



WINISIS: CURRENT ISSUES AND CHALLENGES

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NLJ Field Programmers

- Function in the field of CDS/ISIS
 - Installation
 - CDS/ISIS, NLJ modules and databases
 - Maintenance
 - Troubleshoot
 - Collect records for the National Union Catalogue (NUC)



Submission of records to NLJ

- New subscribers to CDS/ISIS will now sign a contract indicating their willingness to submit records to NLJ as part of the building of the National Union Catalogue.
 - Signing of the UNESCO contract is still in effect.
- Cataloguing standard must be Level 1 or above

Clients not willing to submit data

- Because:
 - Records may contain private/sensitive data
 - Incorrect data entry practices
 - Typographical errors
 - Incomplete cataloguing of records (Below Level 1)

An In-depth Look



DATA ENTRY ERRORS



SOME COMMON DATA ENTRY PROBLEMS

- Inconsistency in the entry of author names
- Difference in use of full stops, initials, spaces etc.
- Omission of subfield delimiters
- Assigning the wrong subfield delimiter to subfields.
- Typing the Title or author name in the subject heading field.
- Typing the Classification # in the accession number field.
- Incorrect Entry Of Subject Headings



WINISIS

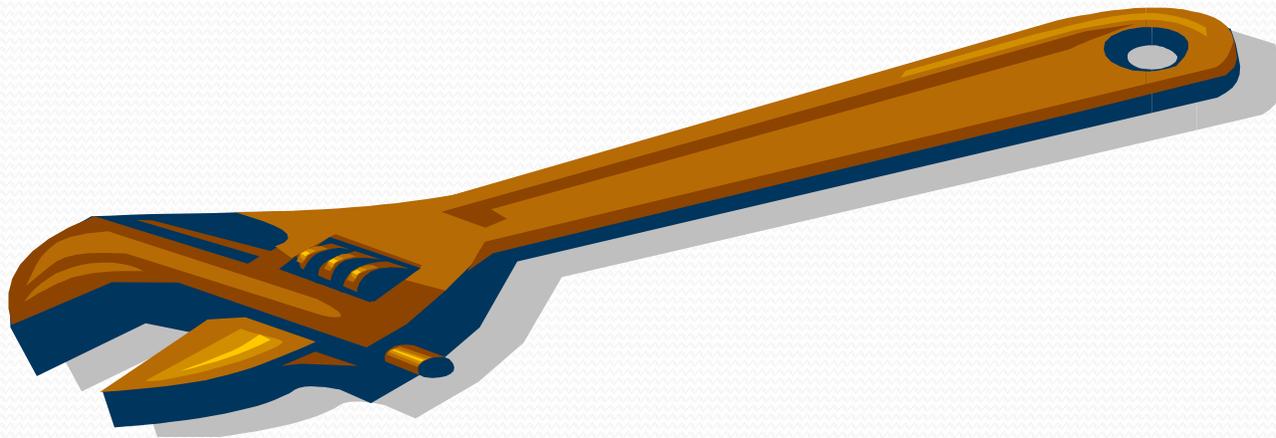
Simple rule

What you put in is
what you get out!

Protect data entry personnel from themselves



Preventative Maintenance



USE VALIDATION FORMATS

- Field
 - Ensure proper use of subfield delimiters
- Record
 - Check completeness of record (Level 1 cataloguing)
 - Eg. Field cannot be saved until crucial fields are added
 - EG. 20: if a(v20) then “Incomplete record!!”

*Where 20 is the field tag



Incorporate Quality Assurance

- There is no shortcut to quality assurance.
- It has to be done by somebody with above satisfactory cataloguing experience.
- Double-check that at least the fields that the record is indexed on are checked.



Level 1 Cataloguing

- Author
- Title
- Publication Data
- Physical Description
- Notes
- ISBN
- Classification Number
- Subject Heading



Some Tips

- Never use an ‘&’ or any character that WINISIS reserves as *control characters* when doing data entry.
- Never search your database immediately after adding new records. Always invert first. *use I/F update
- Be careful when deleting records: *Winisis doesn't physically delete records until they are exported. Instead it performs a logical deletion. You may not be able to discover which records are deleted because of the size of database.*

HUGE TIP

- Try to create data entry manuals to defeat staff turnover, standardize and achieve consistency

Understand the Role of NLJ as your premiere library

- Upgrading your library through digital methods is not as hard or as expensive as you think.
- The National Library of Jamaica is serious about being your tech team on the Ground.



WINISIS is EVERYTHING

- Winisis is *Search and Retrieval*.
- You need to fill the gap between what Winisis cannot do.



GET THE Modules created by NLJ

- Circulation
- Serials and Acquisition control
- Cataloguing database as hinge

Why Cant we get along?



I.T.

Library



IT Guys need to tone
down???

- 
- Circulation does not contain viruses!
 - Nothing is wrong with giving librarians full control of a single folder.
C:\Winisis!
 - Creating a network share with the winisis and circulation data and giving the librarian full control will not cause the network to go Haywire!

CIRCULATION LETS YOU SHUT OUT the I.T. Guy!!!!!!

- Circulation is controlled through login access.
- You can give the I.T. limited privileges for once



Google Cannot replace Libraries

- Google is an advertising company.
- Google results are based on the person with the highest bid
- Google gives a wealth of information. Libraries provide a wealth of service.



BE FAIR

- Libraries need cutting edge computers, scanners, printers and bandwidth too.

- Stick in a few blackberries as well!!!

