

Completed project tasks

Office Work Plan						
Task Number	Task Name	Functional Area	Priority	Completion Date	Notes	
1	Patron Load InterFace development	CIRC, SYSTEMS	1		Needed for beta libraries and gamma libraries; in testing	
2	Oracle database reorganization to reset some parameters	SYSTEMS	1	12/23/2003		
3	Production Load data review		1	2/24/2004	pending additional planning with Ex Libris	
4	Production data load report compiled for ExL		1	2/25/2004	pending additional planning with Ex Libris	
5	Test Aleph ILL functionality	ILL	Sonja, Susan, Mike, Al	2	High	Ongoing
6	Test ISO ILL between ALEPH and PALS	ILL	1	High	ongoing	
8	Test ISO ILL between VDX and PALS	ILL, GATEWAY	1	High	in process; bugs fixed as found	
9	Test ISO ILL between VDX and ALEPH	ILL	1		Duplicate of 7	
12	Build Aleph answerbook	Operations	1		Moved to operations	
13	Gamma libraries STP		1		Support staff to be onsite at each library on STP day	
14	Test authority loader (have files from July 2003 that need to be loaded)	CAT, SYSTEMS	1		Testing is in progress; updates of authority records will be done post gamma STP; once updating begins estimate processing time will be about 60 hours	
15	Test Course Reserves batch processing	COURSE RESERVES	1	Low	Test after installation of next version of software	

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16	Test Course Reserves save files accessibility.	COURSE RESERVES	1	Low	Setup issue	
17	Backup oracle spaces on harp before merge begins	SYSTEMS	1	2/10/2004	Depends on when ExL begins merging data into master area on harp; need backup in case merge process has problems; firm date will be determined later	
18	Open gamma libraries on harp	SYSTEMS	1	2/23/2004		
20	Copy gamma libraries' Aleph tables and permissions from lute to harp	SYSTEMS	1	2/23/2004	Any table changes or permissions after February 6 until STP need to be tracked and manually applied after production area released to libraries; gamma libraries will notify PALS office if changes have been made	
21	Copy gamma libraries' Aleph permissions from lute to harp	SYSTEMS	1	1/5/2004	Any table changes or permissions after January 9 need to be tracked and manually applied after production area released to libraries	
22	Test circ between ADM's	CIRC	1		is this satisfactorily completed?	
23	Extract Production data	SYSTEMS	1	2-Feb-04	Schedule was delayed by a week	
24	Review top 10 list	Development	1	8-Mar-04	Reviewed; made sure open issues still on development list	

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25	Review December 2002 development list	Development	1	8-Mar-04	Reviewed; made sure open issues still on development list	
26	Shut off all cataloging for gamma libraries	SYSTEMS	1	22-Jan-04	Schedule was delayed by a week	
30	Complete indexing following gamma STP	SYSTEMS	1		Estimated time	
31	Copy beta libraries bib file for downtime	SYSTEMS	1	23-Dec-03		
33	Test EDI with EBSCO for serial invoices	ACQ, SER, SYSTEMS	1		EBSCO identified for beta libraries; will add gamma library's vendors to list soon; Problem reported on Clientele ticket 21529	
34	Review patron load for SCS done by Ex Libris	SYSTEMS	1			
35	Update Aleph Migration Plan (re-arrange libraries that requested change)	Planning	1	3/22/2004	Currently in progress	

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36	In circ, test local check box performance fix	CIRC, SYSTEMS	1		Per contract, testing could take up to 90 calendar days; local check box enhancement added in 15.5.2 with corrections installed with the service-pack loaded in January; Problem has been reported to Ex Libris in PRB 7886	
37	Update Clientele problems list and send to Ex Libris	Operations	1			
38	Printing and Task Manager Training, Rochester	Training	1	20-Jan-04		
39	Tables Consultation, Rochester	Training	1	21-Jan-04		
40	Distribute 15.5.2 client to beta and gamma libraries	Operations	1	3-Feb-04		
41	Test delete functionality of p_cir_77 (patron architecture issue)	SYSTEMS	1	Medium	In testing; will be in version 17; has been tested works in 17	
42	Development meetings (ILL)	Development	Becky, Mike, Sonja, Susan, Al	Jun-06	Medium	ILL meetings continue:
43	Upgrade Sun production server	SYSTEMS	1		Equipment will be ordered mid-March; delivery and installation will be scheduled	
44	Proxy server development	SYSTEMS	1		Now in production at one library	
45	Proxy server documentation	SYSTEMS	1			

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46	Proxy server implementation	SYSTEMS	1			
47	Proxy server initial support	Operations	1			
50	Implement new version of VDX	Gateway	1	19-Mar-04		
51	Prepare and present Webinar training for new VDX features	Gateway	1	March 4-5, 2004		
52	Create VDX Groups for DocFind	Gateway	1	March 4-5, 2004	Will lessen impact on Gateway servers	
53	Input availability definitions in VDX	Gateway	1	Medium	servers provide information; FDI is	
54	Revise Aleph vocabulary list	Training	1			
55	Identify and discuss issues relating to cataloging for 2 year schools that are	CAT, SYSTEMS	3		This will be an ongoing process	
56	Load all authority updates since July	SYSTEMS	2			
57	Union view benchmark testing; work to improve performance	SYSTEMS	2	High		
58	Figure out how libraries will access their web pages for customization (OPAC and Course Reserves)	SYSTEMS	3	High	duplicate of xxx	
60	Plan delta group migration	Planning	2		Planning started with delta groups at Migration Preparation workshops on March 18 and March 25	
61	ILL Functional Training by Ex Libris (if needed)	Training	2	High	Not needed	
62	Prepare ILL training for libraries	Training	1	Feb-06	Training is underway; materials are available on the web	
63	Conduct ILL training for libraries	ILL	Sonja, Susan	24-May-06	May-06	
64	Configure 16.02 on test server	SYSTEMS	2			

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65	16.02 GUI Client training	Training	2			
66	Determine best method for migrating rest of libraries	Planning	2		Have discussed with Ex Libris	
67	Respond to TdS & Pioneerland RFP	Planning	2			
69	Test new features in 16.02		2		These features are being tested with version 17 testing.	
70	a. Test ILL priority 2 enhancements	ILL				
72	Plan pre-migration workshops	Training	2	26-Feb-04	Write goals and objectives for workshop; plan content	
73	Authentication doesn't work	CIRC, SYSTEMS	AI	2	Low	Problem reported to Ex Libris on Clientele ticket 22324; closed ticket because does work in 17; doesn't work in 15.5; AI to test
74	15.5.2 installed on production server	SYSTEMS	2	2/6/2004		
75	Schedule data merge planning meeting with Minnesota West	Planning	2			
76	MnLINK User Group meeting	Meetings	2			
77	Delete beta libraries records	SYSTEMS	2	Nov-03		
80	Test EDI with Midwest for book orders	ACQ, SYSTEMS	Dee, Deb	2A	Medium	in progress
82	Test EDI with Blackwell for book orders	ACQ, SYSTEMS	Dee, Deb	2B	Medium	in progress; for MSU; does this include Collection Manager?
84	Schedule/complete conversion process training	SYSTEMS	2			
85	Global changes in Aleph	SYSTEMS	2	Medium	On charges document	
86	Planning with delta group	Planning	2		Duplicate of 60	
87	Identify libraries for delta group to replace Twin Cities 2 year campuses	Planning	2	17-Mar-04	CALCO libraries, St. Mary's, Southeach Technical College added	

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89	Booking data conversion; specs and data review	Planning	2		Dependent on delivery of Booking software from Ex Libris and how many libraries using booking now will be converted; booking not anticipated before September, 2004 in version 16.03; won't be done	
91	Test Marcive loader	SYSTEMS	2		Following successful testing, provide load instructions for beta libraries; problem has been identified and reported to Ex Libris on Clientele ticket 20634	
92	Write procedure for loading Marcive records	CAT, SYSTEMS	1			
93	Load Marcive files for beta libraries since July 2003	SYSTEMS	2	Medium	SCS completed; SBJ completed	
94	Load Marcive files for gamma libraries since January 2004	SYSTEMS	Deb	6C	Medium	Waiting for resolution from Ex Libris; loaded for GAC on lute; new (BIG) problem sent to ExL; management team decided that moving to version 17 was highest priority and therefore will delay resuming work on this until after 17 is available
95	Contract re-negotiation	Development	3		Date not yet determined	
96	Spring PALS Users Group prep/meeting	Meetings	3			

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97	Remove gamma and delta library data from PALS	SYSTEMS	Mike	Jun-06	Medium	all libraries live on Aleph
98	Convert delta group records	SYSTEMS	3			
99	Schedule Pre-migration workshops	Planning	3		Determine dates and locations; advertise workshops	
100	Test circulation overnight batch process	CIRC	3		In process	
101	Test all acquisitions batch services	ACQ	3		In process	
102	Test all circulation batch services	CIRC	3		In process	
103	Test all serials batch services	SER	3		In process	
104	Test all items batch services	CIRC	3		In process	
105	Test MARC8 bibliographic extract (from Unicode to OCLC format)	SYSTEMS	2	Low		
106	Test all cataloging batch services	CAT	3			
107	Fiscal year rollover update for Aleph libraries	ACQ	2		Possibly via Webinar	
108	Conduct pre-migration planning workshop	Training	3		Will offer workshop at regular intervals	
109	Extract delta group records	SYSTEMS	3			
111	Install 16.02 on production server (harp)	SYSTEMS	3	3 days	Skipped V16 on ExL's recommendation	
112	Install 16.03 on test server; then test new features	SYSTEMS	3		On March 9, 2004 learned that Ex Libris is not planning a 16.03 release; rather development will be in version 17	
113	Test new features in 16.03		3		learned that Ex Libris is not planning a	

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114	a. Inventory	CIRC			On March 9, 2004 learned that Ex Libris is not planning a 16.03 release; rather development will be in version 17	
115	b. Binding	ACQ/SER			On March 9, 2004 learned that Ex Libris is not planning a 16.03 release; rather development will be in version 17	
116	c. Others?				On March 9, 2004 learned that Ex Libris is not planning a 16.03 release; rather development will be in version 17	
118	Test revised indexing and determine needed changes	CAT, OPAC	3		Goal is to work with MnPALS libraries and identify changes needed prior to delta group stp	
120	Test booking functionality	Development	1	High	Expect testing to be iterative	
121	Booking Functional Training provided by Ex Libris	Development	4	High	Do we want?	
125	Test OCLC overlay	CAT	4	Low	Resolved with 945 match field	
126	Open delta libraries on lute	SYSTEMS	4			
128	Install version 16.3 on production server	SYSTEMS	4		Version cancelled by Ex Libris; next version will be 17	
129	Site visits to delta group libraries	Planning	4			

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130	Schedule training calendar for delta group libraries	Planning	4			
133	Test spine label printing; write procedure	SYSTEMS, CAT	1		Ask LaSSSI group; couple of sites have written spine label program; almost completed	
135	NAAUG in Boston	Meetings	5		Moved to operations	
136	Review of STP process with gamma libraries	Planning	5			
137	Evaluation of implementation process	Planning	5			
139	Submit final list of Post STP issues		5		to Ex Libris	
140	Determine any additional support needs		5		work with PALS	
142	Format limiting (tab_type_config)	OPAC, SYSTEMS	Perry, Mary Ann, AI	4A	High	Indexing & Access task forces need to provide input. WebOPAC issues #72; could be more than one; new ones in place; order may be changed
143	Keyword and browse options merged into one drop down menu on the basic search page	OPAC, SYSTEMS	1			
144	Improving retrieval limit options	OPAC, SYSTEMS	2		will be in version 17	
146	Call number of full record	OPAC, SYSTEMS	1			
147	Boolean operators available on advanced search page	OPAC, SYSTEMS	2			
148	advanced search page	SYSTEMS	2			
150	Prepare to instruct Library staff in use of Web OPAC	Training, OPAC	2			
151	Create Web-based tutorial for Changing Fiscal Years	Training, ACQ	1			
152	Review and revise server policies in preparation of firewall	SYSTEMS, Security	1			
153	Document server weekend on-call procedures	SYSTEMS, Security	1	High		

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154	Plan installation of firewall	SYSTEMS, Security	1			
155	Install firewall	SYSTEMS, Security	1			
156	Test server connections through firewall	SYSTEMS, Security	1			
157	Update PALS staff regarding firewall changes	SYSTEMS, Security	1			
158	Load netlibrary records	CATALOGING, OPAC, SYSTEMS	3			
159	Coordinate ISO ILL testing between Pioneerland and Plum Creek	ILL, GATEWAY	3	Medium		
160	Document Aleph ISO ILL problems detected during testing	ILL	1	High	Included in line 5	
161	Re-test Aleph ILL following delivery of server packs	ILL	1	High	Included in line 5	
162	Plan installation of VDX 2.6.1	Gateway	2			
163	Install VDX 2.6.1	Gateway	2			
164	Test installation of VDX 2.6.1 before going into production	Gateway	3			
165	Document problems found in VDX 2.6.1 and send to vendor	Gateway	3			
166	Retest fixed problems found in VDX 2.6.1	Gateway	3			
167	Prepare training materials for new functionality of VDX 2.6.1	Gateway	3			
168	Train users on new functionality of VDX 2.6.1	Gateway	3			
169	Put VDX 2.6.1 into production	Gateway	3			
170	Plan installation of ZPORTAL 3.0	Gateway	5			
171	Install ZPORTAL 3.0	Gateway	5			
172	Test installation of ZPORTAL 3.0 before going into production	Gateway	5			
173	Document problems found in ZPORTAL 3.0 and send to vendor	Gateway	5			

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174	Retest fixed problems found in ZPORTAL 3.0	Gateway	5			
175	Train users on new functionality of ZPORTAL 3.0	Gateway	5			
176	Put ZPORTAL 3.0 into production	Gateway	4	20-Jan-05		
177	Plan installation of VDX 2.7	Gateway	5			
178	Install VDX 2.7	Gateway	5			
179	Test installation of VDX 2.7 before going into production	Gateway	5			
180	Document problems found in VDX 2.7 and send to vendor	Gateway	5			
181	Retest fixed problems found in VDX 2.7	Gateway	5			
182	Prepare training materials for new functionality of VDX 2.7	Gateway	5			
183	Train users on new functionality of VDX 2.7	Gateway	5			
184	Put VDX 2.7 into production	Gateway	5			
185	Review call tracking software's customer service interface	Planning	5			
186	Plan Epsilon group migration	Planning	1		In progress	
187	Plan Zeta group migration	Planning	1		In progress	
188	Plan Eta group migration	Planning	2			
189	Schedule training calendar for epsilon group libraries	Planning	3			
190	Schedule training calendar for zeta group libraries	Planning	3			
191	Schedule training calendar for eta group libraries	Planning	2		in progress	
192	Post production site visits to gamma libraries					
195	Study and learn serials module, 15.5.2 and beyond	ACQ/SER				
198	Write program for inventory collection and transfer to Aleph (for Percon units)	SYSTEMS	AI	3		
199	Install disk storage unit	SYSTEMS	1			
200	Re-allocate disk allocations for lute and harp	SYSTEMS	1			

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201	Conference calls with delta libraries	Planning	1			
203	Write PRB for item-04 problem	SYSTEMS	2			
204	Create Intro to Aleph web tutorial	Training,SYSTEMS	5			
205	Test PDA access with Aleph	OPAC,SYSTEMS	4			
206	Write PRB about cash-09 problem	SYSTEMS	1			
208	Write job description for student worker	Administrative	2			
209	Plan for version 17 install with Ex Libris	Planning	4			
211	Update Delta Library Group migration plan	Planning	1			
212	Create Advanced Web OPAC tutorial	Training	3		done via webmeeting; will consider later for version 17 and beyond	
215	Create Spine Labeling tutorial	Training	4			
216	Create EDI Invoicing Tutorial	Training	4		Did webmeeting with libraries	
221	Review acceptance testing scripts	Planning	1		In progress	
222	Test using acceptance testing scripts practicing with version 17	Planning	1		in progress	
223	Install service pack that includes marcive loader	Planning	1			
224	Configure new help desk software	Planning	1		Waiting for data	
225	Put new help desk software into production	Planning	1	Oct-05		
226	Review Ex Libris version 17 training materials	Planning	2		there aren't any	
227	Customize version 17 training materials	ACQ/SER,CAT, CIRC,ILL,OPAC,	3		really don't have any	
228	Define Aleph buddy concept	Planning	1			
229	Conduct Migration Workshop in Duluth	Training	1			

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230	Conduct Migration Workshop in Moorhead	Training	1			
231	Conduct Migration Workshop in Twin Cities	Training	2		Two sessions scheduled in August	
232	Test ISO ILL between Aleph servers	ILL	Sonja	A	High	Working with Minitex and U of Mn; testing as can, have needed fixes from ExL
235	Prepare advanced systems training	SYSTEMS	4		Completed	
236	Perform acceptance testing for version 17	ACQ/SER,CAT, CIRC,ILL,OPAC, SYSTEMS	1		ILL, Arc, Booking; have tested ILL & Booking so far	
243	Track acceptance testing problems	Administrative	Becky, Sonja	Jun-06		
245	Plan for workflow changes due to new version	ACQ/SER,CAT, CIRC,ILL,OPAC,	2			
247	Create area on lute for test install of version 17	SYSTEMS	1			
248	Copy beta and gamma production data and tables to version 17 test area	SYSTEMS	1			
249	Write definition of a quality software installation	Administrative	1			
252	Prepare training materials for ZPORTAL 3.0	Gateway	5			
253	Investigate access to version 16 by Aleph libraries	SYSTEMS	2	18-Feb-05	Not feasible since V 17 is installed	
254	Put any documentation about version 16 on Aleph secure page	SYSTEMS	2			
255	Review best practice for distributing documentation to migrating libraries (CD, rely on Web?)	Planning	4			
256	Determine content of advanced systems training	Planning	3		done	
257	LibProxy with SFX development	SYSTEMS	4			
258	Create slice on disk for version 16/17 install	SYSTEMS	1			
259	Create slice on new disk for copy of 15.5 data	SYSTEMS	1			

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260	Validation tables updated	CAT	Mary Ann, Deb	2	High	In progress; committee's current recommendations being added
261	Remove "This is a duplicate in the index" up to 5 times	CAT, SYSTEMS	Mary Ann, Al	2		tags validated in OCLC being removed; will take care of 85% of problems
266	(tab33.eng)	CAT, SYSTEMS	1			
267	Establish Indexing Task Force	CAT	2		In consultation with DBQMTF/Cat User Group	
268	Activate authority study group	CAT	2	First meeting April 18 or 19, 2005	In consultation with DBQMTF/Cat User Group	
269	Ask for volunteers for validation study	CAT	1		In consultation with	
269	Add new word index WCI	CAT		2 days	Needs to be done by 10/2005	
270	856 display in WebOPAC (subfield y)	CAT, SYSTEMS	3		operational, but brings up a pop-up box in 15; works in 17	
270	New "find" index, series work	Web OPAC		hours	Needs to be done by 10/2005	
271	856 hyperlink in holdings display	CAT, SYSTEMS	3		completed	
272	Establish mechanism to track & report authority display and functionality issues	CAT	4		Group is doing it	
273	Create online form to submit ideas (accepted, rejected status)	CAT	4		Is this for indexing and authorities? Groups are designing	
275	Content validation for unique identifiers (don't want validation on content--DBQMTF)	CAT	1			
277	Library statistics for Aleph libraries	Planning, SYSTEMS	2			

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279	Plan/write statement explaining OPAC views	OPAC	3		Why union view instead of other library's server? Will change with version 17	
282	Web OPAC Customization for individual libraries	OPAC/SYSTEMS	3	Medium	duplicate of xxx	
284	Arrange for testing SYS60 pattern templates before removing them	CAT,SER	1	High	will work on in Version 17	
285	Identify duplicate usernames	SYSTEMS	1	3/23/2005	Needs to go to libraries	
286	Write procedure for eliminating duplicate usernames	SYSTEMS	1		review procedure, then send	
287	Prepare area for Aleph Reporting Center on server	SYSTEMS	1		waiting for additional disk	
289	Add location, call number, and status display when using the Hooks to Holdings feature in BIP	SYSTEMS	5		only handle MARC records, we return opac record; can't be done	
290	Keep VDX/ZPORTAL training materials current as long as we have GW responsibility	Gateway	3			
293	Investigate import of OCLC records using CatExpress	Cataloging	Mary Ann	2		Will need to know by Eta group--Rush City and MSB
294	Development for WebPALS--mask institution symbols	Cataloging	4	3/23/2005	Clientele ticket #27531	
297	Report of bibliographic records without holdings records made available periodically to all libraries.	Cataloging	Management Team	5A	Medium	Clientele ticket number: 27472; Determined not available in ARC
298	Implement course reserves save files for faculty	CR	2		Perry follow up with Mary Ann	
302	Add Aleph system number to drop down menu in advance browse search	WebOPAC	1	Medium	WebOPAC issues #68	
304	Change text on search and browse option screen to "find other records" in the catalog	WebOPAC	1	Low	WebOPAC issues #74	
306	Display of 856 subfields in OPAC	WebOPAC	2	Medium	WebOPAC issues	

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308	Search terms listed in drop down box on basic search page be revised and rearranged	WebOPAC	2	High	WebOPAC issues #32	
309	Only display valid ISSN and ISBN numbers in public webopac	WebOPAC	2	Medium	WebOPAC issues #85, Invalid numbers will display in MARC tag view; little fix, AI will do or has done	
311	Add TdS to Gateway	Gateway	1			
314	Add configuration to e-mail failed IPIG requests from Zportal to PALS ILL staff email address	ILL		Jul-06		no longer needed
316	Configure harp for ILL	ILL	1	Nov-05	in progress	
317	ISO setup on PALS and Aleph for interoperability	ILL	Mike, Sonja	1	High	
318	Set up 555 region for conversions	Systems	1			
319	Set up 575 region for conversions	Systems	1			
320	Set up 525 region on lute for conversions	Systems	1			
321	Set up harp for epsilon/zeta group	Systems	1			
322	Set up harp for eta group	Systems	AI	April, 2006	Apr-06	in progress
323	Set up tables for reindexing	Systems	1			
324	Collection maps for eta group	Support	1		Waiting for one	
330	Help Window for 853X in SYS60	Cataloging	Mary Ann	4B		The help in this window should be expanded; sent to Bobby Bothman; <b>HOW IS THIS DISPLAYED IN VERSION 17?</b>
335	Service to indentify unlinked holdings and items	Reports	Mary Ann & Tech Staff	5A		Report to identify "unlinked items and holdings". We have run this previously for libraries after migration and continue to get the occasional request for it. Add this as a service in the task manager.
C	Report problems to Ex Libris	all				

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D	Track problems reported to Ex Libris via	Cathy				
F	Track problems reported to Ex Libris via	Deb				
G	Provide answers to PALS support calls	support staff				
P	Project calls with Ex Libris	Becky, Mike, Deb, Al				
Q	Project calls with libraries	Becky, Mike, Cathy, support staff				
R	Support VDX	Susan, Sonja				
W	Build Aleph answerbook	Support staff				
	Run URL checker	Operations/Support		1A		Scheduled batch job? Or Aleph service?
251	What to do with authorities planning	CAT,SYSTEMS	Management Team	2B		Possible version 18 issue
327	Investigate if a comma delimited file can be mapped and imported into Aleph item records (from MHS)			5A		MHS has a stand-alone serials checkin system; would like to know if records can be imported into Aleph items; Clientele call 26135; not possible, tell MHS; Mary Ann sent email to MHS