloading files from the BBS to your computer:

1. From the RBBS-PC main menu, select the F for [F]iles.
2. A second menu will appear titled "RBBS-PC File System." At this point you should select L for [L]ist Files.
3. A screen will scroll up your CRT that describes the various directories in which files are stored. Directories are analogous to the drawers in a file cabinet which contain different categories of information.
4. It is at this point that you will select the directory you wish to download *from*. Enter the number 4 for CODI news and announcements and press Enter.
5. After the computer displays the list of available files for downloading, you are prompted to "[R]elist, [Q]uit, or download what?" Proceed by entering the name of the file you wish to download. For this example enter CODI.626.
6. The BBS will respond by searching for the filename you entered. Assuming you entered the name correctly and the file is found, BBS displays the file size and approximate transfer time. The BBS also indicates that "Xmodem SEND of CODI.626 ready. <CtrlX> aborts." It is at this point you must instruct Procomm to receive the file. To do this press the Page Down key on your keyboard. You are presented with a menu allowing you to select the download protocol. Select 1 for Xmodem.
7. You will then be prompted to enter a filename. If you intend for the file to be saved on the A: drive of your computer, put a diskette in your A: drive, type A:CODI.626 and press Enter.
8. The CODI BBS should begin sending the requested file and your computer should be responding by saving it on the A:disk drive. This can be verified by Procomm as a window will appear on your screen providing statistics of the transfer. If this method

proves unsuccessful, repeat the steps, ensuring the correct response to all prompts. If you are still having a problem, call me at 214-205-2520 and I can walk through the process with you.

Crosstalk XVI

Despite knocks against Crosstalk for being somewhat hard to use, downloading files with Xmodem protocol in Crosstalk is even easier than using Procomm. Repeat steps 1 through 6 above up to the point of pressing the Page Down key in Procomm. Follow the steps below for downloading under Crosstalk XVI.

1. Press the Esc key on your keyboard.
2. At the "Command?" prompt enter RXMODEM and press Enter.
3. You should next see a prompt indicating "Enter name of file to Xmodem receive?" As with Procomm you should enter the destination drive name and file name. Select a new file this time by typing A:BD.802 and pressing Enter.
4. A "Receiving file" box will appear on your screen. Below that will be a message which reads "PROTOCOL TRANSFER UNDERWAY - Press Esc to cancel."
5. If the file transfer is successful you should receive a message saying "Download successful".

Both methods for downloading assume you registered on the CODI bulletin board as using Xmodem protocol. The protocol you selected when registering will dictate what protocol you select from the communications software. Some users may have selected Kermit for example.

The full benefit of a BBS can best be derived by taking advantage of its features. If you would like to obtain the information contained on the CODI BBS please dial in, roll up your sleeves, and try your hand at file transfers. If you have any problems, please do not hesitate to call. I will be glad to help in any way.

CODI Bulletin Board Phone Number:

214-205-2576

Voice: 214-205-2520

Tech Tips

Be careful when ordering **BARCODES** or **PREBARCODED PATRON CARDS** from vendors unfamiliar with library barcode applications. Your vendor should be prepared to produce either CODABAR or Code39 fourteen-digit labels with a standard MOD10 check digit algorithm. Print quality must meet or exceed that specified for your particular barcode scanners. Insist on receiving a sample sheet and scan at least half the labels on the sheet at any "Enter barcode" prompt on the system. Report any discrepancies to your vendor. You can assume that barcodes purchased from Dynix meet our technical specifications, but sample sheets will still need approval.

-- Gretchen Freeman, Dynix.

Technical Exchange

Problem Reporting: We are assessing our forms that are used to report problems. Current forms consist of one to report database errors as well as one to report software problems. Prior to making any changes, we would like to review the policies, procedures, and forms used by other CODI libraries.

Please send to Suzy Goldman, Seminole County Public Library System, 230 E. First St., Sanford, FL 32771.

The CODI Newsletter

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