

**Request for Proposal
For An
Integrated Library System**



**Denver Seminary
Carey S. Thomas Library
May 15, 2008**

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Part I: GENERAL INFORMATION

1. INTRODUCTION

1.1 Purpose of RFP

The Carey S. Thomas Library at the Denver Seminary intends to identify, acquire and install a new integrated library system (ILS). The new ILS will replace a Dynix system originally purchased in 1995. The Library wishes to find a system which will not only maintain the current level of automation in the library but would expand the areas of automation available for library staff and patrons. The Library would like to take advantage of newer technologies which would allow for better interconnectivity with other systems as well as adding new functionality for all users of the ILS.

To be considered for this project, the system must have all of the basic ILS modules, including public access catalog, circulation, reserves, serials control, cataloging, acquisitions and management information. Additional required functionality includes Interlibrary Loan, electronic reserve, access to external databases and sophisticated management reports and statistics. Interaction with internal Seminary network and other systems utilized on the campus is highly desirable. The Library wishes to implement a system which can be maintained and controlled on a daily basis by library staff, with minimal requirements for high-level technical personnel. The Library is interested in reviewing hosted solutions as well as fully installed local systems.

The library would like to find a flexible, adaptable and configurable system that will fulfill the needs of the library today and make it simple to add new features and functionality as the technology continues to progress and expand.

1.2 The Carey S. Thomas Library

Named after Dr. Carey S. Thomas, who served as the first president of the seminary from 1951 to 1955, the library is made up of volumes carefully selected to provide the best in theological and scholarly literature as an undergirding for the school's curriculum.

The Mission of the Carey S. Thomas Library and its staff is to serve the Denver Seminary community by providing and facilitating access to information in support of the seminary's curriculum, research and training.

2. PROPOSAL INSTRUCTIONS

2.1 Letter of Intent to Respond

Vendors planning on responding to this RFP and submitting a proposal are requested to send a letter of intent by May 30, 2008 to the following address:

Melissa Stockton
Quipu Group, LLC
1780 S. Bellaire Street
Suite 232
Denver, CO 80222

Phone: 303-233-3056
Email: responses@quipugroup.com

Quipu Group has been contracted to provide consulting services for the ILS selection and migration process and will be responsible for communicating with vendors during this RFP process.

An electronic version of this RFP is available at:
<http://www.denverseminary.edu/resources/our-library/rfp/>.

2.2 RFP Conditions

Denver Seminary reserves the right to award a contract or reject a proposal for any or all line items of a proposal and to waive any formalities if it is in the best interests of the Seminary to do so.

The Seminary will not pay for any information requested herein, nor will it be liable for any costs incurred by the offer in preparing a proposal.

All proposals become the property of Denver Seminary and will not be returned to the respondents.

2.3 Bid Requirements

Respondents should respond to every requirement listed in sections II, III and IV of this RFP. Proposals may be submitted electronically, in MS Word format, via email to responses@quipugroup.com or in hard copy mailed to:

Melissa Stockton
Quipu Group, LLC
1780 S. Bellaire Street
Suite 232
Denver, CO 80222

Cost quotes should be included for all software and recommended equipment, including any equipment which can be purchased separately. Cost should be provided on a unit basis, when possible. All separate modules or features or functionality should be separated in the cost quote. If your company has an option for a hosted solution, please include all licenses and start up fees for the service.

Quipu Group has been contracted to provide consulting services for the ILS selection and migration process and will be responsible for communicating with vendors during this RFP process.

2.4 RFP Timeline

Denver Seminary Library Issues RFP	May 15, 2008
Letters of Intent Due	May 30, 2008
Questions Submitted	June 6, 2008
Proposals Due	June 30, 2008
Evaluation of Proposals	July 2008

Selected vendors will be invited to visit the Library for full-product demonstrations. The demonstrations will take place after the Library has reviewed the RFP responses and identified a source for the funds to purchase the system. Since there is no firm timeline for the fund availability, the RFP requires that all pricing be good through the end of the calendar year 2008. If funds are not available before the end of the year, the Library will re-contact each vendor for new pricing information.

3. EVALUATION AND SELECTION PROCESS

3.1 EVALUATION TEAM

A committee consisting of full-time library staff, representatives from the IT area of campus and other appropriate Seminary staff and faculty will review and evaluate all of the proposals that are received. Three to five proposals will be selected for further review and those vendors will be asked to provide a demonstration of their system to interested Seminary staff, faculty and students.

3.2 SELECTION PROCESS

The proposals will be evaluated on the following criteria:

Each of the items listed in the Functionality Charts has a notation for how important that particular feature or function is to the library. The importance or priorities notations include:

Library Priority

M = Mandatory

H = Highly Desired

D = Desired

The vendor is asked to complete the status column for each of the listed functions, using the following defined codes. Any description or explanation of the function or the vendor's status selection can be described in the Notes field for that function.

Vendor Status

IMP = Implemented in multiple existing client sites/in production

TST = Function is in final testing stages and implemented in at least one library

DEV = In development, defined as in the coding process. Please include any dates planned for initial testing and release.

PLN = Function is planned for inclusion but coding has not yet started. Please include any dates planned for coding process.

NOP = No plans to implement or develop this type of functionality

WTD = Willing to develop the functionality

3.3 FUNDS AND TIMELINE FOR ILS PURCHASE

The Seminary will acquire the funds for purchasing an ILS after the proposals have been received and evaluated. Funds will be obtained for the purchase of the selected ILS based on the cost information included in the proposal. Vendors will be asked to provide demonstrations of their products only after the funds have been allocated.

4. CURRENT ENVIRONMENT

The Carey S. Thomas Library at Denver Seminary currently uses the Dynix Integrated Library System 150, including OPAC, Circulation, Reserves, Acquisitions, Cataloging, Serials, and PC Backup modules. The web-based public catalog, named Sophie, employs the Horizon Information Portal 3.06.A.

The two library servers are: (1) Dynix: Windows 2003 server; dual 1.6 GHz intel xeon processors; 2 GB RAM; 75 GB OS/app drive; 8 GB data drive; (2) Sophie: Windows 2003 server; dual 1.6 GHz intel xeon processors; 75 GB OS/app drive; 8 GB data drive.

Record Type	Current Record Count
Bibliographic Records	115,027
Item Records	138,734
Titles Added Annually	1,400
Patron Records	2,974
Serial Titles	1,097
Serial Holdings	13,604
Circulation Transactions	62,000 (annual average)
Interlibrary Loan Requests	552
Interlibrary Loans Filled	1045

5. VENDOR INFORMATION

Please provide the following information with your response to this RFP:

5.1 Vendor's company

Name

Home office address

Sales/customer service office in or near Denver, Colorado

Name, title, telephone and email address for primary contact for proposal

5.2 Allocation of staff

Please use these categories as guidelines and represent your company in the most appropriate ways.

Research and Development

Customer Service/Support

Sales

Administration

Implementation

Training

5.3 References

Please provide 3-5 references which can accurately reflect the system performance and company support. References should include similar installations as well as references which are close in proximity to the Denver Seminary to allow for possible site visits.

5.4 Customers, Experience and History

How many customers are currently running production versions of your ILS? What sizes and kinds of libraries make up your customer base?

How many years has your company worked in the ILS marketplace?

Is your company currently for sale or involved in any transactions to expand or to be acquired by another organization? If so, please explain.

Has your company been involved in a merger, acquisition, or reorganization in the last three years? If so, please describe.

Part II: SYSTEM AND SUBSYSTEM FUNCTIONAL REQUIREMENTS

6. HARDWARE, NETWORK AND SYSTEM SOFTWARE

6.0 Introduction

The Denver Seminary Library wishes to replace its current ILS with a more flexible and functionally current system which will allow the library to provide enhanced library services

6.1 Hardware and System Software Environment

- 6.1.1 What type of hardware is required for your system?
- 6.1.2 Under which operating systems does your system function?
- 6.1.3 Describe the backup system supported by your ILS.
- 6.1.4 Describe the specifications, requirements, costs and formats for scanners, barcode readers, printers and magnetic strip readers required by the system.
- 6.1.5 The proposed system must include all cables, connectors, and tools necessary to have the system at full working capacity.
- 6.1.6 Does your system have any simultaneous user restrictions? If so, what user level was utilized for this bid?
- 6.1.7 Is the system delivered fully operational with basic operating system loaded and configured?
- 6.1.8 Does the web interface require a separate server?
- 6.1.9 Does the system integrate with Microsoft Server Active Directory (AD)?
- 6.1.10 What database is used for your system?
- 6.1.11 Is the client software for staff interfaces web-based or client install? If client install, please describe (e.g. java install)

7. USER INTERFACE

7.0 Introduction

The online public access catalog (OPAC) will provide the main link between the users and the bibliographic database. The OPAC must interact, as appropriate with all other subsystems, at the least this will include Circulation, Reserve, Acquisitions, Serials Control, Interlibrary Loan, Authority Control and Cataloging. The OPAC is an area that has seen many changes in recent years and the Denver Seminary Library would like to take advantage of the new technologies and utilize the OPAC to access non-bibliographic data and remote online database services. The OPAC and the capabilities allowed the end users as well as the ease of customization for the OPAC will be important factors in selecting an ILS. Flexibility and the ability to implement new web services is required.

Please feel free to describe any features or capabilities of your system that are not revealed in the questions or functional requirement list.

7.1 Functional Requirements

Please describe the graphical user interface available, including information on what technologies were utilized in creating your user interface. Does your system incorporate technologies such as Java and ActiveX and XML?

Please describe how your system meets ADA requirements.

Does your system provide a federated search capability which simultaneously searches the local library catalog, commercial database services and common web search engines? Please describe how your system integrates the various online resources of the library through your OPAC interface, including the methods utilized to search the external systems.

Does your system provide authentication for online services? If so, please describe how your system restricts access to different resources.

Describe the design, content and customization potential for OPAC online tutorials and help files.

7.1.1 GENERAL

Lib Priority	Function Description	Vendor Status	Notes
M	System should provide a consistent, predictable and uniform graphical user interface, available through the most common web browsers. Please list all browsers which are compatible		
M	Library should have control over the		

Lib Priority	Function Description	Vendor Status	Notes
	look and feel of the interface and the ability to implement a re-design at any time		
M	System should provide a customizable automatic timeout after a period of inactivity		
H	System should provide a mechanism for patrons to contact library staff to request services such as document delivery or reference questions		
M	System should provide an OpenURL resolver for accessing online resources		
M	System should allow library to determine the indexes to be created for the system and the searchable fields to be included in each index		
M	Library should be given the ability to define and edit the format and content of display, print and other output		
M	System should allow the library to define and edit field labels in display, print and other output		
H	System should have the capability of linking from individual items to corresponding data in an external resource		

7.1.2 SEARCHING

Lib Priority	Function Description	Vendor Status	Notes
M	Supports novice and advanced user searching		
M	Advanced searching using Boolean operators		
M	Advanced searching using keyword proximity		
M	System should support standard number searches for ISBN, ISSN, LCCN, OCLC number and local control number		

Lib Priority	Function Description	Vendor Status	Notes
M	Full-text and phrase Keyword searching		
M	Browse catalog by author, title, subjects, call number		
M	Browse catalog by scripture (MARC tag 630)		
M	Search Reserves by instructor, course name/number		
H	Provide option to search local library and other library catalogs with single search		
H	Search remote databases and catalog simultaneously		
M	Retain user search history		
H	Spell-check, with suggested corrections for OPAC searches		
H	Scripture keyword search		
H	Search content notes through keyword and title		
H	Integrate authority records into keyword and browse searches		
M	Ability to print from OPAC screens		
M	Ability to email bibliographic citations from catalog		
M	Access through all standard internet browsers, and both Mac and PC machines		
M	Login access for users to own circulation information, with library-specified functions available such as hold cancellation and renewal		
M	Ability to export bibliographic records to bibliography tools such as <i>Procite, EndNote, Reference Manager, etc.</i>		
M	Automatic timeouts for OPAC sessions, with time limit specified by library		
M	Display summary and, when requested, itemized holdings in OPAC		

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow logged in users to create and store search strategies and search result sets		
M	System should have a reasonable limit to the number of characters which can be entered in a single search statement. Please indicate limit in your system.		
M	“hypertext links” in OPAC records should execute appropriate search in the catalog (e.g. click on linked subject heading to perform a subject search)		
M	System should allow the users to mark records and email, download or print the marked set		
M	System should allow library to view and edit the stop word list		
M	System should ignore initial articles when included in a search		
M	System should provide the following methods for limiting searches: *date/date range *format *language *location *specific collection *circulation status		
M	System should provide the following sorting options: *relevancy *author *title *subject heading *call number *date of publication (ascending and descending) *format *status *location		

7.1.3 DISPLAY

Lib Priority	Function Description	Vendor Status	Notes
M	Display diacritics and non-roman scripts		
M	Display item and holdings information and statuses		
H	Display scope notes from authority records		
H	Display images of book jackets		
M	System should allow library to suppress selected fields from OPAC interface		
M	System should display scope notes, reference notes, "see" and "see also" references, broader terms, related terms and narrower terms from authority records		
H	System should remove "see" and "see also" references from the public display when they refer to headings under which there are no bibliographic records		
M	System should allow library to define and revise the status information displayed in the public interfaces		

7.1.4 USER INTERFACE REPORTS

Lib Priority	Function Description	Vendor Status	Notes
M	System should provide a report of "broken links" from all bibliographic and item records		
M	System should provide general usage statistics for web interface, such as: *number of searches for each access point (title, author, etc.) *number of search queries entered *number and type of error messages received by users		
M	Reports should differentiate on-campus from off-campus users		

8. CATALOGING

8.0 Introduction

The Cataloging Subsystem will be utilized to create and maintain the bibliographic records which make up the library's database. Bibliographic records will be created manually or loaded into the system from a variety of sources. The bibliographic record represents the base for catalog and these records must be linked to other records related to item location and status, serial holdings and check-in records. Authority control is an important capability for the catalog and provides consistency in the use of names, titles, series titles and subject headings.

Please feel free to describe any features or capabilities of your system that are not revealed in the questions or functional requirement list.

8.1 Functional Requirements

Please describe in detail the maximum size restrictions in the cataloging module for bibliographic records, including the maximum number of items which can be attached to a single bibliographic record.

Please describe how your system currently supports the Functional Requirements for Bibliographic Records (FRBR) and any future plans.

8.1.1 GENERAL

Lib Priority	Function Description	Vendor Status	Notes
M	Maintains and displays creation date for all bibliographic records		
M	Maintains and displays last edit date for all bibliographic records		
M	Support batch loading of records from OCLC, LC and other sources		
M	Support real-time importing from OCLC, LC and other sources on a record-by-record basis		
M	Supports direct keying of new bibliographic records		
M	Support for all US MARC fixed and variable fields, subfields, tags and indicators for bibliographic, holdings and authority formats		
M	Support for import, export, updating, retrieval and indexing of the full MARC21 bibliographic records		

Lib Priority	Function Description	Vendor Status	Notes
M	Support for import, export, updating, retrieval and indexing of the full USMARC Holdings record		
M	Real-time indexing of new and updated bibliographic, holdings and authority records		
M	The ability for sorting, indexing, displaying and printing the ALA extended character set, including diacritics		
M	Ability to toggle to and from the public catalog while editing a record in staff mode		
M	Support for multiple locally-defined templates and work forms for bibliographic, holdings and authority records		
H	Validation of MARC tags, subfields , codes, and fixed and variable length fields for all formats for manual entry and record import		
M	Supports editing and deletion of all fields for all formats		
M	Supports locally defined fields (non-standard) in the MARC record		
M	Supports the locking of bibliographic and authority records when record is being modified or updated; first user getting edit capabilities and subsequent users having read-only access		
M	Supports indexing and searching of uniform titles and author/title combinations		
M	Modify bibliographic and authority records without retyping or reconstructing the entire record, field or subfield		
M	Prevents the deletion of bibliographic records which have copy/item records attached		
H	Provides review files for storing bibliographic records which need review or work done on them		

Lib Priority	Function Description	Vendor Status	Notes
H	Supports multiple formats for spine and label printing		
M	Supports suppression of bibliographic, holdings and item records from the OPAC while still available from the staff modules		
M	Link verifier for URLs included in cataloging records		
H	Support of the import and/or conversion of records in formats other than MARC (e.g. XML). List other formats supported.		
M	Ability to overlay bibliographic records with records imported, with user-selected multiple elements for matching and user-selected fields preserved during overlay		
M	Global update capability for bibliographic, holdings and item records		
H	Import functions should detect and report duplicate records		
H	Supports active hyperlinks to other non-catalog resources in the bibliographic record		
H	Ability to customize the tag, field and subfield validation rules for import and manual record creation		
H	Ability to copy existing record to create new record in staff interface		
M	Full-screen edit of MARC records using Windows editing conventions		
M	Fixed field editing in a labeled display		
M	Allows for definition and use of local fields and subfields in all formats		
M	Ability to delete entire records, with de-indexing happening in real-time		
M	Ability to add free-text notes to bibliographic, holdings and item records that can optionally be displayed in the OPAC		
H	Control of the order in which the fields display within a specific tag group		

Lib Priority	Function Description	Vendor Status	Notes
H	Ability to view bibliographic database by “true” shelf list order (numerically rather than decimally)		
M	Support for multiple classification schemes (LC, local call number, etc).		

8.1.2 AUTHORITY CONTROL

Lib Priority	Function Description	Vendor Status	Notes
M	Authority control for Names, Titles, Subjects and Series		
M	Support the direct searching of the authority file at least by name headings, name/uniform title headings, uniform title headings, subject headings, series headings and authority file unique control number		
M	Batch load and import of authority records from OCLC and other sources		
M	Support for overlay of authority records through import function		
M	Support for LCSH and MeSH headings as well as form/genre terms		
H	Allow cross-referencing among thesauri		
H	Verification of authority headings; detection of unauthorized headings		
H	Allows global updates of entire fields or subfields		
M	Allows updating of entire fields, portions of fields or subfields		
D	Supports free-floating and pattern subdivision authentication methodology		
H	Provides review files for storing authority records which need review or work done on them		

8.1.3 ITEM RECORDS

Lib Priority	Function Description	Vendor Status	Notes
M	Item/copy records should contain at least the following fields: barcode number, location, call number, copy/volume number, item-specific notes, circulation status, cost		
H	Supports the capability for the library to define and update the elements included in the item/copy records		
M	Item/copy records retain a permanent and temporary location		
M	Support for library-specified default values for item record data elements (multiple library-defined templates)		
M	Permit an unlimited number of item records to link to a single bibliographic record		
M	Permit an item record to be attached to more than one bibliographic record (e.g. analytics for volumes within monographic series)		
H	Ability to create item records manually through staff interfaces (with brief or full bibliographic information)		
H	Ability to globally change location information for a selected group of item records		
M	Allow barcodes to be scanned or typed		
M	Ability to move holdings and items from one bibliographic record to another		
M	Ability to replace barcodes without losing links to item circulation and acquisitions information		
M	Display the circulation status of each item accurately in cataloging interface		

8.1.4 CATALOGING REPORTS

Lib Priority	Function Description	Vendor Status	Notes
M	Lists of newly cataloged records, with user-selected sorting		
H	Ability to easily create a list of "new		

Lib Priority	Function Description	Vendor Status	Notes
	records” which can be displayed to patrons through the OPAC or general html web pages		
H	Report of call numbers which fail to index correctly		
H	Report of duplicate records identified in batch import		
H	Headings reports for new and deleted subjects, titles, names and series		
H	Report of invalid content for records loaded through a batch import		
H	Cataloging statistics available by cataloger or other library-selected fields		
H	Flexible report generator which allows user to easily query the database by user-selected fields and criteria		
H	Support for the following on-demand statistical reports: *number of unique full MARC bibliographic records *number of copy/item records *number of summary holdings records *number of authority records *number of all records added or deleted from the system (all record types) by specific date		

9. CIRCULATION/RESERVES

9.0 Introduction

The circulation subsystem will be utilized to control the flow of library materials in and out of the collection. The reserves component will provide control for materials on temporary or permanent reserve and will be required to handle electronic as well as paper-based items.

Please feel free to describe any features or capabilities of your system that are not revealed in the questions or functional requirement list.

9.1 Functional Requirements

Does your system have any limits on the number of patron records a library can have in their database?

Describe the way your system maintains links between patrons and items and what choices the library has in determining the information that is retained for circulation transactions.

The library currently uses barcodes which are 14 digits long with an ending check digit, Mod 10, double add double. Can your system support these barcodes?

Please describe the organization and capabilities and limitations of the fields in the patron records.

9.1.1 GENERAL

Lib Priority	Function Description	Vendor Status	Notes
M	The circulation and reserve functions should interact with all other public and staff modules		
M	Allow for the local creation of circulation policies and parameters such as different loan, fee, and expiration structures based on item type, location, patron type or item format		
M	Support recording of circulation transactions during downtime (e.g. power or network failure) and upload of those transactions into the system once full functionality is restored (describe your capabilities in this area)		
M	Ability for the library to define and update the wording displayed for circulation statuses in the OPAC (on shelf, checked out, etc.)		
M	Ability for the library to define and update material types and codes (serials, books, software, etc.)		
M	Support for the circulation of uncataloged items “on the fly”		
M	Ability for the library to determine how “on the fly” records are indexed and the ability to select whether each record is searchable and displayed in the OPAC		
M	Retain summary information at the item level for the number of circulations and amount of in-house usage		
M	Allow authorized staff to enter information into the item record notes fields during check-in		

Lib Priority	Function Description	Vendor Status	Notes
M	Visual and auditory signals for staff when scan of item and patron barcodes during check-in or check-out is complete and the transaction has been recorded		
M	Visual and auditory signals for staff when a barcode is not accepted or when item or patron involved in the transaction has an exception or block in the system		
M	Library staff with appropriate permissions in the system should be able to manually place a block on a patron record, with an explanatory note		
M	Allow staff with appropriate permissions to add, remove and override blocks against specific item records		
M	The system should require only a single entry of the patron ID when charging multiple items to the same patron		
M	All associated files should be updated in real-time as circulation transaction is completed (patron, transaction, status, etc)		
M	Allow library staff to retrieve items through the circulation interface by Item ID number, call number, author, title, patron ID and patron name		
M	Block renewal of materials based on library-determined criteria related to holds, material types, location and patron limitations		
M	The system should allow the renewal of one or more items checked out to a single patron in one action		
M	The circulation interface should allow staff with appropriate permissions to initiate recalls, holds and hold requests		
M	System should allow staff to place holds on specific item or on a title		
M	System should display the number of holds on an item		

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow authorized staff to re-order holds in a hold queue		
M	Grace periods should be determined by the library according to patron and material type		
M	System should include the option of sending courtesy notices prior to the due date		
M	System should allow library to define and update fine and fee schedules for processing fees, lost item fees, photocopy charges, etc.		
M	Historical financial records should be maintained for library-specified time period		
M	System should provide some means for library to “forgive” unpaid fines and fees and mark records as “bad dept”		
M	System should allow library to specify rules for renewals determined by patron and library type		

9.1.2 PATRON RECORDS

Lib Priority	Function Description	Vendor Status	Notes
M	Support the initial load of patron records from current ILS, retaining library-specified data		
H	Support ongoing loads of patron records from outside source (Seminary system)		
M	Overlay of patron records from batch loads		
M	Support the manual entry, update and deletion of patron records		
M	Support multiple patron types, with differing circulation rules assigned to each type		
M	Support patron type requiring an annual fee for access		
M	Allow staff to assign new patron barcode to patron record with the ability to retain old barcode number in record		
M	Disallow the deletion of patron records		

Lib Priority	Function Description	Vendor Status	Notes
	with outstanding transactions (checkouts, holds or fines/fees)		
M	Ability to search for patron records using library-defined criteria such as barcode, name, Seminary ID, email address, etc.		
M	There should be no limits on the number of transactions associated with one patron record		
M	Multiple mailing addresses can be assigned to a patron, with library determining which address to use as primary		
M	Multiple email addresses can be assigned to a patron, with options for utilizing any of them for different purposes		
M	Ability to disable different types of notification without deleting the information from the patron record (e.g. disable email notification but retain the email addresses in the record)		
H	Ability to use a library-maintained calendar for determining which mailing and email addresses are considered primary		
M	Maintain expired patron records in system when outstanding transactions are present		
M	Allow the library to delete or purge expired patron records from the system while maintaining records without outstanding transactions (describe choices available for selecting records to be deleted)		
M	Allow library staff to determine pre-set group of standard notes to be selected for a patron record		
M	Maintain free-text notes fields for each patron record		
H	System should maintain link between staff login identity and charge transactions		
M	During check-out the system should		

Lib Priority	Function Description	Vendor Status	Notes
	display the patron name, ID number, patron type and any notes associated with the patron		
M	The system should display the items checked out and the due date in the circulation interface		
M	If loan period is in hours or minutes, the due date and time should both be displayed in the circulation interface		
M	System should allow staff with appropriate permissions to override the due date/time during the charge process		
M	The system should have the ability to track “in house” usage and maintain this information with each item record		
M	Items should be discharged through the scanning of the barcode and through the manual entry of the item ID number		
H	The system should allow the operator to flag a record and create a note during the discharge process (e.g. damaged items)		
M	Visual and auditory alerts should be used during the discharge process when: *item has a recall/hold *item is on reserve *item has “on the fly” record *processing needs to be completed on the item *material type or location requires special treatment (e.g. DVD)		
M	Fines and fees should be automatically calculated at discharge and displayed in the circulation interface		
M	System should have the option of creating a discharge “receipt”		
M	The system should automatically print a hold slip during the discharge process for items that should be routed to the hold shelf		

9.1.3 PATRON SELF-SERVICE

Lib Priority	Function Description	Vendor Status	Notes
M	Allow patron to log-in to their library account using their patron id and other criteria determined by the library (last name, PIN, etc.)		
H	Allow authenticated patron to update information in their patron record, with library control of which fields are available for editing		
H	Allow patron to determine if a circulation history is kept		
M	Allow patrons to renew appropriate items and cancel hold requests		
H	Allow patrons to pay library fines with credit cards		
H	Allow patrons to pay library fines using account associated with their Seminary ID		
M	Allow patron to place holds at the title or bibliographic record level		
M	Patron should be able to see how many holds exist on a record when placing a hold		

9.1.4 CHARGE/DISCHARGE

Lib Priority	Function Description	Vendor Status	Notes
M	Visual and auditory alerts to staff during checkout when the patron record is expired, the patron record indicates the card has been lost, patron owes excessive fines (as defined by the library)		
M	Ability for the library to determine when a specific patron type is considered delinquent such as the amount of monies owed, the number of lost items, etc.		
M	Any block on patron record should be immediately removed when issues have been remedied		

Lib Priority	Function Description	Vendor Status	Notes
M	Allow the library to determine item statuses which should bring up error messages and stop the charge process, such as lost or claims returned		
M	Allow the library to determine item statuses which should be automatically updated by the system during the charge process		
M	Ability for authorized staff to accept full or partial payment for fines/fees during check-in		
M	Ability for authorized staff to display closed or active fines		
M	Ability for authorized staff to waive part or all of a fine/fee		
M	The system should allow authorized staff to determine what item a payment is intended for but should default to oldest fine/fee if no selection is made		
M	System should allow for processing and service fees such as photocopying charges, damaged items, processing fees, membership fees, etc.		
M	Basic bibliographic information such as title, author and call number should be displayed for each fine/fee		
M	Due dates and fines should be calculated in conjunction with library-maintained calendar		
M	Fines should be billable by minute, hour, day, overnight, week, semester, or as otherwise defined by the library		
M	Authorized staff should be able to adjust check-in date during discharge process		

9.1.5 NOTIFICATIONS

Lib Priority	Function Description	Vendor Status	Notes
M	Allow library to create and update the text and format of all print and email notices related to at least overdue items, holds, recalls, and bills		

Lib Priority	Function Description	Vendor Status	Notes
M	Method of notice delivery should be determined by the library (email or print)		
M	“Item available” notices should be an option when items with existing holds are discharged		
M	Ability for library to determine the schedule for generating, printing and sending notices		
M	Text of notices should be customizable by patron and material type		
M	System supports at least three levels of overdue notices		
M	System supports automatic and on-demand creation of billing notices		
M	System should automatically supply information for each overdue, lost or damaged item, including Item ID number, author, title, call number, date due, amount of assessment, reason for assessment, date of assessment, processing or service fee assessed, payments or waivers made and date payment posted, with data used at the discretion of the library for any notices		
M	System should support customization of charge and discharge receipts, with options of displaying a variety of bibliographic, item and due date information		
M	Number of overdue, lost and billing notices sent should be displayed in the circulation interface for items and patrons		
M	System should provide the option of waiving outstanding fines or fees assessed against an item when item is renewed		

9.1.6 RESERVES

Please describe the capabilities of your system for handling electronic reserves, including interactivity with patron OPAC capabilities and accessibility from outside of the OPAC environment.

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow the creation of “on the fly” bibliographic and item records for uncataloged items going onto reserve		
M	System should support multiple template or default records which can be customized by authorized library staff for inputting “on the fly” reserve bibliographic and item records		
M	Loan, fee and fine parameters for reserve should be configurable separately from other circulation parameters		
M	Reserve items should be searchable by course name/number, instructor, department, call number, title, author, item ID and item barcode		
M	System should allow single item to be on reserve for more than one instructor/course		
M	System must automatically extend hourly loan periods after a certain time of day, determined by the library and the calendar		
M	System should offer the option to limit access to reserve items and require a user login		
M	System should allow the dynamic interoperability between circulation and reserve subsystems within the staff interface		
M	System should maintain regular circulation statistics such as number of circulations and location when item is placed on temporary reserve from the main collection		
M	System should allow authorized staff to globally withdraw all records for a specified course		
M	System should allow search and retrieval of reserve items through the OPAC		

Lib Priority	Function Description	Vendor Status	Notes
M	System should provide simple way to maintain reserve list for course or instructor which can be “re-activated” on demand		
M	System should be able to limit which materials are available for holds (e.g. no holds allowed on reserve items)		
M	System should allow for global withdrawal of temporary reserves by specified date		
M	System should allow for various reserves item types and differing load periods and/or status (e.g. in-house only vs. can take from library, etc.)		

9.1.7 CIRCULATION/RESERVES REPORTS

Please describe the variables which can be defined and revised by library staff when creating circulation reports.

These variables would be utilized for creating on-demand reports, including:

- *items charged/discharged
- *items renewed
- *items with overdue status
- *items recalled
- *items on “hold shelf”
- *overrides allowed for patrons
- *missing items
- *”on the fly” records
- *lost/missing items
- *in-house material use
- *financial reports (money received for various fees for specific time periods)
- *inactive patrons (defined by date of last use)

CIRCULATION/RESERVES REPORTS

Lib Priority	Function Description	Vendor Status	Notes
M	On-demand report of the activities related to a single item or group of items including information such as number of charges, renewals, recalls and holds		
M	Statistical reports should be available at multiple levels, including collection, specific call number ranges, bibliographic and item records		
M	Report of fines/fees owed, limiting report to a specific time frame, total cost type of charge and/or type of patron		
M	System should allow the library staff to determine the bibliographic and item information included in the different notices		
M	Overdue reports should distinguish among fines and fees associated with overdue recalled items, overdue reserve items and regular overdue items		
M	Report of delinquent and blocked patrons, with limits available by date, total amount owed and type of block (all types of blocks)		
M	Report of items not circulated over specified period of time, limited by location and material type		
M	System should provide monthly and annual circulation reports which can be compared for multiple years		
M	Report data should be exportable to spreadsheets (e.g. MS Excel)		
M	Custom reports should be permitted which can be stored, retrieved and re-run		
M	System should provide reports on reserve items by course name/number and by instructor		
M	System should provide statistics on the number of items checked out from reserve by time period, type, and format		

Lib Priority	Function Description	Vendor Status	Notes
M	System should provide online and printed lists of reserve items due for removal from reserve and excluding from the list those items on reserve for more than one course until the last indicated removal date arrives		

10. ACQUISITIONS

10.0 Introduction

The Acquisitions subsystem will be utilized to provide the library with an automated means of ordering, receiving and tracking materials. The subsystem should provide flexibility in methods of ordering, purchasing, invoicing and receiving, with multiple options for interfaces to a variety of library vendors.

Please feel free to describe any features or capabilities of your system that are not revealed in the questions or functional requirement list.

10.1 Functional Specifications

10.1.1 GENERAL

Describe how your system handles historical or archived acquisitions transactions. What information is stored? How does staff access the records? How long are things retained?

Describe the template capabilities for acquisitions related records, including what fields are locally definable.

Lib Priority	Function Description	Vendor Status	Notes
M	System should integrate with all other subsystems, with acquisitions records and statuses displaying in all of the modules		
M	System should interact with OCLC for interactive and batch record download		
M	System should allow an "in-process" or review file		
M	System should maintain vendor file		
M	System should maintain a historical or archival file of acquisitions activities for library-specified time period		

Lib Priority	Function Description	Vendor Status	Notes
H	System should interface with major book vendor systems for ordering		
M	System should support selection lists which can be utilized to create orders		
H	System should detect holds on items during receipt processing		
H	System should support claiming and cancellation of orders		
H	System should provide for a routing system for newly received items		
M	System should allow order records to be integrated into the OPAC and retrieved through all of the available searches		
H	System should support the ability to cancel one or more orders by vendor and to change the vendor designation on those order records		
M	Ability to search and sort on order file search results by fund code(s), subject area, vendor name or code, invoice number, item ID or order status		
H	System should support the ability to display and verify individual titles that have come on a monographic standing order, blanket order or membership		
H	System should support the ability to enter locally defined notes field in the order record which are keyword searchable		
H	System should allow more than one fund per title		
H	System should provide a mechanism for any library user, whether an individual or department, to submit a request for possible purchase		
H	System should support selection lists, with access controlled by user login and password		
H	Cancelled orders should be removed from the OPAC/public access		
H	System should support the ability to add, edit, and delete MARC Holdings records and item records in the Acquisitions module		

Lib Priority	Function Description	Vendor Status	Notes
H	System should maintain online history file which can be retrieved through the staff interface using the same criteria as the on-order file		

10.1.2 ORDER/INVOICE RECORDS

Lib Priority	Function Description	Vendor Status	Notes
M	The system should accommodate the following types of orders: firm orders, standing orders, blanket orders, continuations, gifts prepaid orders, gratis orders, deposit account orders, serial orders, exchange, replacement and memberships		
H	System should allow multiple order records to be attached to a single bibliographic record		
H	A single purchase order should be able to be linked to multiple bibliographic records		
H	System should allow staff to link and unlink purchase order records to bibliographic records		
M	The system should block order generation if funds are not available, with option to override with appropriate permissions		
H	On order bibliographic records for which material has been received but not cataloged can be suppressed from public view		
H	Selected fields in the order record can be suppressed from public view		
H	System should support the ability to limit searches in the catalog to on-order titles		
H	System should support the ability to limit searches in the catalog to titles which are received but not fully cataloged		
H	System should allow authorized staff to edit vendor code and name on the		

Lib Priority	Function Description	Vendor Status	Notes
	purchase order		
M	Support unlimited number of purchase order records		
M	System should prevent the use of a duplicate purchase order number		
M	System should allow "plan numbers" to be re-used for standing orders		
H	System should support electronic submission of orders		
M	System should support electronic data interchange EDI		
M	System should allow partial receipt of orders		
M	System should support unlimited number of invoice records		
M	System should allow for manual creation of order records, with bibliographic information		
M	Ability to search and select records by vendor name or vendor code		
M	System should support multiyear subscriptions for serial orders		
H	System should provide a reminder report at a library-specified time prior to renewal for all titles that are ordered directly from the publisher		
H	System should provide a mechanism for projecting the next years' serial expenditures based on current year serial orders, cancellations and renewal instructions, taking into consideration inflation factors and country of origin, etc.		
H	System should have the ability to post serial invoices from all major domestic and foreign vendors using EDI or other electronic means. Please describe your electronic invoice capabilities		
H	System should maintain a historical payment file which details every payment made for a specific serial title		
H	System should support the printing of order forms both on-demand and in batch mode		

Lib Priority	Function Description	Vendor Status	Notes
H	System should allow library to edit vendor and bibliographic data to be included on printed forms		
H	System should provide automatic notification for not-yet-published items and for serial renewals not covered by subscriptions or standing orders		

10.1.3 VENDOR RECORDS/FILE

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow authorized staff to add, edit and delete vendor records		
M	System should support the searching of vendor records by vendor name, vendor code and keyword		
M	System should accommodate multiple addresses and contacts for each vendor and a way to link each order or claim to a specific contact		
M	Vendor records should include web address and email addresses		
M	Vendor records should include a field for free-text notes		
M	System should allow for an unlimited number of vendor records		
M	System should maintain financial information on every vendor, including amounts encumbered, owed and paid		

10.1.4 RECEIVING

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow authorized staff to receive items		
M	System should allow the receipt of items without an accompanying invoice		
M	System should allow a read-only view of records when record is already in use		
M	Ability to edit order records in a received status, with appropriate authorization		

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow staff to search invoice records by vendor name and/or code and vendor invoice number		
M	System should support charges for shipping, taxes, bank charges, rush charges and surcharges		
M	System should support the generation of return forms for defective, incorrect or duplicate material		

10.1.5 FUND ACCOUNTING

Lib Priority	Function Description	Vendor Status	Notes
M	System should allow authorized staff to shift monies from one fund to another, in any amount, at any time during the fiscal year		
H	System should allow charging one item to two or more funds and for ordering multiple copies to be charged to multiple funds		
M	System should provide option for moving encumbrances from one fiscal year to the next		
M	Funds should be updated and balanced in real-time		
M	System should retain and display at least the following data: account number, allocation, cumulative encumbrance, cumulative expenditure, cash balance, and free balance		
M	System should block new encumbrances when funds are over-encumbered or over-expended by more than library-specified amounts		
M	Authorized staff should be allowed to override blocks on fund encumbrances		
M	System should allow a temporary freezing of a fund, which can be overridden with appropriate authorization		
M	System should allow a single fund to be subdivided		

Lib Priority	Function Description	Vendor Status	Notes
M	System should support the grouping of accounts by fund subdivision		
M	System should report cumulative spending in different categories for each account grouping by fund subdivision		
M	System should allow remaining allocation to be carried over to new fiscal year fund		
M	System should allow orders to be carried over from one fiscal year to the next		
M	System must allow the creation of accounts at any time		
M	System should allow authorized staff to update fund records at any time during the fiscal year		
H	Online fund display should include: *original budget allocation *dollar amount of orders outstanding (encumbered) *dollar amount of orders paid, free balance *number of items received *numbers of orders placed for the fund		
M	System must track adjustments to fund, including changes made, date and operator ID		
M	Fiscal year beginning and ending dates should be determined by the library		
M	System should have no limit for the number of funds allowed		

10.1.6 CLAIMS

Lib Priority	Function Description	Vendor Status	Notes
H	System should have the ability to generate electronic and printed claims		
H	System should have the ability to send claim notices electronically to major vendors		
H	System should allow authorized staff to generate on-demand claims		
H	System should allow authorized staff to		

Lib Priority	Function Description	Vendor Status	Notes
	edit a predictive claim date		
H	System should provide a preview of electronic and printed claims		
H	System should allow the claiming of a part of an order		

10.1.7 ACQUISITIONS REPORTS

Describe the pre-defined reports available in your system.

Lib Priority	Function Description	Vendor Status	Notes
M	All reports should be available on-demand and include real time data		
M	System should provide a detailed vendor performance report for library-specified time periods and report on orders placed, received, claimed and cancelled		
H	System should provide a report which tracks the average fulfillment time (from order date or projected publication date) for all vendors		
H	Performance statistics should include (by library-specified date range): *number of copies cancelled *total amount ordered *amount encumbered *amount invoiced *total number of orders *number of copies received *average order price *average discount by vendor		
H	System should provide a report of all paid invoices by vendor for the year-to-date		

Lib Priority	Function Description	Vendor Status	Notes
H	Expenditure and encumbrance reports should be limited by library-specified date range and should contain at least: *call number *location *record type *department *fund *vendor *publisher *requestor		
H	System should provide a download function for acquisitions reports to allow users to import the data into programs such as MS Excel		
H	System should provide reports of items received/not cataloged and ordered/not yet received, limited by library-specified date range, and should include bib, holdings, item, invoice, vendor, fund and subject area		

11. SERIALS

11.0 Introduction

The Serials module will be utilized to control the receipt, check-in, processing, binding and payment of selected serial publications. The data from the Serials module should interact with all other subsystems of the ILS, sharing records and displaying serials module data in all public and staff interfaces.

11.1 Functional Specifications

11.1.1 GENERAL

Lib Priority	Function Description	Vendor Status	Notes
M	Serials module should be integrated with the other subsystems: OPAC, circulation, cataloging, acquisitions, interlibrary loan, binding and reserve		
M	System should support the receipt of journals, series, and supplements		

Lib Priority	Function Description	Vendor Status	Notes
H	System should include the following functions: *prediction of upcoming publications *bindery preparation *local notes field		
M	System should support the following searches in the staff interface: *keyword *vendor name *vendor code *vendor title number *ISSN *system ID number *bibliographic control number		
M	System should support the display of summary and detailed holdings records from the serials module in the OPAC		
M	System should support quick and simple receipt and un-receipt of serial issues		
M	System should allow for all types of serials in all types of media, including periodicals, loose leafs, monographic series, conference proceedings, technical reports, electronic files and CD/DVDs		
H	System should support supplementary materials, including special issues, supplements, inserts, pocket parts, replacement pages, and maps		
H	System should support multi-part issues, replacement volumes, volume indexes, and cumulative indexes		
M	System should easily receive non-predicted issues, issues that come out of order and irregular serials		
M	System should support any publication frequency		
M	System should allow staff to add, update and delete captions and patterns		
M	System should allow staff to quickly add, edit or delete copies		
H	System should supply templates for common patterns which can be edited by authorized staff		

Lib Priority	Function Description	Vendor Status	Notes
H	System should allow receiving staff to generate claims in the check-in module when an issue has been skipped		
M	System should update issue status information in real-time and display current status in OPAC and other staff modules		
H	System must include a public and a non-public note for each issue		
H	System should provide routing slips and processing slips which can be customized by the library		
H	System should allow receiving staff to add barcodes and item records through the Serials module		
H	System should allow authorized staff to edit claim intervals		
H	System should provide a way to disable the automatic claiming function		
H	System should support the electronic transmission of claims		
H	System should allow the library to define and revise default values for serials check-in record data elements		
H	System should prompt staff for the entry of required data and block final creation of a check-in record until the minimum required data elements have been entered		
H	System should allow authorized staff to override the system-supplied check-in date		
H	System must provide method for accessing online serials through the ILS interface		

11.1.2 BINDING

Lib Priority	Function Description	Vendor Status	Notes
H	System must display binding status in OPAC and all staff interfaces		

Lib Priority	Function Description	Vendor Status	Notes
H	System should allow authorized staff to produce bindery and discard pull slips on demand		
H	System should identify eligible items for binding based on library-specified criteria		
H	System should provide lists of serials that are eligible for binding, sorted by location, alphabetically by title based on library-specified criteria		
H	Retrieval lists should include information such as location, title, volume number, issue numbers, copy numbers, dates of issue, with the option of adding other library requested fields		
D	System should generate a standard bindery slip with the data appropriate for library's binding contractor		
D	System should generate an online or printed packing list, sorted by different types of binding categories, as determined by the library		
H	System should allow authorized staff to defer binding and to indicate when the serial will again be eligible for binding review		
M	System should allow staff to block the binding function for a copy of a serial which is not to be bound		
D	System should store the following binder information: *name of binder *binder number or code *binder address *binder telephone number *account representative *account representative's contact info		
D	System should produce claims to the binder for non-receipt of issues sent to be bound		
H	System should allow staff to assign a barcode and create an item record for the bound volume		

11.1.3 SERIALS REPORTS

Lib Priority	Function Description	Vendor Status	Notes
H	System must provide report of missing or not-yet-received/overdue issues		
H	System should provide a report of issues out for binding		
H	System should provide a report of the number of pieces checked in, during library specified date ranges, by operator		
H	System should provide a report of the number of serial titles and bound volumes		
H	System should provide a report of the volumes returned to bindery for correction		
H	Other reports: *list of new subscriptions within a specified time period *list of active journals within specified subject areas *report by publisher, vendor or subject of the number of subscriptions, cost, average cost of subscription and percent of total cost *total cost of titles renewed *list of all active subscriptions due for renewal before a specified date *list of first, second and third claims *list of outstanding claims		

12. INTERLIBRARY LOAN

12.0 Introduction

The Seminary would like to find an ILS which has a full interlibrary loan module which interacts with the OPAC, collection development, serials and circulation modules.

Please feel free to describe any features or capabilities of your system that are not revealed in the questions or functional requirement list.

12.1 Functional Specifications

Does your system interact with the OPAC, Acquisitions, Serials and Circulation modules? If so, please describe the interactions and user experiences.

Does your system interact with OCLC Resource Sharing or other document delivery systems?

Does your system handle electronic document delivery? If so, please describe in detail the user experience and the staff functionality behind this feature.

12.1.1 INTERLIBRARY LOAN

Lib Priority	Function Description	Vendor Status	Notes
H	System should provide electronic list of items which have been requested repeatedly		
H	System should allow users to request returnable and non-returnable items through the OPAC		
H	System should have the capability to handle a copyright compliance file		
H	System should retain copyright compliance information for a minimum of 5 years		
H	Systems should alert the operator if copyright limits have been reached		
H	System should support the transfer of ILL requests		
H	System should provide report on items requested through ILL requests		
H	System should provide a report of the copyright activity for selected title(s) and date ranges		
H	Copyright compliance file should be accessible through: *journal title *keyword from title *requestor *transaction number *copyright clearance center code *publisher		

13. INVENTORY

Describe the inventory functionality available in your system. Please be sure to address:

- *capability to inventory full and partial collections (include criteria available, etc.)
- *specific portable hand-held devices compatible with your system

14. MANAGEMENT STATISTICS AND REPORTS

A report section is included in each of the major functional areas. Reports in this section are overall system statistics and other general reports.

The Seminary would like to find a system that includes a flexible, straightforward and inclusive report module. The module should be available from any other module and user options should be controlled by login. Reports should be simple to access, run and output and should be accessible to staff of any technical level, with appropriate permissions.

System should provide circulation activity reports at multiple levels, including collection, specific call number ranges, bibliographic and item records. Circulation reports should distinguish usages by date range(s).

Part III: OTHER REQUIREMENTS AND DESIRED FEATURES

15. SUPPORT/MANTENANCE

15.1 The vendor must guarantee support for current releases of all databases and operating systems for the first twelve months after the release. The library would require an ongoing annual contract for support and maintenance.

15.2 Describe your customer support structure, hours and resources for hardware support, operating system support and application/data support.

15.3 What are the hours and days of your live telephone support?

15.4 What staff skills are required to support and maintain the server?

15.5 What ratio do you maintain of technical support staff to customers?

15.6 What technical assistance is available from your company for maintaining the ILS and server software? Do you provide consulting support for operating system and ILS software upgrades?

15.7 Does your company provide any assistance with OPAC design and implementation?

15.8 Please describe the make-up and governance of the ILS user group.

15.9 Does your company offer a complete hosting solution, with your company running the ILS server from another location (Software as a Service)?

15.10 What are the capabilities for integrating into a campus-wide single-sign on process with a hosted solution?

15.11 Please describe the mechanism for reporting and resolving issues with the system.

15.12 Will you provide unlimited support for a limited time post-implementation?

16. TRAINING

16.1 Outline a comprehensive training plan for the library.

17. DOCUMENTATION

17.1 Is documentation provided in hard copy as well as electronic formats?

17.2 Documentation must be received at least 30 days prior to release.

18. UPGRADES

18.1 How are upgrades distributed? What technical assistance is available from your company to implement upgrades of your ILS software and updates of the server software? What costs are involved in support and consulting services?

18.2 Product upgrades must be included as part of annual maintenance fee.

18.3 Customized portions of ILS should move from old releases to updated releases without additional changes.

18.4 What is the average lead time for notifying the library of an upcoming upgrade?

18.5 Is the upgrade scheduled by the library or the vendor?

18.6 Are there regular or standard days or times when upgrades are performed?

18.7 What is the average downtime experienced for upgrades and regular maintenance?

19. STANDARDS

19.1 Please provide a list and description of all of the Application Programming Interfaces (API's) available for your system.

19.2 Please indicate if your system supports the following standards:

- ISO Interlibrary Loan Protocol Standards (ISO ILL)
- NISO Circulation Interchange Protocol (NCIP)
- Electronic Data Interchange (EDI)
 - *X-12 and Edifact standards
- BISAC compliant ordering and acknowledgements
- Various serials-related standards (Z39.9, Z39.44, Z39.48, Z39.56, etc.)
- Barcodes which are 14 digits long with an ending check digit, Mod 10, double add double
- XML compliant
- LDAP support for patron management/authentication
- ALA Character set (Z39.47-1985)
- Information Interchange Format (NISO Z39.2-1994)
- NISO Z39.50 (1988, 1992, 1995) Information Retrieval Service Definition and Protocol Specification for Library Applications
- X-400 Electronic Mail
- USMARC21 – Authority Format, Holdings Format
- Serials Holdings (Z39.45-1986)
- Interlibrary Loan Data Elements (NISO Z39.63-1989, 199x)
- Format for Patron Records (NISO Z39.69)
- Format for Circulation Transactions (NISO Z39.70-199x)

20. COLLECTION ANALYSIS TOOLS

20.1 Please describe all collection analysis tools available, including interoperability with your system and costs.

21. ELECTRONIC RESOURCE MANAGEMENT

21.1 Please describe any electronic resource management products available from your company and include information on how it interacts with the different modules of the ILS. Please include cost information.

22. DIGITAL RESOURCE MANAGEMENT

22.1 Please describe any digital resource management tools or products available from your company and include a description of how the product interacts and integrates with the ILS modules. Please include cost information.

Part IV: DATA CONVERSION/MIGRATION AND SYSTEM IMPLEMENTATION

23. DATA CONVERSION

The Library is currently running a Dynix Classic system and requires that the vendor provide the means to convert the records in the current system to the vendor system. The data will be extracted from the Dynix system using existing Dynix tools. Sample records can be supplied, if necessary.

Please describe the process to convert the following records into your system, including any known issues with data incompatibility or loss:

Bibliographic records (all formats, all bibliographic levels, all media types)

Item Records (including item records for serials)

Serial Holdings

Serials Check-in Records

Patron Records

Circulation Transactions (current year and accumulated usage, holds, recalls, etc.)

Acquisition Order Records

Acquisition Fund Records

Will it be possible to run a test load of each record type one or more times before the new database is officially loaded for production? What types of reports are available for records which are rejected for some reason from the conversion process?

24. SYSTEM IMPLEMENTATION PLAN

Describe your recommended implementation plan, including tasks and timelines. If your system offers a hosted option, please describe the implementation plan for the hosted solution as well as the non-hosted solution. Indicate the staffing requirements for the Library at each stage of the implementation, including the skills and knowledge that will be required.

24.1 Will a test server or test database be available for an initial load from Dynix to the new system?

24.2 Describe the services provided by the vendor staff during implementation, including those that are at no cost as well as services available for a fee.