

REQUEST FOR PROPOSAL

SPECIFICATIONS

FOR

FURNISHING, DELIVERY, INSTALLATION, AND MAINTENANCE

OF AN

INTEGRATED LIBRARY SYSTEM

(PUBLIC ONLINE CATALOG, CIRCULATION, ACQUISITIONS AND SERIALS CONTROL SYSTEM)

FOR THE

WAYNE STATE UNIVERSITY LIBRARIES

AND

DALNET

DETROIT, MICHIGAN

July 1984

DETROIT AREA LIBRARY NETWORK

Botsford General Hospital
Hospital Library & Media Center
28050 Grand River
Farmington Hills, Michigan 48024

Children's Hospital of Michigan
Medical Library
3901 Beaubien Blvd.
Detroit, Michigan 48201

Detroit Public Library
5201 Woodward Avenue
Detroit, Michigan 4820

Harper Hospital Division
Harper-Grace Hospitals
3990 John R Street
Detroit, Michigan 48201

Henry Ford Hospital
Medical Library K-17
2799 West Grand Blvd.
Detroit, Michigan 48202

Sinai Hospital of Detroit
Samuel Frank Medical Library
6767 West Outer Drive
Detroit, Michigan 48235

University of Detroit
4001 West McNichols
Detroit, Michigan 48221

Wayne County Community College
801 West Fort Street
Detroit, Michigan 48226

Wayne State University
455 Purdy Library
Detroit, Michigan 48202

William Beaumont Hospital
3601 West 13 Mile Road
Royal Oak, Michigan 48072

WAYNE STATE UNIVERSITY LIBRARIES

REQUEST FOR PROPOSAL

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1. BIDDING INFORMATION

1.1. Purpose of RFP

The purpose of this Request for Proposal (RFP) is to define the specifications and requirements for, and solicit proposals or bids from prospective vendors for furnishing, delivery, installation, and maintenance of, a computer-based Integrated Library System for Wayne State University Libraries and for the Detroit Area Library Network (DALNET).

The totally-programmed system must consist of an Online Public Catalog, Circulation, Acquisitions, and Serials Control Subsystems to initially serve the five campus libraries of the Wayne State University Library System. The sequence desired for implementation is to first load full MARC records from OCLC tapes, then to implement the online public catalog, and then to implement circulation. Acquisitions and serials control will follow in that order. The system must be capable of expanding within six months after installation begins at Wayne State to serve the other libraries currently part of DALNET. Additional libraries expected to participate in DALNET in the future must be able to be added later.

Each acceptable response to this RFP must include proposals or bids for:

- 1.1.1 The application software for the Online Public Catalog, the Circulation Subsystem, the Acquisitions Subsystem, and the Serials Control Subsystem.
- 1.1.2 Software maintenance and enhancement.
- 1.1.3 Documentation and staff training.
- 1.1.4 The operating system, data base management system, and other system software necessary to support the application.
- 1.1.5 The central processing unit(s), magnetic disk storage, magnetic tape unit(s), printers, CRT terminals, optical scanners, communications equipment, and other essential hardware to support the system for Wayne State University alone and the upgrades and additional hardware needed to expand the system to support DALNET.
- 1.1.6 Hardware maintenance.

For a software only proposal, the vendor must recommend and provide cost estimates for the hardware and any additional software necessary to operate the system. The vendor will be liable for system performance if the hardware recommendations are followed.

1.2 Vendor Response Requirements

There is no intent to limit the contents of proposals. Vendors may include any information deemed pertinent in addition to that outlined in this document. It is requested that the following section headings be used in vendor responses to this RFP and that these headings be arranged in the order listed. Vendors must provide a table of contents and must include labelled divider tabs between the sections.

1.2.1 Letter of Transmittal

Each proposal must include a letter of transmittal, which bears the signature of an authorized representative of the vendor and which also includes the names of individuals authorized to negotiate with Wayne State University Libraries.

1.2.2 Vendor Profile and Financial Statement

This section must include a brief description of the vendor's company, including:

- .1 The organization and staffing for library applications.
- .2 A copy of the company's latest annual report with a complete, audited financial statement and previous year's financial report.
- .3 Other sources of financial information may be provided to demonstrate the vendor's financial stability.
- .4 A nondiscrimination provision using the response form supplied at the end of this document.
- .5 A summary of expenditures for software maintenance and enhancement in the past three fiscal years.

1.2.3 System Summary/Overview

This section must include:

- .1 A brief narrative presenting an overview of the system being proposed in compliance with the specifications outlined in this RFP.
- .2 A summary of each software package proposed or recommended.
- .3 A configuration and listing of the hardware proposed or recommended to support the system for Wayne State University alone.
- .4 A configuration and listing of the add-on hardware proposed or recommended to expand the system to support DALNET.

1.2.4 Responses to Specifications

The vendor must respond on the Specification Response Forms at the end of this document. The forms may be removed and reproduced as necessary. Responses must be made to each specification and requirement in Sections 3 through 9 and the completed forms must be included in this section of the proposal.

The specifications and requirements for the desired system are detailed in Sections 3 through 9. Part of the specifications are REQUIRED and the remainder are OPTIONAL or desirable; each item is considered required unless otherwise specified. If a vendor can demonstrate that a function or feature can be provided in some other way, that is acceptable but the burden of demonstrating that is on the vendor. There are no mandatory elements upon which automatic disqualification would be based, but the absence of any of the features not marked as optional would be a severe disadvantage to a vendor.

One of the following symbols must be used in responding to each specification and requirement:

- YES - Available. The function or feature is available, is included in the vendor's proposal, and may be inspected at a vendor-specified site.
- YES/D - Available, but with minor differences which must be explained by the vendor.
- YES/F - Available in the future, after the vendor completes development. The approximate month and year the function or feature will be available must be indicated on the Response Form.
- NO - Not available. The vendor does not have this function or feature and does not plan to offer it.
- CUST - Custom work. The vendor must describe work they are able and willing to do, including a timetable and target date for the work proposed.
- CLAR - Vendor wishes to clarify or negotiate.

The vendor may refer to appended information that explains the responses.

1.2.5 Cost schedules

The vendor must respond on the Cost Response Forms at the end of this document. The forms may be removed and reproduced as necessary. The completed forms must be included in this section of the proposal.

It is the responsibility of the vendor to disclose the total cost of the software and hardware proposed. Any costs not identified on the forms but essential to system operation must be itemized. Additional costs for custom software work must be identified.

For a software only proposal, the vendor must nevertheless provide cost estimates for the recommended hardware and any additional software necessary to operate the system.

1.2.6 System Operating Requirements

Each proposal must include a description of these operating requirements:

- .1 Personnel requirements.
- .2 Site requirements.
- .3 Agreements with multiple vendors.
- .4 Estimated annual operating costs.
- .5 Backup procedures and requirements.

1.2.7 Proposed Delivery and Installation Schedule

The vendor must include in this section the proposed schedule for delivery of hardware and software, installation of hardware and software, loading of bibliographic records from OCLC tapes, training and evaluation of the system proposed to initially serve Wayne State University Libraries. Needed software development should be indicated in the proposed schedule. A proposed delivery schedule for the expansion of the system to support DALNET six months after Wayne State installation begins must also be supplied, including delivery of hardware and software, installation of hardware and software, loading of bibliographic records from OCLC tapes, training, and evaluation of the system.

1.2.8 List of Operational Installations

The vendor must provide information for three or more accepted systems with equipment and software similar to that being proposed. The list must be submitted on the List of Operational Installations Form at the end of this document. The form may be removed and reproduced as necessary.

The list should include large libraries or networks similar to Wayne State University, Detroit Public Library, or DALNET.

Representatives of the Libraries, at their discretion, will call any of the institutions or organizations listed, or any others known, to verify the performance of identical equipment and software proposed, quality of maintenance, vendor support, etc. This information will be used in the RFP response evaluation.

1.2.9 Vendor Contract

A copy of the vendor's standard contracts must be included in this section. This includes contracts for leasing, purchasing, post installation maintenance, and software enhancement. Standard addenda to these contracts should also be included, for evaluation. Addenda are optional unless applicable to all vendors contracts.

1.2.10 Vendor Attachments

Additional narrative information, materials, and documents may be submitted to support the proposal.

1.3 Alternative Bids

A vendor may submit more than one proposal. If a vendor chooses to submit more than one proposal, each must be identified as either primary or alternate. Only one primary proposal will be accepted. Each proposal submitted, primary or alternate, must follow the vendor response requirements described in Section 1.2.

For alternate proposals a vendor may refer by name and number to specific sections or paragraphs in the primary proposal, rather than reproduce information that has not changed. Information in the primary proposal that is referenced in the alternate will be considered as an integral part of the alternate proposal for evaluation and contractual purposes.

1.4 Bidder's Conference

A bidder's conference will be held at Wayne State University on August 7, 1984 at 10:00 a.m. Questions to be considered at the conference may be submitted in writing in advance to Louise Bugg.. Questions not possible to answer at the conference will be answered in writing as soon as possible thereafter, and the responses will be distributed to all vendors.

1.5 Inquiries Concerning This RFP

Vendors may direct any inquiries regarding this RFP to:

Louise Bugg, Acting Assistant Director
Wayne State University Libraries
Detroit, Michigan 48202
Telephone: (313) 577-4058

Inquiries must refer to specific section numbers of the RFP. Vendor's questions and answers to their questions will be communicated to all vendors, unless the vendor submitting the questions indicates, and the Libraries concur, that they concern proprietary information. Responses that are distributed will not reveal the source of the question. Questions may be submitted up to 10 days prior to bid opening.

1.6 Firm Bids

All prices bid must be firm for 120 days from the due date of the proposal. An extension of firm prices bid on the expansion of the system to support DALNET must be available.

1.7 Delivery of Proposals

Each vendor must submit five copies of the proposal on or before the due date. At least one copy of all supporting materials and documentation must be submitted along with the proposals. Send the proposals and documentation to:

Peter Spyers-Duran, Director
Wayne State University Libraries
Office of the Director
5244 Gullen Mall
Detroit, Michigan 48202

Proposals must be received by September 17, 1984, at 5:00 p.m., Eastern Time. Late proposals will not be considered.

1.8 Modification of Proposals

Only written requests for the modification or correction of a previously submitted proposal which are addressed in the same manner as proposals and are received by the University prior to the scheduled due date for the receipt of proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that they are in sealed envelopes which are plainly marked "Modification of Proposal on (item described)." Oral modifications or corrections will not be recognized or considered. Requests for the modification or correction of proposals cannot be submitted after the scheduled due date for the receipt of proposals.

1.9 Confidentiality of Proposal

Any material submitted by any vendor that is confidential in nature must be clearly marked as such. All information provided by Wayne State University and the other DALNET libraries must be treated as confidential. Use of the information by vendors is intended only for the purpose of preparing a response to this RFP.

News releases pertaining to this RFP or the services or project to which it relates will not be made without prior written approval from Wayne State University Libraries and DALNET.

1.10 Evaluation of Proposals

Wayne State University Libraries reserves the right to accept or reject any or all proposals. Vendors may be excluded from further consideration for failure to fully comply with the specifications of the RFP.

The Libraries reserve the right to contact a vendor for clarification of information submitted, to contact current users of equipment or software proposed, and to use other sources of information that would assist in the evaluation.

Wayne State University Libraries reserves the right to make an award based solely on the proposals or to negotiate further with one or more vendors. The vendor selected for the award will be chosen on the basis of the greatest benefit to Wayne State University and DALNET, not necessarily on the basis of the lowest price.

The Libraries reserve the right to accept or reject any part of any bid and to waive minor technicalities. The selection of a vendor's proposal should include the privilege to the Libraries of substituting specific hardware items including, but not limited to, tape devices, disk drives, terminals, and other peripheral devices. If the vendor desires that items within the proposed system be purchased directly from the vendor, this must be clearly stated in the proposal.

Wayne State University Libraries and DALNET will use the following criteria in evaluating proposals:

1. Overall suitability of the proposed system to the present and future needs of Wayne State University and DALNET.
2. Compliance with the specifications (Sections 3 through 9).
3. Total cost of the system over five years.
4. Vendor's reliability, including financial stability and performance on other installations.

5. Delivery and installation schedule.
6. Software development required to meet the needs of Wayne State University and DALNET.
7. Proposed system's reliability and performance on other installations.
8. Expandability of the proposed system.
9. Flexibility of the proposed system in meeting the individual needs of the DALNET members.
10. Ability to link to existing and future local computer communications networks at Wayne State University and the other DALNET institutions.

1.11 Demonstration of System

At the option of the Libraries, a vendor may be required to demonstrate the operation of equipment and/or software during the proposal evaluation process. The location of this demonstration will be at an operational site mutually agreeable to the Libraries and the vendor. The specific requirements and location will be detailed in a separate letter to the vendor. The vendor must demonstrate the proposed equipment and software within 15 days of receipt of the written notice. The vendor will not be expected to pay for the travel and related expenses of the Libraries' staff members.

1.12 RFP Expenses

Wayne State University will not pay any costs incurred by the vendor in preparing a response to this RFP. All supporting documentation and manuals submitted with this proposal will become the property of the Libraries unless otherwise requested by the vendor at the time of submission.

1.13 Intent to Negotiate a Contract

Wayne State University will notify the preferred vendor of the intent to negotiate a contract. All other bidders will be notified and will be able to review the proposal files. A contract purchase order will be written after the contract is negotiated with terms acceptable to both Wayne State University and the successful vendor.

2. GENERAL INFORMATION

2.1 Background

Wayne State University is a complex, urban, graduate university that has been serving the citizens of Michigan and Metropolitan Detroit for more than 100 years. The University officially became a state-supported institution in 1959, although its foundations trace back to 1868 with the beginning of its medical school.

Today, the University is comprised of ten schools and colleges, including the School of Medicine and the Law School, with a Fall 1983 enrollment of 30,000 students and a faculty of 1,200. As an urban mission university, Wayne State draws 89 percent of its students from the tri-county metropolitan area and 94 percent of its students commute to classes. Of its over 140,000 living alumni, 100,000 remain in the metropolitan area and contribute their talents to the community.

Most academic and service units of the University are located on the main campus in the heart of Detroit. The School of Medicine and its affiliated autonomous teaching hospitals and clinics are located a short distance south and east of the main campus in the Detroit Medical Center. The downtown campus provides facilities for the College of Pharmacy and Allied Health professions. Some smaller instructional centers are located in other parts of the tri-county metropolitan area.

The Wayne State University Library System is housed in six separate buildings. On the main campus, there are the Neef Library (Law), the Purdy/Kresge Library Complex (Humanities/Social Sciences/Education), and the Science Library. Further away are the Federal Mogul library storage building located just south of the main campus and the Shiffman Medical Library located on the Medical Center campus. The Pharmacy and Allied Health Learning Resource Center, located at the downtown campus, maintains a basic reference and reserve collection for the College of Pharmacy and Allied Health.

Over 1,426,000 users a year enter the Wayne State University Libraries. These users, many of whom are repeat student users, account for approximately 300,000 circulation transactions per year. In addition, Library staff provide services for the community, including services to students from other Detroit area colleges and universities. In support of these users, the Libraries have developed collections of over 1,900,000 volumes, including over 1 million monographic and 30,000 serial titles, plus 1,400,000 pieces of microform.

A media center is also operated by the Libraries in the Purdy/Kresge Complex. It offers listening and previewing facilities, film and equipment booking, and graphics and photography services.

2.2 Automation at Wayne State University Libraries

Currently, there is no online public catalog of the holdings of Wayne State University Libraries. Only one consolidated, or union, card catalog exists, and it is located in the Purdy Library. Users must consult that catalog, as well as the catalogs at each library building, to determine the holdings and locations of the materials in the Library System. The Libraries already have approximately 300,000 of their bibliographic records in machine readable form on tape via participation in the national OCLC bibliographic network since 1975.

Two parts of the circulation system at Wayne State, namely, overdues and class reserves, have been automated locally on the Amdahl V/6 located at the University's Computing Services Center. All other circulation functions are handled manually. The software for the automated functions was written over ten years ago, has not been brought up to current standards, and will soon require reprogramming to accommodate CICS.

Acquisitions functions at Wayne State's Libraries are currently automated using Ringgold Management's Nonesuch software on a Wang minicomputer system. The Nonesuch system has served the Libraries well for three years and can handle our anticipated workload for an additional year or more. Eleven Wang CRT's access the Nonesuch system from all libraries except Pharmacy. The Nonesuch system would require a major re-design to interface with automated circulation, an online public catalog, and serials control subsystems.

The Libraries currently use OCLC's services for cataloging, union listing, and inter-library loan. Access to OCLC is provided using twelve OCLC Beehive terminals. Five OCLC M300 terminals (modified IBM pc's) are on order for the Libraries. All monographs added to the Libraries' collections since 1975 have been cataloged via OCLC. In addition, the Libraries' serial holdings have been entered into the OCLC database in summary form and will be available from OCLC on a "snapshot" tape in the Fall of 1984. A retrospective conversion project for monographs began its pilot phase in April, 1984, using OCLC in non-prime time.

None of the items in the Libraries' collections has been barcoded.

In summary, three separate computer systems are being used by Wayne's Libraries. These systems have minimal or no links between them. And major labor-intensive services are being provided manually. Wayne State's Libraries, by installing a comprehensive integrated computerized system could:

1. substantially improve the quality of current service provided;
2. offer modernized and state-of-the-art services;
3. open access to its collections;
4. improve the management and control of its substantial resources; and
5. provide a unique opportunity for participation in an automated information network.

2.3 Wayne State University Computing

Wayne State University's Computing Services Center provides centralized computing services to serve the instructional, research and administrative needs of the University. In addition, the CSC supports external user access via Telenet. Academic computing services are provided on an Amdahl 470 V/8 under MTS (the Michigan Terminal System). Administrative computing is now handled on an Amdahl 470 V/6 under VM/MVS. This summer, the CSC plans to add an IBM 4381 for administrative computing.

In April 1983, the CSC acquired Customer Information and Control System (CICS), the IBM teleprocessing monitor used by over 80% of IBM installations. Access to the Amdahl V/6 and the IBM 4381 is controlled by a recently acquired IBM front end processor operating with BISYNC protocol.

The University is interested in using the Computing Services Center resources where applicable for the proposed automated library system. Public access to the Integrated Library System could be provided to users via the CSC local area network currently being developed.

2.4 Detroit Area Library Network

Wayne State University Libraries have a long history of cooperation with other libraries in the Detroit metropolitan area. As planning proceeded for an Integrated Library System for Wayne State University, it became apparent that the project had exciting potential for regional networking. Other libraries in the area with active automation plans have agreed to plan together for a Detroit Area Library Network, called DALNET. The host institution is to be Wayne State University until governance and organizational questions are settled.

The libraries participating in the initial development of DALNET are:

1. Wayne State University Libraries;
2. Detroit Public Library;
3. The University of Detroit Libraries;
4. Wayne County Community College Libraries; and
5. Six representative hospital libraries from the Metropolitan Detroit Medical Library Group.

Goals identified for a computerized library network in the Detroit area include:

1. To save money, or at least contain costs by:
 - a. Sharing the costs for central site hardware and software;
 - b. reducing the costs for equipment and supplies with group purchases;
 - c. reducing storage and maintenance costs for mutually used data bases;
 - d. reducing data conversion costs by using a shared data base;
 - e. sharing the costs for central site preparation, system personnel, and system operation.
2. To improve service in each library and resource sharing among libraries by:
 - a. sharing an online union catalog that identifies the resources of all libraries;
 - b. sharing circulation and serial control systems to enable the users at each library to know the availability of all materials in the online public catalog;
 - c. providing increased capability for cooperative acquisitions and collection development;
 - d. sharing a borrower's file to facilitate the borrowing agreements made;
 - e. providing automated inter-library loan capabilities among the participating libraries;
 - f. providing management information to better analyze and control the use of the Detroit area's information resources.

All these Detroit area libraries depend on each other's resources to supplement their own. They all serve the information and learning needs of many of the same residents of the community. There are already agreements among them all to share resources.

The Main Library of the Detroit Public Library System is across the street from Wayne State's Purdy/Kresge Library Complex. The Detroit Public Library, a major research resource, has over 2,500,000 volumes and 33,000 serial titles in the collections of its Main Library and twenty-six branches. Faculty and currently enrolled Wayne State University students are given circulation privileges at the Detroit Public Library. Detroit Public Library users are able to borrow Wayne State's materials via the Infopass system. Over the year's library collections at Wayne State and at Detroit Public have been developed with collection sharing assumptions. A recent random sample of titles owned by Detroit Public revealed only a 35% overlap with monographic collections owned by Wayne State. The serial collections were found to have a 33% overlap.

The University of Detroit is the largest of Michigan's independent institutions of higher learning. It has three campuses located in the City of Detroit and they have a complex of eight schools and colleges offering undergraduate, graduate, and professional training to over 6,000 students each year. The University of Detroit's Libraries consist of the main campus library, which operates two branches, one for the Evening Business Administration program and one at the Clarkston campus in Oakland County, and two independent professional libraries, Law and Dentistry. These libraries have collections of more than 500,000 volumes and 20,000 serial titles. The Dental Library is a regional resource library for the dental professionals in the area. Cooperative developments between Wayne's and U of D's Libraries have resulted in reciprocal borrowing agreements. Estimated overlap between the U of D's collections and Wayne's is 58%. The overlap with DPL's collections is 60%.

Wayne County Community College was founded in 1967 to serve the metropolitan region of Wayne County. Headquartered in Detroit, WCCC provides occupational and career programs as well as traditional college transfer programs to all within the community. Its Open Door policy and financial assistance programs attract students who would otherwise not have access to higher education. WCCC operates five campuses, plus eleven additional centers throughout its 500 square mile service area. Its libraries, called Learning Resources Centers, are located at six Centers.

These libraries have collections of more than 70,000 volumes and 600 serial titles, as well as 9,500 pieces of audiovisual media and equipment. During WCCC's development, the students have had to depend on the resources of the libraries in the metropolitan area to supplement their libraries' collections. They now borrow regularly from Wayne's and DPL's libraries via the Infopass system. Agreements with the area's hospitals have provided WCCC's large nursing and health sciences student body with access to clinical collections needed for their studies.

Wayne State's Shiffman Medical Library has long standing as a regional medical information resource. Its roots go back to a medical collection from the Detroit Public Library that was donated to the University with the provision that services continue to the community. The Shiffman Library has played a leadership role in the organization and development of the Metropolitan Detroit Medical Library Group. This group of more than sixty hospital libraries in the Detroit metropolitan area was formally organized in 1974, although it had been meeting for over twenty years. Evidence of their commitment to cooperation exists in the Union List of Selected Serials of Michigan, which they founded in 1964; in the union card catalog they established to enable them to locate materials; and in their strong inter-library lending agreements, which they re-affirm each year.

Wayne State hosts a self-supporting processing center for 15 hospital libraries at the Shiffman Medical Library. Hospitals contract with the center for catalog cards and machine-readable cataloging records via OCLC participation. Many of the hospitals participating in this center are affiliated as teaching hospitals with the Wayne State School of Medicine. Wayne State's medical students and faculty, as well as WSU's and WCCC's nursing and health sciences students, depend on many of the MDMLG libraries with combined holdings of over 500,000 volumes. Six of the MDMLG libraries are initial participants in DALNET.

All these libraries have made the initial commitment to plan together for a Detroit Area Library Network. To keep the planning group manageable and representative, other libraries have not yet been invited to participate. After the network is a reality, the plan is to provide opportunities for participation to any Detroit area library.

All the libraries initially planning DALNET have their current cataloging records in machine-readable form on OCLC tapes except one hospital that uses MARCIVE.

2.5 Computing at Other DALNET Institutions

Each of the DALNET libraries currently has access to the computing resources available in its parent institution. Most DALNET libraries are interested in eventual online linkage of an integrated library system to various types of records kept on their institution's computing equipment. The ability to load name and address data on tape from their local computers into the integrated library system is very important.

The University of Detroit operates a Burroughs B6800 mainframe for all administrative functions except alumni records. Using the Burroughs MCP operating system and locally developed software, it currently handles student, payroll, and accounting records that could be useful to the Library's automated system. Alumni information is on a DEC VAX 11/750 operating on VMS. Their Burroughs equipment can handle all IBM compatible protocols, e.g. 3270 BISYNC, as well as others.

Wayne County Community College operates a Honeywell mainframe, Level 66, Series 6000. Student registration and holds on student records are handled by the International Student Information System (ISIS) developed by the SCT Corporation. The operating system used is GCOS 3 and remote terminals use synchronous protocol.

Most of the six participating hospitals have computing resources that handle IBM compatible protocols. Botsford General uses an IBM System 38 that runs SDLC, BISYNC, and dial access. Children's runs a Wang VS 100 system that accommodates IBM 2780 and 3780 protocols. Harper operates an IBM 3031 and a 3033 using MVS and CICS. Its system uses both SNA and BISYNC protocols, although the BISYNC is less used. Henry Ford Hospital also has an IBM 3033 running on MVS with BISYNC protocol. William Beaumont operates Burroughs mainframes for many administrative functions, and a Hewlett Packard 3000 computer for its staff list and related functions. These administrative computers operate payroll, patient and staff records, and accounting systems that could be linked to the Library's automated system.

2.6 The Planned Integrated Library System

The planned Integrated Library System to be installed initially for Wayne State University and six months later expanded to other DALNET libraries is one that will integrate the various library functions to be automated into one computerized system. In general, it includes the following:

- four main library functions, i.e., online public catalog, circulation control, acquisitions, and serials control;
- these four functions rely on the same data without the need for rekeying, thus creating a single functional database;
- all functions are fully interactive with each other, with access through the same terminals;
- the database is composed of bibliographic data as well as other data necessary to carry out library-related functions (e.g., borrower files for circulation and financial records for acquisitions).

A brief description of the important general characteristics of the desired system follows:

2.6.1 Online Public Catalog

The system will support an Online Public Catalog for the holdings of the Wayne State University Libraries, and will be able to expand to include the holdings of the Detroit Public, U of D, WCCC, and the six hospital libraries. Access terminals will be located in these libraries and later in offices and laboratories throughout each institution.

The catalog will identify online the materials in each library and its collections. It will be able to function as an online union catalog with multiple library holdings and as a single institution's catalog. In addition, users will be able to immediately determine the availability (e.g., in circulation) of materials in the Online Public Catalog.

Database creation and maintenance will be facilitated via the tape load and via direct online transfer of bibliographic records in all MARC formats from the OCLC database in Dublin, Ohio. The system will be able to output bibliographic records in machine-readable form in all MARC formats.

Functions of the Online Public Catalog include: (a) database creation and maintenance; (b) online, interactive authority control for names and subjects; (c) control of multiple subject heading lists, e.g. LC and MESH; (d) searching by name, title, subject, LCCN and ISBN/ISSN; (e) search results printing, and (f) statistical management reports.

2.6.2 Circulation Control Subsystem

The Circulation Subsystem will provide control of all functions related to the loan of materials from all participating libraries. Each library or branch within a library system will be able to maintain its separate circulation parameters.

This subsystem will replace the present overdues and class reserves systems maintained at Wayne State's Computing Center. It will control the loan of books and other materials to students, faculty, and others, using optically scanned industry standard barcode labels on materials and on user identification cards. Availability of materials will display to users through the Online Public Catalog. The system will accommodate circulation of items entered "on-the-fly".

The borrowers file will be created and updated from computer tapes of the student, faculty, staff, and alumni name and address files at institution's computing centers.

Functions to be performed include: (a) joint borrower file creation and maintenance for all participating libraries; (b) charging, discharging, renewal and blocking of loans; (c) hold and recall components; (d) overdues, fines, and fees management; (e) class reserve component; (f) materials booking; (g) inter-library loan; and (h) statistical and management reports.

2.6.3 Acquisitions Subsystem

The Acquisitions Subsystem will provide control of all functions related to the ordering, receipt, and payment of library materials for all participating libraries.

The new system will replace the present Nonesuch minicomputer-based acquisitions system at Wayne State.

The new system will provide specialized and current fiscal control, maintain an online vendor file, and provide for historical records.

A direct online link to the OCLC database for the transfer of bibliographic records for materials on order will be available. Eventual direct online links to Wayne State University's IBM compatible Financial Accounting System for vendor and payment information and to library materials vendor's systems for online ordering and invoicing should be achieved.

Functions to be performed include; (a) materials selection and review; (b) order preparation; (c) vendor and fund file creation and maintenance; (d) receiving; (e) fund accounting; (f) claiming and canceling; (g) serial and standing order control; (h) statistical and management reports; and (i) fiscal control based on generally accepted accounting principles.

2.6.4 Serials Control Subsystem

The Serials Subsystem will provide control of all functions related to the receipt, claiming and binding of serial issues for all participating libraries. Wayne State's serials database will be created from information available on its OCLC serials union listing "snapshot" tapes.

Functions to be performed include: (a) receipt and check-in of serials issues; (b) claiming of issues not received; (c) control of binding of completed volumes; (d) summary and detailed level holdings; and (e) statistical and management reports.

2.6.5 Technical Requirements

The hardware for this Integrated Library System is expected to be dedicated, stand-alone equipment, consisting of one or more central processors, direct access storage devices (disk), off-line storage (tape), peripheral equipment (CRT workstations, printers, barcode scanners), and telecommunications equipment. A backup device for recording circulation transactions when the system is down will be provided. This hardware will be maintained by the manufacturer's or vendor's maintenance program.

Other hardware requirements include:

- an operational online OCLC interface;
- expandability to include DALNET libraries as they choose to participate;
- capability of tape loading from the Wayne State University's IBM compatible equipment; and
- capability of eventual direct online linkage to the University's IBM compatible equipment.

Some of the terminals must be capable of handling Roman and transliterated nonRoman alphabets and the full ALA (American Library Association) character set. Special terminals for public access and for circulation workstations with bar code readers will be required. The system will provide for printing what is displayed on the screen on a printer attached to a CRT. Dial-up access to the Integrated Library System should eventually be provided from CRT's in offices and laboratories throughout the participating institutions. Wayne State's Computing Center should eventually be able to provide the capability of routing messages to the Library's computer that come to it via the campus local area network.

The preferred site for a computer room is in the Purdy/Kresge Library Complex on Wayne State's campus. A possible alternate site is at Wayne's Computing Services Center located 0.5 mile from the Purdy/Kresge building. The vendor will provide site preparation requirements and inspect and certify the site when ready.

2.7 Contractual Expectations

- 2.7.1 The terms, conditions, and specifications contained in this RFP and agreed to by the vendor in his proposal will become part of the contract between the parties unless otherwise mutually agreed to.
- 2.7.2 In submitting a proposal, a vendor agrees to negotiate in good faith a contract mutually agreeable to the parties.
- 2.7.3 The vendor should understand that prices for system components include unrestricted use by the Libraries except as mutually agreed by the parties.

2.8 Delivery Schedule

- 2.8.1 All hardware items for the initial Wayne State University installation must be delivered within 120 days after receipt of the order.

- 2.8.2 The system software (the operating system, the data base management system, if used, etc.) and the Online Public Catalog software must be delivered within 120 days after receipt of order.
- 2.8.3 The Circulation Subsystem software must be delivered no later than 120 days after delivery of the Online Public Catalog software (early delivery will be accepted.)
- 2.8.4 The Acquisitions Subsystem software should be delivered no later than 120 days after delivery of the Circulation system software (early delivery will be accepted.)
- 2.8.5 The Serials Control Subsystem software should be delivered no later than 120 days after delivery of the Acquisitions Subsystem software (early delivery will be accepted.)
- 2.8.6 The hardware expansion necessary to add other DALNET libraries to the system must be available to begin delivery 6 months after receipt of the initial hardware for Wayne State University.
- 2.8.7 All DALNET libraries except the Detroit Public Library plan to implement the applications software in the same sequence as Wayne State University Libraries.
- 2.8.8 The Detroit Public Library plans to implement the Circulation Subsystem first, followed by the Online Public Catalog, Acquisitions and Serials Control.
- 2.8.9 All DALNET libraries except the Detroit Public Library plan to implement each Subsystem six months after the software for that Subsystem is installed for Wayne State University Libraries.
- 2.8.10 The Detroit Public Library plans to begin implementation of Circulation two months after Wayne State University Libraries installs the circulation software. For further details regarding the Detroit Public Library implementation plan see Section 10.1.8.

2.9 Installation

- 2.9.1 Unless indicated to the contrary, items of equipment must be delivered, uncrated, checked, assembled, set in proper place, and installed ready for use, and free from breakage, blemishes, or other defects.
- 2.9.2 Installation must include distribution and hook-up of the terminals, printers, etc. in all specified locations.
- 2.9.3 The Online Public Catalog CRT terminals must not be installed until after the initial data base load has been completed and the Libraries are ready to offer the catalog to the public.

- 2.9.4 The installation must be under the general direction of the Libraries, in accordance with the applicable specifications.
- 2.9.5 The Libraries and vendor must agree beforehand on the location of each piece of equipment, and detailed layouts must be prepared.
- 2.9.6 The Libraries will be responsible for site preparation, including the installation of communication lines.
- 2.9.7 The vendor must repair, refinish, and make good any damage to the building resulting from any of his operations.
- 2.9.8 All minor adjustments and final corrections necessary to bring the system into conformance with the contract specifications must be made by the vendor as part of the work of the installation.
- 2.9.9 The vendor will have free access to the premises for the purpose of acquainting himself with the conditions, delivering equipment, and performing the work necessary to fulfill the contract.
- 2.9.10 The vendor must remove any containers or other trash that is the result of the installation of all items covered by the contract.
- 2.9.11 The vendor's work and deliveries must be timed to complete the installation of all items specified in the contract by the dates indicated, or as the dates may subsequently be extended.

2.10. Functional Acceptance Test

- 2.10.1 A Functional Acceptance Test will be conducted onsite after the vendor has installed each Subsystem of the Integrated Library System and has certified in writing that the system as specified in the contract is operational.
- 2.10.2 Representatives of the Libraries and the vendor will verify the availability and performance of each feature or function.
- 2.10.3 Each function will be tested in turn, and the system must perform as specified in the contract between the parties.

2.11 System Reliability Acceptance Test

- 2.11.1 A System Reliability Acceptance Test will be conducted onsite after the vendor has installed the system and has certified in writing that the system as specified in the contract is operational.

2.11.2 The system will operate at an average level of reliability of no less than 98% of scheduled time for a period of 45 consecutive days.

2.11.3 The average level of reliability will be determined as follows:

The downtime factor will be calculated by multiplying the downtime hours (those daily operational hours between the time the vendor has been notified of a system failure and the time the system is fully operational) by a downtime coefficient, as defined in a Downtime Coefficient Table, for example:

<u>Failure</u>	<u>Coefficient</u>
Critical Operations Failure; e.g.:	
Online Catalog Record Creation and Maintenance	1.0
Online Catalog Searches/Inquiries	1.0
Charge and Discharge	1.0
Hold and Renewals	1.0
Borrower Record Creation and Maintenance	1.0
Selection Entry and Review	1.0
Purchase Order Preparation	1.0
Receiving	1.0
Serials Check-In	1.0
Non-Critical Operations Failure; e.g.:	
Report Printing	0.25 After 24-Hour Grace Period
Other Software Failures Not Affecting System Operation	0.1 Beginning 5 days Service Call
Hardware Failure: e.g.:	
Central Processing Unit	1.0
Disks (all)	1.0
Individual disk, if system operational	0.1 Per Disk
Tape Drive	1.0
System Printer	1.0
CRT Terminal	0.1 Per Terminal
Optical Scanner	0.1 Per Scanner
CRT Screen Printer	0.25 Per Printer
Communications Equipment	0.1 Per Piece

- 2.11.4 Total system downtime will equal the sum of the downtime factors divided by the sum of daily library operating hours. Downtime will be calculated as a percentage of the library total operating hours during the period.
- 2.11.5 Maintenance logs will be kept by the Libraries in order to facilitate the measurement of system reliability.
- 2.11.6 At any point where experienced down-time exceeds the 2% allowable, the 45 day acceptance test will begin again when the problem is resolved.
- 2.11.7 The system will continue to operate at an average level of reliability of no less than 98% after passing the System Reliability Acceptance Test.
- 2.11.8 The Libraries will reduce the monthly software maintenance payment by 10% for each 1% the system reliability falls below the average level of 98% for the month.

2.12 Full-Load Response Time Acceptance Test

- 2.12.1 A Full-Load Response Time Acceptance Test will be conducted onsite after the vendor has installed the system and has certified in writing that the system as specified in the contract is operational, after all software has been installed and passed the Functional Acceptance Tests, and after the initial bibliographic data file has been loaded.
- 2.12.2 The Libraries will provide operators, test log keepers, and data recorders for each terminal, during the tests.
- 2.12.3 The test will evaluate the system within the following constraints:
 - a. A library-specified mix of terminal dedication; e.g., 50% of the terminals dedicated to the searches/inquiries in the Online Public Catalog; 20% to data input-edit; 15% to circulation; and 15% to acquisitions and serials control.
 - b. A library-specified "peak load" or "worst case" job mix; e.g., 1,000 charge and renewal transactions; 200 discharges; 200 file inquiries (100 of which are subject inquiries); 100 data input-edits; and 2 batch-mode jobs in a single hour.
- 2.12.4 The test will provide unequivocal evidence (i.e., the results may be entered into a written log) that the system meets response-time performance requirements under the "peak load" condition.

- 2.12.5 The test results may be inspected and evaluated by a consultant or other library or vendor-specified party.
- 2.12.6 The system will, operating in the worst case test, exhibit average response times not exceeding:
- a. Six seconds for data input-edit.
 - b. Six seconds for file inquiries by non-subject index.
 - c. Eight seconds for file inquiries by subject or keyword index.
 - d. Two seconds for charge, renewal, discharge, and other circulation, acquisitions, and check-in functions.
- 2.12.7 Average system response times are the totals of all the transaction times in a category (e.g., charges) divided by the total number of transactions in those categories.

2.13 Payment

- 2.13.1 The Libraries plan to pay for the applications software in several payments:
- a. approximately 10% of the cost will be paid upon the signing of a contract or agreement with the vendor, as a down payment;
 - b. approximately 20% of the cost will be paid upon receipt of the system and online public catalog software;
 - c. approximately 10% of the cost will be paid upon passing each of the four subsystem acceptance tests for the Online Public Catalog, Circulation, Acquisitions, and Serials Control Subsystems; and
 - d. the balance will be paid upon passing the system reliability and full-load response time acceptance tests.
- 2.13.2 The Libraries plan to have a separate payment schedule for the hardware:
- a. approximately 10% of the cost will be paid upon the signing of a contract or agreement, as a down payment;
 - b. approximately 40% of the cost will be paid upon receipt of the hardware;
 - c. approximately 25% will be paid after start-up of the system;
 - d. the remaining 25% will be paid upon final system acceptance.

2.13.3 Upon installation, acceptance, and final payment, the Libraries will receive clear title to all hardware and all software not under a licensing arrangement.

3. ONLINE PUBLIC CATALOG SPECIFICATIONS

3.1 General Requirements

- 3.1.1 The Online Public Catalog, as part of an Integrated Library System, must interface with the:
- .1 Circulation Subsystem.
 - .2 Acquisitions Subsystem.
 - .3 Serials Control Subsystem.
- 3.1.2 Access to the Online Public Catalog must be available through terminals connected directly, connected via modems and dedicated lines, and connected via dial-in ports.
- 3.1.3 The Online Public Catalog must be usable independently and concurrently by multiple library systems.
- 3.1.4 The system must be able to restrict access at a public terminal to only the Online Public Catalog.
- 3.1.5 The Online Public Catalog must be able to function as:
- .1 an online union catalog with multiple library holdings.
 - .2 as a single institutional catalog.
- 3.1.6 The status of items, especially circulation status, must be displayed in the Online Public Catalog.
- 3.1.7 Libraries and branches must be able to create and maintain bibliographic records, copy/item level records, and authority records, produce online catalog products and reports, and otherwise use the system to catalog and process library materials.
- 3.1.8 The system must accommodate the minimum file sizes and work loads for Wayne State University described in Section 10 of this document without additional disk storage or processing capabilities beyond the initial installation.
- 3.1.9 The system must be able to expand to handle the file sizes and workloads for Wayne State University and DALNET libraries described in Section 10 of this document.

3.2 Bibliographic Records

- 3.2.1 The Online Public Catalog must contain a data base of bibliographic records.

- 3.2.2 The Bibliographic Records Data Base must be shared by all subsystems of the Integrated Library System.
- 3.2.3 The system must have the capability to accept, display, and reconstruct for output complete bibliographic records in all MARC formats including, but not limited to:
- .1 Monographs.
 - .2 Serials.
 - .3 Audiovisual media.
 - .4 Sound recordings.
 - .5 Scores.
 - .6 Maps.
 - .7 Manuscripts.
 - .8 Machine-readable data files.
- 3.2.4 Records must be output in a true MARC format, not a MARC-like format.
- 3.2.5 Full, partial, or temporary bibliographic records must be accepted and stored by the system.
- 3.2.6 The system must have the capability of batch loading bibliographic records from OCLC, PRLC/OCLC and LSSI/OCLC archival tapes into the local Bibliographic Records Data Base.
- 3.2.7 (Optional) The system should be able to purge duplicate occurrences of a record from an OCLC archive tape prior to loading it into the Bibliographic Records Data Base.
- 3.2.8 (Optional) The system should be able to retain and load only the latest occurrence of a record on an archive tape.
- 3.2.9 The system must be able to convert bibliographic records on OCLC archive tapes to the required system format prior to, or during, loading.
- 3.2.10 The system must be able to batch load into the Bibliographic Data Base records in MARC format on tape from sources other than OCLC, e.g., Bro Dart, MARCIVE, SuDocs.
- 3.2.11 Each library or branch must be able to electronically transfer OCLC bibliographic records from an OCLC terminal into the local Bibliographic Records Data Base.
- 3.2.12 Records transferred directly must be added to the Bibliographic Records Data Base immediately, rather than via a subsequent batch process.
- 3.2.13 The system must provide for the input of bibliographic records via keyboarding at a terminal.
- 3.2.14 (Optional) The records keyed in should be added to the data base immediately, rather than via a subsequent batch process.

- 3.2.15 The system must be able to identify specific data elements that are required for the creation of a bibliographic record.
- 3.2.16 When a record is being keyed, the system must prompt the operator for the entry of data required for a bibliographic record.
- 3.2.17 Each library or branch must be able to specify default values for selected bibliographic data elements.
- 3.2.18 The operator must be able to skip over data elements that are satisfied by the default values.
- 3.2.19 The system must provide immediate access to all newly entered or modified bibliographic records.
- 3.2.20 (Optional) Indexes should be constructed immediately as bibliographic records are loaded.
- 3.2.21 The library that input the bibliographic record, as well as the library that created it, must be identified on the record.
- 3.2.22 The system must accommodate local bibliographic data fields and subfields, whether entered via OCLC or keyboarded at a terminal.
- 3.2.23 All Roman alphabet characters and all transliterated non-Roman alphabet characters must be accepted, stored, displayed and output by the system.
- 3.2.24 Brief, or temporary, bibliographic records needed to acquire or circulate an item must be accommodated by the system.
- 3.2.25 All diacritical marks in MARC records must be accepted, stored, and output by the system.
- 3.2.26 (Optional) All diacritical marks in MARC records should be displayed by the system.
- 3.2.27 (Optional) The system should be able to handle multi-level bibliographic records, e.g. analytics.
- 3.2.28 (Optional) The system should link all levels of multi-level bibliographic records.
- 3.2.29 (Optional) When adding a bibliographic record to the data base via keying or direct electronic transfer, an authorized operator should be able to indicate that it is to replace an existing record in the data base.

3.3 Bibliographic Records Data Base Maintenance

- 3.3.1 Brief, or temporary, bibliographic records created to acquire or circulate an item must be able to be upgraded later to catalog quality, via the "overlay" of an OCLC or other MARC record and via manual keyboarding.
- 3.3.2 All duplicate bibliographic records with a lower MARC encoding level must be replaced automatically as new higher level records are loaded into the Bibliographic Records Data Base.
- 3.3.3 Duplicate bibliographic records with the same MARC encoding level and the same OCLC record number must not be replaced automatically as new more recent records are loaded.
- 3.3.4 When a record being added to the Bibliographic Records Data Base has no OCLC number, the system must check for duplicates by matching on other fields, e.g., LCCN, author and title.
- 3.3.5 An online display or printout of duplicate bibliographic records detected during loading must be generated to enable staff to make record replacement decisions.
- 3.3.6 (Optional) Data should be able to be transferred from the record being replaced to the one being retained.
- 3.3.7 Online modification, including addition or deletion of data and changes to data, of any part of a bibliographic record must be possible without retyping or reconstructing the entire record.
- 3.3.8 When a bibliographic record is modified, all appropriate corrections must immediately be made in related files and indexes.
- 3.3.9 The system must make, upon request, global changes to or deletions of all occurrences of a name or subject heading in the Bibliographic Records Data Base.
- 3.3.10 Online deletion of bibliographic records must be possible.
- 3.3.11 Deletion must not be allowed if any copies/items remain attached to the bibliographic record.
- 3.3.12 When a bibliographic record is deleted, all appropriate deletions must immediately be made in related files and indexes.
- 3.3.13 Bibliographic records deleted, i.e., withdrawn, must be retained in an archival file.
- 3.3.14 Automatic error detection of MARC tagging and record content must be available for bibliographic records being loaded.

- 3.3.15 An optional review function must be provided for Bibliographic Record Data Base maintenance, via such features as a temporary or save file.
- 3.3.16 (Optional) When a bibliographic record is being modified, or up-dated, the system should "lock" that record to prevent more than one operator from editing it simultaneously.

3.4 Copy/Item Level Records

- 3.4.1 Copy/item level records must be provided in the system to record the exact physical pieces held in the collections of each library or branch.
- 3.4.2 Copy/item level records for individual volumes and copies of a monograph or serial must be linked to the appropriate bibliographic records.
- 3.4.3 The system must differentiate between the copy/item holdings of each library or branch within a library system.
- 3.4.4 The system must be able to distinguish at least 999 separate collections within each library or branch.
- 3.4.5 Circulating copies/items must be distinguishable from non-circulating copies/items.
- 3.4.6 Up to 9,999 copies/items must be able to be linked to a single bibliographic record.
- 3.4.7 Copies of the same title owned by any library or branch or collection within a library or branch must be linked to the same bibliographic record.
- 3.4.8 Copy/item level records must be able to be created automatically from specified OCLC/MARC fields and linked to the bibliographic records as they are loaded.
- 3.4.9 Individual copy/item level records must be able to be added via keyboarding at a terminal.
- 3.4.10 Online modification, including addition or deletion of data and changes to data, of copy/item level records must be possible without retyping or reconstructing the entire record.
- 3.4.11 Online deletion of copy/item level records must be possible.
- 3.4.12 Copy/item level records deleted must be retained in an archival file.
- 3.4.13 The system must provide the capability of flagging copies/items that are missing, lost, or withdrawn.

- 3.4.14 At least the following data elements must be provided for copy/item level records:
- .1 Collection within library or branch.
 - .2 Location within collection.
 - .3 Call number, or other equivalent designation.
 - .4 Volume, part, and/or date numbering.
 - .5 Copy number.
 - .6 Issue designation.
 - .7 Status of item, including date due, if on loan.
 - .8 Temporary location.
 - .9 Barcode number.
 - .10 Local notes, e.g., for retention information, routing instructions.
- 3.4.15 The library must be able to supply default values for copy/item level record data elements.
- 3.4.16 Data elements of the copy/item level records must be compatible with the MARC format for holdings.
- 3.4.17 Each library or branch must be able to record the bound volume holdings of serials in its copy/item level records.
- 3.4.18 (Optional) Imperfections or gaps within bound volumes recorded should be able to be noted in the copy/item level records.
- 3.4.19 (Optional) One copy/item level record should be capable of linkage to multiple bibliographic records, e.g., for music material, boundwiths, analytics.
- 3.4.20 (Optional) The system should make, upon request, global corrections or changes to all occurrences of a library, branch, location or collection name in all copy/item level records.

3.5 Authority Control

- 3.5.1 The Bibliographic Records Data Base must be subject to the control of an online, interactive authority system, that functions to establish authoritative forms for controlled vocabulary access points.
- 3.5.2 The authority system must control, but need not be limited to, these access points:
- .1 Name - personal, corporate, conference/meeting, and geographic.
 - .2 Subjects - topical and geographic.
 - .3 Uniform titles.
 - .4 Series - including the treatment decision as well as the established form.

- 3.5.3 (Optional) The system should also control:
- .1 Name qualifiers.
 - .2 Geographic subject subdivisions.
 - .3 Subfields of access points.
- 3.5.4 The authority system must be able to accommodate more than one subject authority list, including at least:
- .1 LC.
 - .2 LC juvenile.
 - .3 MESH.
 - .4 Local subject headings.
- 3.5.5 The system must have the capability to accept, display, and reconstruct for output complete authority records in the MARC authorities formats, including names, uniform titles, subjects, and series.
- 3.5.6 The system must provide for the input of authority records via keyboarding at a terminal.
- 3.5.7 The system must have the capability of batch loading authority records on tape in MARC format.
- 3.5.8 The system must be able to convert MARC authority records on tape to the required system format prior to, or during, loading.
- 3.5.9 Each library or branch must be able to electronically transfer OCLC authority records from an OCLC terminal into the local authority data base.
- 3.5.10 The system must provide immediate access to all newly entered or modified authority records.
- 3.5.11 (Optional) New authority records should be added to the system immediately, rather than via a subsequent batch process.
- 3.5.12 (Optional) Indexes to authority records should be constructed immediately as the records are added.
- 3.5.13 Authority records being added to the system must not automatically replace duplicate authority records already there.
- 3.5.14 An online display or printout of duplicate authority records must be generated to enable staff to make record replacement decisions.
- 3.5.15 The library that input the authority control record, as well as the library that created it, must be identified on the record.
- 3.5.16 As bibliographic records are loaded, access points that are under authority control must be checked automatically against the authority file.

- 3.5.17 The authorized form for a controlled access point must be linked to each occurrence of that access point in the bibliographic data base and elsewhere in the authority file.
- 3.5.18 The system must prevent bibliographic records from being linked to unauthorized access points.
- 3.5.19 An online display or printout of problem entries identified when matching access points against authority records must be provided to enable staff to resolve the problems.
- 3.5.20 The system must make, upon request, global changes to access points in the authority file.
- 3.5.21 The system must make global changes to subject access points that are used in a specific subject authority list, e.g., LC, without automatically changing the same access points used in other subject authority lists, e.g., MESH.
- 3.5.22 The authority system must allow online modification of any part of an authority record, without requiring the retyping or reconstruction of the entire record.
- 3.5.23 The system must relink bibliographic records automatically to authority records when authorized access points are merged or changed.
- 3.5.24 Online deletion of an authority record must be possible, with all appropriate deletions made immediately in related files and indexes.
- 3.5.25 The authority system must provide for an optional review function, via such features as a temporary file or save file.
- 3.5.26 The "see" references in the system must function to direct users of the Online Public Catalog from unauthorized to authorized access points.
- 3.5.27 The "see also" references in the system must function to direct users of the Online Public Catalog from authorized access points to other related authorized access points.
- 3.5.28 The system must not allow references to unused access points (i.e., blind references).
- 3.5.29 (Optional) The authority system should accommodate information records, e.g., "earlier name" and "later name" and spelling variations for common personal names.
- 3.5.30 The system must accommodate authority records that are not linked to any bibliographic records, e.g., for a parent body used in a reference when only the subordinate body is used directly in a bibliographic record.

- 3.5.31 (Optional) Access points in brief, or temporary, bibliographic records needed to acquire or circulate an item should not be subject to authority control.
- 3.5.32 (Optional) When adding an authority control record to the system via keying or direct electronic transfer, an authorized operator should be able to indicate that it is to replace an existing record.
- 3.5.33 (Optional) When an authority control record is being modified, the system should "lock" that record to prevent more than one operator from editing it simultaneously.

3.6 Data Base Access

- 3.6.1 Access to the Bibliographic Records Data Base must be provided for, but need not be limited to:
- .1 Names (personal, corporate, conference/meeting and geographic).
 - .2 Titles (including uniform titles and added titles).
 - .3 Subjects (LC, LC Juvenile, MESH, and local).
 - .4 Series.
 - .5 Local call number.
 - .6 ISBN.
 - .7 ISSN.
 - .8 Government document number.
 - .9 OCLC number.
 - .10 System assigned control number.
 - .11 Name/title combinations.
 - .12 LC card number.
- 3.6.2 (Optional) Access to the Bibliographic Records Data Base should be provided for:
- .1 Subject subdivisions.
 - .2 Publisher.
 - .3 Other library defined MARC fields and subfields.
- 3.6.3 Access to copy/item level records must be provided for, but need not be limited to:
- .1 Local call number.
 - .2 Barcode number.

- 3.6.4 Access to authority control records must be provided for, but need not be limited to:
- .1 Names.
 - .2 Subjects (LC, LC Juvenile, MESH) and local).
 - .3 Uniform titles.
 - .4 Series.
 - .5 Authority record number.
 - .6 Name/uniform title combinations.
- 3.6.5 (Optional) Users of the Online Public Catalog should, at their option, be able to retrieve authority control records.
- 3.6.6 All of these access points must be available via terminals connected directly, connected via modems and dedicated lines, and connected via dial-in ports.
- 3.6.7 Each user must not be required to log on to the Online Public Catalog unless searching on a terminal connected via a dial-in port.
- 3.6.8 (Optional) The Online Public Catalog should not require the user to create derived search keys for the controlled access points.
- 3.6.9 (Optional) Keyword, term, or uncontrolled vocabulary access (i.e. free text) should be provided for, but not limited to:
- .1 Corporate names.
 - .2 Titles.
 - .3 Subjects.
 - .4 Series.
- 3.6.10 (Optional) The system should allow, but not require, users to identify the relationship of the keyword to the record, e.g., author, title, subject.
- 3.6.11 The system must allow specified stop words to be instituted when desired.
- 3.6.12 (Optional) The system should automatically apply the stop word list to user searches.
- 3.6.13 Implicit right truncation of all search terms must be available, to allow users to enter as much of a term as appropriate.
- 3.6.14 (Optional) Middle and left truncation should be available for all search terms.
- 3.6.15 The system must ignore these variations for search terms input:
- .1 Spacing.
 - .2 Punctuation.
 - .3 Use of upper and lower case.
 - .4 Special characters, e.g., umlaut.

- 3.6.16 All initial articles of titles must be ignored in a title search.
- 3.6.17 (Optional) The system should accommodate common misspellings and grammatical variants of search terms.
- 3.6.18 (Optional) The user should not need to distinguish between personal and corporate authors in author searches.

3.7 Search Process

- 3.7.1 Users must be able to search:
 - .1 The union holdings of a library system.
 - .2 The individual holdings of each library or branch within the system.
 - .3 (Optionally) The collections within libraries or branches.
- 3.7.2 Users must be able to search the combined union holdings of all libraries and branches in all participating library systems.
- 3.7.3 If the user does not specify the holdings to be searched, the system must default to the individual holdings of the library or branch at which the search is being made.
- 3.7.4 Different levels of searching must be provided for beginners and for experienced users, with the appropriate menus, prompts, and commands for each level.
- 3.7.5 There must be prompts throughout the search procedure.
- 3.7.6 The system must display options for the next step of a search process as each preceding step is completed.
- 3.7.7 Help screens must be provided upon request from a user during a search.
- 3.8.7 The system must provide an online tutorial for conducting searches.
- 3.7.9 (Optional) Printed outlines of the steps to be followed in a search should be provided.
- 3.7.10 A maximum number of records which can be retrieved via one search must be able to be specified by the library.
- 3.7.11 When searches result in too many records, the system must provide users with options for continuing the search process, e.g., narrowing the search, viewing some of the records.
- 3.7.12 A "break" feature must be provided to allow users the option of cancelling a search at any time.

- 3.7.13 The system must provide browsing within alphabetically or numerically arranged access points, displaying terms immediately preceding and following the term input, including, but not limited to:
- .1 Names.
 - .2 Titles.
 - .3 Subjects.
 - .4 Call numbers.
- 3.7.14 The system must allow browsing of multiple records retrieved.
- 3.7.15 The system must allow " paging" or scrolling, forward and backward, from a specific point in all searches.
- 3.7.16 Search terms must be stored until a user begins another search, to allow checking for errors in input.
- 3.7.17 Related headings and terms must be available to the user during a search, e.g., see also's.
- 3.7.18 When no record is retrieved, the system must guide the user in continuing the search.
- 3.7.19 (Optional) When unsuccessful searches occur, the system should display the closest possible matches and allow the users to browse.
- 3.7.20 When a search is completed, as well as upon request, the system must return to the beginning of the search process.
- 3.7.21 (Optional) Search results should be stored until the user completes the search.
- 3.7.22 The library must be able to define when a search is considered completed, e.g., via a system time-out, in the event that users leave the terminal without so indicating.
- 3.7.23 (Optional) The system should allow implicit Boolean searching, by processing a search of more than one term as if "and" connectors were used.
- 3.7.24 (Optional) The system should not limit the number of search terms that can be connected with the "And" operator.
- 3.7.25 (Optional) Users should be able to narrow or expand the number of records found by utilizing Boolean operators in either the menu or command language modes, within one index or across indexes.
- 3.7.26 (Optional) The Boolean operators provided should include:
- .1 And.
 - .2 Or.
 - .3 Not.

- 3.7.27 (Optional) Additional Boolean operators such as those to define adjacency and content should be available.
- 3.7.28 (Optional) Search results should be able to be limited by such qualifiers as:
- .1 Date of publication.
 - .2 Type of material (e.g., serials).
 - .3 Language.
 - .4 Library collection.
 - .5 Format (e.g. microform).
 - .6 Range of dates of publication.
- 3.7.29 (Optional) Qualifiers used to limit the search results should be able to be strung together.
- 3.7.30 Specific error messages must be provided to inform the users about what went wrong and to advise them on how to proceed.
- 3.7.31 (Optional) Instructions to the users should include examples.

3.8 Display Requirements

- 3.8.1 The online catalog must support CRT terminals that can display the full ALA character set.
- 3.8.2 Online Public Catalog terminals that do not display the full ALA character set, e.g., diacritics, must accommodate such missing characters.
- 3.8.3 The system must inform the user how many records will be retrieved by a search term, if more than one record will be retrieved.
- 3.8.4 If a single record results from a search, the system must display it automatically.
- 3.8.5 When the results of a search require more than one screen to display, the system must so indicate to the user.
- 3.8.6 Several levels of bibliographic record display must be provided, including, but not limited to:
- .1 Index display (see 3.8.13).
 - .2 Brief record display (see 3.8.17).
 - .3 Full record display (see 3.8.22).
 - .4 Full MARC record display with tags, subfield codes, and indicators (see 3.8.25).

- 3.8.7 The user must be able to indicate the level of display desired.
- 3.8.8 The library must be able to define the default level of displays.
- 3.8.9 (Optional) The library should be able to select the formats for the various bibliographic record displays.
- 3.8.10 The system must display index entries whenever a search results in more than one record.
- 3.8.11 The display of index entries must be in an order easily understood by users, e.g., alphabetical.
- 3.8.12 When more than one record is retrieved, the user must be able to display each record retrieved without repeating the search.
- 3.8.13 The bibliographic record index entry display must include, but need not be limited to these elements:
- .1 A screen line number (or equivalent).
 - .2 Author.
 - .3 Title information.
 - .4 Library location information.
 - .5 Type of material, e.g., serial.
 - .6 Format of material, e.g., microform.
 - .7 Publication date.
- 3.8.14 (Optional) For an index entry display, the system should indicate the number of records retrieved for each entry listed.
- 3.8.15 The system must be able to include on order/in process records when results of on line catalog searches are displayed.
- 3.8.16 The system must include brief, or temporary, bibliographic records created to circulate an item when results of online catalog searches are displayed.
- 3.8.17 The brief bibliographic record display must include, but need not be limited to, all the information in the index display plus:
- .1 Uniform title.
 - .2 Edition.
 - .3 Imprint.
 - .4 Collation.
 - .5 Numeric and/or alphabetical, chronological, or other designation (362).
 - .6 Series.
 - .7 Linking entry serial notes.
 - .8 Subject headings.

- 3.8.18 The copy/item level data that displays with a monographic record must include, but need not be limited to:
- .1 Location information.
 - .2 Call number.
 - .3 Volume, part, and/or date numbering.
 - .4 Copy number.
 - .5 Status of the item.
- 3.8.19 The copy/item level data that displays with a serial record must include, but need not be limited to:
- .1 Location information.
 - .2 Call number.
 - .3 Summary holdings.
 - .4 Message on how to access detailed holdings.
- 3.8.20 Status information that displays with the copy/item level data must include, but need not be limited to:
- .1 Circulation status, including date due.
 - .2 On order status.
 - .3 In process status.
 - .4 Class reserve.
 - .5 Bindery status.
 - .6 Missing.
 - .7 Lost.
 - .8 Claiming status.
- 3.8.21 When a bibliographic record retrieved represents material held in more than one library, the system must display first the items in the library from which the search is being made.
- 3.8.22 The full bibliographic record display must include, but need not be limited to:
- .1 The contents of all MARC fields 1xx through 8xx, displayed without tags, subfield codes, or indicators.
 - .2 Copy/item level information as for the brief record display.
 - .3 Summary holdings statements for serials.
- 3.8.23 Detailed level holdings data for serials must display to users upon request.
- 3.8.24 (Optional) The data elements, or fields, of brief and full bibliographic records displayed to the public should be clearly labeled, e.g., AUTHOR, TITLE.
- 3.8.25 The full MARC bibliographic record display must include the entire contents of the MARC record, with the tags, subfield codes, and indicators.

- 3.8.26 When a search matches a "see reference" the system must display the record(s) for the authorized access point(s) without requiring the user to re-key the search.
- 3.8.27 When a search retrieves bibliographic records and "see also" references, the bibliographic records must be displayed with a message directing the user to the "see also" references.
- 3.8.28 Several levels of authority record display must be provided, including, but not limited to:
- .1 Index display.
 - .2 Brief record display.
 - .3 Full MARC record display with tags, subfield codes, and indicators.
- 3.8.29 The authority record index display must include, but need not be limited to:
- .1 The authorized access point.
 - .2 A line number.
- 3.8.30 The brief authority record display must include, but need not be limited to:
- .1 The authorized access point.
 - .2 The see from references.
 - .3 The see also references.

3.9 Products, Reports, and Statistics

- 3.9.1 The online catalog must provide for printing what is displayed on the screen at anytime for any user.
- 3.9.2 The system must provide for printouts of online catalog search results, either on a printer attached to a CRT terminal or on a system printer.
- 3.9.3 The system must support distributed printing for the participating libraries.
- 3.9.4 (Optional) The user should be able to have search results sorted by author, title, call number, or date.
- 3.9.5 The library or branch must be able to specify a limit to the number of citations that can be printed.
- 3.9.6 (Optional) The user should be able to specify a limit to the number of citations to be printed.

- 3.9.7 The system must be able to provide the necessary review lists for bibliographic and authority record maintenance, e.g., duplicate records, records with errors discovered when loading, problems with matches of access points in new bibliographic records against authority records.
- 3.9.8 The system must be able to produce a machine-readable tape of the Bibliographic Records Data Base with the complete records in MARC format.
- 3.9.9 The system must be able to produce a machine-readable tape of the authority file with complete records in MARC format.
- 3.9.10 The system must be able to produce a machine-readable tape of the Bibliographic Records Data Base with copy/item level holdings suitable for production of a COM backup to the Online Public Catalog.
- 3.9.11 The system must be able to print spine labels for books.
- 3.9.12 (Optional) The system should be able to print a shelf list card for bibliographic records.
- 3.9.13 The system must provide online statistical reports, with an option to print those reports.
- 3.9.14 (Optional) The library or branch should be able to select the parameters for statistical reports locally.
- 3.9.15 Statistical reports must be produced at the option of the library or branch on a daily, weekly, monthly, annual, or "on demand" basis, with data for the specific time period as well as the library-specified year-to-date.
- 3.9.16 (Optional) Statistical reports should include data for the previous year for comparative purposes.
- 3.9.17 Statistical reports must be able to be created for a library system, library or branch, or collection within the library or branch.
- 3.9.18 Statistical reports must be provided for combinations of libraries or branches.
- 3.9.19 The total number of unique bibliographic and authority records in the data base must be reported upon demand.
- 3.9.20 (Optional) The system should be able to subtotal the bibliographic record count by specified categories, including, but not limited to:
- .1 Classification number.
 - .2 Type of material.
 - .3 Language.

- 3.9.21 The system must be able to report the number of titles, and copy/item records in the data base subtotaled by library system, library or branch, and collection within the library or branch at periods determined by the library.
- 3.9.22 The system must be able to report the number of additions, changes, and deletions to the bibliographic, copy/item, and authority file/records at periods determined by the library.
- 3.9.23 A transaction log recording the inquiry transactions must be kept to provide the capability of totaling and listing search requests by at least:
- .1 Type of search, e.g., name, title.
 - .2 Terminal.
 - .3 Success rate.
 - .4 Access points used.
- 3.9.24 (Optional) The transaction log should be available on machine-readable tape.
- 3.9.25 The system must be able to monitor and report on the response time for Online Public Catalog searches, including low, high, and mean times by type of search.
- 3.9.26 The system must be able to report the number of "Help" screens used.
- 3.9.27 The system must be able to report the number of printed products produced by a printer attached to a terminal or to the CPU, including, but not limited to, the number of:
- .1 Screens printed.
 - .2 Search results printed.
 - .3 Spine labels.
 - .4 Shelf list cards, if available.
 - .5 Review lists.
- 3.9.28 For dial-in users, the system must record and display session time elapsed.
- 3.9.29 (Optional) The system should be able to collect and report users comments and suggestions.
- 3.9.30 (Optional) The system should be able to provide other data base statistics, including, but not limited to:
- .1 Record length.
 - .2 Number of access points per record.
 - .3 Number of index entries by type.
 - .4 Number of records per index entry.
- 3.9.31 (Optional) The user should be able to specify which citations are to be printed.

4. CIRCULATION SUBSYSTEM SPECIFICATIONS

4.1 General Requirements

- 4.1.1 The Circulation Subsystem, as part of an Integrated Library System, must interface with the:
- .1 Online Public Catalog.
 - .2 Acquisitions Subsystem.
 - .3 Serials Control Subsystem.
- 4.1.2 Brief, or temporary, circulation bibliographic records must be accessible by all users of the Online Public Catalog.
- 4.1.3 Access to the Circulation Subsystem must be available through terminals connected directly, connected via modems and dedicated lines, and connected via dial-in ports.
- 4.1.4 The Circulation Subsystem must be usable independently and concurrently by multiple library systems.
- 4.1.5 The Circulation Subsystem must keep financial data for each library system confidential, while allowing each to know the others borrowers and item availability.
- 4.1.6 Each library or branch must be able to maintain its separate circulation parameters; establish borrower records; maintain its own hold, reserve collection, and overdue files; run its own notices and reports; and otherwise use the system independently of all other libraries.
- 4.1.7 The circulation status of items at each library circulating materials on the system must be displayed in the Online Public Catalog.
- 4.1.8 The Circulation Subsystem must accommodate the initial file sizes and circulation workloads described in Section 10 of this document without additional disk storage or processing capabilities beyond the initial installation.
- 4.1.9 The system must be able to expand to handle the file sizes and workloads described in Section 10 of this document.
- 4.1.10 The bibliographic data base used by the Circulation Subsystem must be the data base of the Online Public Catalog.
- 4.1.11 The Circulation Subsystem must be able to accept the input of circulation transactions from a backup or portable transaction recording device.

4.2 Borrower Records

- 4.2.1 The system must provide borrower records to identify borrowers.
- 4.2.2 Borrowers must be identified to the system by machine-readable borrower identification numbers, i.e., barcodes.
- 4.2.3 Borrowers must be able to register at any library or branch within a library system.
- 4.2.4 A single borrower identification number must be able to be authorized in more than one library system, library, or branch.
- 4.2.5 More than one borrower identification number must be able to be assigned to a single borrower.
- 4.2.6 At least the following data elements must be provided in borrower records:
 - .1 Borrower identification number (i.e., barcode)
 - .2 Social security number.
 - .3 Borrower name.
 - .4 Borrower address, city, state, ZIP (up to 9 digits).
 - .5 Borrower telephone number.
 - .6 Alternate borrower address, city, state, ZIP (up to 9 digits).
 - .7 Alternate borrower telephone number, including area code.
 - .8 Borrower classification code.
 - .9 Expiration date of authorization to borrow.
 - .10 Registration date.
 - .11 Issuing library.
 - .12 Borrower status.
 - .13 Message or notes field.
 - .14 Last activity date.
 - .15 Date of birth.
 - .16 Parent or guardian's name.
- 4.2.7 (Optional) Additional data elements should be provided in borrower records for:
 - .1 Statistical code.
 - .2 Counter for total number of checkouts.
- 4.2.8 (Optional) The borrower record should use variable length fields for the name and all address elements.
- 4.2.9 (Optional) The following data elements should be provided for each library at which the borrower is registered:
 - .1 Expiration date of authorization to borrow.
 - .2 Registration date.
 - .3 Issuing library.
 - .4 Last activity date.
 - .5 Borrower status.

- 4.2.10 The system must accommodate a minimum of 255 categories of borrowers.
- 4.2.11 The system must accommodate institutions or departments, i.e. pseudo-patrons, as borrowers.
- 4.2.12 The system must be able to block the use of lost or stolen borrower identification cards.
- 4.2.13 The system must provide for retrieval and display of borrower records by at least the following:
- .1 Borrower identification number.
 - .2 Borrower name.
 - .3 Social security number.
- 4.2.14 Displays of borrower information must include, but not be limited to:
- .1 Full borrower record.
 - .2 Items charged to the borrower, listing circulation status and related dates for each.
 - .3 Holds placed by the borrower.
 - .4 Notices sent to the borrower.
 - .5 Financial records of the borrower.
- 4.2.15 Individual borrowers must be able to retrieve and display their own borrower records with any related circulation and financial records from designated terminals.
- 4.2.16 (Optional) The system should be able to store and display to an authorized operator lists of materials shipped to special categories of borrowers, e.g., homebound, institutionalized, and blind.
- 4.2.17 Borrower records must be able to be created online at a CRT terminal by authorized operators.
- 4.2.18 Borrower records must be able to be modified online at a CRT terminal by authorized operators.
- 4.2.19 Borrower records must be able to be deleted online, by authorized operators, unless accounts or materials are outstanding.
- 4.2.21 Borrower records must be able to be deleted according to the last activity date, unless accounts or materials are outstanding.
- 4.2.20 Borrower records must be able to be deleted according to the expiration date of authorization to borrower, unless accounts or materials are outstanding.
- 4.2.22 (Optional) A library or branch should be able to establish default values for some data elements of a borrower record.

- 4.2.23 The initial file of borrower records must be able to be batch loaded using name, address, and other borrower data in machine-readable form.
- 4.2.24 The file of borrower records must be able to be updated as often as desired using name, address, and other borrower data in machine-readable form.
- 4.2.25 Documentation for the borrower record format(s) must be supplied so the tapes can be formatted locally for loading.
- 4.2.26 (Optional) The system should have the capability of a direct online link from local computerized name and address records to the Circulation Subsystem borrowers file, including from files kept on WSU's Amdahl V/6; U of D's Burroughs B6800 and DEC VAX 11/750; WCCC's Honeywell Level 66, Series 6000; and the hospitals' IBM, Wang, and other equipment.
- 4.2.27 (Optional) The system should have the capability for a direct online link to local automated student records in order to place holds on the records of delinquent borrowers, including to records kept on WSU's Amdahl, U of D's Burroughs, and WCCC's Honeywell.

4.3 Charges, Renewals, and Blocks

- 4.3.1 The system must provide for charging items to borrowers.
- 4.3.2 The system must provide for the renewal of charged items.
- 4.3.3 The system must provide an accurate method of optically scanning industry standard barcodes on borrower ID cards, books, and other materials.
- 4.3.4 An operator must be able to enter the barcodes for borrowers and items via a keyboard at a terminal.
- 4.3.5 The system must alert the operator visually or audibly when a barcode has been successfully read.
- 4.3.6 The system must require the input of the borrower ID number before charge.
- 4.3.7 During charge or renewal, the system must check the status of a borrower at the library or branch performing the transaction.
- 4.3.8 The system must alert the operator and block charging or renewal to restricted borrowers, including, but not limited to, these restrictions:

- .1 Borrower not registered.
 - .2 Borrower authorization expired.
 - .3 Borrower identification card lost.
 - .4 Excessive materials charged.
 - .5 Excessive overdues.
 - .6 Excessive fines/fees owed.
 - .7 Excessive renewals for a specific item.
- 4.3.9 Each library must be able to define when blocks are to occur, by type of borrower, for:
- .1 Number of materials charged out.
 - .2 Number of overdues.
 - .3 Amount of fines/fees owed.
 - .4 Number of renewals.
 - .5 (Optional) Length of time of overdues.
- 4.3.10 The system must allow the addition of manual blocks against borrower records.
- 4.3.11 At the time of charge or renewal, the system must verify that the item is allowed to circulate.
- 4.3.12 The system must alert the operator and block regular charging or renewal for any item with at least these conditions:
- .1 A hold or booking for another borrower.
 - .2 Item already charged out.
 - .3 Item has missing status.
 - .4 Non-circulating item.
 - .5 No record in the item file for that library or branch.
 - .6 Item cannot be renewed.
 - .7 Item has lost status.
 - .8 Item has claims returned status.
- 4.3.13 The system must display the reason for a patron or item block.
- 4.3.14 An authorized operator must be able to override patron or item blocks.
- 4.3.15 If an item presented for charge was never discharged, the system must automatically discharge it and continue the charge transaction.
- 4.3.16 If an item presented for charge was missing, lost, or "claims returned", the system must automatically remove the status during charging and update the appropriate files.
- 4.3.17 The system must establish a link between the item and the borrower and store the information immediately upon each charge transaction.
- 4.3.18 The system must allow multiple charges to a single borrower without re-entry of the borrower's barcode.

- 4.3.19 The system must prevent an operator from charging out items to one borrower on a previous borrower's barcode, e.g., by requiring re-entry of the barcode after a specified time-out.
- 4.3.20 At the time of charge or renewal, the system must calculate the loan period and display a due date based upon:
- .1 Library.
 - .2 Type of borrower.
 - .3 Type of material.
 - .4 Library service hours, allowing for days closed.
- 4.3.21 The circulation parameters for type of borrower and material must be able to be established for each library or branch within a library system.
- 4.3.22 The circulation parameters must be able to be easily modified by an authorized operator.
- 4.3.23 Due dates must be able to be calculated by interval (e.g., due three weeks from date of charge) or by fixed date (e.g., due at the end of the semester).
- 4.3.24 The intervals must include hours, days, weeks, or months.
- 4.3.25 The system must be able to identify items with restricted circulation periods, e.g., 1 day or 1 week loans.
- 4.3.26 The system must allow due dates to be changed online.
- 4.3.27 Each library must be able to enter, and easily change, its service hours, including days closed, for calculation of loan periods.
- 4.3.28 Libraries must be able to circulate items that are uncataloged or not fully processed.
- 4.3.29 The system must accommodate circulation of materials entered "on-the-fly."
- 4.3.30 The system must have secondary location charge capability for materials on temporary loan to another library, branch, or collection.
- 4.3.31 Fines/fees due on an item must be calculated and displayed at the time of renewal.
- 4.3.32 The system must block renewal if the item was never charged out to the borrower.
- 4.3.33 Each library or branch must be able to specify types of material that cannot be renewed.

- 4.3.34 The system must allow renewal by an authorized operator even if the item or borrower is not present, e.g., renewal by telephone.
- 4.3.35 (Optional) The system should allow a renewal to be made for all items charged to a borrower with a single renewal transaction.
- 4.3.36 All types of material must be able to be charged, including serial issues, equipment, physical facilities.

4.4 Discharges

- 4.4.1 Upon return of a charged item, the system must permit discharge by either scanning or keying the item barcode.
- 4.4.2 The borrower's barcode must not be required for the discharge process.
- 4.4.3 The system must permit preliminary discharge of items owned by the library system from any library or branch within the system, with final discharge only when the items reach their home library.
- 4.4.4 When an item is discharged, the system must immediately update its status, as appropriate.
- 4.4.5 When an item is discharged, the system must immediately update the link established between the item and the borrower.
- 4.4.6 Historical circulation data must not be linked to individual borrowers.
- 4.4.7 The system must allow discharge dates to be set online by the operator.
- 4.4.8 When an item is discharged, the system must alert the operator to at least these conditions:
 - .1 A hold or booking for another borrower.
 - .2 Missing status.
 - .3 Lost status.
 - .4 Claims returned status.
 - .5 Library, branch, or special location to which the item should be returned.
 - .6 Not charged.
 - .7 No record in the item file for that library or branch.
 - .8 Item circulated "on-the-fly."
 - .9 Overdue status.
- 4.4.9 The system must display the reason an item was "trapped" when being discharged.

- 4.4.10 Fines/fees due on an item must be calculated and displayed at the time of discharge.
- 4.4.11 Fines/fees calculated at the time of discharge must be stored in the financial records of the system.
- 4.4.12 The system must allow immediate payment of fines/fees owed.
- 4.4.13 In order to keep track of in-library use, the system must allow prior to reshelving, the reading and storing of barcodes for items not charged out.
- 4.4.14 (Optional) The system should be able to track items that are in sorting areas waiting to be shelved.

4.5 Holds, Recalls, and Search Requests

- 4.5.1 The system must allow holds to be placed on circulating items, whether or not they are charged out.
- 4.5.2 Holds must be able to be placed on a specific circulating copy or on the circulating copy first available in any branch or library within a library system.
- 4.5.3 The system must allow holds to be placed on items that are on order.
- 4.5.4 The system must not allow holds to be placed on:
 - .1 Non-circulating items.
 - .2 Items that must be booked.
- 4.5.5 The system must allow holds to be placed by scanning or keying the borrower's barcode and entering the item(s).
- 4.5.6 The system must check the status of a borrower at the library or branch when placing a hold and accept holds only from unrestricted borrowers (see 4.3.8).
- 4.5.7 The system must prevent duplicate holds on one item for the same borrower.
- 4.5.8 (Optional) The system should provide for a library-specified maximum number of holds for a single borrower.
- 4.5.9 The system must provide for an expiration date on a hold, beyond which the item is no longer needed.
- 4.5.10 (Optional) The system should allow a library or branch pickup location to be specified for a hold.

- 4.5.11 (Optional) The date and time the hold was placed should be automatically added to the record.
- 4.5.12 The system must be able to queue at least 255 hold requests on a single item in the sequence in which they were entered.
- 4.5.13 The system must display to an authorized operator a list of the hold queue for an item, upon request.
- 4.5.14 Hold data must be able to be modified on line by an authorized operator, including the order of a hold queue.
- 4.5.15 The system must provide for hold cancellations, including, but not limited to:
- .1 When filled.
 - .2 Upon request of the borrower.
 - .3 At the discretion of the library.
 - .4 Automatically if the item is not picked up within a specified time.
 - .5 Automatically if the item is not needed after a specified date.
 - .6 Automatically if the item is reported missing or damaged.
- 4.5.16 At the time of charge, renewal, or discharge, the system must alert the operator to any holds on the item.
- 4.5.17 Charge of an item on hold must be allowed only to the borrower who placed the hold.
- 4.5.18 An authorized operator must be able to override the hold queue and charge to a different borrower.
- 4.5.19 When an item is charged to the borrower who placed the hold, the system must automatically delete that hold from the queue.
- 4.5.20 The system must allow recalls to be placed on items in circulation.
- 4.5.21 Recall data must be able to be modified on line.
- 4.5.22 When a recall is placed on an item in circulation, the due date is automatically changed according to a library-specified number of days, unless the original due date falls within that number.
- 4.5.23 The system must indicate that an item is being held for a borrower to pick up.
- 4.5.24 If an item is being held for a borrower to pick up, an appropriate message must display whenever that borrower's barcode is entered.
- 4.5.25 The library must be able to specify, and easily modify, the time period within which a borrower should pick up an item on hold.

- 4.5.26 (Optional) The system should allow borrowers to place holds on items at designated terminals.
- 4.5.27 (Optional) The system should allow borrowers to remove their own holds from items at designated terminals.
- 4.5.28 The system must allow search requests to be placed on non-circulating items.
- 4.5.29 (Optional) The system should check the status of a borrower at a library or branch when placing a search request and accept requests only from unrestricted borrowers (see 4.3.8).
- 4.5.30 (Optional) The system should prevent duplicate search requests on one item for the same borrower.
- 4.5.31 (Optional) The system should provide for a library-specified maximum number of search requests for a single borrower.
- 4.5.32 The system must provide for an expiration date on a search request, beyond which the item is no longer needed.
- 4.5.33 The date and time the search request was placed must be automatically added to the record.
- 4.5.34 The system must display to an authorized operator a list of the search request queue for an item upon request.
- 4.5.35 (Optional) The system should provide for search request cancellations, including, but not limited to:
 - .1 When found.
 - .2 Upon request of the borrower.
 - .3 At the discretion of the library.
 - .4 Automatically if the item is not picked up for use within a specified time.
 - .5 Automatically if the item is not needed after a specified date.
 - .6 Automatically if the item is reported missing or damaged.
- 4.5.36 The system must indicate that a non-circulating item that was found is being held for a borrower to use.

4.6 Overdues

- 4.6.1 The system must be able to determine that an item charged out is overdue.
- 4.6.2 The system must automatically determine overdues based on:
 - .1 Due date.
 - .2 Grace period.

- 4.6.3 The system must prepare first, second, and third overdue notices for borrowers, automatically at library-specified intervals, or upon request.
- 4.6.4 The library or branch must be able to specify the number of days to wait, after a due date, i.e., the grace period, before overdue notices are prepared.
- 4.6.5 Each library or branch must be able to specify overdue parameters by type of material, including materials that should not generate overdue notices.
- 4.6.6 Each library or branch must be able to compile and print its own overdue notices.
- 4.6.7 The system must not produce overdue notices for items with at least these conditions:
- .1 Reported lost.
 - .2 Claims returned.
 - .3 Claims not to have charged the item.
- 4.6.8 An authorized operator must be able to suppress printing of a specific overdue notice.
- 4.6.9 The operator must be able to change the overdue status of an item, e.g., if the borrower:
- .1 Claims to have returned the item.
 - .2 Reports the item as lost.
 - .3 Claims not to have charged the item.
- 4.6.10 The system must be able to change the status of an item from claims returned to missing automatically at library specified intervals or upon request.
- 4.6.11 (Optional) Historical overdues data should be able to be retained for management information only, and should not be linked to individual borrowers.

4.7 Fines and Fees

- 4.7.1 Fines and fees assessed must be accrued to the borrower's account.
- 4.7.2 An authorized operator must be able to accrue charges to the borrower's account through direct input.

- 4.7.3 At the time of discharge or renewal, the system must automatically calculate fines and fees based upon:
- .1 Library.
 - .2 Type of borrower.
 - .3 Fine rates for type of material.
 - .4 Days or hours overdue, based upon the library service hours and allowing for days closed and any specified grace period.
 - .5 Days or hours used for rental items.
- 4.7.4 The system must provide for the assessment of replacement fees for items lost, damaged, or not returned within a prescribed period of time.
- 4.7.5 The system must provide for the input of library calculated fine and fee schedules for at least these items:
- .1 Overdue items.
 - .2 Lost items.
 - .3 Rental items.
 - .4 Damaged items.
 - .5 Processing fees, or service charges.
- 4.7.6 Each library or branch must be able to specify fines and fees according to type of borrower and type of material.
- 4.7.7 Fine and fee schedules must be able to be changed easily by an authorized operator at any staff terminal.
- 4.7.8 The system must allow each library or branch to specify which types of borrowers and types of materials should have no fines levied.
- 4.7.9 The library or branch must be able to specify a grace period by type of borrower and material after which fines are calculated.
- 4.7.10 Fines must be able to be calculated to a specified maximum per item based on library policy.
- 4.7.11 The system must cumulate fines and fees on a borrower record for billing at a library-defined threshold.
- 4.7.12 The system must store, retrieve, and display a borrower's current fine and fee records.
- 4.7.13 The system must maintain online financial records for borrowers, including, but not limited to this data:
- .1 Borrower identification or link to borrower record.
 - .2 Total amount owed.
 - .3 List of items for which fines and fees are owed.
 - .4 Circulation history of each item.
 - .5 The amount owed for each item.
 - .6 Processing or service fees and dates charged.
 - .7 The amount paid by item and date on which paid.
 - .8 Amount credited to account by item and date credited.

- 4.7.14 An authorized operator must be able to modify fine records.
- 4.7.15 An authorized operator must be able to delete, or credit, all or part of a borrower's fines and fees.
- 4.7.16 An authorized operator must be able to record full or partial payment received for fines and fees.
- 4.7.17 The system must update records for cleared fines and fees immediately.
- 4.7.18 The system must provide consolidated financial records for borrowers for all branches or libraries within a library system.
- 4.7.19 Borrower must have separate financial records for each library system.
- 4.7.20 When a borrower returns an item that was billed as lost, the system must automatically cancel the lost book replacement fee and calculate the overdue fine.
- 4.7.21 The system must accept deposits from borrowers.
- 4.7.22 The system must be able to handle unpaid fines and fees as bad debts after a prescribed period of time.
- 4.7.23 (Optional) The system should have the capability of a direct electronic link to the IBM-compatible automated financial accounting system at Wayne State University.
- 4.7.24 (Optional) The system should have the capability of a direct electronic link to the automated financial accounting systems of other DALNET institutions, including U of D's Burroughs, WCCC's Honeywell, and the hospitals' IBM, Wang, and other systems.

4.8 Reserve Book Room Component

- 4.8.1 The system must have a reserve book room component to identify and control the loan of materials on reserve, i.e., materials removed from general circulation and made available only on a restricted basis. Materials are put on reserve for specific academic courses and for other reasons.
- 4.8.2 Materials not owned by the library, e.g., a book owned by a faculty member, a photocopy or reprint of an article, and an exam, must be able to be placed on reserve.
- 4.8.3 The reserve book room component must temporarily relocate materials in reserve collections.
- 4.8.4 Each library or branch must be able to operate its own independent reserve collections.

- 4.8.5 An item must be able to be placed on reserve for more than one course or faculty member.
- 4.8.6 Items being recalled from circulation for a reserve collection must be able to be flagged for reserve.
- 4.8.7 Items on order for a reserve collection must be able to be flagged for reserve.
- 4.8.8 Items for a reserve collection that are missing or lost must be able to be flagged for reserve.
- 4.8.9 Uncataloged items must be able to be placed on reserve.
- 4.8.10 Data elements for materials on reserve must include, but need not be limited to:
- .1 Item barcode.
 - .2 Author.
 - .3 Title.
 - .4 Call number.
 - .5 Course number.
 - .6 Name of faculty member.
 - .7 Reserve loan period.
 - .8 Status.
 - .9 Date placed on reserve.
 - .10 Expiration date of reserve.
 - .11 Location of reserve collection.
- 4.8.11 (Optional) The following data elements should be variable length:
- .1 Author.
 - .2 Title
 - .3 Call number.
- 4.8.12 The course number and name of faculty member must not be system required data elements for the creation of a reserve record.
- 4.8.13 For an item being placed on reserve, the system must be able to use the bibliographic information that is already in the bibliographic records data base and not require re-keying.
- 4.8.14 (Optional) When the faculty member's name is keyed into a record for an item being placed on reserve, the system should automatically verify it in the borrowers' file.
- 4.8.15 (Optional) The system should block the entry of reserve items for faculty members not in the borrower's file.
- 4.8.16 Circulation loan periods of varying length, including hourly loans, must be available for reserve loans.

- 4.8.17 Each branch or library must be able to specify reserve loan periods, e.g., hourly, overnight, daily, three day.
- 4.8.18 (Optional) The date the item is placed on reserve should be system supplied.
- 4.8.19 (Optional) The expiration date for a reserve item should be system supplied as specified by the library, e.g., semester loan and annual loan.
- 4.8.20 An authorized operator must be able to override any system supplied date for a reserve item.
- 4.8.21 Access to items on reserve must be provided by course number and faculty name, as well as, by the access points to the Online Public Catalog and the copy/item level records.
- 4.8.22 Bibliographic and copy/item level information for items on reserve must display in the Online Public Catalog.
- 4.8.23 The status of an item on reserve must display in the Online Public Catalog, e.g., hold, recalled, on order, missing.
- 4.8.24 Item and course data for materials on reserve must be able to be entered at a terminal.
- 4.8.25 Item and course data for materials on reserve must be able to be modified.
- 4.8.26 Item and course data for materials on reserve must be able to be deleted.
- 4.8.27 Circulation of reserve materials must be possible using the charge functions previously described in 4.3 and 4.4.
- 4.8.28 The system must recognize materials belonging in a reserve collection wherever they are discharged and alert the operator.
- 4.8.29 At the time of charge or renewal of a reserve item, the system must calculate the loan period and display a due date and/or time based upon:
- .1 Library.
 - .2 Loan periods for reserve circulation.
 - .3 Library service hours, allowing for days and hours closed.
- 4.8.30 (Optional) The reserve circulation loan period should be able to be changed by an authorized operator from hourly to overnight after a designated time.
- 4.8.31 Fines and fees assessment must be provided for reserve materials, including charges on an hourly basis.

- 4.8.32 Each library or branch must be able to specify different reserve fine and fee policies.
- 4.8.33 Reserve fines and fees must be entered into the financial records of the general circulation system.
- 4.8.34 Holds must be able to be placed on reserve materials to create a queue for the next reserve use.
- 4.8.35 (Optional) The system should provide for an automatic hold cancellation specified in minutes if the item is not picked up.
- 4.8.36 Holds on reserve materials must not generate recall notices.
- 4.8.37 The system must be able to purge items from a reserve collection that are beyond a given expiration date, upon request.
- 4.8.38 All items for a specific course or faculty member must be able to be globally extended on reserve for a specific time period, i.e., with one overall procedure.
- 4.8.39 All items on reserve for a specific course or faculty member must be able to be taken off reserve with one overall procedure.
- 4.8.40 Items taken off reserve must automatically revert to their original locations.

4.9 Booking

- 4.9.1 The system must provide for the advance booking, i.e., scheduling, and loan of audiovisual materials and equipment, and the booking of carrels, lockers, group study rooms, meeting rooms, and other physical facilities.
- 4.9.2 Each library or branch must be able to book its own items.
- 4.9.3 The library must be able to specify what can be booked.
- 4.9.4 Items on order must be able to be booked.
- 4.9.5 The system must provide for the booking of materials rented or borrowed from another library or supplier.
- 4.9.6 An operator must be able to book an item by entering the item barcode, the borrower's barcode, and other booking data.
- 4.9.7 The booking function must be supported by the same borrower, bibliographic, and item files as all other functions.

4.9.8 Data elements provided for audiovisual materials must include, but need not be limited to:

- .1 Title.
- .2 Edition.
- .3 Publisher or producer.
- .4 Date of publication or release.
- .5 Audience level.
- .6 Color or black and white.
- .7 Sound.
- .8 Format.
- .9 Running time.
- .10 Number of parts.
- .11 Series.
- .12 Annotation or abstract.
- .13 ISBN.
- .14 Subject headings.
- .15 Copies.
- .16 Local notes, e.g. use restrictions.
- .17 Call number, or equivalent.
- .18 Location.
- .19 Rental or purchase price.
- .20 Status.
- .21 Ownership information.
- .22 Item barcode(s).

4.9.9 Data elements provided for audiovisual equipment must include, but need not be limited to:

- .1 Description.
- .2 Serial number.
- .3 Accessories required for use.
- .4 Purchase order number.
- .5 Manufacturer's name.
- .6 Property tag number.
- .7 Model number.
- .8 Current location.
- .9 Past location.
- .10 Item barcode.
- .11 Cost of equipment.
- .12 Maintenance log data.
- .13 Name of library or branch owning it.
- .14 Rental price.

4.9.10 Data elements provided for physical facilities must include, but not be limited to:

- .1 Library system.
- .2 Type of facility.
- .3 Building.
- .4 Room number.
- .5 Seating capacity.
- .6 Equipment available.
- .7 Electric outlets.
- .8 Telephone lines/jacks.
- .9 Item barcode.

- 4.9.11 The system must provide for the online entry of items to be booked and booking data.
- 4.9.12 The system must provide for the online modification of item and booking data.
- 4.9.13 The system must provide for deletion of item and booking data.
- 4.9.14 The system must provide for the booking of items by at least the:
- .1 Hour.
 - .2 Day.
 - .3 Week.
 - .4 Month.
 - .5 Semester.
- 4.9.15 The system must provide for bookings up to one year in advance.
- 4.9.16 (Optional) The date and time the advance booking is scheduled should be system supplied.
- 4.9.17 The system must take into account the expected delay because of the use of various delivery systems, e.g., USPS and UPS, when scheduling and calculating availability.
- 4.9.18 The system must take into account the time needed for maintenance between uses when scheduling and calculating availability.
- 4.9.19 Shipping, or delivery, information must be able to be specified as needed, including, but not limited to:
- .1 Shipping date.
 - .2 Ship to or deliver to address.
 - .3 Special shipping instructions.
 - .4 Special billing instructions.
- 4.9.20 A library or branch must be able to specify default pickup locations for items booked.
- 4.9.21 (Optional) An operator should be able to specify a pickup location for an item being booked.
- 4.9.22 The system must accommodate for one item:
- .1 Tentative bookings.
 - .2 Multiple possible booking dates/times.
 - .3 Multiple bookings per day.
 - .4 Repeat bookings, e.g., every Thursday from 1:00 to 3:00 p.m.
 - .5 Serial bookings, i.e. material to go to next user without returning to library first.
- 4.9.23 The system must note when items to be booked are damaged and not available for use pending repair.

- 4.9.24 Operators must be able to schedule equipment for preventive maintenance.
- 4.9.25 In addition to the access points provided for items in the Online Public Catalog, access to items to be booked and booking data must include, but need not be limited to:
- .1 Call number or equivalent.
 - .2 Borrower.
 - .3 Item barcode.
- 4.9.26 Access must be provided to records for equipment for each library or branch by type of equipment.
- 4.9.27 Access must be provided to records for meeting rooms and other physical facilities for each library or branch.
- 4.9.28 For items able to be booked, the system must display, upon request:
- .1 A specific month's calendar.
 - .2 A specific day's calendar (i.e., 24 hours).
 - .3 Dates and times that items are available.
 - .4 Bookings relating to the items, including date and time of use, name and borrower barcode for each booking.
- 4.9.29 The system must suppress the display of records for library-specified audiovisual equipment, carrels, lockers and rooms from the Online Public Catalog.
- 4.9.30 It must not be possible for an operator in one library system to book items owned by another library system.
- 4.9.31 A library or branch must be able to specify the types of borrowers for whom items can be booked.
- 4.9.32 The system must check the status of the borrower at the library or branch at the time of booking and accept bookings only from unrestricted borrowers (see 4.3.8).
- 4.9.33 The system must block a booking transaction for any item with these conditions:
- .1 No record in the item file.
 - .2 Item or room already booked for the specified time.
 - .3 Time specified for pickup or shipping is when the library is closed.
 - .4 The item has missing, lost, damaged, or claims returned status.
 - .5 Item is not a type of material that can be booked.

- 4.9.34 The system must provide for cancellation of bookings, including, but not limited to:
- .1 Upon request of the borrower.
 - .2 At the discretion of the library.
 - .3 Automatically if the item is not picked up within a specified time.
 - .4 Automatically if the item is reported damaged, missing, or lost.
- 4.9.35 Booked items must be circulated using the normal charge function.
- 4.9.36 Items eligible for booking must not be eligible for holds.
- 4.9.37 At the time of charge, renewal, or discharge, the system must alert the operator to any bookings on the item.
- 4.9.38 Charge or renewal of a booked item must be allowed only to the borrower who booked it.
- 4.9.39 When a booked item is charged, the date and time must be stored to enable the later calculation of fees.
- 4.9.40 The system must provide for the input of library calculated fines and fees for items being booked.
- 4.9.41 Each library or branch must be able to specify fines and fees for items being booked.
- 4.9.42 The library must be able to exempt specified items from booking fees.
- 4.9.43 The system must provide for the rental of materials and equipment.
- 4.9.44 At the time of discharge or renewal, the system must calculate fees based on:
- .1 Library or branch.
 - .2 Fee rates for type of material.
 - .3 Days or hours the item was used.
 - .4 Type of borrower.
- 4.9.45 The system must accommodate the addition of postage or other delivery fees.
- 4.9.46 Fees for lost, missing, or damaged materials or equipment must be able to be assessed.
- 4.9.47 Fines and fees for bookings must be entered into the financial records of the general circulation system.

4.10 Interlibrary Communication and Lending

- 4.10.1 The system must provide a method for staff in one library or branch to transmit via the CRT terminals requests for loans of materials and other messages to other libraries in DALNET.
- 4.10.2 The system must provide for responses to the requests and messages back to the initiating library.
- 4.10.3 (Optional) The system should track requests for loans of materials by reporting fill rates and delivery times.
- 4.10.4 The system must provide for the lending of items from one library to another within DALNET.
- 4.10.5 (Optional) An in transit status should be available to track items being delivered from one library to another.
- 4.10.6 Libraries must be able to charge and discharge to their borrowers, items borrowed from other DALNET libraries.
- 4.10.7 Lending libraries must be able to specify use restrictions, e.g., building use only, on material lent.
- 4.10.8 The system must allow items to be charged directly to borrowers of other DALNET libraries with reciprocal borrowing privileges.
- 4.10.9 The system must provide for the lending of items to libraries that are not in DALNET.
- 4.10.10 Libraries must be able to charge and discharge to their borrowers items borrowed from libraries not participating in DALNET.
- 4.10.11 At least these circulation functions must be provided for interlibrary lending:
 - .1 Charges.
 - .2 Renewals.
 - .3 Blocks.
 - .4 Discharges.
 - .5 Overdues.
 - .6 Fines and fees.
- 4.10.12 Each library or branch must be able to specify special loan periods and other special circulation parameters for interlibrary loans.
- 4.10.13 (Optional) Requesting libraries should be able to enter holds for items owned by other DALNET libraries.

- 4.10.14 When an item borrowed from another library is discharged, the system must alert the operator to the library to which it must be returned.
- 4.10.15 (Optional) If the borrower returns an interloaned item directly to the lending library, the system should provide for its discharge and automatically update all interloan records.
- 4.10.16 The system must provide for the assessment of fees for the interloan of materials.
- 4.10.17 Each library system must be able to specify fees for the interloan of various types of materials.
- 4.10.18 Interlibrary loan fees must be entered into the financial records of the general circulation system.
- 4.10.19 The borrowing library must be able to assign the lending library's interlibrary loan fees to its borrower's account.
- 4.10.20 The system must be able to handle fees and billing for the interloan of photocopies.
- 4.10.21 (Optional) The system should provide a method for counting by journal title the photocopies made by a library or branch for interloan.
- 4.10.22 (Optional) Borrowers should be able to enter messages to request that items be interloaned for them.
- 4.10.23 (Optional) Libraries should be able to regularly display and respond to borrowers interloan request messages.
- 4.10.24 (Optional) The system should be able to interact with the OCLC InterLibrary Loan Subsystem.

4.11 Inventory Control

- 4.11.1 An operator must be able to use the system to conduct an inventory of items on the shelf in a collection or library by entering the item barcodes or by scanning them.
- 4.11.2 During the inventory process, the system must identify at least these exceptional conditions:
 - .1 Items on the shelf that were not supposed to be there.
 - .2 (Optional) Items misshelved.
 - .3 Items not on the shelf that should have been.
 - .4 Items with no item records.
 - .5 Items belonging in another library.

- 4.11.3 The system must record inventory dates for at least the exceptional conditions identified in 4.11.2.
- 4.11.4 The system must automatically take the appropriate action to update records when items are found during inventory with at least these statuses:
 - .1 Missing.
 - .2 Lost.
 - .3 Claims returned.
 - .4 Charged out.
 - .5 At the bindery.
- 4.11.5 For items not on the shelf that should have been, the system must automatically update the records with a "missing" status.

4.12. Audit Trail

- 4.12.1 The Circulation Subsystem must maintain an audit trail by library system for all financial transactions, including, but not limited to:
 - .1 Fines and fees levied.
 - .2 Fines and fees paid.
 - .3 Refunds made.
 - .4 Deposits.
- 4.12.2 The audit trail must be accessible in online or batch modes.
- 4.12.3 (Optional) The audit trail should be maintained in machine-readable form.
- 4.12.4 The system must maintain a record of library-specified overrides per staff member.
- 4.12.5 The financial transaction audit trail must include at least:
 - .1 Identification of the person making each transaction.
 - .2 The date.
 - .3 The time.
 - .4 The access level used.
 - .5 The function performed, or attempted.
 - .6 Actual transaction data.
 - .7 The terminal used.
- 4.12.6 The audit trail must not be able to be edited.
- 4.12.7 The audit trail must satisfy generally accepted accounting principles and auditing practices.

4.13 Circulation Notices and Other Products

- 4.13.1 The Circulation Subsystem must have the capability of printing what is displayed on the screen at anytime on a printer attached to the CRT terminal.
- 4.13.2 The system must be able to print at the charging location a date due slip to be inserted in the charged item.
- 4.13.3 (Optional) The date due slip should be able to be printed on demand.
- 4.13.4 The system must print a discharge receipt for a borrower upon request.
- 4.13.5 The system must print at the payment location a receipt for fines/fees paid or credited.
- 4.13.6 A routing slip must be able to be produced at discharge specifying the library, branch, or special location to which the item should be returned.
- 4.13.7 The system must prepare and print recall notices for items charged out to borrowers, according to library-specified parameters.
- 4.13.8 The system must prepare and print availability notices to borrowers with items on hold, according to library-specified parameters.
- 4.13.9 The system must check the items being held and produce availability notices to be sent to the next borrowers in the queues when items are not picked up within a specified time.
- 4.13.10 The system must prepare and print notices to be sent to borrowers when their holds are cancelled, according to library-specified parameters.
- 4.13.11 The system must be able to prepare and print availability notices for borrowers who initiated search requests for non-circulating items.
- 4.13.12 Notices to faculty members with items on reserve must be generated on demand to inform them of the status of their reserves and to request a decision on renewal.
- 4.13.13 The system must prepare and print notices to be sent to borrowers when their bookings are cancelled, according to library-specified parameters.
- 4.13.14 The system must prepare and print availability notices to borrowers with items requested on interlibrary loan, according to library-specified parameters.

- 4.13.15 The system must print overdue notices.
- 4.13.16 Overdue notices must include at least the following data:
- .1 Name and address of library where charged.
 - .2 Borrower name and address.
 - .3 Item barcode, call number, copy number, author, and short title.
 - .4 Due dates of overdue items.
 - .5 The date of the notice.
 - .6 (Optional) Overdue fine rates.
- 4.13.17 An overdue notice must be able to list all accumulated overdue items of a borrower for a library or branch.
- 4.13.18 Daily overdue notices must be produced for overdue reserve items.
- 4.13.19 Reserve overdue notices must be printed at the reserve location on demand.
- 4.13.20 The system must print for each borrower a fine/fee invoice.
- 4.13.21 The system must prepare and print fine/fee invoices which include at least the following data:
- .1 Name and address of library system.
 - .2 Borrower barcode.
 - .3 Borrower name and address.
 - .4 Item barcode, call number, copy number, author and short title, for each item.
 - .5 Amount of fine or fee for each item.
 - .6 Amount of processing fees added.
 - .7 Previous balance of fines and fees owed.
 - .8 Payments or credits received since previous notice.
 - .9 Total amount owed.
 - .10 Date of the notice.
 - .11 Library or branch where each item was charged.
 - .12 Where to pay.
- 4.13.22 A single fine/fee invoice must list all the fines and fees of the borrower for a library system.
- 4.13.23 A fine/fee invoice must not be printed if the borrower has no outstanding fines or fees or is below the library-defined billing threshold.
- 4.13.24 The system must be able to produce printed notices and invoices for each borrower in batch runs at each library or branch.
- 4.13.25 Each library system must be able to have a unique profile for notice formats.

- 4.13.26 The library must be able to specify, by type of borrower, which address to use when printing notices.
- 4.13.27 Notices must be printed on self-contained or window envelope mailers with the borrower's name and address in mailing format, arranged by zip-code for mailing.
- 4.13.28 Invoices must be printed on self-contained or window envelope mailers with the borrower's name and address in mailing format, arranged by zip-code for mailing.
- 4.13.29 The system must be able to reprint a run or partial run of notices or invoices.
- 4.13.30 The system must be able to restart the printing of a run of notices or invoices that was interrupted before completion.
- 4.13.31 Each library or branch must be able to print an invoice upon request.
- 4.13.32 A record of the notices produced for each borrower must be maintained in the borrower's records.
- 4.13.33 The system must be able to produce shipping labels for:
 - .1 Booked audiovisual materials and equipment.
 - .2 Materials being loaned via interlibrary loan to another library.
- 4.13.34 (Optional) The system should produce return shipping labels for items being shipped.
- 4.13.35 (Optional) The system should produce insurance slips for shipping, e.g., for UPS.

4.14. Circulation Reports and Statistics

- 4.14.1 Each library or branch must be able to create its own management reports.
- 4.14.2 Management reports must be able to be provided for combinations of libraries or branches.
- 4.14.3 The management reports must be available online, with the option to print them.
- 4.14.4 Most reports must be available on demand, rather than be automatically produced.
- 4.14.5 Reports must be able to be printed on site, at the option of each library or branch.

- 4.14.6 Each library or branch must be able to print a list of delinquent borrowers with an excessive number of overdue items, according to library-specified parameters.
- 4.14.7 Each library or branch must be able to produce, upon request, a printed list of delinquent borrowers with excessive outstanding fines and fees, according to library-specified parameters.
- 4.14.8 (Optional) Each library or branch should be able to produce, according to library-specified parameters, a machine-readable list on tape of delinquent borrowers:
- .1 With excessive overdues.
 - .2 With excessive fines and fees outstanding.
- 4.14.9 (Optional) Mailing lists of active borrowers sorted by zip code or by expiration date of authorization to borrow should be provided on demand to a library system.
- 4.14.10 The system must be able to print automatically, or upon request, a list of items with these conditions at a specific library or branch:
- .1 Missing or lost.
 - .2 Claims returned.
- 4.14.11 The system must prepare and print a list of items with holds that are not charged out, so they may be located within the library or branch.
- 4.14.12 The system must prepare and print a list of items being held that have been cancelled so the shelf can be cleared. Items to be held for the next borrower in the queue must be omitted from the list.
- 4.14.13 The system must prepare and print a list of items with searches so they may be located within the library or branch.
- 4.14.14 List of materials on reserve must be displayed and printed on demand by at least the following:
- .1 Library or branch.
 - .2 Course Number.
 - .3 Faculty member's name.
 - .4 Call number.
 - .5 Author and title.
 - .6 Expiration date.
- 4.14.15 Items on reserve for more than one course must appear on each course or faculty member's list.

- 4.14.16 A list of reserve materials for a specific library or branch must be printed on demand of items at a given time period beyond the expiration date, organized by:
- .1 Call number.
 - .2 Course number.
 - .3 Faculty member's name.
- 4.14.17 (Optional) Lists of materials on reserve from at least two previous years should be able to be printed, on demand, by course number and faculty member's name.
- 4.14.18 A list of overdue reserve material must be displayed and printed on demand by library or branch.
- 4.14.19 The system must display and print, on demand, delivery schedules for booked items.
- 4.14.20 The system must display and print daily picking lists for gathering and preparing booked items for loan or delivery.
- 4.14.21 Detailed and summary management reports of booking data must be supplied for each library or branch, including, but not limited to:
- .1 Material and equipment booked by institution, department, individual.
 - .2 Type and size of audiences.
 - .3 Type of material/equipment/faculty.
 - .4 Supplier or library from which items were rented or borrowed.
- 4.14.22 The system must support the inventory of audiovisual equipment in each library by providing listings for staff checking.
- 4.14.23 The system must provide lists of audiovisual items for preventive maintenance.
- 4.14.24 The system must display and print daily picking lists for gathering and preparing items requested for interloan.
- 4.14.25 Management reports must be provided by library or branch for:
- .1 Interlibrary lending.
 - .2 Interlibrary borrowing.
- 4.14.26 The management reports for interlibrary lending and borrowing must be able to be sorted at least by:
- .1 Institution to which materials were lent or from which they were borrowed.
 - .2 Title of journal, for photocopies sent or requested.
 - .3 Author/title for books borrowed.

- 4.14.27 (Optional) A missing in-transit report should be provided for items shipped from one library system to another and not received within a library-specified time period.
- 4.14.28 Lists of items identified during an inventory must be produced on demand by library or branch, including, but not limited to:
- .1 Items not on the shelf that should have been.
 - .2 (Optional) Items misshelved.
 - .3 Items on the shelf that should not have been.
 - .4 Items belonging to another library.
- 4.14.29 The system must provide online statistical reports, with the option to print them, on demand or automatically at library-specified intervals.
- 4.14.30 Statistical reports must be able to be produced by library system, library or branch, and collection within the library or branch.
- 4.14.31 Statistics must be provided for combinations of libraries or branches.
- 4.14.32 Statistical reports must include cumulated data for month-to-date and year-to-date and, optionally, for the previous year.
- 4.14.33 The system must provide daily statistics that can be compiled at library-specified time intervals for at least these circulation transaction categories:
- .1 Charges.
 - .2 Renewals.
 - .3 Holds placed, filled, and cancelled.
 - .4 Searches placed, filled, and cancelled.
 - .5 Discharges.
 - .6 Recalls.
 - .7 Overdues.
 - .8 Fines and fees levied.
 - .9 Fines and fees cancelled.
 - .10 Fines and fees outstanding.
 - .11 Reserve items placed and removed.
 - .12 Bookings placed, filled, and cancelled, by type.
 - .13 Notices produced by type, e.g., overdue, recall, fines and fees invoices.
 - .14 Items identified as missing or lost.
 - .15 Items currently charged out.
 - .16 Fines and fees collected (to balance the cash register daily).
- 4.14.34 (Optional) These circulation statistics should be able to be sub-arranged by at least:
- .1 Type of material.
 - .2 Type of borrower.

- 4.14.35 (Optional) These circulation statistics should be able to be provided with an hourly breakdown, upon request.
- 4.14.36 The system must provide statistics for the number of times each copy of a title has been checked out.
- 4.14.37 (Optional) The system should provide statistics for the total number of times all copies of a title have been checked out.
- 4.14.38 The system must, on demand, compile and print lists of library-specified items that have circulated more or less than a library-specified number of times in a given time period.
- 4.14.39 (Optional) The system should provide lists of items which were circulated "on-the-fly" in a given time period.
- 4.14.40 The system must, on demand, compile and print lists of library-specified items that have more than a library-specified number of holds in a given time period.
- 4.14.41 Reports on collection use by library or branch must be able to be compiled quarterly for at least the following categories:
- .1 Classification number groupings.
 - .2 Type of material.
 - .3 Type of borrower.
- 4.14.42 The system must provide statistical reports on the borrowers for each library or branch including, but not limited to:
- .1 By zip codes.
 - .2 By borrower classification code.
 - .3 By last activity date.
 - .4 By delinquency status.
 - .5 (Optional) By statistical code.
- 4.14.43 The system must provide statistics for the borrowers file, including:
- .1 Total number of borrowers in the file.
 - .2 Number added.
 - .3 Number modified.
 - .4 Number deleted.
- 4.14.44 (Optional) The system should provide daily statistics for the number of borrowers with items charged out.
- 4.14.45 (Optional) The system should compile, on demand, a reminder list of items charged to a specific borrower from one library system, e.g., to notify graduating students of items to be returned.

- 4.14.46 The system must provide a tally by library or branch of the in-house use of uncharged materials.
- 4.14.47 Statistics on the transaction load of each circulation workstation in a given time period must be provided.
- 4.14.48 The system must produce a statistical report on interlibrary lending at least by:
- .1 Number of requests received.
 - .2 Number of requests filled.
 - .3 Number of requests unfilled.
 - .4 (Optional) Number of requests referred.
 - .5 Average turnaround time.
- 4.14.49 The system must produce statistical reports on interlibrary borrowing at least by:
- .1 Number of requests sent.
 - .2 Number of requests filled.
 - .3 Average turnaround time.
- 4.14.50 (Optional) These interlibrary lending and borrowing statistics should be able to be provided by type of material, including photocopies.
- 4.14.51 Statistics must be provided for the number of printed products produced, including, but not limited to:
- .1 Shipping labels.
 - .2 Date due slips.
 - .3 Receipts.
 - .4 Routing slips.
- 4.14.52 The system must be able to monitor and report on the response time for circulation transactions, including low, high, and mean time by type of transaction.

5. ACQUISITIONS SUBSYSTEM SPECIFICATIONS

5.1 General Requirements

- 5.1.1 The Acquisitions Subsystem, as part of an Integrated Library System, must interface with the:
- .1 Online Public Catalog
 - .2 Circulation Subsystem
 - .3 Serials Control Subsystem
- 5.1.2 Access to the Acquisitions Subsystem must be available through terminals connected directly, connected via modems and dedicated lines, and connected via dial-in ports.
- 5.1.3 Acquisitions bibliographic records must be accessible by all users of the Online Public Catalog.
- 5.1.4 The Acquisitions Subsystem must be usable independently and concurrently by multiple library systems.
- 5.1.5 The Acquisitions Subsystem must keep financial data for each library system confidential, while allowing each to know the others outstanding orders, receipts, and in process items.
- 5.1.6 Each independent library system must be able to maintain its separate acquisitions parameters, establish its own acquisitions records, compile its own vendor and fund accounting files, and otherwise use the system independently of the other library systems.
- 5.1.7 Libraries or branches within a library system must be able to select items to be acquired, create and print orders, cancel and claim, receive items shipped directly to them, post payments, and otherwise use the system to order, receive, and post payments for library materials.
- 5.1.8 The system must accommodate the minimum file sizes and work loads for Wayne State University described in Section 10 of this document without additional disk storage or processing capabilities beyond the initial installation.
- 5.1.9 The system must be able to expand to handle the additional file sizes and work loads for WSU and the other DALNET libraries described in Section 10 of this document.

5.2. Acquisitions Records

- 5.2.1 Bibliographic records for items on order and in process must be maintained in the system.

- 5.2.2 Bibliographic records for items being reviewed for selection must be maintained in the system.
- 5.2.3 Bibliographic records for materials acquired at no charge must be maintained in the system.
- 5.2.4 Brief, or less than full, bibliographic records needed to acquire items must be accommodated by the system.
- 5.2.5 The status of items on order/in process must be able to display to users of the Online Public Catalog.
- 5.2.6 Each library system, library or branch must be able to suppress the display of bibliographic records in the Online Public Catalog for specified materials being ordered or processed.
- 5.2.7 The system must be able to accept and process bibliographic records in all MARC formats for items being acquired.
- 5.2.8 The system must provide for the direct online transfer of OCLC bibliographic records from an OCLC terminal for items being acquired at each library or branch.
- 5.2.9 Each library or branch must be able to transfer OCLC bibliographic records into the system on site.
- 5.2.10 Acquisitions records transferred directly from OCLC must not automatically replace duplicate bibliographic records already in the database.
- 5.2.11 An online display or printout of duplicate transferred records must be generated to enable staff to make record replacement decisions.
- 5.2.12 (Optional) Acquisitions records transferred directly from OCLC should be added to the system immediately, rather than via a subsequent batch process.
- 5.2.13 The system must provide for the input of bibliographic records for acquisition purposes by keyboarding at a terminal.
- 5.2.14 The system must provide immediate access to all newly entered acquisitions records.
- 5.2.15 Online modification of acquisitions bibliographic records must be allowed.
- 5.2.16 Acquisitions bibliographic records must be able to be deleted according to library-specified parameters.
- 5.2.17 Brief bibliographic records created to acquire items must be able to be upgraded later to catalog quality via keyboarding at a terminal.

- 5.2.18 Brief, or less than full, bibliographic records created to acquire items must be able to be upgraded later to catalog quality, via the "overlay" of an OCLC record.
- 5.2.19 (Optional) Controlled vocabulary access points in acquisitions bibliographic records should not be subject to authority control.
- 5.2.20 (Optional) Indexes should be constructed immediately as acquisitions bibliographic records are created, added, or modified.
- 5.2.21 (Optional) The system should have the capability of batch loading from vendor tapes bibliographic records for items being acquired.
- 5.2.22 (Optional) The system should have the capability of direct transfer from vendors of bibliographic records for items being acquired, e.g. from B & T, BNA, Bookhouse, Ebsco, Faxon, Logan, and Rittenhouse.
- 5.2.23 If the system is capable of loading records from vendor tapes, or via electronic transfer from vendors, the vendor-supplied bibliographic records must not automatically replace duplicate bibliographic records already in the database.
- 5.2.24 If the system is capable of loading records from vendor tapes, or via electronic transfer from vendors, an online display or printout of duplicate vendor-supplied records must be generated to enable staff to make record replacement decisions.
- 5.2.25 An optional review function must be provided for validation and maintenance of acquisitions records, via such features as a temporary or save file.
- 5.2.26 If there already is a bibliographic record in the database for a title, orders for additional copies or volumes must link to that record.
- 5.2.27 The system must have at least the following bibliographic data elements for items being acquired:
- .1 Author.
 - .2 Title.
 - .3 Edition.
 - .4 Imprint.
 - .5 Series.
 - .6 ISSN/ISBN.
 - .7 OCLC number.
 - .8 LCCN.
 - .9 Call number.
 - .10 Source of the record.
 - .11 (Optional) CODEN.
- 5.2.28 (Optional) The bibliographic database used by the Acquisitions Subsystem should be the data base of the Online Public Catalog.

5.2.29 The system must have at least the following acquisitions data elements for items being acquired:

- .1 Library or branch ordering.
- .2 P.O. number.
- .3 Format, e.g., for microform.
- .4 Vendor.
- .5 Message to vendor.
- .6 Copies.
- .7 Locations.
- .8 Order date.
- .9 Requestor.
- .10 Type of order.
- .11 List price.
- .12 Encumbering fund.
- .13 Renewal date for serials.
- .14 Status.
- .15 Action date.
- .16 Received date.
- .17 Message field.
- .18 Type of material.
- .19 Claim cycle.
- .20 Vendor response.
- .21 Frequency, for serials.
- .22 Subscription period, for serials.
- .23 Item barcode (library-assigned).

5.2.30 The order date must be system-supplied.

5.2.31 The P.O. number must be system-supplied.

5.2.32 A library-supplied P.O. number data element must be available.

5.2.33 The system must supply an action date each time the status is changed or set.

5.2.34 (Optional) At least the following data elements for acquisitions records should be repeatable:

- .1 Copies.
- .2 Locations.
- .3 Encumbering fund.
- .4 Requestor.
- .5 Library or branch ordering.

5.2.35 (Optional) The following data elements for acquisitions records should be variable length fields:

- .1 Author.
- .2 Title.
- .3 Series.
- .4 Call number.
- .5 Message fields.

- 5.2.36 (Optional) Some status codes should be available for the library to define.
- 5.2.37 (Optional) Some type of material codes should be available for the library to define.
- 5.2.38 (Optional) The system should be able to automatically validate specified fields as they are entered to create acquisitions records, including, but not limited to:
- .1 Vendor.
 - .2 Encumbering fund.
 - .3 Requestor.
- 5.2.39 Some data elements must be able to be designated as system-required for the creation of an acquisitions record.
- 5.2.40 (Optional) Each library or branch should be able to specify which data elements are system-required for the creation of an acquisitions record.
- 5.2.41 Online access to acquisitions records must be provided by at least these data elements:
- .1 Author.
 - .2 Title.
 - .3 Series.
 - .4 ISSN/ISBN.
 - .5 OCLC number.
 - .6 Call number.
 - .7 P.O. number.
 - .8 Vendor.
 - .9 LCCN.
 - .10 (Optional) Requestor.
 - .11 (Optional) Order date.
 - .12 Library supplied item barcode.
 - .13 System supplied record control number, if there is one.
 - .14 (Optional) CODEN.
- 5.2.42 Online access to the acquisitions records of a specified library or branch must be provided.
- 5.2.43 Online access to the acquisitions records of all participating libraries must be provided.
- 5.2.44 (Optional) The additional access points for bibliographic records in the Online Public Catalog should also be provided for acquisitions records.
- 5.2.45 The system must allow holds and bookings to be placed on items on order and in process.

5.3 Vendor Records

- 5.3.1 The system must provide vendor records for vendors used to acquire materials.
- 5.3.2 Each library or branch must be able to compile and maintain its own vendor records.
- 5.3.3 An operator must be able to input vendor records by keyboarding at a terminal.
- 5.3.4 Vendor records must be able to be modified online.
- 5.3.5 Vendor records must be able to be deleted.
- 5.3.6 (Optional) Infrequently used vendors should be able to be identified to purge their records.
- 5.3.7 The system must automatically check for a duplicate vendor record when a new vendor record is added.
- 5.3.8 (Optional) An optional review function should be provided for vendor record maintenance, via such features as a temporary or save file.
- 5.3.9 (Optional) The system should provide for a direct online link to an external vendor file, e.g., OCLC.
- 5.3.10 The system must have at least the following data elements for vendors:
 - .1 Vendor name.
 - .2 Vendor record number or code.
 - .3 Vendor address.
 - .4 Telephone number.
 - .5 Account representative.
 - .6 Account representative's address.
 - .7 Account representative's telephone number.
 - .8 Library Account number.
 - .9 Claim intervals (library-specified).
 - .10 Source of the vendor record.
 - .11 (Optional) Links to related vendor records, e.g., distributors.
 - .12 (Optional) Standard Address Number (SAN).
- 5.3.11 (Optional) The following vendor record data elements should be repeatable:
 - .1 Vendor address.
 - .2 Library account number.
- 5.3.12 The system must link subsidiaries to vendors.

- 5.3.13 The system must link distributors to vendors.
- 5.3.14 Access to vendor records must be provided by:
 - .1 Vendor name.
 - .2 Vendor record number or code.
- 5.3.15 (Optional) The system should provide for cross references to vendor records from variant and related vendor names.
- 5.3.16 Vendor records must not display in the Online Public Catalog.

5.4 Fund Account Records

- 5.4.1 The system must provide separate fund account records for each library or branch participating.
- 5.4.2 Financial data for each library system must be available only to terminals in that system when an authorized password is used.
- 5.4.3 Fund accounts for at least two fiscal years must be maintained online and historical files must be generated.
- 5.4.4 The system must be able to accommodate up to 5 different fiscal years for different library systems, e.g. Jan-Dec., July-June.
- 5.4.5 It must be possible to change the fiscal year for any library system.
- 5.4.6 A fund account record must be provided for each fund established for the purchase of materials.
- 5.4.7 Fund account records must be able to be created via keyboarding at a terminal.
- 5.4.8 The system must provide the following data elements for fund account records as a minimum:
 - .1 Library name.
 - .2 Fund number or code.
 - .3 Fund name.
 - .4 Amount budgeted.
 - .5 Amount encumbered.
 - .6 Expenditures year-to-date.
 - .7 Cash balance.
 - .8 Free balance.
- 5.4.9 The system must accept and sort alphanumeric characters for the fund number or code.

- 5.4.10 The fund number or code must be able to have library-specified control breaks.
- 5.4.11 (Optional) The system should provide a data element within each fund account record to enter the parent institution's fund name and number, if needed.
- 5.4.12 Access to fund account records must be provided by fund number or code for each library system.
- 5.4.13 A minimum of six subfunds per fund account must be accommodated by the system, e.g., subfunds for monographs, serials, standing orders, and approvals.
- 5.4.14 The system must automatically update fund account records as items are encumbered or disencumbered, paid or credited by an authorized operator.
- 5.4.15 An authorized operator must be able to edit the fund name and amount budgeted in each fund.
- 5.4.16 The system must be able to provide, at the option of the library, a warning when a fund is overencumbered.
- 5.4.17 The system must provide a block or warning when a fund is overexpended.
- 5.4.18 An authorized operator must be able to override a system warning on overencumbering a fund.
- 5.4.19 An authorized operator must be able to override a system block or warning on overexpending a fund.
- 5.4.20 All the fund accounts for one library or branch must be able to be automatically re-created for the next fiscal year.
- 5.4.21 Budget allocations and encumbrances must be automatically moved forward to the new fiscal year, at the option of each library.
- 5.4.22 A library or branch must be able to close all fund accounts for a given fiscal year simultaneously, rather than fund by fund.
- 5.4.23 Expended amounts must not be able to be edited.
- 5.4.24 Fund account records must not display in the Online Public Catalog.

5.5 Expenditure Information

- 5.5.1 The system must provide for expenditure information for items being acquired, including monographs, serials, standing orders, and approvals.
- 5.5.2 Expenditure information must be linked to the appropriate bibliographic or acquisitions records.
- 5.5.3 The system must provide at least the following data elements for expenditures:
- .1 Payment or credit date.
 - .2 Vendor invoice or credit date.
 - .3 Vendor invoice, or credit memo, number.
 - .4 Voucher, or payment requisition, number.
 - .5 Payment fund.
 - .6 Selling price.
 - .7 Discount.
 - .8 Postage and handling.
 - .9 Final price.
 - .10 Vendor.
 - .11 Payment note.
 - .12 Operator initials.
- 5.5.4 Expenditure information must be accessible by at least the following:
- .1 Vendor invoice, or credit memo, number
 - .2 Voucher, or requisition, number
 - .3 P.O. number
 - .4 Payment date
 - .5 Payment fund
- 5.5.5 The system must display a summary of expenditures for all items received on a specific invoice.
- 5.5.6 Expenditure information must not display in the Online Public Catalog.

5.6 Materials Selection

- 5.6.1 Bibliographic records must be able to be designated as selection records for a specified library or branch.
- 5.6.2 As bibliographic records are entered for selection, the system must automatically check the bibliographic data base to see if the items are already on order, in-process, or owned by the specified library or branch, and alert the operator.

- 5.6.3 An operator must be able to review or scan online all titles entered for selection by a specified library or branch.
- 5.6.4 An operator must be able to reject, hold, or accept titles entered for selection for a specified library or branch.
- 5.6.5 The operator must be able to delete selection information and have the system purge records for titles that are rejected.
- 5.6.6 The system must automatically change the status of selection records when they are:
- .1 Rejected
 - .2 Accepted for order or retention
 - .3 Postponed for later selection, i.e., desiderata
- 5.6.7 The system must allow two levels of approval for a selection record to be accepted for order or retention.
- 5.6.8 The system must provide at least these data elements, in addition to the bibliographic data elements, for titles that are selected for order or retention:
- .1 Library or branch ordering.
 - .2 Encumbering fund.
 - .3 Price.
 - .4 Book selector.
 - .5 Number of copies.
 - .6 Requestor.
 - .7 Notify or routing messages.
 - .8 Format.
- 5.6.9 An operator must be able to indicate that an item selected is an intentional duplicate.
- 5.6.10 An operator must be able to check the encumbering funds for items selected for order or retention to see if sufficient funds are available.
- 5.6.11 The system must alert the operator and block approval of an order when the encumbered price is above a library-specified maximum.
- 5.6.12 An authorized operator must be able to review blocked orders and override the maximum encumbered price.
- 5.6.13 An operator must be able, if desired, to search the holdings of other libraries represented in the Online Public Catalog prior to accepting or rejecting a selection record.
- 5.6.14 (Optional) The system should provide a method to indicate that an item is under consideration for cancellation.

5.6.15 Selection records must not display in the Online Public Catalog.

5.7 Ordering

5.7.1 The system must provide for and identify acquisitions records for at least these types of orders:

- .1 Added or replacement copies or volumes.
- .2 Approvals.
- .3 Blanket orders.
- .4 Deposit.
- .5 Desiderata.
- .6 Exchanges.
- .7 Firm orders.
- .8 Gifts.
- .9 Inclusive orders.
- .10 Memberships.
- .11 Prepayments, or proforma orders.
- .12 Quotes.
- .13 Rentals.
- .14 Standing orders.
- .15 Subscriptions.

5.7.2 The system must provide for and identify one time orders and continuation orders.

5.7.3 The system must provide for and identify at least these formats of materials being acquired:

- .1 Microforms.
- .2 Audiovisual materials, e.g., video tapes, films, film strips, realia.
- .3 Manuscripts.
- .4 Maps.
- .5 Music.
- .6 Sound recordings.
- .7 Machine readable data, e.g., software.

5.7.4 An operator must be able to create order records for items selected for order for a specified library or branch.

5.7.5 An operator must be able to input order information via keyboarding at a terminal.

5.7.6 An operator must be able to edit order information immediately after keying an order record.

5.7.7 An operator must be able to retrieve and edit a completed order record before the order has been printed or transmitted electronically.

- 5.7.8 An operator must be able to delete a completed order record before the order has been printed or transmitted electronically.
- 5.7.9 An operator must be able to edit order records after the orders have been printed or transmitted electronically.
- 5.7.10 An operator must be able to create order records for duplicates of materials already in a library's collection or on order or in process for a library.
- 5.7.11 The system must prompt the operator for the entry of library-specified required data for an order record.
- 5.7.12 The system must not require keying on each order record of the full name and address of vendors in the vendor file.
- 5.7.13 The system must provide for name and address information for each ordering and receiving library or branch.
- 5.7.14 The system must have the following data elements for each library or branch as a minimum:
- .1 Name of library or branch.
 - .2 "Ship to" address.
 - .3 "Bill to" address.
 - .4 Tax exempt ID number.
- 5.7.15 The system must not require the keying on each order record of the full "ship to" and "bill to" addresses for the ordering and receiving library or branch.
- 5.7.16 Each library or branch must be able to specify default values for some order data, e.g., fund, library or branch, order type, claim cycle.
- 5.7.17 An operator must be able to set default values for a group of records.
- 5.7.18 An operator must be able to override any default values supplied.
- 5.7.19 An operator must be able to skip over data elements that are satisfied by the default values.
- 5.7.20 Separate copies of a title ordered for a library must be able to be encumbered on different fund accounts.
- 5.7.21 Separate copies of a title ordered must be able to be shipped to different libraries or branches.
- 5.7.22 The system must provide for the input of a received date and status for records being created for items in hand.

- 5.7.23 The system must block final creation of an order record unless the library-specified minimum required data has been entered.
- 5.7.24 As each order is printed or electronically transmitted, the system must automatically update the necessary records to enable later claim processing.
- 5.7.25 When the order record is completed, the system must automatically encumber the appropriate fund or funds.
- 5.7.26 When the order record is completed, the purchase order number and date must not be able to be edited.
- 5.7.27 The system must provide a warning when an order record would overencumber a fund.
- 5.7.28 (Optional) The system should provide for a library-specified margin, e.g., a percentage, within which overencumbrance is allowed.
- 5.7.29 (Optional) An authorized operator should be able to override a warning and overencumber a fund.
- 5.7.30 The system must prevent an operator from:
- .1 Encumbering on funds belonging to another library.
 - .2 Ordering an item for another library.
- 5.7.31 A library or branch must be able to specify for which records orders should be printed or transmitted electronically.
- 5.7.32 The system must automatically change the status of records to "on order" when orders are being printed or transmitted electronically.
- 5.7.33 For items for which orders need not be printed, the system must automatically assign the appropriate status when the order records are completed.
- 5.7.34 An operator must be able to override a system supplied status for an order record.
- 5.7.35 An operator must be able to identify records that are waiting to have orders printed or transmitted electronically.

5.8 Receiving

- 5.8.1 The system must provide for the receipt of items.

- 5.8.2 The system must provide for the recording of individual pieces received on at least these types of orders:
- .1 Standing orders.
 - .2 Memberships.
 - .3 Blankets.
 - .4 Inclusives.
 - .5 Deposits.
- 5.8.3 The system must automatically change the status of items on order to "received" as the operator enters receiving data.
- 5.8.4 The system must automatically enter a date of receipt for the items when the operator enters receiving data.
- 5.8.5 An operator must be able to override a system-supplied received date.
- 5.8.6 Items must be able to be received without an invoice in hand.
- 5.8.7 The system must provide for the receipt of a partial shipment for at least these types of orders:
- .1 Approval
 - .2 Blanket
 - .3 Firm
 - .4 Membership
 - .5 Standing
 - .6 Subscription
- 5.8.8 The system must provide for the receipt of duplicates.
- 5.8.9 The system must provide for the receipt of overages.
- 5.8.10 The system must provide for links between records for these items:
- .1 A series received on standing order and the individual items in the series.
 - .2 A membership record and the items received via the membership.
 - .3 A blanket order and the items received via the blanket.
 - .4 An inclusive order and the items received via the inclusive.
- 5.8.11 The system must provide for information regarding items returned, including, but not limited to:
- .1 Date returned.
 - .2 Reasons for return, e.g., condition of item received.
- 5.8.12 The system must provide for the entry of the library-assigned barcodes that are affixed as items are received.

- 5.8.13 The system must alert an operator and block receiving when:
- .1 The item has already been received.
 - .2 The item has been cancelled.
 - .3 The item was ordered by another library or branch.
- 5.8.14 An authorized operator must be able to override the receiving blocks for items that have been received or cancelled.
- 5.8.15 The system must alert an operator when an item being received is needed for class reserve.
- 5.8.16 The system must alert an operator to a hold or booking placed on an item being received.
- 5.8.17 When the receiving process is completed, the receipt date and operator's initials must not be able to be edited.

5.9 Claiming, Cancelling, and Reordering

- 5.9.1 The system must identify and retrieve for a specified library or branch all records for items that have been on order beyond the time specified in the claim cycle.
- 5.9.2 Each library or branch must be able to specify the length of time before items are eligible for claims.
- 5.9.3 The system must allow manual overriding of an automatic claim date.
- 5.9.4 (Optional) The system should provide an online list for a specified library or branch of all items eligible for claims.
- 5.9.5 An operator must be able to review items eligible for claims and indicate which items to claim.
- 5.9.6 The system must provide the option to force a claim at any time.
- 5.9.7 The system must automatically change the status of records from "on order" to "claimed" as part of the claiming process.
- 5.9.8 The system must automatically add the date of the claim to the record.
- 5.9.9 The system must provide for at least two claims per vendor for each item.
- 5.9.10 (Optional) Items on backorder should be eligible for automatic claiming.
- 5.9.11 Items with partial receipts must be eligible for claiming.

5.9.12 (Optional) The system should provide for claiming an item received on at least these types of orders:

- .1 Standing order.
- .2 Membership.
- .3 Inclusive order.
- .4 Blanket order.

5.9.13 The system must provide for the addition to records of vendor reports regarding orders and claims, including, but not limited to, such responses as:

- .1 BOU (back order--reason unknown).
- .2 HP (holding for library to okay price).
- .3 IMP (importing).
- .4 MOD (must order direct).
- .5 NEP (new edition pending).
- .6 NFA (no foreign agent).
- .7 NYP (not yet published).
- .8 OP (out of print).
- .9 OPS (out of print searching).
- .10 OS (out of stock).
- .11 OSI (out of stock indefinitely).
- .12 PC (publication cancelled by vendor).
- .13 PDM (publisher sent damaged item).
- .14 PWR (publisher sent wrong item).
- .15 PMV (publisher sent wrong volume).
- .16 S (sold as a set only).

5.9.14 The system must identify and retrieve for a specified library or branch all records for items that have been on order beyond the library-specified cancellation period.

5.9.15 Each library or branch must be able to specify the length of time after ordering before items are eligible for cancellation.

5.9.16 The system must allow manual overriding of an automatic cancellation date.

5.9.17 (Optional) The system should provide an online list for a specified library or branch of all items eligible for cancellation.

5.9.18 An operator must be able to review items eligible for cancellation and indicate which items to cancel.

5.9.19 An operator must be able to cancel an item on order at any time.

5.9.20 The system must automatically change the status of records to "cancelled" and add the date of cancellation as part of the cancellation process.

- 5.9.21 The system must automatically disencumber from fund account records the list prices of cancelled items.
- 5.9.22 The system must provide for the archiving of cancelled records onto an historical file.
- 5.9.23 The system must allow re-ordering the item from the same vendor.
- 5.9.24 The system must provide for redirecting an order to another vendor.
- 5.9.25 The system must provide for automatically renewing subscriptions for a specified library or branch.
- 5.9.26 The system must provide for automatically renewing standing orders for a specified library or branch.
- 5.9.27 A vendor initiated cancellation and a library initiated cancellation must be distinguishable.
- 5.9.28 The system must alert an operator and block cancellation when:
 - .1 The item was ordered by another library or branch.
 - .2 The item has been received.

5.10 Invoice Processing/Payment

- 5.10.1 Each library or branch must be able to record and verify data from invoices for materials being acquired on book budget funds.
- 5.10.2 An operator must be able to enter invoice information via keyboarding at a terminal, including invoice number, invoice date, and final price.
- 5.10.3 Invoice data must be able to be edited before the invoice is cleared for payment.
- 5.10.4 Invoice data must be able to be deleted before the invoice is cleared for payment.
- 5.10.5 (Optional) The system should be able to batch load from vendor tapes invoice data for materials being acquired.
- 5.10.6 (Optional) The system should have the capability of direct electronic transfer from vendors of invoice data for materials being acquired, e.g. from B & T, BNA, Bookhouse, Ebsco, Faxon, Logan, and Rittenhouse.
- 5.10.7 If invoices are loaded from vendor tapes or by direct electronic transfer, they must be reviewed by an operator in order to be cleared for payment.

- 5.10.8 The system must prevent an operator from processing an invoice for another library system.
- 5.10.9 Invoices for the libraries or branches of a library system must be able to be processed centrally.
- 5.10.10 The system must provide an automatic review function for an authorized operator to verify an invoice in order to clear it for payment.
- 5.10.11 Invoices for these types of orders must be accommodated by the system:
 - .1 Approvals.
 - .2 Blanket orders.
 - .3 Deposit accounts.
 - .4 Firm orders.
 - .5 Inclusive orders.
 - .6 Memberships.
 - .7 Prepayments.
 - .8 Rentals.
 - .9 Standing orders.
 - .10 Subscriptions.
- 5.10.12 The system must be able to handle transfers of funds within an institution.
- 5.10.13 The system must be able to process deposit account statements.
- 5.10.14 An operator must be able to post credits as well as payments.
- 5.10.15 The system must be able to accommodate an invoice with up to 255 line items.
- 5.10.16 The system must accommodate an invoice without an invoice number.
- 5.10.17 The system must accommodate an invoice number of at least 15 characters.
- 5.10.18 The operator must be able to quickly verify that the P.O. number for the item on the invoice is correct, e.g., by reviewing a brief display of bibliographic data after entering the P.O. number.
- 5.10.19 The system must alert the operator and block invoice processing when the P.O. number for the item being paid:
 - .1 Is not in the system.
 - .2 Belongs to another library system.
 - .3 Has already been used on the invoice being processed.
- 5.10.20 The system must provide a block or warning when an item on an invoice would overexpend a fund.

- 5.10.21 (Optional) An authorized operator should be able to override a block or warning and overexpend a fund.
- 5.10.22 (Optional) The system should alert the operator and block invoice processing if the vendor is not the same.
- 5.10.23 The operator must be able to verify that an item on an invoice:
- .1 Has been received.
 - .2 Has not been returned.
 - .3 Has not been cancelled.
 - .4 Has not already been paid.
- 5.10.24 The system must automatically calculate the total price for all copies of the same item given the price for one copy.
- 5.10.25 The system must automatically calculate the price for one copy given the total price for all copies of the same item.
- 5.10.26 The system must automatically calculate the discount price of each line item given the discount rate.
- 5.10.27 The system must allocate postage, shipping, and handling charges across all line items on the invoice, pro-rated to the price of the item.
- 5.10.28 The system must allocate service charges across all line items on the invoice, pro-rated to the price of the item.
- 5.10.29 The system must automatically check the number of items to be on the invoice with the number of line items posted and block invoice processing when the number is different.
- 5.10.30 The system must automatically verify that the sum of the line items equals the invoice total and block invoice processing when the sum is different.
- 5.10.31 An operator must be able to adjust an invoice, e.g., when an item listed has not been received, to clear it for payment.
- 5.10.32 When a completed invoice is cleared for payment, the system must update the fund account records by:
- .1 Disencumbering the list prices.
 - .2 Adding the final prices to the expended fields.
- 5.10.33 When the payment fund is different from the encumbered fund, the system must automatically disencumber the previous fund.

- 5.10.34 When a completed invoice is cleared for payment, the system must update:
- .1 Vendor performance records.
 - .2 Expenditure data elements linked to the bibliographic or acquisitions records.
- 5.10.35 The system must display upon request current payment history for a specified item.
- 5.10.36 (Optional) The current payment history displayed should include at least:
- .1 One payment, regardless of when it was made.
 - .2 All payments in the current fiscal year.
 - .3 Up to 30 payments from the previous fiscal year.
- 5.10.37 (Optional) The system should be able to compute prices from foreign currency to U.S. dollars based on supplied conversion information.
- 5.10.38 (Optional) The system should provide for establishing and editing foreign currency exchange rates on a daily or weekly, not transaction, basis.
- 5.10.39 (Optional) The system should be able to compare the final price of an item to the encumbered price and alert the operator when it is above the encumbered price by an amount or percentage established by the library.
- 5.10.40 (Optional) The system should trigger claims for unreceived invoices, e.g., for subscription renewals.
- 5.10.41 (Optional) The system should have the capability of a direct online link to the IBM compatible financial accounting system at Wayne State University.
- 5.10.42 (Optional) The system should have the capability of a direct online link to the automated financial accounting systems at other institutions in DALNET, including U of D's Burroughs, WCCC's Honeywell, and the hospitals' IBM, Wang, and other systems.
- 5.10.43 (Optional) The system should allocate sales tax across all line items on the invoice, pro-rated to the price of the item.

5.11 In Process Control

- 5.11.1 The system must provide a tracking method to help locate items that have been received but are not yet fully cataloged.
- 5.11.2 Each library or branch must be able to track items in process.

5.11.3 The system must provide a tracking method for items sent to the bindery.

5.11.4 The system must provide a tracking method for items sent for in-house binding or repair.

5.12 Audit Trail

5.12.1 The Acquisitions Subsystem must maintain an audit trail by library system for all significant transactions, both financial and related acquisitions transactions.

5.12.2 Transactions for initiating and approving orders, receiving, and invoice processing must be included in the audit trail.

5.12.3 The audit trail must be accessible in online or batch modes.

5.12.4 (Optional) The audit trail should be maintained in machine-readable form.

5.12.5 The system must maintain a record of library-specified overrides per staff member.

5.12.6 The transaction audit trail must include at least:

- .1 Identification of the person making each transaction.
- .2 The date.
- .3 The time.
- .4 The access level used.
- .5 The function performed, or attempted.
- .6 Actual transaction data.
- .7 The terminal used.

5.12.7 (Optional) The library or branch should be able to request a paper audit trail for a specified time period, e.g., daily or weekly, listing:

- .1 Each invoice keyed.
- .2 Each fund to which charges have been made and encumbrances removed.

5.12.8 The audit trail must not be able to be edited.

5.12.9 The audit trail must satisfy generally accepted accounting principles and auditing practices.

5.13 Products

- 5.13.1 The system must batch-produce printed purchase orders for library-specified titles.
- 5.13.2 Each library or branch must be able to print its own orders on site.
- 5.13.3 The purchase orders must be printed, addressed, and pre-sorted by vendor and zip code, ready for mailing.
- 5.13.4 The system must produce at least two copies of each printed purchase order, one for the vendor and one to be returned to the library.
- 5.13.5 The purchase orders must be in a form that is easily prepared for mailing, e.g., suitable for insertion in a window envelope.
- 5.13.6 Printed purchase orders must include at least the following data:
 - .1 Header indicating it is a purchase order.
 - .2 Purchase order number.
 - .3 Order date.
 - .4 Library or branch name.
 - .5 "Ship to" address.
 - .6 "Bill to" address, if different.
 - .7 Vendor name and address.
 - .8 Author.
 - .9 Title.
 - .10 Edition.
 - .11 Imprint.
 - .12 Frequency for serials.
 - .13 ISBN/ISSN.
 - .14 Format.
 - .15 Number of copies.
 - .16 Specific volumes.
 - .17 Price.
 - .18 Subscription period for serials.
 - .19 Message to the vendor.
- 5.13.7 The system must be able to reprint a run or partial run of purchase orders.
- 5.13.8 The system must be able to restart the printing of a run of purchase orders that was interrupted before completion.
- 5.13.9 The system must flag printed proforma purchase orders to alert the operator to match them with checks before mailing.
- 5.13.10 (Optional) The system should print a special header on purchase orders for continuations, e.g., CONTINUATION ORDER.

- 5.13.11 (Optional) The system should print a special header on quotes, e.g., REQUEST FOR QUOTE.
- 5.13.12 (Optional) The system should be able to produce a printed purchase order on demand, e.g., for a RUSH order.
- 5.13.13 (Optional) The system should be able to transmit orders electronically to vendors for library-specified titles, e.g. to B & T, BNA, Bookhouse, Ebsco, Faxon, Logan, and Rittenhouse.
- 5.13.14 (Optional) The system should be able to produce magnetic tapes for vendors of machine-readable purchase order records for library-specified titles.
- 5.13.15 (Optional) Orders transmitted electronically or on magnetic tape should be compatible with industry standards.
- 5.13.16 (Optional) The system should automatically suppress the printing of purchase orders for those transmitted electronically or on magnetic tape.
- 5.13.17 The system must be able to print, on demand, availability notices for users with holds or bookings on items received.
- 5.13.18 (Optional) The system should be able to produce a printed list of vendor records used by a specified library or branch, or group of libraries or branches.
- 5.13.19 (Optional) The system should be able to produce an update to the printed list of vendor records, with records that have been added, changed, or deleted during a specified time.
- 5.13.20 (Optional) The vendor record file should be able to be produced on magnetic tape in the format needed for loading into an institution's automated financial accounting system.
- 5.13.21 (Optional) The vendor records should be able to be transmitted online to Wayne State's IBM compatible automated financial accounting system.
- 5.13.22 The system must print a list for a specified library or branch of all items eligible for claims.
- 5.13.23 The system must print claim letters or notices to send to vendors for unfilled orders approved for claiming.
- 5.13.24 Claim letters or notices must be printed, addressed, and pre-sorted by vendor, ready for mailing.

5.13.25 The claim notices printed must include at least these data elements:

- .1 A header indicating it is a first or second claim.
- .2 Name and address of the library or branch ordering.
- .3 P.O. number.
- .4 Date of the purchase order.
- .5 Date of the claim.
- .6 Author.
- .7 Title.
- .8 Edition.
- .9 Imprint.
- .10 Series.
- .11 ISBN/ISSN.
- .12 Number of copies.
- .13 Specific volumes.
- .14 Price.
- .15 Vendor name (and address, if needed).
- .16 Message to the vendor.

5.13.26 The system must print a list for a specified library or branch of all items eligible for cancellation.

5.13.27 The system must print cancellation letters or notices to send to vendors for unfilled orders approved for cancellation.

5.13.28 A library or branch must be able to specify for which cancelled orders notices should be printed.

5.13.29 Cancellation letters or notices must be printed, addressed, and pre-sorted by vendor, ready for mailing.

5.13.30 The cancellation notices printed must include at least these data elements:

- .1 A header indicating it is a cancellation of an order.
- .2 Name and address of the library or branch ordering.
- .3 P.O. number.
- .4 Date of the purchase order.
- .5 Date of the cancellation notice.
- .6 Author.
- .7 Title.
- .8 Edition.
- .9 Imprint.
- .10 Series.
- .11 ISBN/ISSN.
- .12 Number of copies.
- .13 Specific volumes.
- .14 Price.
- .15 Vendor name (and address, if needed).
- .16 Message to the vendor.

- 5.13.31 The system must be able to print notices, on demand, for users who have holds or bookings for items on order which have been cancelled.
- 5.13.32 The system must print renewal notices for library-specified subscriptions to be renewed.
- 5.13.33 The renewal notices printed must include at least these data elements:
- .1 A header indicating that it is a subscription renewal.
 - .2 Name of library or branch ordering.
 - .3 "Ship to" address.
 - .4 "Bill to" address, if different.
 - .5 Purchase order number.
 - .6 Date of the notice.
 - .7 Author.
 - .8 Title.
 - .9 Imprint.
 - .10 Subscription period.
 - .11 ISSN.
 - .12 Frequency.
 - .13 Number of copies.
 - .14 Price.
 - .15 Vendor name and address.
 - .16 Message to the vendor.
- 5.13.34 Renewal notices must be printed, addressed, and pre-sorted by vendor, ready for mailing.
- 5.13.35 (Optional) The system should be able to produce magnetic tapes for vendors of machine-readable claims, cancellations, and renewals for library-specified titles.
- 5.13.36 (Optional) The system should be able to transmit claims, cancellations, and renewals electronically to vendors for library-specified titles, e.g. to B & T, BNA, Bookhouse, Ebsco, Faxon, Logan, and Rittenhouse.
- 5.13.37 (Optional) The system should automatically suppress the printing of claim, cancellation, and renewal notices for those transmitted electronically or on magnetic tape.
- 5.13.38 The system must print, upon request, vouchers, or voucher surrogates, for each library or branch.
- 5.13.39 (Optional) The system should print voucher information on existing voucher forms.
- 5.13.40 (Optional) The system should produce checks to be sent to vendors.
- 5.13.41 (Optional) The checks should be easy to mail, e.g., suitable for insertion in a window envelope.

- 5.13.42 (Optional) The system should produce machine-readable vouchers, or check requests, to be transmitted to the institution's automated financial accounting system.
- 5.13.43 The system must provide an off-line historical record for closed orders, e.g., on paper, fiche, tape, or disk.
- 5.13.44 Each library or branch must be able to purge its closed orders from the database to the off-line historical record according to library specified parameters.
- 5.13.45 The system must calculate and display the number of records eligible for purging to the off-line historical record.
- 5.13.46 (Optional) The system should print claims for invoices to be sent to the vendors.
- 5.13.47 (Optional) The system should print form letters to be sent to the vendors.
- 5.13.48 The system must be able to print what is displayed on the screen.

5.14 Reports and Statistics

- 5.14.1 Each library or branch must be able to create its own management reports by specifying fields on which to do primary and secondary record sorts.
- 5.14.2 Management reports must be able to be provided for combinations of libraries or branches.
- 5.14.3 The management reports must be available online, with the option to print them.
- 5.14.4 Most reports must be available on demand, rather than be automatically produced.
- 5.14.5 Reports must be able to be printed on site, at the option of each library or branch.
- 5.14.6 Management reports must have data by month as well as data cumulated for the library-specified year and, optionally, for the previous year.
- 5.14.7 More than one library must be able to create management reports at the same time with no noticeable reduction in capability or response time for the overall system.

- 5.14.8 Acquisitions management reports must be able to be sorted by at least the following:
- .1 Author.
 - .2 Call number.
 - .3 Format.
 - .4 Library or branch ordering.
 - .5 Payment fund.
 - .6 P.O. number.
 - .7 Price.
 - .8 Renewal date for serials.
 - .9 Requestor.
 - .10 Series.
 - .11 Status.
 - .12 Title.
 - .13 Type of order.
 - .14 Vendor.
- 5.14.9 Reports on expenditures must be able to be sorted by at least the following:
- .1 Vendor.
 - .2 Invoice number.
 - .3 Type of material.
 - .4 Payment date.
 - .5 Payment fund.
 - .6 Voucher number.
 - .7 Format.
- 5.14.10 The system must be able to produce fund balance reports by library or branch.
- 5.14.11 Fund balance reports must be provided in detail (including the titles) and summary form by each fund.
- 5.14.12 (Optional) Fund balance reports should include the percentage of the amount budgeted that has been spent to date.
- 5.14.13 Reports on encumbrances must be able to be sorted by:
- .1 Vendor.
 - .2 Encumbrance fund.
 - .3 Type of material.
 - .4 Format.
- 5.14.14 Encumbrance reports must be provided in detail (including the titles) and summary form by each fund.
- 5.14.15 Reports sorted by fund must be able to be totaled at the library-specified control breaks in the fund number or code.

- 5.14.16 (Optional) Reports must be able to be sorted on the fund number or code of the parent institution.
- 5.14.17 The system must be able to maintain and report data on vendor's performance for each library or branch, according to library-specified parameters.
- 5.14.18 Vendor performance reports must include statistics on at least the following:
- .1 Orders placed.
 - .2 Orders claimed.
 - .3 Orders cancelled by the vendor.
 - .4 Orders cancelled by the library.
 - .5 Fill rate.
 - .6 Average delivery time.
 - .7 Discounts.
 - .8 (Optional) Dollar value of orders placed.
 - .9 Dollar amount paid to date.
- 5.14.19 The system must be able to produce printed receiving reports upon request of the library or branch.
- 5.14.20 The library or branch must be able to specify for which records receiving reports should be produced.
- 5.14.21 (Optional) The receiving reports should be able to be produced on magnetic tape in the format needed for loading into an institution's automated financial accounting system.
- 5.14.22 (Optional) The receiving reports should be able to be transmitted electronically to the institution's automated financial accounting system.
- 5.14.23 The system must be able to produce printed lists of titles to be reviewed for selection, according to library-specified parameters.
- 5.14.24 The system must be able to produce a printed list for a specified library or branch of acquisitions records by type of order, e.g., standing order, subscription.
- 5.14.25 The list by type of order must be able to be arranged by at least these data elements:
- .1 Fund code.
 - .2 Vendor.
 - .3 Title.
 - .4 Author.
- 5.14.26 The system must be able to produce accessions lists of items acquired and cataloged by library or branch within a specified time period.

- 5.14.27 The accessions list must be able to be arranged by:
- .1 Author.
 - .2 Call number.
 - .3 Location.
 - .4 Subject.
 - .5 Title.
- 5.14.28 The system must be able to produce accessions lists for any combination of libraries or branches.
- 5.14.29 Online statistical reports must be able to be provided, with the option to print them.
- 5.14.30 Statistical reports must have data for the month as well as library-specified year-to-date and, optionally, for the previous year.
- 5.14.31 Statistics must be provided for each library or branch.
- 5.14.32 Statistics must be provided for combinations of libraries or branches.
- 5.14.33 Statistics must be provided for the number of records:
- .1 By acquisitions type, e.g., approval, deposit, gift, subscription.
 - .2 By format, e.g., microform.
 - .3 By material type, e.g., serials, monograph.
- 5.14.34 Statistics must be provided for the number of records:
- .1 Ready for purchase.
 - .2 On order.
 - .3 Claimed.
 - .4 Cancelled.
 - .5 In process.
- 5.14.35 Statistics must be provided for the total number of vendor records, and the number added or deleted.
- 5.14.36 Statistics must be provided for the number of fund account records.
- 5.14.37 Statistics must be provided for the number of printed products produced, including, but not limited to:
- .1 Orders.
 - .2 Notices.
 - .3 Claims.
 - .4 Cancellations.
 - .5 Renewals.
 - .6 (Optional) Checks.
 - .7 (Optional) Form letters.

6. SERIALS CONTROL SUBSYSTEM SPECIFICATIONS

6.1 General Requirements

- 6.1.1 The Serials Control Subsystem, as part of an Integrated Library System, must interface with the:
- .1 Online Public Catalog.
 - .2 Circulation Subsystem.
 - .3 Acquisitions Subsystem.
- 6.1.2 Serials bibliographic records must be accessible by all users of the Online Public Catalog.
- 6.1.3 Access to the Serials Control Subsystem must be available through terminals connected directly, connected via modem and dedicated lines, and connected via dial-in ports.
- 6.1.4 The Serials Control Subsystem must be usable independently and concurrently by multiple library systems.
- 6.1.5 The Serials Control Subsystem must keep financial data for each library system confidential, while allowing each to know the others receipts, claims, and issue availability.
- 6.1.6 Each independent library system must be able to maintain its separate serials control parameters, maintain its own check-in records, handle its own claiming, binding, and routing, and otherwise use the system independently of other library systems.
- 6.1.7 Libraries or branches within a library system must be able to receive issues of serials shipped directly to them; create and print claims, routing slips, and bindery forms; create serials control management and statistical reports; and otherwise use the system to receive, process, and manage serials issues and bound volumes of serials.
- 6.1.8 The system must accommodate the minimum file sizes and workloads for Wayne State University described in Section 10 of this document without additional disk storage or processing capabilities beyond the initial installation.
- 6.1.9 The system must be able to expand to handle the file sizes and workloads for WSU and other DALNET libraries described in Section 10 of this document.
- 6.1.10 The bibliographic database used by the Serials Control Subsystem must be the same as supports the data base of the Online Public Catalog.

- 6.1.11 Data elements of serials check-in records must be compatible with the MARC format for holdings and ANSI standards for serials holdings.

6.2 Serials Check-in Records

- 6.2.1 The system must provide check-in records to record the receipt of issues of serials at each library or branch.
- 6.2.2 These check-in records must accommodate all types of serials, including periodicals, newspapers, and monographic series.
- 6.2.3 All formats of serials must be accommodated, including paper, microform, and non-book.
- 6.2.4 The system must provide for the creation of serials check-in records by manual keyboarding at a terminal.
- 6.2.5 Online modification of serials check-in records must be allowed.
- 6.2.6 Serials check-in records must be able to be deleted according to library-specified conditions.
- 6.2.7 (Optional) An optional review function should be provided for validation and maintenance of serials check-in records, via such features as a temporary or save file.
- 6.2.8 The system must provide immediate access to all newly entered check-in records.
- 6.2.9 Serials check-in records must link to the appropriate bibliographic records.
- 6.2.10 Check-in records for all copies of the same serial in the same format must link to one bibliographic record.
- 6.2.11 Check-in records for the same title in different formats must link together.
- 6.2.12 The system must provide for brief, or less than full, serials bibliographic records needed to check-in issues when the item has not been fully cataloged.
- 6.2.13 Brief, or less than full, bibliographic records needed to check-in issues must be able to be upgraded later to catalog quality, via the "overlay" of an OCLC/MARC record and via keyboarding at a terminal.

- 6.2.14 Serials check-in records must link to the appropriate order records:
- .1 To record receipt of first issue after an initial order or a renewal.
 - .2 To verify the status of the order.
- 6.2.15 In order to facilitate claims review, serials check-in records must link to the appropriate order and expenditure information to verify subscription periods and payments made.
- 6.2.16 The system must link items received on serials check-in records to their library-assigned barcodes.
- 6.2.17 The system must display at least the following bibliographic data elements for serials being checked in:
- .1 Author.
 - .2 Title.
 - .3 Edition.
 - .4 Imprint.
 - .5 (Optional) Series.
 - .6 Frequency.
 - .7 ISSN.
 - .8 Form of reproduction.
 - .9 (Optional) CODEN.
- 6.2.18 The system must have at least the following data elements for serials check-in records:
- .1 Library system.
 - .2 Library or branch owning the title.
 - .3 Location data.
 - .4 Call number.
 - .5 Copy number.
 - .6 "Shelved as" note.
 - .7 Current issues received.
 - .8 Cover, or face, date of issue received.
 - .9 Volume and number of issue received.
 - .10 Check-in date for issue received.
 - .11 Missing issues, gaps (within current issues received).
 - .12 Retention data.
 - .13 Next expected issue.
 - .14 Anticipated receipt date for next expected issue.
 - .15 Local notes, e.g., duplicate issue disposition, tattle tape instructions.
 - .16 Binding data.
 - .17 Claiming data.
 - .18 Routing data.
 - .19 Purchase order number.
 - .20 System assigned control number.
 - .21 (Optional) Vendor supplied (or library-assigned) title level barcode.
 - .22 (Optional) CODEN.

- 6.2.19 These data elements must be variable length:
- .1 Author.
 - .2 Title.
 - .3 Call number.
 - .4 "Shelved as" note.
 - .5 Current issues.
 - .6 Local notes.
 - .7 Claiming data.
 - .8 Binding data.
 - .9 Routing data.
- 6.2.20 These data elements must be repeatable:
- .1 Location data.
 - .2 Volume and number of issue received.
 - .3 Cover, or face, date of issue received.
 - .4 Check-in date for issue received.
 - .5 Local notes.
- 6.2.21 A library or branch must be able to specify which data elements are required for the creation of a check-in record.
- 6.2.22 The library must be able to supply default values for serials check-in record data elements, as appropriate, e.g., for claim cycles.
- 6.2.23 The system must prompt the operator for the entry of required data.
- 6.2.24 The operator must be able to skip over data elements that are satisfied by the default values.
- 6.2.25 The system must block final creation of a check-in record unless the minimum required data elements have been entered.
- 6.2.26 The system should provide automatic error checking for serials check-in records as they are created or updated, e.g., for coded values, duplicate data.
- 6.2.27 The check-in date must be system-supplied.
- 6.2.28 An operator must be able to override a system-supplied check-in date.
- 6.2.29 (Optional) Data elements that are shared by the serials bibliographic and check-in records should be able to be globally updated, e.g., frequency, ISSN.
- 6.2.30 The system must be able to maintain a check-in history online for all copies of each title.
- 6.2.31 (Optional) Each library or branch should be able to specify a reasonable period to be covered in the online check-in history.

- 6.2.32 Online access to serials check-in records must be provided by at least these data elements:
- .1 Author.
 - .2 Title.
 - .3 Series.
 - .4 Call number.
 - .5 ISSN.
 - .6 Purchase order number.
 - .7 System assigned control number.
 - .8 (Optional) Vendor supplied (or library-assigned) title level barcode.
 - .9 (Optional) CODEN.
- 6.2.33 The additional access points for bibliographic records available through the Online Public Catalog must also be provided for serials check-in records.
- 6.2.34 Access must be provided to check-in records by library or branch, as well as, by library system.
- 6.2.35 Libraries or branches must have access to each other's check-in records.
- 6.2.36 In the online display, the check-in date and cover, or face, date must be easily related to the volume and number of the issue received.
- 6.2.37 (Optional) The visual effect of a manual Kardex record should be provided in the display of check-in data elements.
- 6.2.38 Summary level holdings data of the library or branch must display to users of the Online Public Catalog.
- 6.2.39 The most recent issue received at the library or branch must display to users of the Online Public Catalog on request.
- 6.2.40 Detailed level holdings data of the library or branch must display to users of the Online Public Catalog upon request.
- 6.2.41 The circulation status of serial issues must be able to display to users of the Online Public Catalog upon request.
- 6.2.42 (Optional) The system should have the capability of batch-loading serials bibliographic and summary level holdings data from OCLC "snapshot" tapes into serials check-in records.
- 6.2.43 (Optional) The summary level holdings display should be created automatically from the detailed holdings data.

6.3 Serials Check-in Process

- 6.3.1 The check-in of issues of serials must be an online, interactive process.
- 6.3.2 Check-in must be based on the automatic prediction of the next expected issue.
- 6.3.3 When the next expected issue is received, check-in must be automatic after the operator has verified the prediction.
- 6.3.4 All frequencies of serials must be able to be checked-in, including, but not limited to:
 - .1 Annual.
 - .2 Biennial.
 - .3 Bi-monthly.
 - .4 Bi-weekly.
 - .5 Daily.
 - .6 Irregular.
 - .7 Monthly.
 - .8 Quarterly.
 - .9 Semi-annual.
 - .10 Semi-monthly.
 - .11 Semi-weekly.
 - .12 Ten issues a year.
 - .13 Three times a month.
 - .14 Three times a year.
 - .15 Triennial.
 - .16 Weekly.
- 6.3.5 The system must accommodate the receipt of special, or extra, issues of serials.
- 6.3.6 The system must accommodate the receipt of looseleaf serials.
- 6.3.7 The system must accommodate the receipt of a serial within a serial.
- 6.3.8 The system must accommodate the receipt of:
 - .1 Cumulations.
 - .2 Combined issues.
 - .3 Indexes.
 - .4 Title pages.
 - .5 Tables of contents.
 - .6 Pocket parts.
- 6.3.9 The system must alert the operator and block check-in when:
 - .1 The issue belongs to another library.
 - .2 The title has been cancelled.
 - .3 The issue is a duplicate.

- 6.3.10 If the issue received had been claimed, the system must automatically update the necessary claiming data when the issue is checked-in.
- 6.3.11 An operator must be able to override a system block and check-in a cancelled item.
- 6.3.12 An operator must be able to override a system block and check-in a duplicate.
- 6.3.13 An operator must be able to override the next expected issue prediction, e.g., to check-in a later issue, an irregular issue, or a backrun or fill-in issue.
- 6.3.14 During the check-in process, the system must alert the operator to:
- .1 Missing issues.
 - .2 Bindable units.
 - .3 Issues to be routed.
- 6.3.15 An authorized operator must be able to modify a serial bibliographic record during the check-in process.
- 6.3.16 During the check-in process, an operator must be able to scan into the item-level record the barcodes that are affixed as the issues are received.
- 6.3.17 The system must alert an operator when an issue being received is needed for class reserve.
- 6.3.18 The system must alert an operator to a hold or booking placed on an item being received.

6.4 Claiming

- 6.4.1 During the check-in process the system must alert an operator that an issue is missing and needs to be claimed.
- 6.4.2 The operator must be able to force a claim for a missing issue at anytime.
- 6.4.3 The system must identify and retrieve for a specified library or branch all records for expected issues that were not received within the time specified in the claim cycle.
- 6.4.4 Each library or branch must be able to specify the length of time before issues are eligible for claims.
- 6.4.5 The system must allow manual overriding of automatic claim dates.

- 6.4.6 (Optional) The system should provide review lists on line for a specified library or branch of all issues eligible for claims.
- 6.4.7 An operator must be able to review issues eligible for claims and indicate which to claim.
- 6.4.8 (Optional) The system should provide online review lists for claiming for a specified library or branch of its irregular publications.
- 6.4.9 (Optional) The review lists for claiming should be provided either automatically at specified intervals, or on demand.
- 6.4.10 The operator must be able to check the order information for subscription period and payments made when reviewing claims.
- 6.4.11 The system must automatically indicate that an issue has been claimed as part of the claims procedure.
- 6.4.12 The system must automatically add the date of the claim to the check-in record as part of the claims procedure.
- 6.4.13 The system must provide for at least three claims for each issue.
- 6.4.14 The system must alert the operator and block claiming when:
- .1 The issue has been received.
 - .2 The library specified that the serial is not to be claimed.
- 6.4.15 A library or branch must be able to specify that a serial is not to be claimed.
- 6.4.16 (Optional) The system should alert the operator during claiming if payment has not been made for the title.
- 6.4.17 When a library or branch has a subscription for more than one copy of a title, issues must be eligible for claiming when some but not all copies have been received.
- 6.4.18 The system must accommodate claiming for indexes, tables of contents, and title pages needed to complete volumes.
- 6.4.19 (Optional) The system should be capable of batch-loading status information on serials claims from vendor tapes.
- 6.4.20 (Optional) The system should have the capability of direct electronic transfer from vendors of information on serials claims, e.g. from Ebsco and Faxon.
- 6.4.21 The system must be compatible with the ANSI standard for serials claims (Z39.45-1983).

- 6.4.22 A link to the vendor's addresses in the Acquisitions Subsystem's vendor file must exist to facilitate the creation of claims for missing issues.
- 6.4.23 Information regarding issues claimed must display to users of the Online Public Catalog with the detailed holdings display.

6.5 Routing

- 6.5.1 The system must provide for routing issues to borrowers, staff, and departments prior to shelving.
- 6.5.2 During the check-in process, the system must alert the operator that the issue is to be routed.
- 6.5.3 The check-in system must provide for the identification of borrowers, staff, and departments to whom each copy of each issue is to be routed.
- 6.5.4 When an operator initially keys in the routing lists on the serials check-in records, the system should validate the borrowers, staff, and departments in the borrowers file.
- 6.5.5 The system must be able to display routing lists online for an operator to review to keep them up-to-date.
- 6.5.6 A borrower's or staff member's name must be able to be globally changed on or deleted from all routing lists for a specific library or branch.
- 6.5.7 The system must provide for discard information on serials check-in records to alert operators to have issues sent to be withdrawn, e.g., discard duplicates, supersedes previous issue, keep one year.

6.6 Binding

- 6.6.1 During the check-in process, the system must alert an operator when there is a bindable unit.
- 6.6.2 The operator must be able to initiate a bindery pick up notice as soon as a bindable unit is identified.
- 6.6.3 An operator must be able to indicate at any time that a serial should be bound.
- 6.6.4 The system must be able to identify and retrieve for a specified library or branch all records with serials that are eligible for binding.

- 6.6.5 The operator must be able to review online records with serials eligible for binding and indicate which should be bound.
- 6.6.6 (Optional) When an operator is reviewing online records with serials eligible for binding, the system should automatically check circulation data to determine if the issues needed for binding are available.
- 6.6.7 An operator must be able to defer binding and indicate when the serial will again be eligible for binding review.
- 6.6.8 The system must provide at least the following binding data elements for each copy of a serial being checked-in:
- .1 Binder name and address (or code).
 - .2 Binder's title number.
 - .3 Binding "rub" data.
 - .4 Binding status.
 - .5 Collating instructions.
 - .6 Color.
 - .7 Date returned.
 - .8 Date shipped.
 - .9 Expected return date.
 - .10 Frequency.
 - .11 Imprinting data.
 - .12 Number of issues bound together.
 - .13 Special instructions, or local notes.
 - .14 Shipment number.
 - .15 Type of binding.
- 6.6.9 The data element for special instructions, or local notes, must be repeatable and variable length.
- 6.6.10 The library or branch must be able to specify that a copy of a serial is not to be bound.
- 6.6.11 The system must alert the operator and block binding when the serial is not to be bound.
- 6.6.12 The system must automatically indicate the appropriate binding status code on records for serials being bound.
- 6.6.13 The system must have at least the following data elements for each binder used:
- .1 Name of binder.
 - .2 Binder record number or code.
 - .3 Address of binder.
 - .4 Telephone number.
 - .5 Account representative.
 - .6 Account representative's address.
 - .7 Account representative's telephone number.
 - .8 Library account number.

- 6.6.14 These data elements for the binder must be repeatable:
- .1 Address of binder.
 - .2 Library account number.
- 6.6.15 Access to binder records must be provided by:
- .1 Binder name.
 - .2 Binder record number or code.
- 6.6.16 The system must not require the keying on each serial check-in record of the full name and address of a binder in the binder file.
- 6.6.17 The system must be able to issue claims to the binder for the non-receipt of bound issues.
- 6.6.18 The system must provide for information regarding bound volumes returned to the binder, e.g., when the volumes were not bound acceptably.
- 6.6.19 The system must provide for updating binding records when volumes returned from the binder are checked and approved for shelving.
- 6.6.20 (Optional) The system should be able to link individual library assigned barcodes of serial issues to the newly assigned barcode that is affixed to the bound volume when it returns from the bindery.
- 6.6.21 The binding status of serials must display to users of the Online Public Catalog in the detailed holdings display.
- 6.6.22 (Optional) The system should provide for the input of bindery shipment records for each library or branch.
- 6.6.23 (Optional) At least the following shipment data elements should be provided:
- .1 Library or branch.
 - .2 Binder's name or code.
 - .3 Shipment number.
 - .4 Library account number.
 - .5 Type of binding.
 - .6 Number of volumes.
 - .7 Number of cartons.
 - .8 Shipment date.
 - .9 Return date expected.
 - .10 Date returned.
 - .11 Status.
- 6.6.24 (Optional) The system should be able to track the shipments sent to a specific binder from each library or branch.

- 6.6.25 (Optional) Each library or branch should be able to process invoices from binders for binding shipments.
- 6.6.26 (Optional) Each library or branch should be able to create fund account records for bindery allocations.

6.7 Union List Support

- 6.7.1 Upon request, the union holdings of all libraries and branches must be able to be displayed in summary form for a specific serial to the users of the Online Public Catalog.
- 6.7.2 (Optional) The summary form of the holdings should be created automatically from the detailed holdings data.

6.8 Audit Trail

- 6.8.1 The Serials Control Subsystem must maintain an audit trail by library system for all significant transactions.
- 6.8.2 The audit trail must be accessible in online or batch modes.
- 6.8.3 (Optional) The audit trail should be maintained in machine-readable form.
- 6.8.4 The system must maintain a record of library-specified overrides per staff member.
- 6.8.5 The transaction audit trail must include at least:
 - .1 Identification of the person making each transaction.
 - .2 The date.
 - .3 The time.
 - .4 The access level used.
 - .5 The function performed, or attempted.
 - .6 Actual transmission data.
 - .7 The terminal used.
- 6.8.6 The audit trail must not be able to be edited.
- 6.8.7 The audit trail must satisfy generally accepted accounting principles and auditing practices.

6.9 Products

- 6.9.1 The system should be able to print what is displayed on the screen on a printer attached to a CRT terminal.
- 6.9.2 The system must be able to print at least the following at the check-in workstation:
- .1 Call number labels.
 - .2 Routing slips.
 - .3 Binding pick up notices.
 - .4 Bindery slips.
 - .5 Spine title labels.
- 6.9.3 An operator must be able to override the automatic printing of:
- .1 Routing slips.
 - .2 Bindery pick up notices.
 - .3 Bindery slips.
- 6.9.4 (Optional) The system should be able to produce printed routing review lists for each library or branch.
- 6.9.5 The system must be able to print availability notices upon demand for users with holds or bookings on issue received.
- 6.9.6 The system must produce printed lists for review of serials eligible for claims.
- 6.9.7 (Optional) The system should produce printed lists for claims review of irregular serials.
- 6.9.8 The system must be able to print claim letters or notices to send to vendors for issues not received.
- 6.9.9 Claim notices must be able to be printed on demand.
- 6.9.10 Claim notices must be printed, addressed, and pre-sorted by vendor, ready for mailing.

6.9.11 The claim notices must include at least these data elements:

- .1 Header, e.g., "This is a CLAIM."
- .2 Indication of first, second, or third claim.
- .3 Name and address of the library or branch.
- .4 Purchase order number.
- .5 Date of the purchase order.
- .6 Date of the claim.
- .7 Author.
- .8 Title.
- .9 Edition.
- .10 Imprint.
- .11 ISSN.
- .12 Issue(s) being claimed.
- .13 Vendor name (and address, if needed).
- .14 Vendor message.

6.9.12 (Optional) The system should be able to produce magnetic tapes of machine-readable claims for missing issues to be sent to a vendor.

6.9.13 (Optional) The system should be able to transmit claims for missing issues electronically to vendors, e.g. to Ebsco and Faxon.

6.9.14 The system must produce printed lists of serials with bindable units identified for pick up.

6.9.15 The system must be able to produce bindery slips for items approved for binding, in batch mode or on demand.

6.9.16 (Optional) The system should be able to print recall notices to send to borrowers for items needed for binding.

6.9.17 (Optional) The system should be able to produce packing lists for shipments to a binder.

6.9.18 (Optional) Binding information should be able to be transmitted to and received from binders electronically, or on magnetic tape.

6.9.19 The system must be able to print claim notices to send to binder for unreceived bound volumes.

6.9.20 The system must provide an off-line historical record for check-in records that are no longer needed online.

6.9.21 Each library or branch must be able to purge its check-in records from the database to the historical record according to library-specified parameters.

6.9.22 (Optional) The system should be able to print lists of serials holdings in summary form of more than one library or branch.

- 6.9.23 (Optional) The system should be able to produce a machine-readable tape of all holdings of serials held by more than one library or branch or by all libraries and branches.

6.10 Reports and Statistics

- 6.10.1 Each library or branch must be able to create its own management reports by specifying fields on which to do primary and secondary record sorts.
- 6.10.2 The management reports must be available online, with the option to print them.
- 6.10.3 Most reports must be available on demand, rather than be automatically produced.
- 6.10.4 Reports must be able to be printed on site, at the option of each library or branch.
- 6.10.5 Management reports must include data by month as well as data cumulated for the library-specified year and, optionally, for the previous year.
- 6.10.6 Serials control management reports must be able to be sorted by at least the following:
- .1 Author.
 - .2 Call number.
 - .3 Form of reproduction.
 - .4 Library or branch.
 - .5 Title.
 - .6 Vendor.
 - .7 Claim status.
 - .8 Routing status.
 - .9 Bindery status.
 - .10 Payment status.
 - .11 Renewal status.
- 6.10.7 The system must be able to maintain and report data on vendors' performance for each library or branch, according to library-specified parameters.
- 6.10.8 Vendor performance reports must include statistics on:
- .1 Issues claimed.
 - .2 Fill rate for claims.
- 6.10.9 The system must be able to maintain and report data on binders' performance for each library or branch.

- 6.10.10 Binder performance reports must include statistics on:
- .1 Volumes sent to be bound.
 - .2 Unreceived bound volumes claimed.
 - .3 Volumes bound.
- 6.10.11 (Optional) The system should be able to produce reports for a specified library or branch that track bindery shipments sent to a specific binder.
- 6.10.12 Statistical reports must be able to be provided, with the option to view them online.
- 6.10.13 Statistical reports must have data for the month as well as for the library-specified year-to-date and, optionally, for the previous year.
- 6.10.14 Statistics must be provided for each library or branch, as well as for combinations of libraries or branches.
- 6.10.15 Statistics must be provided for daily activities, including, but not limited to:
- .1 Issues checked in.
 - .2 Number of items claimed.
 - .3 Number of bound volumes received from the bindery.
 - .4 Issues routed.
 - .5 Number of volumes sent to the bindery.
 - .6 Number of claims noted for review.
- 6.10.16 Statistics must be provided for various types of records, including, but not limited to:
- .1 Total number of check-in records.
 - .2 Number of items claimed.
 - .3 Check-in records updated.
 - .4 Binding records created.
 - .5 Records identified for the off-line history file.
- 6.10.17 Statistics must be provided for the number of printed products produced, including:
- .1 Labels.
 - .2 Routing slips.
 - .3 Binding pick-up slips.
 - .4 Bindery slips.
 - .5 Claims.
 - .6 Notices.

7. HARDWARE SPECIFICATIONS

7.1 General Requirements

- 7.1.1 All hardware must be "off-the-shelf" equipment.
- 7.1.2 All hardware must have at least a 90-day warranty, effective from the date of installation.
- 7.1.3 (Optional) All hardware should be new.
- 7.1.4 Physical components, e.g., cabinets, controllers, cabling, and other interfaces must be provided.
- 7.1.5 All hardware must be certified to qualify for full-coverage preventive and remedial maintenance.
- 7.1.6 The hardware must be able to pass data between the vendor's system and IBM-compatible computing equipment.
- 7.1.7 The system must have power failure protection for the equipment.
- 7.1.8 (Optional) The system should be able to accept a mixture of different manufacturer's CRT terminals.
- 7.1.9 (Optional) The hardware should be able to be linked electronically to an Amdahl V/6 or an IBM 4381.
- 7.1.10 The system hardware must protect against loss of transaction data during unexpected system downtime.
- 7.1.11 The hardware for staff workstations must be able to be operated in the vicinity of these security systems:
 - .1 3-M Tattletape Book Detection System.
 - .2 Checkpoint.
- 7.1.12 The system must have a battery reserve to facilitate an orderly shut down if necessary.

7.2 Central Processing Unit

- 7.2.1 The Central Processing Unit(s) (CPUs) for initial installation must have sufficient memory, and other features to perform the expected initial workloads described in Section 10 and continue to meet the performance and response requirements in this RFP.

- 7.2.2 The CPU memory must be able to be upgraded to perform the workloads for the DALNET network described in Section 10 and continue to meet the performance and response requirements in this RFP.
- 7.2.3 The CPU must be capable of accepting modular additions to memory without reprogramming.
- 7.2.4 The hardware must include a console with keyboard and visual display for communication between an operator and the computer and for control of batch programs.
- 7.2.5 The CPU and/or attached unit(s) for initial installation must have input/output paths of sufficient speed and capacity to allow concurrent operation of the peripherals identified in Section 10.
- 7.2.6 The CPU and/or attached unit(s) must be able to be "expanded" to accommodate the peripherals for the DALNET network described in Section 10 and continue to meet the performance and response requirements in this RFP.

7.3 Magnetic Disk Storage

- 7.3.1 Sufficient disk storage must be provided to store the initial files described in Section 10 and to expand to store the additional records expected to be added by Wayne State University for five years.
- 7.3.2 The system must be able to add the disk drives necessary for the files of the DALNET network described in Section 10 and to expand to store the additional records expected to be added in five years.
- 7.3.3 Sufficient additional disk storage must be provided to store the system and applications software, and any other necessary software.
- 7.3.4 Sufficient disk packs must be included for each drive and for required system maintenance.
- 7.3.5 The disk drives must include the necessary controllers.

7.4 Magnetic Tape Drives

- 7.4.1 The system must support a tape drive or drives for the input of data on tape and for the creation of tape output.
- 7.4.2 The tape drives must include the necessary controllers.

- 7.4.3 The tape drives must be able to read and write, with read-after-write check.
- 7.4.4. The tape drives must accept a half-inch, 1600 BPI, nine-track tape.
- 7.4.5 The tape drive must operate at speeds of 20-25 IPS minimum.
- 7.4.6 If fixed/sealed disk technology is bid, streaming tape drives must be used for back-up.

7.5 System Printer

- 7.5.1 The system must support more than one high-speed printer for printing notices, orders, management reports, and statistics, etc.
- 7.5.2 Each library must be able to have a high speed printer running directly off the CPU.
- 7.5.3 The system printer(s) must include any necessary controller(s).
- 7.5.4 The printer must have at least 132 print positions.
- 7.5.5 The printer must be adjustable to accept paper on forms of varying sizes.
- 7.5.6 The printer must have top-of-forms sensing.
- 7.5.7 The printer must have a manual forms eject.
- 7.5.8 The printer must have a pin-feed, continuous forms tractor feed.
- 7.5.9 The printer must produce high-quality full character print on at least four-part paper.
- 7.5.10 The printer must have carriage control capabilities.
- 7.5.11 The printer must have a rated speed of not less than 300 lines per minute when printing full 132-character lines.
- 7.5.12 The printer must have at least the standard ASCII 96-character set.
- 7.5.13 (Optional) The printer should have the full ASCII 128 character set.
- 7.5.14 (Optional) The printer should be able to print on catalog card stock.
- 7.5.15 (Optional) The printer should be able to change type fonts and character sets.
- 7.5.16 (Optional) The printer should be able to create enhanced characters.

7.6 CRT Terminals

- 7.6.1 The system must support CRT terminals for staff use and for public inquiry.
- 7.6.2 The CRT terminal bid must display at least 24 lines vertically with up to 80 characters horizontal on each line.
- 7.6.3 The terminal must have at least a twelve-inch diagonal screen.
- 7.6.4 The terminal must meet all current OSHA and other pertinent regulatory agency requirements regarding radiation electromagnetic interference (EMI), noise level, user fatigue, etc.
- 7.6.5 The terminal's display intensity must be variable by the operator.
- 7.6.6 The terminal's display must provide a nondestructable single-character cursor that is both addressable and readable via programming.
- 7.6.7 The terminal must have keys designated for special functions in each system.
- 7.6.8 The terminal's display must provide for character or field highlighting, e.g., blinking, reverse video or intensified fields or characters.
- 7.6.9 The terminal must be capable of automatically skipping the cursor to the next programmed tabulation stops.
- 7.6.10 The terminal must have computer-controlled protected/unprotected auto-skip feature.
- 7.6.11 The terminal must be capable of displaying both upper and lower case characters.
- 7.6.12 The terminal must have program controlled bright/normal/dark intensity.
- 7.6.13 The terminal must have the capability of allowing programming to erase the entire screen at one time.
- 7.6.14 The terminal must have an audible alarm or bell with volume control.
- 7.6.15 The terminal must use American-English block-style alphabetic and numeric characters, with true descenders.
- 7.6.16 The terminal's display resolution must equal or exceed that obtainable with a dot matrix five dots wide by seven dots high.

- 7.6.17 The terminal must be RS-232C compatible with the CPU.
- 7.6.18 Each terminal must be plug-to-plug compatible with any other CRT terminal, to allow terminals to be moved from site to site without hardware modification.
- 7.6.19 (Optional) The terminal should provide character editing features.
- 7.6.20 The terminal must have an I/O port which will enable it to be interfaced with a printer.
- 7.6.21 A barcode scanner, in addition to a printer, must be able to be attached to the CRT terminal.
- 7.6.22 (Optional) A magnetic strip reader, in addition to a printer and barcode scanner, should be able to be attached to the CRT terminals used by staff.
- 7.6.23 The full ALA character set must be available on terminals used for input to the system.
- 7.6.24 The CRT terminal used for public access to the online catalog that does not display the full ALA character set must accommodate any missing characters.
- 7.6.25 The CRT terminal must be capable of direct linkage to the OCLC (Beehive) 100 and 105, and (Ramtek) 110, as well as to the OCLC M300 (IBM pc) terminals.
- 7.6.26 The CRT must perform self-diagnostic tests to insure proper operation.
- 7.6.27 The CRT terminal's display must be free of any visible flickering when in operation.
- 7.6.28 Some CRT terminals must be available with a numeric keypad arranged in calculator fashion.
- 7.6.29 The CRT terminal baud rate must be adjustable from 1200 to 9600 bps, with those cabled directly to the CPU able to run at 19.2K bps.
- 7.6.30 (Optional) CRT terminals should be provided with a security keylock to prevent unauthorized use.
- 7.6.31 (Optional) The CRT terminal should have a split-screen capability for viewing more than one record at the same time.
- 7.6.32 (Optional) CRT terminals should be available with detachable keyboards.

7.7 Optical Scanners

- 7.7.1 Barcode scanners must be either hand-held or laser scanners.
- 7.7.2 The scanner must be capable of reading industry-compatible barcode labels, e.g., Codabar.
- 7.7.3 All necessary controllers, cables, and other hardware essential to connect the scanners to the CRT terminals must be included.
- 7.7.4 The scanner must emit an audible "beeper" tone or activate an indicator light when a label is read successfully.
- 7.7.5 (Optional) The audible "beeper" tone should be able to be varied to indicate a label is not read.
- 7.7.6 (Optional) Magnetic strip readers should be able to be added in the future, if needed for University ID cards.
- 7.7.7 Portable terminals must be able to be used in the stacks to collect in-house use or inventory data by reading and storing barcode labels.

7.8 CRT Printers

- 7.8.1 The CRT printer must be RS-232C connectable to the printer or I/O port of the CRT terminal.
- 7.8.2 The printer must have 80 print positions.
- 7.8.3 The printer must have pin-feed, continuous forms tractor feed (adjustable).
- 7.8.4 The printer must have at least the standard ASCII 96 character set, with upper and lower case.
- 7.8.5 The printer must be adjustable to accept paper, forms, or labels.
- 7.8.6 The printer must have a rated speed of not less than 120 cps when printing full 80-character lines.
- 7.8.7 Some printers must have top-of-forms sensing.
- 7.8.8 All necessary cabling to connect the printer to the CRT terminal must be included.
- 7.8.9 The printer must have a manual line feed.

- 7.8.10 The user must be able to stop the printer attached to the CRT terminal at anytime.
- 7.8.11 The printer must print quietly, e.g., lower than 60db.
- 7.8.12 (Optional) the characters should print with true descenders.
- 7.8.13 (Optional) The printer should have a buffer for a minimum of 1,920 characters of data.

7.9 Backup Circulation Terminal

- 7.9.1 Backup circulation terminals, e.g., microcomputers, must record check-out and check-in transactions when the CPU is inoperative.
- 7.9.2 The backup terminal must be capable of transmitting its data to the CPU from any standard terminal connector.

7.10 Communications

- 7.10.1 The communications control hardware must be sufficient in capacity and configuration to process the communications input and output outlined in Section 10.
- 7.10.2 Multiplexors, or their equivalent, must be used rather than modems when there are two or more terminals at a location.
- 7.10.3 The communications control hardware must minimize the total five-year cost, including a combination of start-up and ongoing operating costs.
- 7.10.4 A minimum of twenty-five remote users must be able to be use I/O ports simultaneously via dial-up facilities.
- 7.10.5 (Optional) Terminals other than those provided by the vendor should interface with the system, including, but not limited to:
 - .1 Apple II.
 - .2 CPT.
 - .3 DEC Rainbow.
 - .4 Exxon.
 - .5 IBM Displaywriter.
 - .6 IBM PC.
 - .7 IBM XT.
 - .8 IBM3270 or look-alike.
 - .9 NBI.
 - .10 Wang.
 - .11 Zenith.
 - .12 Other ASCII devices.

7.11 Hardware Maintenance

- 7.11.1 All-expense, flat-rate remedial hardware maintenance for the equipment must be provided at the equipment site:
- .1 Monday through Friday, 8:00 a.m. to 5:00 p.m.
 - .2 Evenings, Monday through Thursday, 5:00 p.m. to 11:00 pm.
 - .3 Weekends, Saturday 9:00 a.m. through 5:00 p.m., and Sunday, 12:00 noon through 7:00 p.m. (all EDT/EST).
- 7.11.2 (Optional) 24 hour service should be available for specified pieces of hardware.
- 7.11.3 Normal remedial maintenance contact by vendor maintenance personnel must be guaranteed to be within two hours after notification of need, with remedial work begun within four hours after vendor contact, except in rare and unusual circumstances, through mutually agreed-upon contacting procedures.
- 7.11.4 All-expense, flat-rate preventive hardware maintenance for the equipment must be provided at the equipment site, at times mutually agreed upon by the libraries and the vendor.
- 7.11.5 (Optional) The Libraries should have the option of shipping terminals and other peripherals for repair instead of having them repaired on site.
- 7.11.6 An adequate supply of repair parts must be maintained in the Detroit metropolitan area to repair a minimum of 85% of all hardware failures during a calendar year.
- 7.11.7 Repair parts to meet the remaining 15% of hardware failures must be made available within twenty-four hours (continuous time), except under rare and unusual circumstances.
- 7.11.8 Records/reports of each remedial or preventive maintenance activity performed must be maintained at the user site.
- 7.11.9 Maintenance reports must include as a minimum: (a) date and time notified; (b) date and time of arrival; (c) type and model of machine serviced; (d) time spent for repair or service; (e) description of malfunction or service; (f) date and time equipment was made operational; and (g) signature of both maintenance and library representatives.
- 7.11.10 The vendor must have a cost-free telephone number for hardware maintenance calls.

8. SOFTWARE SPECIFICATIONS

8.1 General Requirements

- 8.1.1 All applications software necessary to operate the computer system to perform the functions outlined and support the functions specified in Sections 3 through 7 must be supplied by the vendor.
- 8.1.2 Future enhancement made by the vendor to the applications software must be made available to Wayne State University as long as it uses the system and pays the monthly maintenance fees.
- 8.1.3 The applications software must have the capability for expansion to include additional features and/or hardware.
- 8.1.4 The source code for applications software provided by the vendor, including future enhancements and upgrades, must be made available to Wayne State University in the event the vendor cannot continue operations for any reason.
- 8.1.5 (Optional) Wayne State University should have access to and be allowed to modify or add to the applications programs in conjunction with the vendor.
- 8.1.6 All system software necessary to operate the computer system should be supplied by the bidder, including, but not limited to:
- .1 Operating system.
 - .2 Compiler (or other language processor).
 - .3 Teleprocessing monitor.
 - .4 Data base manager.
 - .5 Report generator.
 - .6 Hardware monitoring and diagnostics software.
 - .7 Interfacing software for linkage to other computer systems, e.g. OCLC.
- 8.1.7 Future enhancements to all system software provided should be made available to Wayne State University as long as it pays the monthly maintenance fees.
- 8.1.8 The applications software must support multiple libraries and branches with separate parameters for circulation and acquisitions, with different call numbers for the same title, with different fund accounts, etc., definable for each.
- 8.1.9 The software proposed must have been operational at a comparable site for at least three months prior to the time of installation at Wayne State.

8.1.10 (Optional) All system and applications software should be able to be run on an IBM or IBM-compatible mainframe.

8.1.11 (Optional) Office automation software, including, but not limited to, word processing, electronic mail, and spreadsheets, should be able to be operated simultaneously with the application software on the system hardware proposed.

8.2 Operating System

8.2.1 The system must be supported by an operating system designed to support on-line interactive processing, as well as background and/or batch processing as required by the applications.

8.2.2 (Optional) The operating system should be able to run using IBM's CICS teleprocessing monitor.

8.2.3 (Optional) The software should be able to run under IBM's VM or MVS operating system.

8.2.4 (Optional) If the vendor changes the operating system, the cost of the new operating system should be reduced by the amount the library paid for the initial operating system.

8.3 Date Base Backup and Recovery

8.3.1 Programs must be provided which perform backup of all system data files onto magnetic storage media.

8.3.2 Online Public Catalog, Circulation, Acquisitions and Serials Control system transactions which result in new data records, or in modification of any existing data records, must be logged on an external storage medium (tape, disk, etc.) physically distinct from the devices holding the data bases being thus backed up.

8.3.3 Procedures and programs must be provided which enable automatic restart and recovery from hardware or software failure.

8.3.4 Procedures and programs must be provided to restore data files and software (operating system and application) in the event on-line files are lost or damaged.

8.4 System Security

8.4.1 All application data files must be protected from unauthorized access (inquiry, update, deletion, or creation as applicable to each piece of data), through the use of passwords and/or other security mechanisms.

- 8.4.2 All system files (programs, application data, operating system, etc.) must be protected from unauthorized access (inquiry/read/copy actions, modification, deletion, etc.), through the use of passwords and/or other security mechanisms.
- 8.4.3 Passwords must be able to be assigned to each operator to authorize him/her to perform specific functions.
- 8.4.4 Each library or branch must be able to define which functions may be performed by specific operators.
- 8.4.5 An authorized operator must be able to change or delete passwords and to change functions authorized to passwords from a terminal.
- 8.4.6 A method of preventing determination of users' passwords must be provided.
- 8.4.7 The libraries must be able to specify which functions can be performed at individual terminals.
- 8.4.8 Access to programs must be able to be restricted to specific terminals.
- 8.4.9 (Optional) The system should maintain a log of potential security violations such as repeated attempts to use invalid passwords.

8.5 Text Editor

- 8.5.1 (Optional) A text editor or word processing package should be provided on the system.
- 8.5.2 (Optional) A user should be able to print text from data entered into the text editor or word processing package.

8.6 Other Programs

- 8.6.1 Programs must provide for entering a file of parameters or coded tables at a specific record and reading consecutively from that point on.
- 8.6.2 Programs must provide for deleting a record or data from a file of parameters or coded tables.
- 8.6.3 Programs must provide for editing data in a file of parameters or coded tables.
- 8.6.4 Programs must provide for the copy dump of a program or file to any output device.

- 8.6.5 The system must provide for disk and/or tape formatting and initialization.
- 8.6.6 Programs must provide for file transfer from one device to another.
- 8.6.7 An operator must be able to route printing to a system or local printer from any terminal.
- 8.6.8 (Optional) More than one terminal should be able to route printing to a specific CRT screen printer.
- 8.6.9 The system must be able to monitor its use of hardware resources, including, but not limited to:
 - .1 file space used and available.
 - .2 response time by type of transaction.
- 8.6.10 The system must be able to pass data between the vendor's system and IBM-compatible computing equipment.
- 8.6.11 (Optional) The system should be able to be linked electronically to an Amdahl V/6 or an IBM 4381.
- 8.6.12 (Optional) Report generator programs should be provided to enable the libraries to create needed reports at a staff terminal.
- 8.6.13 (Optional) Programs should be provided to enable searching of external commercial data bases, e.g. those supplied on BRS, via designated local system terminals.
- 8.6.14 (Optional) Programs should be provided to enable searching of these automated library systems in the Detroit metropolitan area:
 - .1 GEAC
 - .2 CLSI

8.7 Data Base Creation Programs

- 8.7.1 Programs must be provided to format OCLC, and MARCIVE archival tapes of bibliographic records for loading into the system's data base.
- 8.7.2 Programs must be provided to format tapes of the latest edition of MARC authority records for loading into the system's authority file.
- 8.7.3 Programs must be provided to create copy/item level records from specified OCLC/MARC fields on bibliographic records as they are loaded.

8.7.4 Programs must be provided to format OCLC "snapshot" tapes of serials bibliographic and summary holdings records for loading into the system's data base.

8.7.5 (Optional) Programs should be provided to format local tapes of borrower records for loading into the systems borrower's file.

8.8 Software Maintenance and Enhancement

8.8.1 All-expense, flat-rate maintenance of all application software must be provided:

- .1 Monday through Friday, 8:00 a.m. to 5:00 p.m.
- .2 Evenings, Monday through Thursday, 5:00 p.m. to 11:00 p.m.
- .3 Weekends, Saturday, 9:00 a.m. through 5:00 p.m., and Sunday 12:00 noon through 7:00 p.m. (all time EDT/EST).

8.8.2 The vendor must be able to perform software maintenance by a dial-in arrangement.

8.8.3 The vendor must provide a toll-free telephone number for software maintenance calls.

8.8.4 The maintenance desk must be staffed at least 90 hours a week.

8.8.5 The vendor must systematically inform the libraries of on-going system software enhancements as they are developed and must solicit library input when critical system changes are being contemplated, and stipulate cost to the libraries, if any, for software enhancements.

8.8.6 The vendor must guarantee the right of the libraries to upgrade to a later-developed and improved system.

8.8.7 (Optional) All-expense, flat-rate maintenance and enhancement of all system software should be provided.

8.8.8 Application software must be modified, as necessary, to accommodate future changes in, or additions to, the OCLC/MARC:

- .1 Bibliographic formats.
- .2 Authorities formats.
- .3 Holdings formats.

9. DOCUMENTATION AND TRAINING

9.1 Hardware Manuals

- 9.1.1 Descriptive and operational manuals for each separate piece of equipment must be provided upon its installation.
- 9.1.2 Schematic drawings for the CRT terminals and screen printers supplied by the vendor must be provided upon installation.
- 9.1.3 An overall schematic drawing for the entire hardware configuration must be provided.
- 9.1.4 Modifications or enhancements to the manuals or completely revised manuals for installed hardware that has been modified must be provided to the Libraries on a continuing basis for the duration of its contracts with the successful bidder.

9.2 System Software Manuals

- 9.2.1 Two complete sets of descriptive and operational manuals for the operating system and other system software, as appropriate, must be provided upon software installation.
- 9.2.2 Two complete reference and programmer guides to the programming language(s) used must be provided upon software installation.
- 9.2.3 Modifications or enhancements to the manuals or completely revised manuals must be provided to the Libraries on a continuing basis for the duration of its contracts with the successful bidder.

9.3 Applications Software Manuals

- 9.3.1 At least two complete sets of reference, training, and operations manuals for monitoring and operating the system on a day-to-day basis must be provided upon system installation.
- 9.3.2 At least eight complete sets of reference, training, and operations manuals for the Online Public Catalog, Circulation, Acquisitions, and Serials Control Subsystems must be provided upon system installation. (Additional copies may be requested).
- 9.3.3 One terminal operator's manual must be provided for each staff terminal.

- 9.3.4 Modifications or enhancements to manuals or completely revised manuals must be provided to the Libraries on a continuing basis for the duration of its contracts with the successful bidder.
- 9.3.5 One additional set of reference, training, and operations manuals must be provided for each DALNET library or branch as they install the system.
- 9.3.6 Copying of applications manuals for use by participating libraries must be allowed.
- 9.3.7 (Optional) Operator documentation should be available online.

9.4 Documentation for Library Patrons

- 9.4.1 (Optional) Brochures describing the system should be provided in large quantities for distribution to library patrons.
- 9.4.2 (Optional) Brief guides to the use of the Online Public Catalog should be provided for use at public terminals.
- 9.4.3 (Optional) Instructional aids for use when teaching library patrons about the Online Public Catalog should be provided.

9.5 Management Staff Training

- 9.5.1 The vendor must orient the Heads of the Wayne State University campus libraries and other key management personnel, numbering up to 35 people (15 for Wayne State and 20 for other DALNET libraries), to the general capabilities of the system, with expected competencies including abilities to:
 - .1 Understand the functional capabilities and limitations of the system;
 - .2 Determine what types of reports are capable of being produced by the system;
 - .3 Use the system at a level sufficient to explain and demonstrate its capabilities to other administrators or to interested official guests of the Libraries.
- 9.5.2 The vendor must provide one orientation session when the initial software is delivered to Wayne State University and another session six months later to coincide with the beginning of implementation in the other DALNET libraries.
- 9.5.3 The vendor must provide periodic review sessions and training when system enhancements are installed, at sites and at times that are agreeable to both the vendor and the Libraries.

9.6 Computer Room Staff Training

- 9.6.1 The vendor must train up to 6 computer room personnel to manage and operate the system on a day-to-day basis, with expected competencies including abilities to:
- .1 Start up and shut down the system;
 - .2 Monitor and operate the system on a day-to-day basis in order to be able to train other staff members and to assist them where necessary in using the system effectively;
 - .3 Handle emergencies with the system which might arise before the vendor's maintenance staff can arrive;
 - .4 Troubleshoot and solve simple problems with the system in lieu of calling in the vendor's maintenance staff;
 - .5 Load software enhancements received from the vendor;
 - .6 Load records from magnetic tape and handle associated problems;
 - .7 Run backup operations;
 - .8 Operate printers and handle print jobs generated by the system; and
 - .9 Handle the vendor's supplied software utilities.
- 9.6.2 The vendor must provide periodic review sessions and training when system enhancements are installed, at sites and times that are agreeable to both the vendor and the Libraries.

9.7 Supervisor Training

- 9.7.1 The vendor must train up to 18 supervisory personnel (6 for Wayne State and 12 for the other DALNET libraries) to manage each functional subsystem on a day-to-day basis, with expected competencies including abilities to:
- .1 Use each functional component of their respective systems;
 - .2 Start up, shut down, monitor, and operate the equipment supporting their respective systems;
 - .3 Train other staff members in daily operation and use of their systems;
 - .4 Handle emergencies with their respective components which might arise before computer room supervisors or vendor maintenance staff can arrive;
 - .5 Trouble shoot and solve simple problems with their respective systems in lieu of calling computer room supervisor personnel or the vendor's maintenance staff.
- 9.7.2 Training provided for supervisory personnel must coincide with the installation and implementation of the functions at each site.

9.7.3 The vendor must provide periodic review sessions and training when system enhancements are installed, at sites and times that are agreeable to both vendor and the Libraries.

9.7.4 (Optional) The vendor should offer additional supervisor training sessions that can be scheduled as needed at times and sites and for fees that are agreeable to both the vendor and the Libraries.

9.8 Terminal Operator Training

9.8.1 The vendor must train up to 20 terminal operators (6 for Wayne State and 14 for the other DALNET libraries) to use specific components of the subsystems, with expected competencies including abilities to use the equipment and the software supporting the components.

9.8.2 Training provided for terminal operators must coincide with the installation and implementation of the components at each site.

9.8.3 The vendor must provide periodic review sessions and training when system enhancements are installed, at sites and times that are agreeable to both the vendor and the Libraries.

9.9 Other DALNET Libraries Training

9.9.1. Training must be available as soon as six months after Wayne's installation begins for DALNET management staff, supervisors, and terminal operators.

9.9.2 Training provided for DALNET supervisors and terminal operators must coincide with the installation and implementation of the system components at DALNET libraries.

9.9.3 The vendor must provide periodic review sessions and training when system enhancements are installed, at sites and at times that are agreeable to both the vendor and the DALNET libraries.

10. STATISTICAL AND OTHER DATA

10.1 Estimated Equipment Needs

10.1.1 Summary of equipment for Wayne State University.

The following is a summary of the equipment estimated for Wayne State University Libraries. The terminals and other peripherals will not all be installed the first year, but will be installed in phases as subsystems are implemented and system usage increases.

- Central Processing Unit, Operator Console, etc.
- Magnetic Disk Storage and Controllers
- Magnetic Tape Drive(s) and Controllers
- Communications Controller(s) or equivalent
- System Printer(s) and Controllers
- 139 CRT terminals
 - 79 for staff use
 - 60 for Online Public Catalog
- 24 Optical Scanners and Controllers
- 40 CRT Screen Printers
 - 19 for staff use
 - 9 for Circulation use
 - 12 for Online Public Catalog
- 5 Portable Terminals
- Backup Circulation Devices, if not portable terminals
- Modems or multiplexors for remote sites
- Dial-up modems (or equivalent) (to accommodate 25 ports)

The preferred site for the computer room is in the Purdy/Kresge library building complex. An alternate site is at WSU's Computing Services Center.

10.1.1.2 Distribution of Equipment for Wayne State University Libraries.

The peripheral equipment listed in 10.1.1 is expected to be distributed in these locations. It will be installed in two phases. The first phase will include the hardware for the online public catalog and circulation subsystems. The second phase will include acquisitions and serials control and an expansion of the online public catalog.

PHASE ONE

<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>	<u>Modems, etc.</u>
Purdy/Kresge Complex	36	11	12	2	for up to 10 dial up ports
Neef Law Library	7	3	2	1	X
Shiffman Medical Library	7	3	3	1	X
Pharmacy and Allied Health Library	1	1	1	0	X
Science Library	8	2	4	1	X
Subtotal	59	20	22	5	

WAYNE STATE UNIVERSITY LIBRARIES

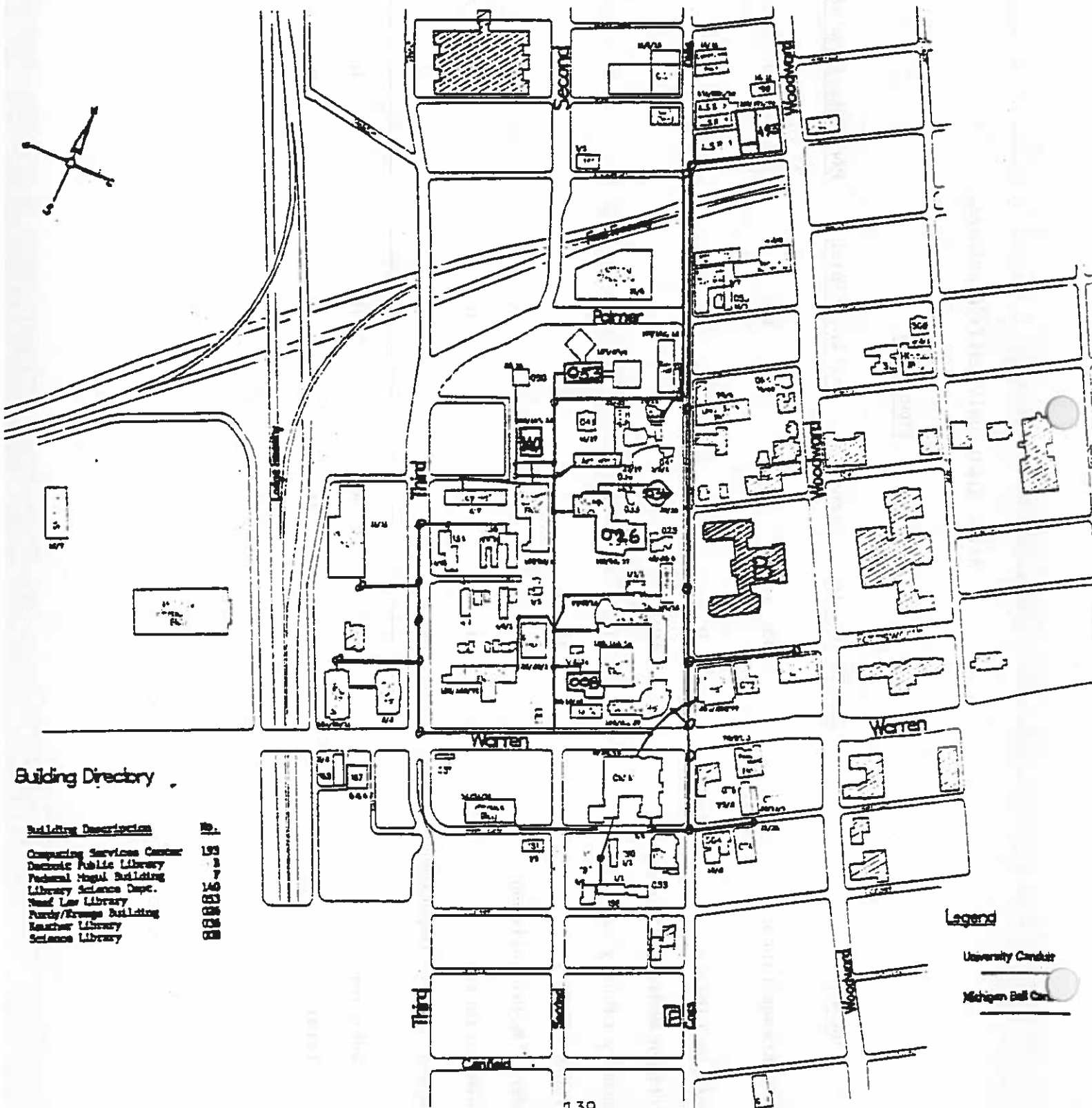
PHASE TWO

<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>	<u>Modems, etc.</u>
Purdy/Kresge Library	45	3	10	0	for additional 15 dial up ports
Dee Law Library	8	0	3	0	X
Shiffman Medial Library	10	0	2	0	X
Pharmacy Library	1	0	0	0	X
Science Library	13	1	3	0	X
Federal Mogul Building	1	0	0	0	X
Leather Library	1	0	0	0	X
Library Science Department	1	0	0	0	X
Subtotal	80	4	18	0	
Total	139	24	40	5	

10.1.3 Map of Wayne State University

Here is a map of the Wayne State University Campus with the Library Buildings and Computing Services Center marked. Other DALNET libraries that are nearby are included in the map.

Wayne State University
Main Campus
Telephone Conduit Routes



Building Directory

Building Description	BP.
Computing Services Center	135
Detroit Public Library	138
Federal Hospital Building	146
Library Science Dept.	148
Wood Law Library	150
Randy/Everage Building	151
Teacher Library	152
Science Library	153

Legend

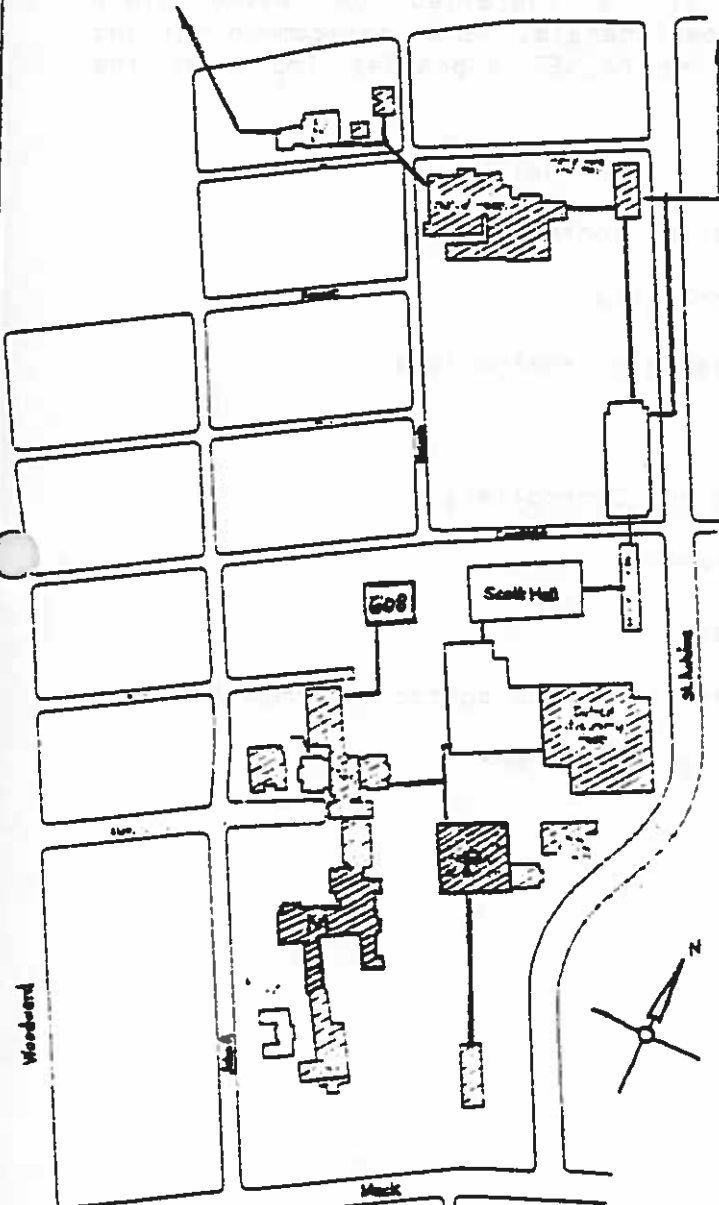
- University Conduit
- Michigan Bell Conduit

Detroit Medical Center

(Old WSU Medical Campus)

To WSU

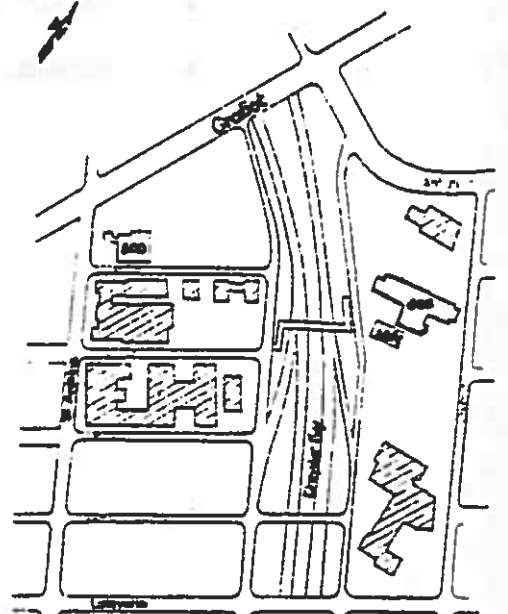
To James Cougars



BUILDING DIRECTORY

<u>Building Description</u>	<u>No.</u>
Children's Hospital	7
Harper Hospital	11
Children's Medical Library	608

Wayne State University Downtown Campus



BUILDING DIRECTORY

<u>Building Description</u>	<u>No.</u>
Pharmacy Library	608

10.1.4 Summary of equipment for other DALNET libraries.

The following is a summary of the equipment estimated for the other DALNET libraries, namely, Detroit Public Library, University of Detroit, Wayne County Community College, Botsford Hospital, Children's Hospital, Harper Hospital, Henry Ford Hospital, Sinai Hospital, and William Beaumont Hospital in Royal Oak.

The central site hardware is expected to be expanded for DALNET libraries six months after it is installed for Wayne State University. The terminals, peripherals, and telecommunications equipment will be added as the DALNET libraries implement the system (See Section 2.7).

- Expansion of the central processing unit
- Magnetic disk storage and controllers
- System Printer and controllers
- Communications processors or controllers
- 183 CRT terminals
- 97 Optical Scanners and Controllers
- 95 CRT Screen Printers
- 45 Portable terminals
- Backup circulation devices, if no portable terminals.
- Modems, multiplexors (or equivalent)

10.1.1.5 Distribution of equipment for other DALNET libraries.

The equipment listed in 10.1.1.4 is expected to be distributed in these libraries in their initial installations.

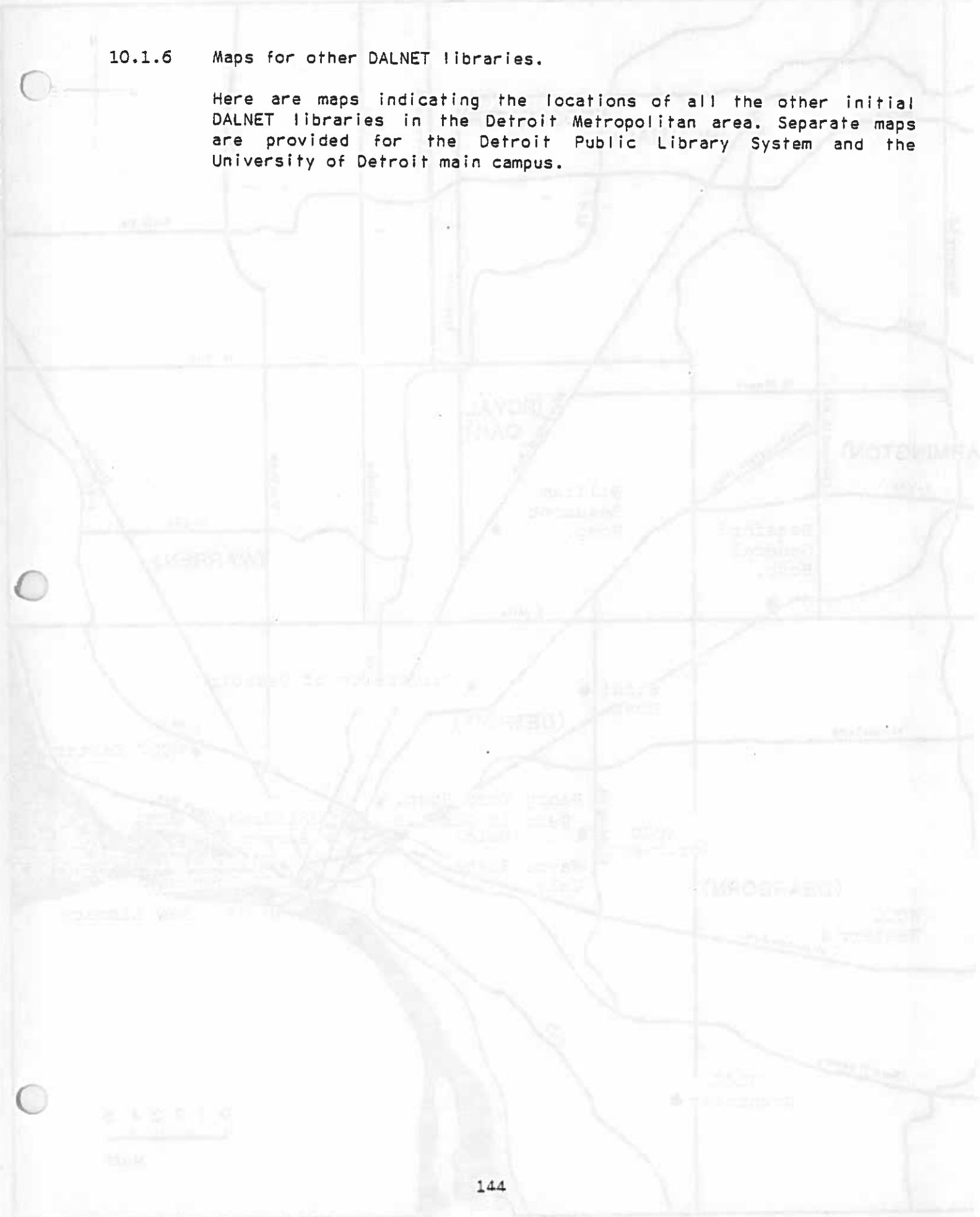
<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>
Detroit Public Library				
Main Library	15	8	11	0
24 Branches	68	65	51	27
Subtotal	<u>83</u>	<u>73</u>	<u>62</u>	<u>27</u>
University of Detroit				
Main Library	37	3	10	4
Dean's Offices	5	0	0	0
Law Library	2	1	1	1
Dental Library	2	1	1	1
EBA	2	1	1	1
Clarkston campus	2	1	1	1
Subtotal	<u>50</u>	<u>7</u>	<u>14</u>	<u>8</u>
Wayne County Community College				
Administration (Downtown)	6	1	2	1
Downtown	4	1	1	1
Downriver	4	1	1	1
Western	4	1	1	1
Northwest	4	1	1	1
Eastern	4	1	1	1
Subtotal	<u>26</u>	<u>6</u>	<u>7</u>	<u>6</u>

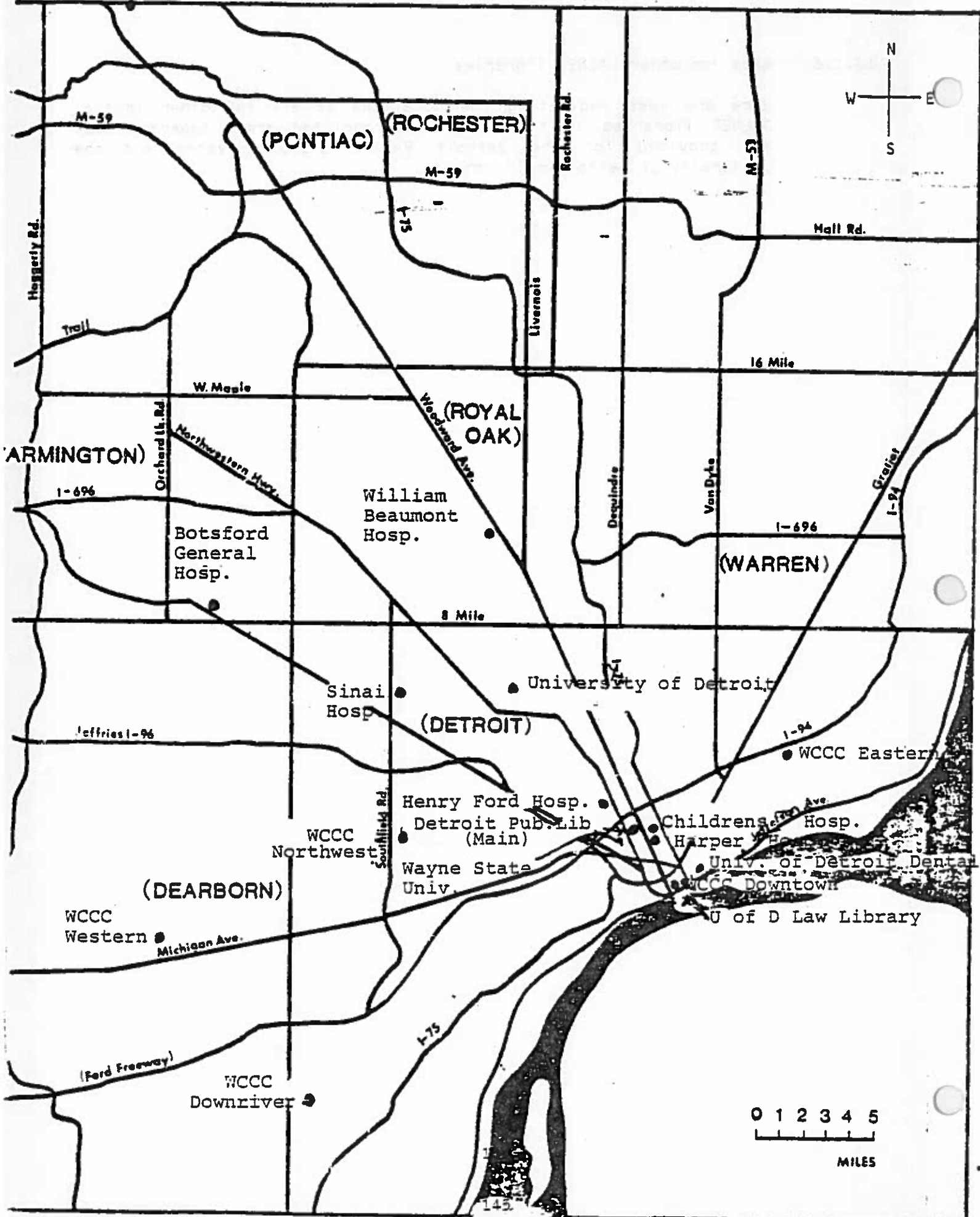
Continued

<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>
Hospital Libraries				
Botsford General	3	1	1	1
Children's	3	1	1	0
Harper	3	2	3	1
Henry Ford	8	4	2	1
Sinai	3	2	1	1
William Beaumont	4	1	4	0
Subtotal	<u>24</u>	<u>11</u>	<u>12</u>	<u>4</u>
Total	183	97	95	45

10.1.6 Maps for other DALNET libraries.

Here are maps indicating the locations of all the other initial DALNET libraries in the Detroit Metropolitan area. Separate maps are provided for the Detroit Public Library System and the University of Detroit main campus.





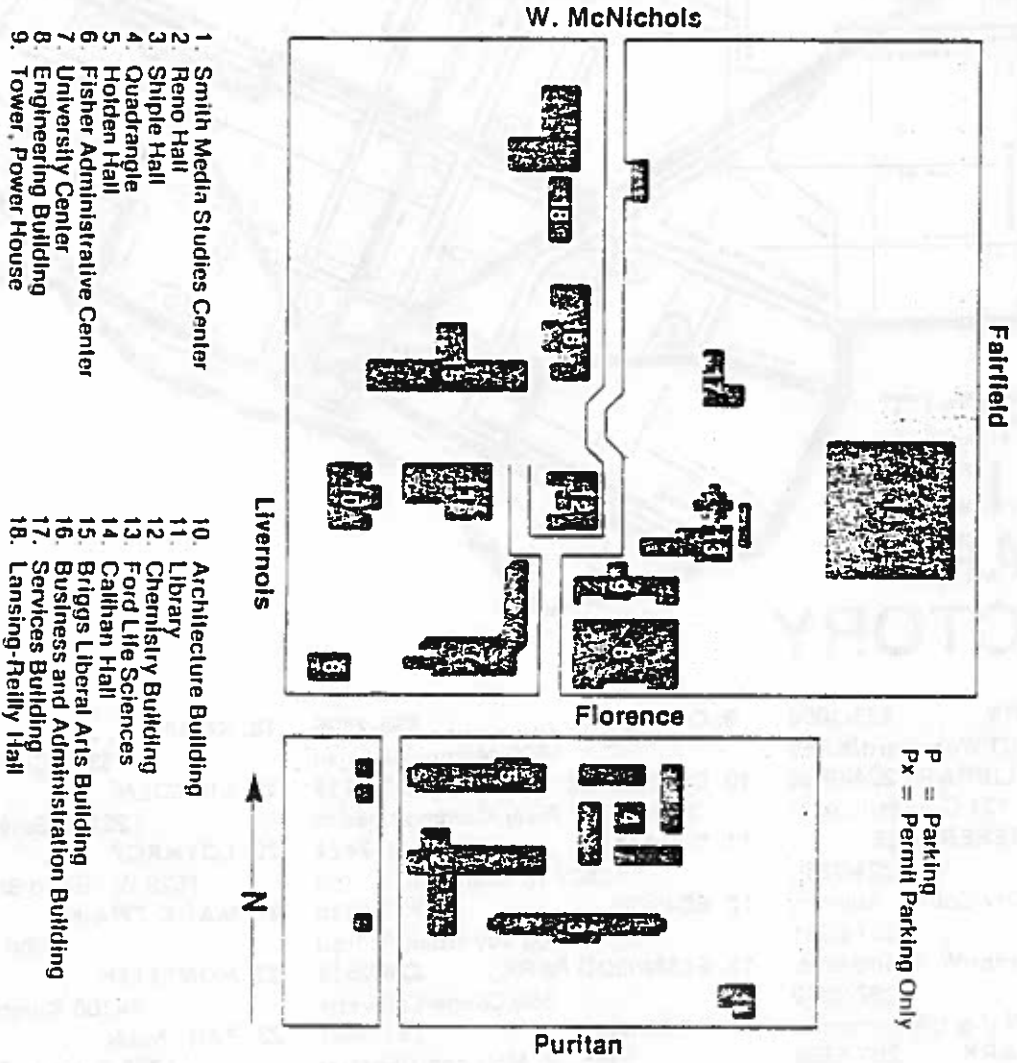


DETROIT PUBLIC LIBRARY DIRECTORY

- | | | |
|---|--|--|
| 1. MAIN LIBRARY 833-1000
5201 Woodward/Kirby | 9. CONELY 898-2426
4600 Martin/Michigan | 18. KNAPP 876-0133
13330 Conant/E. Davison |
| 2. DOWNTOWN LIBRARY 224-0580
121 Gratiot/Farmer | 10. DOUGLASS 833-9714
3666 Grand River/Commonwealth | 19. LINCOLN 876-0135
1221 E. Seven Mile/Russell |
| 3. MUNICIPAL REFERENCE
LIBRARY 224-3885
1004 City-County Building | 11. DUFFIELD 898-2424
2507 W. Grand Blvd./14th | 20. LOTHROP 898-2414
1529 W. Grand Blvd./W. Warren |
| 4. BOWEN 297-9381
3648 W. Vernor/W. Grand Blvd. | 12. EDISON 935-4315
18400 Joy Road/Penrod | 21. MARK TWAIN 267-6555
8500 Gratiot/Burns |
| 5. CAMPBELL 297-9380
6625 W. Fort/Rademacher | 13. ELMWOOD PARK 224-0516
550 Chene/Lafayette | 22. MONTEITH 267-6560
14100 Kercheval/Eastlawn |
| 6. CHANDLER PARK . . . 267-6558
12800 Harper/Dickerson | 14. FRANKLIN 267-6561
13651 E. McNichols/Gratiot | 23. PARKMAN 876-0132
1766 Oakman Blvd./Linwood |
| 7. CHANEY 935-4314
16101 Grand River/Mansfield | 15. GRAY 267-6559
7737 Kercheval/Townsend | 24. REDFORD 935-5344
21200 Grand River/W. McNichols |
| 8. CHASE 935-5346
17731 W. Seven Mile/Southfield | 16. HUBBARD 935-3434
12929 W. McNichols/J. Couzens | 25. SHERWOOD FOREST . 935-3435
7117 W. Seven Mile/Livernois |
| | 17. JEFFERSON 267-6562
12350 E. Outer Drive/E. Warren | 26. WILDER 876-0136
7140 E. Seven Mile/Rogge |

8403-'84 rev

University of Detroit McNichols Road Campus



10.1.7 Distances from Purdy/Kresge Complex

<u>Institution</u>	<u>Building</u>	<u>Mileage</u>
Wayne State University	Federal Mogul	0.5
	Law	0.2
	Medicine	0.7
	Pharmacy/Allied Health	3.0
	Science	0.2
Hospitals	Botsford	30.0
	Children's	0.9
	Harper	0.8
	Henry Ford	1.7
	Sinai	9.2
University of Detroit	William Beaumont	13.4
	Main Library	6.0
	Clarkston	46.0
	Law	2.0
	Evening Business	2.0
Wayne County Community College	Dental	2.0
	Downtown	3.0
	Eastern	9.0
	Northwest	13.0
	Western	26.0
	Downriver	18.0

Continued

<u>Institution</u>	<u>Building</u>	<u>Mileage</u>
Detroit Public Library	Bookmobile, 5828 Third	.5
	Bowen, 3648 W. Vernor	2.8
	Campbell, 6625 W. Fort	4.3
	Chandler Park, 12800 Harper	5.5
	Chaney, 16101 Grand River	7.8
	Chase, 17731 W. Seven Mile Road	9.5
	Conely, 4600 Martin	3.8
	Douglas, 3666 Grand River	1.2
	Downtown Library, 121 Farmer	2.0
	Duffield, 2507 W. Grand Blvd.	1.5
	Edison, 18400 Joy Road	8.0
	Elmwood Park, 550 Chene	2.5
	Franklin, 13651 E. McNichols	6.6
	Gray, 7737 Kercheval	3.3
	Hubbard, 12929 W. McNichols	6.9
	Jefferson, 12350 E. Outer Drive	7.5
	Knapp, 13330 Conant	4.0
	Lincoln, 1221 E. Seven Mile Road	5.3
	Lothrop, 1529 W. Grand Blvd.	2.3
	Mark Twain, 8500 Gratiot	3.3
	Monteith, 14100 Kercheval	6.2
	Municipal Reference Library, City-County Bldg.	2.3
	Parkman, 1766 Oakman Blvd.	4.1
	Redford, 21200 Grand River	10.5
SIR, 8726 Woodward Avenue	1.7	
Sherwood Forest, 7117 W. Seven Mile Road	6.4	
Wilder, 7140 E. Seven Mile Road	3.6	

10.1.8 Anticipated Growth of the System

.1 Anticipated growth for Wayne State University Libraries.

There is potential for the number of terminals accessing the system for Wayne State University to double in five years, from 139 to 278. Many additional terminals could be dialing in directly or be routed to the system via the University Computing Services Center's local area network.

.2 Anticipated growth for the initial DALNET libraries.

The initial DALNET libraries have made predictions about anticipated growth over five years. The following data indicates the potential number of peripherals to be added by Year Three and by Year Five, which is the maximum number expected. Additional terminals at these institutions also could be dialing in directly to the system.

.3 Prospective DALNET libraries

Once the initial DALNET libraries have had an opportunity to install the system, the DALNET network will be opened to additional participants. Potential additional participants include some private college, hospital, and other special libraries in the Detroit area.

INITIAL DALNET LIBRARIES

Year Three (Number to be added)

<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>
Detroit Public Library				
Main Library	75	21	51	12
26 Branches	80	7	36	6
Subtotal	<u>155</u>	<u>28</u>	<u>87</u>	<u>18</u>
University of Detroit				
Main Library	23	0	5	0
Law Library	2	0	1	0
Dental Library	2	0	1	0
EBA	2	0	1	0
Clarkston Campus	2	0	1	0
Subtotal	<u>31</u>	<u>0</u>	<u>9</u>	<u>0</u>
Wayne County Community College				
Administration (Downtown)	2	1	1	0
Downtown	3	1	0	1
Downriver	3	1	0	1
Western	3	1	0	1
Northwest	3	1	0	1
Eastern	3	1	0	1
Subtotal	<u>17</u>	<u>6</u>	<u>1</u>	<u>5</u>

Library CRT Terminals Scanners Screen Printers Portable Terminals

Hospital Libraries

Harper

4 2 2 1

Subtotal

4 2 2 1

Total

207 36 99 24

INITIAL DALNET LIBRARIES

Year Five (Maximum Number to be added)

<u>Library</u>	<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>
Detroit Public Library				
Main Library	27	19	9	1
26 Branches	5	2	2	0
Subtotal	<u>32</u>	<u>21</u>	<u>11</u>	<u>1</u>
University of Detroit				
Main Library	14	0	0	0
Academic Departments	0	0	0	0
Subtotal	<u>19</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wayne County Community College				
Administration (Downtown)	0	0	1	1
Downtown	1	0	1	0
Downriver	1	0	1	0
Western	1	0	1	0
Northwest	1	0	1	0
Eastern	1	0	1	0
Subtotal	<u>5</u>	<u>0</u>	<u>6</u>	<u>1</u>

Detroit Public Library

DALNET Terminal Estimates

		<u>CRT Terminals</u>	<u>Scanners</u>	<u>Screen Printers</u>	<u>Portable Terminals</u>
Year I 1985/86	Main	15	8	11	
	Branches	68	65	51	27
	Grand Total	<u>83</u>	<u>73</u>	<u>62</u>	<u>27</u>
Year II 1986/87	Main	38	20	30	11
	Branches	6	5	4	5
	Grand Total	<u>44</u>	<u>25</u>	<u>34</u>	<u>16</u>
Year III 1987/88	Main	37	1	21	1
	Branches	74	2	32	1
	Grand Total	<u>111</u>	<u>3</u>	<u>53</u>	<u>2</u>
Year IV 1988/89	Main	4	3	2	-
	Branches	2	-	1	-
	Grand Total	<u>6</u>	<u>3</u>	<u>3</u>	<u>-</u>
Year V 1989/90	Main	23	16	7	1
	Branches	3	2	1	-
	Grand Total	<u>26</u>	<u>18</u>	<u>8</u>	<u>1</u>
Cumulative Total		<u>270</u>	<u>122</u>	<u>160</u>	<u>46</u>

- Year I Automate circulation in 24 Branches on an average of 2 per month, install terminals in Main Library agencies that support Branch circulation.
- Year II Automate circulation in Main Library, Bookmobile, and SIR.
- Year III Automate public access catalogs in all Branches and Main Library, automate circulation in MRL.
- Year IV Automate Acquisitions.
- Year V Automate Serials Control. Automate Circulation and/or Public Access Catalogs for Burton, Maps, Music, Records, TIP I&R file, and Library for the Blind.

DETROIT PUBLIC LIBRARY

	Year I (85/86)		Year II (86/87)		Year III (87/88)		Year IV (88/89)		Year V (89/90)	
	CRT	Printer	Scanner	Printer	CRT	Scanner	Printer	Scanner	CRT	Printer
Main Library	1	1								
Acquisitions	1	1								
Administration	2	1								
Bibliographic Center										
Browsing Library										
Burton Historical										
Business & Finance										
Catalog Department	4	2								
Children's Library										
Data Processing	1	1								
Fine Arts										
General Information										
History & Travel										
Interlibrary Loan	1	1								
Language & Literature										
Loan Bureau	3	2								
Music & Performing Arts										
National Auto. History										
Philosophy, Religion										
Processing	2	2								
Sociology & Economics										
Technology & Science										
TIP Central										
TIP Clearinghouse										
Bindery										
Business Office										
Subtotal	15	8	11	38	20	30	11	37	1	21
									4	3
									2	2
									23	16
									7	7

DETROIT PUBLIC LIBRARY

Branch Agencies	Year I (85/86)			Year II (86/87)			Year III (87/88)			Year IV (88/89)			Year V (89/90)			
	CRT	Scanner	Printer	Portable	CRT	Scanner	Printer	Portable	CRT	Scanner	Printer	Portable	CRT	Scanner	Printer	Portable
Bookmobile																
Bowen	3	3	2	1	2	2	1	3								
Campbell	2	2	2	1				2	3							
Chandler Park	3	3	2	1				3	2							
Chaney	3	3	2	1				4	3	2						
Chase	3	3	2	1				3	1	1						
Conely	3	3	2	1				2	2	1						
Douglass	2	2	2	1				2	2	1						
Downtown	4	3	3	2				5	3	3						
Duffield	3	3	2	1				4	2	2						
Edison	3	3	2	1				3	3	1						
Elmwood Park	3	3	2	1				3	3	1						
Franklin	3	3	2	1				3	3	1						
Gray	2	2	2	1				2	2	1						
Hubbard	3	3	2	1				3	3	1						
Jefferson	4	3	3	2				4	4	2						
Knapp	2	2	2	1				2	2	1						
Lincoln	2	2	2	1				2	2	1						
Lothrop	2	2	2	1				2	2	1						
Mark Twain	3	3	2	1				3	3	1						
Montelth	2	2	2	1				2	2	1						
Municipal-Reference																
Parkman	4	3	2	1				3	2	2						
Redford	4	3	3	2				4	3	1						
Service to Shut-Ins																
Sherwood Forest	3	3	2	1				3	2	1						
Wilder	3	3	2	1				3	3	1						
Subtotal	68	65	51	27	6	5	3	5	74	2	32	1	3	2	1	

10.2 Data To Be Maintained On The System

10.2.1 Summary Of Initial Data To Be Maintained On The System

	<u>VSU</u>	<u>DPL</u>	<u>U of D</u>	<u>WCC</u>	<u>Botsford</u>	<u>Children's</u>	<u>Harper</u>	<u>H. Ford</u>	<u>Sinal W. B'mont</u>	<u>Totals</u>	
Est. Titles	1,050,894+	1,011,500+	369,160+	34,980+	3,910	3,288	13,579	16,121	9,542	7,896	2,520,870+
Est. Pieces	3,971,294	3,843,750	916,108	82,780	5,550	9,963	41,047	62,200	22,940	16,938	8,972,570
Annual Pieces Withdrawn	17,500	65,000	1,575	1,900	309	50	1,058	400	350	665	88,807
Annual New Titles	25,625	21,000	4,649	5,100	935	383	1,212	1,705	710	1,391	62,710
Annual New Pieces	231,425	100,000	4,565	15,100	1,143	837	1,916	3,888	1,400	9,512	369,786
OCLC Records	270,080	133,000	134,000	24,000	0	1,833	6,773	10,456	7,542	5,820	593,504
Other Machine-readable Bib. Records	2,228	0	0	0	1,400	0	0	0	0	0	3,628
Records to be Converted	776,586	850,000	225,000	6,000	3,990	600	100	15,165	0	0	1,877,441+
Library Users	49,500	350,000	6,683	25,000	520	125	10,000	2,700	1,900	1,500	447,928
Vendors	3,200	3,000	79	40	125	75	165	10	8	100	6,802
Funds for One Fiscal Year	1,000	250	82	50	75	75	180	5	5	5	1,727
Order Records for One Year	40,500	50,000	4,590	10,000	1,500	520	1,430	1,500	1,300	2,200	113,540

10.2.2 Wayne State University

Here are the current numbers of records Wayne State University Libraries have in various categories.

Library user population*

Students	30,000
Faculty/staff	5,000
Alumni cards	13,000
Other	1,500
Total:	<u>49,500</u>

Acquisitions files

Order records-monographs	25,000
-serials	10,000
-standing orders	3,000
In process records	20,000
Vendors	3,200
Funds for each fiscal year	1,000
Expenditure records	75,000

* these name and address files are kept on an Amdahl V/6 at the WSU Computing Services Center

WAYNE STATE UNIVERSITY LIBRARIES

Estimated Collection Statistics as of June, 1984

	Present Collections Titles	Collections Pieces	Annual Withdrawn Pieces	Annual New Titles	Annual New Pieces	OCLC Records	Other Machine Readable Records	Records To Be Converted
Monographs	1,000,000	1,500,000	5,000	25,000	31,000	239,000*		760,000
Serials	35,000	460,000	1,400	600	15,300	29,000**		5,000
Audiovisual Films Recordings	3,000 294	5,000 294		25	25 100	70	2,228***	772 224
Microforms	12,500	1,350,000	2,500		170,000	2,000*		10,500
Uncataloged Collections Documents Newspapers Special Collections	unknown 100	640,000 16,000	8,600		15,000	10**		all 90 unknown
TOTALS	1,050,894⁺	3,971,294	17,500	25,625	231,425	270,080	2,228	776,586⁺

* Over 81,000 are cataloged via AACR2 rules.

** OCLC "snapshot" tape with summary holdings.

*** Bowker tape,

10.2.3 Other DALNET Libraries

	Library User Population	Acquisitions Files	Vendors	Funds for
	Current Active	For One Fiscal Year		One Fiscal Year
	Expected Increase			
etroit Public Library	350,000 + 50,000?	70,000	3,000	250
niversity of Detroit	6,683 + 1,000	4,590	79	82
ayne County Community College	25,000 + 3,000	10,000	40	50
ospital Libraries				
Bolsford General	520 + 520	1,500	125	75
Children's	125 + 50	520	75	75
Harper	10,000 -	1,430	165	180
Henry Ford	2,700 + 100	1,500	10	5
Sinai	1,900 + 1,800	1,300	8	5
William Beaumont	1,500 + 125	2,200	100	5
Totals	398,428	93,040	3,602	727

DETROIT PUBLIC LIBRARY

Estimated Collection Statistics as of June, 1984

	Present Collection Titles	Present Collection Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	Annual Acquisitions New Pieces	OCLC Records	Other Machine Readable Records	Records To Be Converted
Monographs	950,000	2,300,000	65,000	20,000	100,000	120,000		830,000
Serials	33,000	450,000		1,000		13,000*		20,000
Audiovisual								
Films	3,500	3,750						
Recordings	25,000	30,000						
Microforms		250,000						
Uncataloged								
Documents		750,000						
Paperbacks		50,000						
Special Collections (Crerar, KR, etc.)		10,000						
TOTALS	1,011,500	3,843,750	65,000	21,000	100,000	133,000		850,000

* OCLC "snapshot" tape.

UNIVERSITY OF DETROIT

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	New Pieces	OCLC Records	Records To Be Converted
Monographs	340,000	350,000	1,500	4,350	4,475	122,500	225,000
Serials	20,110	110,000	75	224		10,000	*
Audiovisuals	5,600	13,500	-	75	90	1,500	*
Microforms	2,000	208,000	0	N/A	N/A		N/A
Uncataloged Collections							
Documents		196,000					
Micro Hard		36,000					
Annual Reports	550	2,000					
Picture File		333					
Tests		275					
TOTALS	369,160	916,108	1,575	4,649	4,565	134,000	225,000

* Included in 225,000

WAYNE COUNTY COMMUNITY COLLEGE

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles Pieces	OCCLC Records	Records To Be Converted
Monographs	30,000	1,800	5,000	24,000*	6,000
Serials	630	100	70?		
Audiovisuals	4,350	0	30		
Microforms	2,780				
Uncataloged Collections Documents	500				
TOTALS	34,980	1,900	5,100	24,000	6,000

* Need to be extracted from Michigan Library Consortium state-wide tape.

BOTSFORD GENERAL HOSPITAL

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual New Titles	Annual Acquisitions New Pieces	Other Machine Readable Records	Records To Be Converted
Monographs	2,076	2,784	300	528	700	1,400*	1,550
Serials	310	1,635	9	9	339		450
Audiovisuals	1,350			297			1,800
Microforms	129	1,131	Included in Serials	101	104		140 Serials titles
Uncataloged Collections							
Vertical File subject headings							50
TOTALS	3,910	5,550	309	935	1,143	1,400	3,990

*MARCIVE (NLH) records.

CHILDREN'S HOSPITAL

Estimated Collection Statistics as of June 30, 1984

	Present Collection Titles	Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	New Pieces	OCLC Records	Records To Be Converted
Monographs	2,189	2,679	50	317	349	1,792	*
Serials	315	7,038	0	4	421	30	*
Audiovisuals	224	246	0	62	67	11	*
Uncataloged Collections Vertical File subject headings	560						600
TOTALS	3,288	9,963	50	383	837	1,833	600

* Won't do conversion. Will let weeding remove old titles.

HARPER HOSPITAL

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual New Titles	Annual Acquisitions New Pieces	OCLC Records	Records To Be Converted
Monographs	12,300	13,600	900	1,100	1,600	6,123	0
Serials	800	26,944	110	20	220	650*	100
Audiovisuals	475	503	48	91	96		
Uncataloged Collections							
Database Vendors	4	412 (files)					
Database Manuals		30					
TOTALS	13,579	41,047	1,058	1,212	1,916	6,773	100

* OCLC "snapshot" tape.

HENRY FORD HOSPITAL

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	New Pieces	OCLC Records	Records To Be Converted
Monographs	13,500	15,900	400	1,435	1,505	8,000	15,000
Serials	1,856	45,200	0	10	2,103	1,856	0
Audiovisuals	765	1,100	0	260	280	600	165
TOTALS	16,121	62,200	400	1,705	3,888	10,456	15,165

SINAI HOSPITAL

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	New Pieces	OCLC Records	Records To Be Converted
Monographs	9,000	9,300	350	700	750	7,000	0
Serials	542	13,640	0	10	650	542	0
TOTALS	9,542	22,940	350	710	1,400	7,542	0

WILLIAM BEAUMONT HOSPITAL, ROYAL OAK

Estimated Collection Statistics as of June 30, 1984

	Present Collections Titles	Pieces	Annual Pieces Withdrawn	Annual Acquisitions New Titles	New Pieces	OCLC Records	Records To Be Converted
Monographs	7,030	7,500	450	1,321	1,400	5,000	0
Serials	820	8,673	200	20	8,032	820	0
Audiovisuals	46	65	15	50	80		
Uncataloged Collections Staff Reference		700					
TOTALS	7,896	16,938	665	1,391	9,512	5,820	0

10.2.4 Estimated Overlap Of Records In Files.

The following estimates have been done to identify the overlap of records between libraries in DALNET.

.1 Borrowers files

The Detroit Public Library's Main Library is open to all Michigan residents, but the branch libraries only circulate materials to people who live, work, or go to school in the City of Detroit.

Students, as well as faculty, from both Wayne State University and Wayne County Community College use the Detroit Public Library heavily. WSU faculty and students have borrowing privileges at DPL. Approximately 1/3 of the University of Detroit's students used the Detroit Public Library last year.

All hospitals serve health sciences students and faculty from Wayne State and WCCC during their clinical training, along with rotating residents from WSU's Medical School.

The University of Detroit gives borrowing privileges to WSU faculty and students.

Wayne State University gives borrowing privileges to all University of Detroit faculty and students. WCCC referred 164 users to Wayne State in 1983, but many more used the materials without referral.

.2 Estimated Collection Overlap.

These estimates of collection overlap between DALNET libraries were made by shelf list sampling. The sampling indicated that:

- The overlap between WSU and DPL is 35% for monographs and 33% for serials;
- The overlap between U of D and WSU monographs is 58% and between U of D and DPL is 60%;
- The overlap between WCCC and WSU monographs is 23% and between WCCC and DPL is 31%;
- And the hospitals overlap with WSU is 45% and among themselves is 40% or higher.

10.2.5 Estimated Growth Rates of Bibliographic Data Base

	Annual New Titles Added	Bibliographic Records To Be Converted Per Year	Estimated Years For Conversion Project
WSU	25,625	100,000 (or more)	7 Years
DPL	21,000	86,000	10 Years
U of D	4,649	32,000	11 Years
WCCC	5,100	6,000	1 Year
Botsford	935	2,100	1.5 Years
Children's	383	0	-
Harper	1,212	100	3 Years
Henry Ford	1,705	3,500	4 Years
Sinai	710	0	-
William Beaumont	1,391	0	-

10.3. Work Load Statistics

10.3.1 Wayne State University Libraries

Here are various WSU workload statistics to help calculate the anticipated transaction loads for the automated system. The data for WSU is sub-divided by building within the library system.

10.3.2 Other DALNET libraries

Here are the workload statistics gathered from the other DALNET libraries to help calculate their anticipated transaction loads for the automated system.

WAYNE STATE UNIVERSITY LIBRARIES

Workload Statistics for 1982/83

	<u>Purdy/Kresge</u>	<u>Law</u>	<u>Medicine</u>	<u>Science</u>	<u>Totals</u>
<u>Circulation Charges</u>					
Outside Library	122,779	5,782	12,509	39,369	180,439
Rental	2,081	0	0	0	2,081
Inside Library	68,486	14,454	1,188	13,338	97,466
TOTALS	<u>193,346</u>	<u>20,236</u>	<u>13,697</u>	<u>52,707</u>	<u>279,986</u>
Maximum daily circ. (est.)	818	123	150	428	1,519
Searches Made	34,269	1,351	3,404	3,295	42,310
Holds Placed	1,163	61	178	700	2,102
Overdues Sent	15,412	1,500	2,848	5,813	25,573
Reserve Room Added and Removed	4,303	2,290	38	1,126	7,757
Items Shelved	572,304	149,061	105,051	130,000	956,416
Bookings Made	10,000	2,000	-	-	12,000
ILL Lending					
Originals	4,013	88	1,020	620	3,261
Photocopies	3,606	743	19,134	3,377	23,127
ILL Borrowing					
Originals	640	13	114	165	828
Photocopies	655	51	898	447	1,623
<u>Public Catalog</u>					
Building Attendance	595,526	367,514	78,776	384,714	1,426,530
Max. Daily Attendance (est.)	5,248	3,340	475	4,526	13,589
Reference Questions	66,541	10,550	13,156	12,028	102,275
Directional Questions	29,694	8,750	4,576	12,772	55,791
Peak Number of* Catalog Users	17	7.5	9	6	-
Corrections to Bibliographic Records	3,580	-	89	-	3,669

WAYNE STATE UNIVERSITY LIBRARIES

Workload Statistics for 1982/83 (Cont'd)

	<u>Purdy/Kresge</u>	<u>Law</u>	<u>Medicine</u>	<u>Science</u>	<u>Totals</u>
<u>Acquisitions</u>					
Payment Vouchers Prepared	6,000	-	-	-	6,000
Orders Placed	25,000				25,000
Payments Posted	40,000				40,000
<u>Serials Control</u>					
Issued Checked-in Volumes Bound	30,000 10,739	31,000 971	18,003 3,856	18,894 3,526	97,897 19,092

* Based on a 1 week survey, January 30 - February 5, 1984

OTHER DALNET LIBRARIES

Annual Workload Statistics

	<u>DPL</u>	<u>U of D</u>	<u>WCCC</u>	<u>Botsford</u>	<u>Children's</u>	<u>Harper</u>	<u>H. Ford</u>	<u>Sinai</u>	<u>W. Bmt.</u>	<u>Totals</u>
<u>Circulation</u>										
Charges	1,442,500	31,594	128,000	27,808	5,019	76,323	13,000	22,316	41,291	1,787,851
Max. Daily Circ. (est).	*	*	*	110	115	250	150	50	260	
Holds Placed	4,000	1,283	1,500	52	240	0	100	50	500	7,725
Overdubs Sent	120,000 ⁺	4,872	6,000	2,400	3,396	8,220	6,240	6,960	1,500	159,588
Reserve Room Added	0	375	600	100	40	0	0	0	20	1,135
Items Shelved	4,266,763	240,034	340,500	N/A	N/A	83,000	120,000	N/A	66,300	5,116,597
Bookings Made	0	3,053	20,000	*InCharges	0	7,400	360	0	500	31,313
ILL Lending	12,000	2,162		800	1,688	3,436	6,196	1,681	3,656	31,619
ILL Borrowing	2,000	2,806		2,600	3,994	2,432	5,308	3,667	3,940	26,747
<u>Public Catalog</u>										
Building Attendance	*	291,618	*	7,000	N/A	N/A	N/A	17,500	N/A	
Max. Daily Attendance (est.)	*	*	*	109	179	300	250	130	320	
Reference Questions	*	16,300	*	9,000	2,036	30,198	13,421	11,962	N/A	
<u>Serials Control</u>										
Issued Checked-in	100,000	26,880	15,000	3,300	3,189	20,000	13,500	5,350	7,000	194,219
Volumes Bound	7,500	4,150	0	0	424	1,150	2,200	750	1,100	17,274

* See next pages

DETROIT PUBLIC LIBRARY

1982/83

<u>Agency</u>	<u>Inventory* of Books</u>	<u>Annual Circulation</u>	<u>Maximum Daily Circulation</u>	<u>Annual Patrons Assisted</u>	<u>Maximum Daily Attendance</u>
Main Library ¹	1,450,000	326,500	2,750	1,195,500	4,175
Bookmobile ²	30,000	62,500	1,250	32,500	550
Bowen ³	19,000	26,500	500	22,000	300
Campbell ³	21,000	16,500	300	11,000	95
Chandler Park ³	33,000	28,000	450	21,000	300
Chaney ³	37,500	59,500	650	41,500	500
Chase ³	30,000	41,000	450	21,000	600
Conely ³	26,500	26,000	550	12,000	450
Douglass ³	21,500	10,500	300	13,000	200
Downtown ¹	109,000	96,000	1,400	115,000	1,600
Duffield ¹	28,000	84,000	1,450	41,500	550
Edison ³	53,500	40,500	550	20,000	950
Elmwood Park ³	23,000	25,000	450	24,000	275
Franklin ³	30,000	65,500	700	29,000	400
Gray ³	24,000	12,000	250	14,000	150
Hubbard ³	36,000	32,000	450	50,000	850
Jefferson ³	46,000	89,000	1,100	22,000	550
Knapp ³	21,500	16,000	260	9,000	125
Lincoln ³	29,000	18,000	265	12,500	175
Lothrop ³	25,000	12,500	175	10,000	100
Mark Twain ³	41,000	23,000	225	24,000	225
Monteith ³	31,000	14,000	325	11,500	375
Municipal Reference ¹	31,000	8,000	100	29,000	100
Parkman ³	58,000	21,000	200	12,000	125
Redford ³	35,000	75,000	1,050	32,500	550
Service to Shut-Ins ⁴	30,000	142,500	2,000	46,000	650
Sherwood Forest ³	38,500	37,000	450	23,000	750
Wilder ³	34,000	34,500	475	22,000	150
Total	2,392,000	1,442,500	19,075	1,817,500	15,820

* Volume count of monographs and bound classified serials.

1 Open 40 hours per week.

2 Statistics for 2 bookmobiles.

3 Open 1/2 time.

4 Statistics for the Mainstream vehicle, nursing home deliveries, etc.

UNIVERSITY OF DETROIT

	<u>Maximum Daily Circulation</u>	<u>Maximum Daily Attendance</u>
Main (McNichols)	120	1,270
Clarkston	3	20
Evening Business Administration	3	20
Dental	100*	150
Law	<u>550*</u>	<u>1,850</u>
Total	776	3,310

* The Dental and Law Libraries have many items that do not circulate out of the building, but circulate from Reserve Book Room.

WAYNE COUNTY COMMUNITY COLLEGE
Workload Statistics for 1983*

<u>Campus</u>	<u>Books Circulation</u>	<u>Maximum Daily Circulation</u>	<u>Periodicals Circulation</u>	<u>AV/TV Equipment Circulation</u>	<u>Reference</u>	<u>ILL</u>	<u>INFOPASS</u>	<u>Patron Attendance</u>	<u>Maximum Daily Attend</u>
Downriver	6,500	225	2,000	1,750	5,000	4	30	114,000	980
Downtown	14,500	200	3,000	2,500	18,000	20	750	250,000	2,500
Eastern	7,000	100	2,000	2,000	10,000	1	30	95,000	500
Northwest	70,500	640	18,500	6,500	115,000	0	300	120,000	900
Western	3,500	50	500	750	3,000	0	5	40,000	250
TOTAL	102,000	1,215	26,000	13,500	151,000	25	1,115	619,000	5,130

* These statistics are built upon our 1983 totals plus a sampling of 1984. The figures were then rounded out to give a realistic figure for what 1984 should reflect.

SPECIFICATIONS RESPONSE FORMS

Instructions

1. Remove or duplicate these Specification Response Forms.
2. Respond to each specification described in Section 3-9 of this Request for Proposal and summarized below, by indicating one of the following in the space provided:
 - YES - Feature or function is available
 - YES/D - Feature or function available, but with minor difference which must be explained by the vendor
 - YES/F - Feature or function will be available at the date specified
 - NO - Feature or function is not available and will not be
 - CUST - Feature or function will require custom work
 - CLAR - Vendor wishes to clarify or negotiate.
3. Failure to respond to all specifications, or incorrect responses, could disqualify a bidder.
4. Use the "Date Available" space to indicate the month and year when a feature or function will be available in the future.
5. Use the "Reference" space to refer to attached notes or to manuals accompanying the proposal and pages where responses can be confirmed. Manuals so referenced must accompany the proposal.
6. Include the completed forms as Part 4 of your response.

SPECIFICATION RESPONSE FORMS

Page 1

Vendor _____

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
<u>ONLINE PUBLIC CATALOG</u>				
3.1	<u>General</u>			
3.1.1.1	Interface Circ.	_____	_____	_____
3.1.1.2	Interface Acq.	_____	_____	_____
3.1.1.3	Interface Serials	_____	_____	_____
3.1.2	CRT Access	_____	_____	_____
3.1.3	Use by Network	_____	_____	_____
3.1.4	Restrict CRT	_____	_____	_____
3.1.5.1	Union Catalog	_____	_____	_____
3.1.5.2	Institution Cat.	_____	_____	_____
3.1.6	Status Display	_____	_____	_____
3.1.7	Branch Use	_____	_____	_____
3.1.8	Minimum	_____	_____	_____
3.1.9	Expandable	_____	_____	_____
3.2	<u>Bib. Records</u>			
3.2.1	<u>Data Base</u>			
3.2.2	Integrated	_____	_____	_____
3.2.3.1	MARC Monographs	_____	_____	_____
3.2.3.2	MARC Serials	_____	_____	_____
3.2.3.3	MARC AV	_____	_____	_____
3.2.3.4	MARC Recordings	_____	_____	_____
3.2.3.5	MARC Scores	_____	_____	_____
3.2.3.6	MARC Maps	_____	_____	_____
3.2.3.7	MARC Ms.	_____	_____	_____
3.2.3.8	MARC MRDF	_____	_____	_____
3.2.4	True MARC	_____	_____	_____
3.2.5	Levels of Records	_____	_____	_____
3.2.6	OCLC Tape Load	_____	_____	_____
*3.2.7	Purge Dups.	_____	_____	_____
*3.2.8	Latest Record	_____	_____	_____
3.2.9	System Format	_____	_____	_____
3.2.10	Other Tape Load	_____	_____	_____
3.2.11	OCLC Link	_____	_____	_____
3.2.12	Add Immediately	_____	_____	_____
3.2.13	Keying	_____	_____	_____
*3.2.14	Add Immediately	_____	_____	_____
3.2.15	Required Data	_____	_____	_____
3.2.16	Prompts	_____	_____	_____
3.2.17	Default Values	_____	_____	_____
3.2.18	Skip Over	_____	_____	_____
3.2.19	Immediate Access	_____	_____	_____
*3.2.20	Indexes Immediate	_____	_____	_____
3.2.21	Source of Record	_____	_____	_____
3.2.22	Local Fields	_____	_____	_____
3.2.23	Characters	_____	_____	_____
3.2.24	Brief Records	_____	_____	_____
3.2.25	Accept Diacritics	_____	_____	_____
*3.2.26	Display Diacritics	_____	_____	_____
*3.2.27	Multi-level Records	_____	_____	_____
*3.2.28	Link Multi-level	_____	_____	_____
*3.2.29	Indicate Replace	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.3	<u>Maintenance</u>			
3.3.1	Upgrade Later	_____	_____	_____
3.3.2	Automatic Replace	_____	_____	_____
3.3.3	Duplicate Records	_____	_____	_____
3.3.4	Dup. Checking	_____	_____	_____
3.3.5	Display Dups.	_____	_____	_____
*3.3.6	Data Transfer	_____	_____	_____
3.3.7	Online Editing	_____	_____	_____
3.3.8	Corrections Update	_____	_____	_____
3.3.9	Global Changes	_____	_____	_____
3.3.10	Online Deletion	_____	_____	_____
3.3.11	Block Deletion	_____	_____	_____
3.3.12	Deletion Update	_____	_____	_____
3.3.13	Deletion File	_____	_____	_____
3.3.14	Auto error Detect.	_____	_____	_____
3.3.15	Review Function	_____	_____	_____
*3.3.16	Locked Record	_____	_____	_____
3.4	<u>Copy/Item Records</u>			
3.4.1	Copy/Item Records	_____	_____	_____
3.4.2	Link to Bib.	_____	_____	_____
3.4.3	Branch Holdings	_____	_____	_____
3.4.4	999 Collections	_____	_____	_____
3.4.5	Circ./Non-Circ.	_____	_____	_____
3.4.6	9999 Copies	_____	_____	_____
3.4.7	Copies on Bib.	_____	_____	_____
3.4.8	Create Automat.	_____	_____	_____
3.4.9	Keying	_____	_____	_____
3.4.10	Online Editing	_____	_____	_____
3.4.11	Online Deletion	_____	_____	_____
3.4.12	Deletion File	_____	_____	_____
3.4.13	Flag Missing	_____	_____	_____
3.4.14.1	Collection	_____	_____	_____
3.4.14.2	Location	_____	_____	_____
3.4.14.3	Call Number	_____	_____	_____
3.4.14.4	Parts	_____	_____	_____
3.4.14.5	Copy	_____	_____	_____
3.4.14.6	Issue	_____	_____	_____
3.4.14.7	Status	_____	_____	_____
3.4.14.8	Temp. Location	_____	_____	_____
3.4.14.9	Barcode	_____	_____	_____
3.4.14.10	Notes	_____	_____	_____
3.4.15	Default Values	_____	_____	_____
3.4.16	MARC Holdings	_____	_____	_____
3.4.17	Bound Vols.	_____	_____	_____
*3.4.18	Holdings Gaps	_____	_____	_____
*3.4.19	Mult.Bib.Link	_____	_____	_____
*3.4.20	Global Change	_____	_____	_____

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.5	<u>Authority</u>		
3.5.1	Authority Control		
3.5.2.1	Names		
3.5.2.2	Subjects		
3.5.2.3	Uniform Titles		
3.5.2.4	Series		
*3.5.3.1	Qualifiers		
*3.5.3.2	Geographic		
*3.5.3.3	Subfields		
3.5.4.1	LC		
3.5.4.2	LC Juv.		
3.5.4.3	MESH		
3.5.4.4	Local		
3.5.5	MARC Format		
3.5.6	Keying		
3.5.7	Batch Load		
3.5.8	System Format		
3.5.9	OCLC Link		
3.5.10	Immediate Access		
*3.5.11	Add Immediately		
*3.5.12	Indexes Immed.		
3.5.13	Duplicates		
3.5.14	Display Dups.		
3.5.15	Source		
3.5.16	Automatic Check		
3.5.17	Link all Occurrs.		
3.5.18	Block Link		
3.5.19	Display Problems		
3.5.20	Global Change		
3.5.21	Change 1 List		
3.5.22	Online Editing		
3.5.23	Relink		
3.5.24	Online Deletion		
3.5.25	Review Function		
3.5.26	See References		
3.5.27	See also Refs.		
3.5.28	Blind Refs.		
*3.5.29	Info. Records		
3.5.30	Unlinked		
*3.5.31	Brief Records		
*3.5.32	Indicate Replace		
*3.5.33	Locked Record		
3.6	<u>Access</u>		
3.6.1.1	Names		
3.6.1.2	Titles		
3.6.1.3	Subjects		
3.6.1.4	Series		
3.6.1.5	Call Number		

*Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.6	<u>Access</u> (continued)			
3.6.1.6	ISBN	_____	_____	_____
3.6.1.7	ISSN	_____	_____	_____
3.6.1.8	Document No.	_____	_____	_____
3.6.1.9	OCLC No.	_____	_____	_____
3.6.1.10	System No.	_____	_____	_____
3.6.1.11	Name/Title	_____	_____	_____
3.6.1.12	LCCN	_____	_____	_____
*3.6.2.1	Subdivisions	_____	_____	_____
*3.6.2.2	Publisher	_____	_____	_____
*3.6.2.3	Other	_____	_____	_____
3.6.3.1	Item Rec: Call No.	_____	_____	_____
3.6.3.2	Item Rec: Barcode	_____	_____	_____
3.6.4.1	Auth: Name	_____	_____	_____
3.6.4.2	Auth: Subj.	_____	_____	_____
3.6.4.3	Auth: U.T.	_____	_____	_____
3.6.4.4	Auth: Ser.	_____	_____	_____
3.6.4.5	Auth: Rec. No.	_____	_____	_____
3.6.4.6	Auth: Name/U.T.	_____	_____	_____
*3.6.5	Auth. Records	_____	_____	_____
3.6.6	Terminals	_____	_____	_____
3.6.7	Log On	_____	_____	_____
*3.6.8	Search Keys	_____	_____	_____
*3.6.9.1	Keyword: Corp.	_____	_____	_____
*3.6.9.2	Keyword: title	_____	_____	_____
*3.6.9.3	Keyword: subj.	_____	_____	_____
*3.6.9.4	Keyword: ser.	_____	_____	_____
*3.6.10	Keyword Reln.	_____	_____	_____
3.6.11	Stop Words	_____	_____	_____
*3.6.12	Auto. Stop Words	_____	_____	_____
3.6.13	Right Truncation	_____	_____	_____
*3.6.14	Other Truncation	_____	_____	_____
3.6.15.1	Ignore Spacing	_____	_____	_____
3.6.15.2	Ignore Punct.	_____	_____	_____
3.6.15.3	Ignore Case	_____	_____	_____
3.6.15.4	Ignore Charac.	_____	_____	_____
3.6.16	Ignore Init.Arts.	_____	_____	_____
*3.6.17	Misspelling	_____	_____	_____
*3.6.18	Disting.Authors	_____	_____	_____
3.7	<u>Search</u>			
3.7.1.1	System Holdings	_____	_____	_____
3.7.1.2	Branch Holdings	_____	_____	_____
*3.7.1.3	Collections	_____	_____	_____
3.7.2	All Libraries	_____	_____	_____
3.7.3	Default Holdings	_____	_____	_____
3.7.4	Levels	_____	_____	_____
3.7.5	Prompts	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.7	<u>Search (continued)</u>			
3.7.6	Options	_____	_____	_____
3.7.7	Help	_____	_____	_____
3.7.8	Tutorial	_____	_____	_____
*3.7.9	Printed Outlines	_____	_____	_____
3.7.10	Maximum Records	_____	_____	_____
3.7.11	Continue Search	_____	_____	_____
3.7.12	Break	_____	_____	_____
3.7.13.1	Browse Names	_____	_____	_____
3.7.13.2	Browse Titles	_____	_____	_____
3.7.13.3	Browse Subjects	_____	_____	_____
3.7.13.4	Browse Call No.	_____	_____	_____
3.7.14	Browse Records	_____	_____	_____
3.7.15	Paging	_____	_____	_____
3.7.16	Store Terms	_____	_____	_____
3.7.17	Related Headings	_____	_____	_____
3.7.18	No Record	_____	_____	_____
*3.7.19	Closest Match	_____	_____	_____
3.7.20	Ret. to Beginning	_____	_____	_____
*3.7.21	Store Results	_____	_____	_____
3.7.22	Search Completed	_____	_____	_____
*3.7.23	Implicit Boolean	_____	_____	_____
*3.7.24	Unlimited And's	_____	_____	_____
*3.7.25	Boolean	_____	_____	_____
*3.7.26.1	And	_____	_____	_____
*3.7.26.2	Or	_____	_____	_____
*3.7.26.3	Not	_____	_____	_____
*3.7.27	Other Operators	_____	_____	_____
*3.7.28.1	Qualify: Date	_____	_____	_____
*3.7.28.2	Qualify: Type	_____	_____	_____
*3.7.28.3	Qualify: Lang.	_____	_____	_____
*3.7.28.4	Qualify: Coll.	_____	_____	_____
*3.7.28.5	Qualify: Format	_____	_____	_____
*3.7.28.6	Qualify: Range	_____	_____	_____
*3.7.29	String Qualifiers	_____	_____	_____
3.7.30	Error Messages	_____	_____	_____
*3.7.31	Examples	_____	_____	_____
3.8	<u>Display</u>			
3.8.1	ALA Charac.	_____	_____	_____
3.8.2	Accom. Missing	_____	_____	_____
3.8.3	Number Retrieved	_____	_____	_____
3.8.4	Single Display	_____	_____	_____
3.8.5	Multiple Screen	_____	_____	_____
3.8.6.1	Index Display	_____	_____	_____
3.8.6.2	Brief Display	_____	_____	_____
3.8.6.3	Full Display	_____	_____	_____
3.8.6.4	MARC Display	_____	_____	_____
3.8.7	Indicate Level	_____	_____	_____
3.8.8	Default Level	_____	_____	_____
*3.8.9	Select Formats	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.8	<u>Display</u> (continued)			
3.8.10	Multiple Records	_____	_____	_____
3.8.11	Display Order	_____	_____	_____
3.8.12	Display Each	_____	_____	_____
3.8.13.1	Index: Line No.	_____	_____	_____
3.8.13.2	Index: Auth.	_____	_____	_____
3.8.13.3	Index: Title	_____	_____	_____
3.8.13.4	Index: Loca.	_____	_____	_____
3.8.13.5	Index: Type	_____	_____	_____
3.8.13.6	Index: Format	_____	_____	_____
3.8.13.7	Index: Date	_____	_____	_____
*3.8.14	Number Retrieved	_____	_____	_____
3.8.15	On Order Records	_____	_____	_____
3.8.16	Temp. Records	_____	_____	_____
3.8.17.1	Brief: U.T.	_____	_____	_____
3.8.17.2	Brief: Edition	_____	_____	_____
3.8.17.3	Brief: Imp.	_____	_____	_____
3.8.17.4	Brief: Coll.	_____	_____	_____
3.8.17.5	Brief: 362	_____	_____	_____
3.8.17.6	Brief: Ser.	_____	_____	_____
3.8.17.7	Brief: Link.	_____	_____	_____
3.8.17.8	Brief: Subj.	_____	_____	_____
3.8.18.1	Item: Loca.	_____	_____	_____
3.8.18.2	Item: Call No.	_____	_____	_____
3.8.18.3	Item: Parts	_____	_____	_____
3.8.18.4	Item: Copy No.	_____	_____	_____
3.8.18.5	Item: Status	_____	_____	_____
3.8.19.1	Item: Loca.	_____	_____	_____
3.8.19.2	Item: Call No.	_____	_____	_____
3.8.19.3	Item: Holdings	_____	_____	_____
3.8.19.4	Item: Message	_____	_____	_____
3.8.20.1	Status: Circ.	_____	_____	_____
3.8.20.2	Status: Order	_____	_____	_____
3.8.20.3	Status: In Proc.	_____	_____	_____
3.8.20.4	Status: Class Res.	_____	_____	_____
3.8.20.5	Status: Bind.	_____	_____	_____
3.8.20.6	Status: Missing	_____	_____	_____
3.8.20.7	Status: Lost	_____	_____	_____
3.8.20.8	Status: Claim	_____	_____	_____
3.8.21	Display First	_____	_____	_____
3.8.22.1	Full: lxx-8xx	_____	_____	_____
3.8.22.2	Full: Item	_____	_____	_____
3.8.22.3	Full: Holdings	_____	_____	_____
3.8.23	Detailed Holdings	_____	_____	_____
*3.8.24	Labels	_____	_____	_____
3.8.25	MARC Display	_____	_____	_____
3.8.26	See Display	_____	_____	_____
3.8.27	See Also	_____	_____	_____
3.8.28.1	Auth: Index	_____	_____	_____
3.8.28.2	Auth: Brief	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
3.8	<u>Display (continued)</u>			
3.8.28.3	Auth: MARC	_____	_____	_____
3.8.29.1	Auth. Access Pt.	_____	_____	_____
3.8.29.2	Line No.	_____	_____	_____
3.8.30.1	Auth. Access Pt.	_____	_____	_____
3.8.30.2	See From	_____	_____	_____
3.8.30.3	See Also	_____	_____	_____
3.9	<u>Products</u>			
3.9.1	Screen Print	_____	_____	_____
3.9.2	Search Results	_____	_____	_____
3.9.3	Distrib. Printing	_____	_____	_____
*3.9.4	Sorted	_____	_____	_____
3.9.5	Print Limit	_____	_____	_____
*3.9.6	User Limit	_____	_____	_____
3.9.7	Review Lists	_____	_____	_____
3.9.8	MARC Tape	_____	_____	_____
3.9.9	Authority Tape	_____	_____	_____
3.9.10	COM Backup Tape	_____	_____	_____
3.9.11	Spine Labels	_____	_____	_____
*3.9.12	Shelf List Card	_____	_____	_____
3.9.13	Statistics	_____	_____	_____
*3.9.14	Parameters	_____	_____	_____
3.9.15	Time Periods	_____	_____	_____
*3.9.16	Previous Year	_____	_____	_____
3.9.17	By Library	_____	_____	_____
3.9.18	Multiple Libs.	_____	_____	_____
3.9.19	No. Records	_____	_____	_____
*3.9.20.1	Class. No.	_____	_____	_____
*3.9.20.2	Type	_____	_____	_____
*3.9.20.3	Lang.	_____	_____	_____
3.9.21	By Library	_____	_____	_____
3.9.22	No. Changed	_____	_____	_____
3.9.23.1	Type Search	_____	_____	_____
3.9.23.2	CRT Used	_____	_____	_____
3.9.23.3	Success Rate	_____	_____	_____
3.9.23.4	Access Pts.	_____	_____	_____
*3.9.24	Tape Log	_____	_____	_____
3.8.25	Response Time	_____	_____	_____
3.9.26	Help Used	_____	_____	_____
3.9.27.1	Screens Prtd.	_____	_____	_____
3.9.27.2	Searches Prtd.	_____	_____	_____
3.9.27.3	Labels Prtd.	_____	_____	_____
3.9.27.4	Cards Prtd.	_____	_____	_____
3.9.27.5	Lists Prtd.	_____	_____	_____
3.9.28	Session Time	_____	_____	_____
*3.9.29	Comments	_____	_____	_____
*3.2.30.1	Record Size	_____	_____	_____
*3.2.30.2	AccessPts./Rec.	_____	_____	_____
*3.2.30.3	Index/Type	_____	_____	_____
*3.2.30.4	Recs./Index	_____	_____	_____
*3.9.31	Specify Citations	_____	_____	_____

* Optional

CIRCULATION SUBSYSTEM

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.1	<u>General</u>		
4.1.1.1	Interface OPAC		
4.1.1.2	Interface Acq.		
4.1.1.3	Interface Ser.		
4.1.2	Records		
4.1.3	CRT Access		
4.1.4	Use by Network		
4.1.5	Financial Data		
4.1.6	Branch Use		
4.1.7	Status Display		
4.1.8	Minimum		
4.1.9	Expandable		
4.1.10	Shared Database		
4.1.11	Backup		
4.2	<u>Borrower</u>		
4.2.1	Records		
4.2.2	Barcodes		
4.2.3	Register		
4.2.4	Authorize ID		
4.2.5	Multiple ID's		
4.2.6.1	Barcode		
4.2.6.2	S.S. No.		
4.2.6.3	Name		
4.2.6.4	Address 1		
4.2.6.5	Phone 1		
4.2.6.6	Address 2		
4.2.6.7	Phone 2		
4.2.6.8	Code		
4.2.6.9	Exp. Date		
4.2.6.10	Regis. Date		
4.2.6.11	Library		
4.2.6.12	Status		
4.2.6.13	Notes		
4.2.6.7	Activ. Date		
4.2.6.15	Birth		
4.2.6.16	Parent		
*4.2.7.1	Statis. Code		
*4.2.7.2	Counter		
*4.2.8	Var. Fields		
*4.2.9.1	Exp. Date		
*4.2.9.2	Regis. Date		
*4.2.9.3	Library		
*4.2.9.4	Activ. Date		
*4.2.9.5	Status		
4.2.10	255 Categories		
4.2.11	Pseudo-patrons		
4.2.12	Lost ID		

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.2	<u>Borrower (continued)</u>		
4.2.13.1	Access: ID No.	_____	_____
4.2.14.2	Access: Name	_____	_____
4.2.13.3	Access: S.S. No.	_____	_____
4.2.14.1	Full Record	_____	_____
4.2.14.2	Charges	_____	_____
4.2.14.3	Holds	_____	_____
4.2.14.4	Notices	_____	_____
4.2.14.5	Financial	_____	_____
4.2.15	Borrowers Access	_____	_____
*4.2.16	Shipping Lists	_____	_____
4.2.17	Keying	_____	_____
4.2.18	Online Editing	_____	_____
4.2.19	Online Deletion	_____	_____
4.2.20	Delete: Activity	_____	_____
4.2.21	Delete: Exp. Date	_____	_____
*4.2.22	Default Values	_____	_____
4.2.23	Batch Load	_____	_____
4.2.24	Update	_____	_____
4.2.25	Record Format	_____	_____
*4.2.26	Link: Local Recs.	_____	_____
*4.2.27	Link: Holds	_____	_____
4.3	<u>Charges</u>		
4.3.1	Charging	_____	_____
4.3.2	Renewal	_____	_____
4.3.3	Barcodes	_____	_____
4.3.4	Keying	_____	_____
4.3.5	Oper. Alert	_____	_____
4.3.6	Borrower ID	_____	_____
4.3.7	Check Status	_____	_____
4.3.8.1	Not Regis.	_____	_____
4.3.8.2	ID Expired	_____	_____
4.3.8.3	ID Lost	_____	_____
4.3.8.4	Too Many Charges	_____	_____
4.3.8.5	Overdues	_____	_____
4.3.8.6	Fines	_____	_____
4.3.8.7	Renewals	_____	_____
4.3.9.1	No. Charges	_____	_____
4.3.9.2	No. Overdues	_____	_____
4.3.9.3	Amt. Fines	_____	_____
4.3.9.4	No. Renewals	_____	_____
*4.3.9.5	Time Overdue	_____	_____
4.3.10	Manual Blocks	_____	_____
4.3.11	Allow Circ.	_____	_____
4.3.12.1	Hold	_____	_____
4.3.12.2	Charged	_____	_____
4.3.12.3	Missing	_____	_____
4.3.12.4	Non-Circ.	_____	_____
4.3.12.5	No Record	_____	_____
4.3.12.6	No Renewal	_____	_____
4.3.12.7	Lost	_____	_____

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.3	<u>Charges (continued)</u>		
4.3.12.8	Claims Ret.	_____	_____
4.3.13	Display Reason	_____	_____
4.3.14	Override	_____	_____
4.3.15	Auto. Discharge	_____	_____
4.3.16	Update Status	_____	_____
4.3.17	Link Item/Borr.	_____	_____
4.3.18	Multiple Charges	_____	_____
4.3.19	Re-entry of Barcode	_____	_____
4.3.20.1	Due Date: Lib.	_____	_____
4.3.20.2	Due Date: Borr.	_____	_____
4.3.20.3	Due Date: Mat.	_____	_____
4.3.20.4	Due Date: Hours	_____	_____
4.3.21	Parameters	_____	_____
4.3.22	Modify Para.	_____	_____
4.3.23	Calculate Due Date	_____	_____
4.3.24	Intervals	_____	_____
4.3.25	Restricted Periods	_____	_____
4.3.26	Change Due Date	_____	_____
4.3.27	Change Hours	_____	_____
4.3.28	Circ. Uncat'd.	_____	_____
4.3.29	On-the-Fly	_____	_____
4.3.30	Secondary Charge	_____	_____
4.3.31	Fines at Renewal	_____	_____
4.3.32	Block Renewal	_____	_____
4.3.33	No Renewals	_____	_____
4.3.34	Phone Renewal	_____	_____
*4.3.35	Global Renewal	_____	_____
4.3.36	All Types	_____	_____
4.4	<u>Discharges</u>		
4.4.1	Discharge	_____	_____
4.4.2	Borr. Barcode	_____	_____
4.4.3	Prelim. Discharge	_____	_____
4.4.4	Update Status	_____	_____
4.4.5	Update Link	_____	_____
4.4.6	Hist. Data	_____	_____
4.4.7	Set Dates	_____	_____
4.4.8.1	Hold	_____	_____
4.4.8.2	Missing	_____	_____
4.4.8.3	Lost	_____	_____
4.4.8.4	Claims Ret.	_____	_____
4.4.8.5	Home Loc.	_____	_____
4.4.8.6	Not Charged	_____	_____
4.4.8.7	No Record	_____	_____
4.4.8.8	On-the-Fly	_____	_____
4.4.8.9	Overdue	_____	_____
4.4.9	Display Reason	_____	_____
4.4.10	Fines at Discharge	_____	_____
4.4.11	Fines Stored	_____	_____
4.4.12	Immed. Payment	_____	_____
4.4.13	Shelving	_____	_____
*4.4.14	Sorting Status	_____	_____

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.5	<u>Hold</u> s			
4.5.1	Holds	_____	_____	_____
4.5.1	Specific Copy	_____	_____	_____
4.5.3	On Order	_____	_____	_____
4.5.4.1	Non-Circ.	_____	_____	_____
4.5.4.2	Booking	_____	_____	_____
4.5.5	Borrower ID	_____	_____	_____
4.5.6	Check Status	_____	_____	_____
4.5.7	Dup. Holds	_____	_____	_____
*4.5.8	Max. Holds	_____	_____	_____
4.5.9	Date Hold	_____	_____	_____
*4.5.10	Pickup	_____	_____	_____
*4.5.11	Auto. Date	_____	_____	_____
4.5.12	Queue 255	_____	_____	_____
4.5.13	Display Holds	_____	_____	_____
4.5.14	Modify Queue	_____	_____	_____
4.5.15.1	Cancel: Filled	_____	_____	_____
4.5.15.2	Cancel: Request	_____	_____	_____
4.5.15.3	Cancel: Library	_____	_____	_____
4.5.15.4	Cancel: Time	_____	_____	_____
4.5.15.5	Cancel: Date	_____	_____	_____
4.5.15.6	Cancel: Missing	_____	_____	_____
4.5.16	Alert Holds	_____	_____	_____
4.5.17	Charge Hold	_____	_____	_____
4.5.18	Override	_____	_____	_____
4.5.19	Auto. Delete	_____	_____	_____
4.5.20	Recalls	_____	_____	_____
4.5.21	Modify Recall	_____	_____	_____
4.5.22	Recall Due Date	_____	_____	_____
4.5.23	Indicate Hold	_____	_____	_____
4.5.24	Alert Borrower	_____	_____	_____
4.5.25	Time Held	_____	_____	_____
*4.5.26	Borrower Holds	_____	_____	_____
*4.5.27	Remove Holds	_____	_____	_____
4.5.28	Search Requests	_____	_____	_____
*4.5.29	Borrower ID	_____	_____	_____
*4.5.30	Dup. Searches	_____	_____	_____
*4.5.31	Max. Searches	_____	_____	_____
4.5.32	Exp. Date	_____	_____	_____
4.5.33	Auto. Date	_____	_____	_____
4.5.34	Display Searches	_____	_____	_____
*4.5.35.1	Cancel: Found	_____	_____	_____
*4.5.35.2	Cancel: Request	_____	_____	_____
*4.5.35.3	Cancel: Library	_____	_____	_____
*4.5.35.4	Cancel: Time	_____	_____	_____
*4.5.35.5	Cancel: Date	_____	_____	_____
*4.5.35.6	Cancel: Missing	_____	_____	_____
4.5.36	Alert Holds	_____	_____	_____

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.6	<u>Overdues</u>		
4.6.1	Overdues		
4.6.2.1	Due Date		
4.6.2.2	Grace Period		
4.6.3	Notices		
4.6.4	Specify Grace Per.		
4.6.5	Overdue Parameters		
4.6.6	Branch Printing		
4.6.7.1	Lost		
4.6.7.2	Claims Returned		
4.6.7.3	Not Charged		
4.6.8	Suppress Printing		
4.6.9.1	Status: Cl. Ret.		
4.6.9.2	Status: Lost		
4.6.9.3	Status: Not Chgd.		
4.6.10	Auto. Status		
*4.6.11	Hist. Overdues		
4.7	<u>Fines</u>		
4.7.1	Fines		
4.7.2	Direct Input		
4.7.3.1	By Library		
4.7.3.2	By Borrower		
4.7.3.3	By Material		
4.7.3.4	By Time		
4.7.3.5	Rental		
4.7.4	Replacement Fees		
4.7.5.1	Overdues		
4.7.5.2	Lost		
4.7.5.3	Rental		
4.7.5.4	Damaged		
4.7.5.5	Service Fees		
4.7.6	Branch Specify		
4.7.7	Change Fines		
4.7.8	No Fines		
4.7.9	Grace Period		
4.7.10	Max. Fine		
4.7.11	Billing Threshold		
4.7.12	Display Records		
4.7.13.1	Records: ID		
4.7.13.2	Records: Total		
4.7.13.3	Records: Items		
4.7.13.4	Records: History		
4.7.13.5	Records: Fines		
4.7.13.6	Records: Fees		
4.7.13.7	Records: Paid		
4.7.13.8	Records: Credits		

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.7	<u>Fines</u>			
4.7.14	Modify Records	_____	_____	_____
4.7.15	Credits	_____	_____	_____
4.7.16	Partial Payment	_____	_____	_____
4.7.17	Updates	_____	_____	_____
4.7.18	All Branches	_____	_____	_____
4.7.19	By Library System	_____	_____	_____
4.7.20	Lost Returned	_____	_____	_____
4.7.21	Deposits	_____	_____	_____
4.7.22	Bad Debts	_____	_____	_____
*4.7.23	Link IBM	_____	_____	_____
*4.7.24	Link Other	_____	_____	_____
4.8	<u>Reserve Room</u>			
4.8.1	Reserve Room	_____	_____	_____
4.8.2	Unowned Items	_____	_____	_____
4.8.3	Reserve Collections	_____	_____	_____
4.8.4	Branch Reserves	_____	_____	_____
4.8.5	More Than One Course	_____	_____	_____
4.8.6	Recalls	_____	_____	_____
4.8.7	On Order	_____	_____	_____
4.8.8	Missing	_____	_____	_____
4.8.9	Uncataloged	_____	_____	_____
4.8.10.1	Barcode	_____	_____	_____
4.8.10.2	Author	_____	_____	_____
4.8.10.3	Title	_____	_____	_____
4.8.10.4	Call No.	_____	_____	_____
4.8.10.5	Course No.	_____	_____	_____
4.8.10.6	Faculty	_____	_____	_____
4.8.10.7	Loan Period	_____	_____	_____
4.8.10.8	Status	_____	_____	_____
4.8.10.9	Date	_____	_____	_____
4.8.10.10	Exp. Date	_____	_____	_____
4.8.10.11	Location	_____	_____	_____
*4.8.11.1	Var. Author	_____	_____	_____
*4.8.11.2	Var. Title	_____	_____	_____
*4.8.11.3	Var. Call No.	_____	_____	_____
4.8.12	System Req.	_____	_____	_____
4.8.13	Use Bib. Data	_____	_____	_____
*4.8.14	Verify ID	_____	_____	_____
*4.8.15	Block Entry	_____	_____	_____
4.8.16	Hourly Loans	_____	_____	_____
4.8.17	Branch Loans	_____	_____	_____
*4.8.18	Auto. Date	_____	_____	_____
*4.8.19	Auto. Exp. Date	_____	_____	_____
4.8.20	Override	_____	_____	_____
4.8.21	Access Points	_____	_____	_____
4.8.22	OPAC Display	_____	_____	_____
4.8.23	Status Display	_____	_____	_____
4.8.24	Keying	_____	_____	_____
4.8.25	Modify Data	_____	_____	_____

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.8	<u>Reserve Room (continued)</u>		
4.8.26	Delete Data	_____	_____
4.8.27	Charges	_____	_____
4.8.28	Alert Reserves	_____	_____
4.8.29.1	Loan: Library	_____	_____
4.8.29.2	Loan: Reserve	_____	_____
4.8.29.3	Loan: Service Hours	_____	_____
*4.8.30	Overnight	_____	_____
4.8.31	Fines Hourly	_____	_____
4.8.32	Branch Fines	_____	_____
4.8.33	Financial Records	_____	_____
4.8.34	Holds	_____	_____
*4.8.35	Auto. Cancel	_____	_____
4.8.36	No Recalls	_____	_____
4.8.37	Purge: Date	_____	_____
4.8.38	Global Extension	_____	_____
4.8.39	Purge: Course	_____	_____
4.8.40	Orig. Loca.	_____	_____
4.9	<u>Booking</u>		
4.9.1	Booking	_____	_____
4.9.2	Branch Booking	_____	_____
4.9.3	Branch Specify	_____	_____
4.9.4	On Order	_____	_____
4.9.5	Unowned Items	_____	_____
4.9.6	Enter Data	_____	_____
4.9.7	Use System Files	_____	_____
4.9.8.1	Title	_____	_____
4.9.8.2	Edition	_____	_____
4.9.8.3	Pub.	_____	_____
4.9.8.4	Date	_____	_____
4.9.8.5	Audience	_____	_____
4.9.8.6	Color	_____	_____
4.9.8.7	Sound	_____	_____
4.9.8.8	Format	_____	_____
4.9.8.9	Run Time	_____	_____
4.9.8.10	Parts	_____	_____
4.9.8.11	Series	_____	_____
4.9.8.12	Abstract	_____	_____
4.9.8.13	ISBN	_____	_____
4.9.8.14	Subjects	_____	_____
4.9.8.15	Copies	_____	_____
4.9.8.16	Notes	_____	_____
4.9.8.17	Call No.	_____	_____
4.9.8.18	Location	_____	_____
4.9.8.19	Price	_____	_____
4.9.8.20	Status	_____	_____
4.9.8.21	Ownership	_____	_____
4.9.8.22	Barcode	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.9	<u>Booking (continued)</u>			
4.9.9.1	Descrip.	_____	_____	_____
4.9.9.2	Serial No.	_____	_____	_____
4.9.9.3	Accessories	_____	_____	_____
4.9.9.4	P. O. No.	_____	_____	_____
4.9.9.5	Manuf.	_____	_____	_____
4.9.9.6	Property No.	_____	_____	_____
4.9.9.7	Model No.	_____	_____	_____
4.9.9.8	Location	_____	_____	_____
4.9.9.9	Past Loca.	_____	_____	_____
4.9.9.10	Barcode	_____	_____	_____
4.9.9.11	Cost	_____	_____	_____
4.9.9.12	Maint. Log	_____	_____	_____
4.9.9.13	Ownership	_____	_____	_____
4.9.9.14	Rental	_____	_____	_____
4.9.10.1	Library	_____	_____	_____
4.9.10.2	Type	_____	_____	_____
4.9.10.3	Building	_____	_____	_____
4.9.10.4	Room No.	_____	_____	_____
4.9.10.5	Seating	_____	_____	_____
4.9.10.6	Equipment	_____	_____	_____
4.9.10.7	Outlets	_____	_____	_____
4.9.10.8	Phone	_____	_____	_____
4.9.10.9	Barcode	_____	_____	_____
4.9.11	Online Entry	_____	_____	_____
4.9.12	Modify Data	_____	_____	_____
4.9.13	Delete Data	_____	_____	_____
4.9.14.1	Hour	_____	_____	_____
4.9.14.2	Day	_____	_____	_____
4.9.14.3	Week	_____	_____	_____
4.9.14.4	Month	_____	_____	_____
4.9.14.5	Semester	_____	_____	_____
4.9.15	One Year	_____	_____	_____
*4.9.16	Auto. Date	_____	_____	_____
4.9.17	Delivery Date	_____	_____	_____
4.9.18	Maint. Time	_____	_____	_____
4.9.19.1	Ship Date	_____	_____	_____
4.9.19.2	Address	_____	_____	_____
4.9.19.4	Instruct.	_____	_____	_____
4.9.19.4	Billing	_____	_____	_____
4.9.20	Default Pickup	_____	_____	_____
*4.9.21	Specify Pickup	_____	_____	_____
4.9.22.1	Tentative	_____	_____	_____
4.9.22.2	Multiple Options	_____	_____	_____
4.9.22.3	Multiple Per Day	_____	_____	_____
4.9.22.4	Repeat	_____	_____	_____
4.9.22.5	Serial	_____	_____	_____
4.9.23	In Repair	_____	_____	_____
4.9.24	Sched. Maint.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.9	<u>Booking (continued)</u>			
4.9.25.1	Access: Call No.	_____	_____	_____
4.9.25.2	Access: Borrower	_____	_____	_____
4.9.25.3	Access: Barcode	_____	_____	_____
4.9.26	Access Equipmt.	_____	_____	_____
4.9.27	Access Rooms	_____	_____	_____
4.9.28.1	Display Month	_____	_____	_____
4.9.28.2	Display Day	_____	_____	_____
4.9.28.3	Display Avail.	_____	_____	_____
4.9.28.4	Display Bookings	_____	_____	_____
4.9.29	Suppress OPAC Display	_____	_____	_____
4.9.30	Block Booking	_____	_____	_____
4.9.31	Specify Borrowers	_____	_____	_____
4.9.32	Check Borrower ID	_____	_____	_____
4.9.33.1	Block: No Record	_____	_____	_____
4.9.33.2	Block: Booked	_____	_____	_____
4.9.33.3	Block: Closed	_____	_____	_____
4.9.33.4	Block: Missing	_____	_____	_____
4.9.33.5	Block: No Booking	_____	_____	_____
4.9.34.1	Cancel: Request	_____	_____	_____
4.9.34.2	Cancel: Library	_____	_____	_____
4.9.34.3	Cancel: Time	_____	_____	_____
4.9.34.4	Cancel: Missing	_____	_____	_____
4.9.35	Charge	_____	_____	_____
4.9.36	No Holds	_____	_____	_____
4.9.37	Alert Bookings	_____	_____	_____
4.9.38	Charge Borrower	_____	_____	_____
4.9.39	Later Fees	_____	_____	_____
4.9.40	Input Fees	_____	_____	_____
4.9.41	Branch Fees	_____	_____	_____
4.9.42	Exempt Fees	_____	_____	_____
4.9.43	Rental	_____	_____	_____
4.9.44.1	Fees by Branch	_____	_____	_____
4.9.44.2	Fees by Material	_____	_____	_____
4.9.44.3	Fees by Time	_____	_____	_____
4.9.44.4	Fees by Borrower	_____	_____	_____
4.9.45	Deliv. Fees	_____	_____	_____
4.9.46	Lost Fees	_____	_____	_____
4.9.47	Financial Records	_____	_____	_____
4.10	<u>Interlibrary</u>			
4.10.1	Transmit Messages	_____	_____	_____
4.10.2	Responses	_____	_____	_____
*4.10.3	Track Rates	_____	_____	_____
4.10.4	Lending DALNET	_____	_____	_____
*4.10.5	In Transit	_____	_____	_____
4.10.6	Charge DALNET	_____	_____	_____
4.10.7	Use Restrict.	_____	_____	_____
4.10.8	Reciprocal Borr.	_____	_____	_____
4.10.9	Lending non-DALNET	_____	_____	_____
4.10.10	Charge non-DALNET	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.10	<u>Interlibrary (continued)</u>			
4.10.11.1	Charges	_____	_____	_____
4.10.11.2	Renew	_____	_____	_____
4.10.11.3	Blocks	_____	_____	_____
4.10.11.4	Discharges	_____	_____	_____
4.10.11.5	Overdues	_____	_____	_____
4.10.11.6	Fines	_____	_____	_____
4.10.12	Specify Loans	_____	_____	_____
*4.10.13	Holds DALNET	_____	_____	_____
4.10.14	Routing	_____	_____	_____
*4.10.15	Direct Return	_____	_____	_____
4.10.16	Fees Assessment	_____	_____	_____
4.10.17	Specify Fees	_____	_____	_____
4.10.18	Financial Records	_____	_____	_____
4.10.19	Borrower's Account	_____	_____	_____
4.10.20	Photocopy Fees	_____	_____	_____
*4.10.21	Countg. Photocopies	_____	_____	_____
*4.10.22	Borrower Messages	_____	_____	_____
*4.10.23	Library Responses	_____	_____	_____
*4.10.24	Link OCLC ILL	_____	_____	_____
4.11	<u>Inventory</u>			
4.11.1	Inventory	_____	_____	_____
4.11.2.1	On Shelf	_____	_____	_____
4.11.2.2	Misshelved	_____	_____	_____
4.11.2.3	Not on Shelf	_____	_____	_____
4.11.2.4	No Records	_____	_____	_____
4.11.2.5	Another Library	_____	_____	_____
4.11.3	Inv. Dates	_____	_____	_____
4.11.4.1	Missing	_____	_____	_____
4.11.4.2	Lost	_____	_____	_____
4.11.4.3	Claims Ret.	_____	_____	_____
4.11.4.4	Charged	_____	_____	_____
4.11.4.5	Bindery	_____	_____	_____
4.11.5	Update missing	_____	_____	_____
4.12	<u>Audit</u>			
4.12.1.1	Fines Levied	_____	_____	_____
4.12.1.2	Fines Paid	_____	_____	_____
4.12.1.3	Refunds	_____	_____	_____
4.12.1.4	Deposits	_____	_____	_____
4.12.2	Access	_____	_____	_____
*4.12.3	Machine-readable	_____	_____	_____
4.12.4	Overrides	_____	_____	_____
4.12.5.1	Person ID	_____	_____	_____
4.12.5.2	Date	_____	_____	_____
4.12.5.3	Time	_____	_____	_____
4.12.5.4	Access	_____	_____	_____
4.12.5.5	Function	_____	_____	_____
4.12.5.6	Data	_____	_____	_____
4.12.5.7	CRT	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.12	<u>Audit (continued)</u>			
4.12.6	No Edit	_____	_____	_____
4.12.7	GAAP	_____	_____	_____
4.13	<u>Notices</u>			
4.13.1	Screen Print	_____	_____	_____
4.13.2	Date Due Slip	_____	_____	_____
*4.13.3	Date Due on Demand	_____	_____	_____
4.13.4	Discharge Receipt	_____	_____	_____
4.13.5	Fines Receipt	_____	_____	_____
4.13.6	Routing Slip	_____	_____	_____
4.13.7	Recall Notice	_____	_____	_____
4.13.8	Hold Avail. Notice	_____	_____	_____
4.13.9	Avail. Notice Queue	_____	_____	_____
4.13.10	Cancel Notice	_____	_____	_____
4.13.11	Search Avail. Notice	_____	_____	_____
4.13.12	Reserve Notice	_____	_____	_____
4.13.13	Booking Cancel	_____	_____	_____
4.13.14	ILL Notice	_____	_____	_____
4.13.15	Overdue Notice	_____	_____	_____
4.13.16.1	Library	_____	_____	_____
4.13.16.2	Borrower	_____	_____	_____
4.13.16.3	Item Data	_____	_____	_____
4.13.16.4	Due Date	_____	_____	_____
4.13.16.5	Notice Date	_____	_____	_____
*4.13.16.6	Fine Rates	_____	_____	_____
4.13.17	All Overdues	_____	_____	_____
4.13.18	Reserve Overdues	_____	_____	_____
4.13.19	Reserve on Demand	_____	_____	_____
4.13.20	Fine Invoice	_____	_____	_____
4.13.21.1	Library System	_____	_____	_____
4.13.21.2	Borrower ID	_____	_____	_____
4.13.21.3	Borrower Data	_____	_____	_____
4.13.21.4	Item Data	_____	_____	_____
4.13.21.5	Fine	_____	_____	_____
4.13.21.6	Fees	_____	_____	_____
4.13.21.7	Balance Owed	_____	_____	_____
4.13.21.8	Payments	_____	_____	_____
4.13.21.9	Total Owed	_____	_____	_____
4.13.21.10	Date	_____	_____	_____
4.13.21.11	Branch	_____	_____	_____
4.13.21.12	Where to Pay	_____	_____	_____
4.13.22	Single Invoice	_____	_____	_____
4.13.23	Billing Threshold	_____	_____	_____
4.13.24	Batch Runs	_____	_____	_____
4.13.25	Formats	_____	_____	_____
4.13.26	Address	_____	_____	_____
4.13.27	Mailing Notices	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.13	<u>Notices (continued)</u>			
4.13.28	Mailing Invoices	_____	_____	_____
4.13.29	Reprint	_____	_____	_____
4.13.30	Restart	_____	_____	_____
4.13.31	Upon Request	_____	_____	_____
4.13.32	Record Kept	_____	_____	_____
4.13.33.1	Labels: Booking	_____	_____	_____
4.13.33.2	Labels: ILL	_____	_____	_____
*4.13.34	Return Labels	_____	_____	_____
*4.13.35	Insurance Slips	_____	_____	_____
4.14	<u>Reports</u>			
4.14.1	Management Reports	_____	_____	_____
4.14.2	Comb. Libs.	_____	_____	_____
4.14.3	Online Reports	_____	_____	_____
4.14.4	On Demand	_____	_____	_____
4.14.5	Print on Site	_____	_____	_____
4.14.6	List Borr. Overdues	_____	_____	_____
4.14.7	List. Borr. Fines	_____	_____	_____
*4.14.8.1	Mach-rd.Borr.Over.	_____	_____	_____
*4.14.8.2	Mach-rd.Borr.Fines	_____	_____	_____
*4.14.9	Mailing Lists	_____	_____	_____
4.14.10.1	Items Missing	_____	_____	_____
4.14.10.2	Items Claims Ret.	_____	_____	_____
4.14.11	Holds to Locate	_____	_____	_____
4.14.12	Cancelled Holds	_____	_____	_____
4.14.13	Searches	_____	_____	_____
4.14.14.1	Reserve: Library	_____	_____	_____
4.14.14.2	Reserve: Course	_____	_____	_____
4.14.14.3	Reserve: Faculty	_____	_____	_____
4.14.14.4	Reserve: Call No.	_____	_____	_____
4.14.14.5	Reserve: Auth./Tit.	_____	_____	_____
4.14.14.6	Reserve: Exp. Date	_____	_____	_____
4.14.15	Each List	_____	_____	_____
4.14.16.1	Exp.Res:Call No.	_____	_____	_____
4.14.16.2	Exp.Res:Course	_____	_____	_____
4.14.16.3	Exp.Res:Faculty	_____	_____	_____
*4.14.17	Previous Reserves	_____	_____	_____
4.14.18	Overdue Reserves	_____	_____	_____
4.14.19	Booking Delivery	_____	_____	_____
4.14.20	Booking Pick. List	_____	_____	_____
4.14.21.1	Booked Material	_____	_____	_____
4.14.21.2	Audience	_____	_____	_____
4.14.21.3	Type	_____	_____	_____
4.14.21.4	Supplier	_____	_____	_____
4.14.22	Eqpmt.Inventory	_____	_____	_____
4.14.23	Maint. List	_____	_____	_____
4.14.24	ILL Pick. List	_____	_____	_____
4.14.25.1	Lending Reports	_____	_____	_____
4.14.25.2	Borrowing Reports	_____	_____	_____
4.14.26.1	By Instit.	_____	_____	_____
4.14.26.2	By Journal	_____	_____	_____
4.14.26.3	By Auth/Tit.	_____	_____	_____

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
4.14	<u>Reports (continued)</u>		
*4.14.27	Missing in-transit		
4.14.28.1	Items not on Shelf		
4.14.28.2	Items Misshelved		
4.14.28.3	Items on Shelf		
4.14.28.4	Another Library		
4.14.29	Statistics		
4.14.30	By Library		
4.14.31	Comb. Libraries		
4.14.32	Cum. Data		
4.14.33.1	Charges		
4.14.33.2	Renewals		
4.14.33.3	Holds		
4.14.33.4	Searches		
4.14.33.5	Discharges		
4.14.33.6	Recalls		
4.14.33.7	Overdues		
4.14.33.8	Fines Levied		
4.14.33.9	Fines Cancelled		
4.14.33.10	Fines Outs.		
4.14.33.11	Reserves		
4.14.33.12	Bookings		
4.14.33.13	Notices		
4.14.33.14	Missings		
4.14.33.15	Items in Circ.		
4.14.33.16	Money Collected		
*4.14.34.1	By Material		
*4.14.34.2	By Borrower		
*4.14.35	Hourly		
4.14.36	No. Checkouts		
*4.14.37	All Checkouts		
4.14.38	No. Times		
*4.14.39	On-the-Fly		
4.14.40	No. Holds		
4.14.41.1	Use by Class.		
4.14.41.2	Use by Type		
4.14.41.3	Use by Borr.		
4.14.42.1	Borr. by Zip		
4.14.42.2	Borr. by Code		
4.14.42.3	Borr. by Activ.		
4.14.42.4	Borr. by Delinq.		
*4.14.42.5	Borr. by Stat.		
4.14.43.1	No. Borrowers		
4.14.43.2	No. Added		
4.14.43.3	No. Changed		
4.14.43.4	No. Deleted		
*4.14.44	Active Borrowers		
*4.14.45	Reminder List		
4.14.46	In-House Use		
4.14.47	Transactions/workstn.		
4.14.48.1	ILL Req. Rec.		

* Optional

5. ACQUISITIONS SUBSYSTEM

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.1	<u>General</u>			
5.1.1.1	Interface OPAC	_____	_____	_____
5.1.1.2	Interface Circ.	_____	_____	_____
5.1.1.3	Interface Serials	_____	_____	_____
5.1.2	CRT Access	_____	_____	_____
5.1.3	OPAC Access	_____	_____	_____
5.1.4	Multiple Library Systems	_____	_____	_____
5.1.5	Confidential Data	_____	_____	_____
5.1.6	Library System Use	_____	_____	_____
5.1.7	Branch Use	_____	_____	_____
5.1.8	Minimum	_____	_____	_____
5.1.9	Expandable	_____	_____	_____
5.2	<u>Records</u>			
5.2.1	Bib. Records	_____	_____	_____
5.2.2	Selection Records	_____	_____	_____
5.2.3	No Charge	_____	_____	_____
5.2.4	Brief Records	_____	_____	_____
5.2.5	Status Display	_____	_____	_____
5.2.6	Suppress Display	_____	_____	_____
5.2.7	MARC Formats	_____	_____	_____
5.2.8	OCLC Link	_____	_____	_____
5.2.9	Branch OCLC	_____	_____	_____
5.2.10	Dup. Records	_____	_____	_____
5.2.11	Display Dups.	_____	_____	_____
*5.2.12	Add Immediately	_____	_____	_____
5.2.13	Keying	_____	_____	_____
5.2.14	Immed. Access	_____	_____	_____
5.2.15	Modify Online	_____	_____	_____
5.2.16	Deletions	_____	_____	_____
5.2.17	Key Upgrade	_____	_____	_____
5.2.18	OCLC Upgrade	_____	_____	_____
*5.2.19	Auth. Control	_____	_____	_____
*5.2.20	Immed. Indexes	_____	_____	_____
*5.2.21	Vendor Tape Load	_____	_____	_____
*5.2.22	Vendor Link	_____	_____	_____
5.2.23	Dup. Records	_____	_____	_____
5.2.24	Display Dups.	_____	_____	_____
5.2.25	Review Function	_____	_____	_____
5.2.26	Add. Copies	_____	_____	_____
5.2.27.1	Author	_____	_____	_____
5.2.27.2	Title	_____	_____	_____
5.2.27.3	Edition	_____	_____	_____
5.2.27.4	Imprint	_____	_____	_____
5.2.27.5	Series	_____	_____	_____
5.2.27.6	ISSN/ISBN	_____	_____	_____
5.2.27.7	OCLC No.	_____	_____	_____
5.2.27.8	LCCN	_____	_____	_____
5.2.27.9	Call No.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.2	<u>Records (continued)</u>			
5.2.27.10	Source	_____	_____	_____
*5.2.27.11	CODEN	_____	_____	_____
*5.2.28	Same Database	_____	_____	_____
5.2.29.1	Library	_____	_____	_____
5.2.29.2	P.O. No.	_____	_____	_____
5.2.29.3	Format	_____	_____	_____
5.2.29.4	Vendor	_____	_____	_____
5.2.29.5	Vendor Message	_____	_____	_____
5.2.29.6	Copies	_____	_____	_____
5.2.29.7	Locations	_____	_____	_____
5.2.29.8	Order Date	_____	_____	_____
5.2.29.9	Requestor	_____	_____	_____
5.2.29.10	Order Type	_____	_____	_____
5.2.29.11	List Price	_____	_____	_____
5.2.29.12	Fund	_____	_____	_____
5.2.29.13	Renewal Date	_____	_____	_____
5.2.29.14	Status	_____	_____	_____
5.2.29.15	Action Date	_____	_____	_____
5.2.29.16	Received Date	_____	_____	_____
5.2.29.17	Message	_____	_____	_____
5.2.29.18	Mat'l Type	_____	_____	_____
5.2.29.19	Claim Cycle	_____	_____	_____
5.2.29.20	Vendor Response	_____	_____	_____
5.2.29.21	Frequency	_____	_____	_____
5.2.29.22	Subscrip. Period	_____	_____	_____
5.2.29.23	Barcode	_____	_____	_____
5.2.30	Order Date	_____	_____	_____
5.2.31	P.O. Number	_____	_____	_____
5.2.32	Library P.O. No.	_____	_____	_____
5.2.33	Action Date	_____	_____	_____
*5.2.34.1	Repeat Copies	_____	_____	_____
*5.2.34.2	Rep. Locations	_____	_____	_____
*5.2.34.3	Rep. Fund	_____	_____	_____
*5.2.34.4	Rep. Requestor	_____	_____	_____
*5.2.34.5	Rep. Library	_____	_____	_____
*5.2.35.1	Var. Author	_____	_____	_____
*5.2.35.2	Var. Title	_____	_____	_____
*5.2.35.3	Var. Series	_____	_____	_____
*5.2.35.4	Var. Call No.	_____	_____	_____
*5.2.35.5	Var. Message	_____	_____	_____
*5.2.36	Define Status	_____	_____	_____
*5.2.37	Define Type	_____	_____	_____
*5.2.38.1	Validate Vendor	_____	_____	_____
*5.2.38.2	Val. Fund	_____	_____	_____
*5.2.38.3	Val. Requestor	_____	_____	_____
5.2.39	System Req. Data	_____	_____	_____
*5.2.40	Library Specify	_____	_____	_____
5.2.41.1	Author	_____	_____	_____
5.2.41.2	Title	_____	_____	_____
5.2.41.3	Series	_____	_____	_____
5.2.41.4	ISSN/ISBN	_____	_____	_____
5.2.41.5	OCLC No.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.2	<u>Records (continued)</u>			
5.2.41.6	Call No.	_____	_____	_____
5.2.41.7	P.O. No.	_____	_____	_____
5.2.41.8	Vendor	_____	_____	_____
5.2.41.9	LCCN	_____	_____	_____
*5.2.41.10	Requestor	_____	_____	_____
*5.2.41.11	Order Date	_____	_____	_____
5.2.41.12	Barcode	_____	_____	_____
5.2.41.13	Record No.	_____	_____	_____
*5.2.41.14	CODEN	_____	_____	_____
5.2.42	Access by Library	_____	_____	_____
5.2.43	Access All Libraries	_____	_____	_____
*5.2.44	OPAC Access Points	_____	_____	_____
5.2.45	Holds/Bookings	_____	_____	_____
5.3	<u>Vendor</u>			
5.3.1	Vendor Records	_____	_____	_____
5.3.2	Each Library	_____	_____	_____
5.3.3	Keying	_____	_____	_____
5.3.4	Modify Online	_____	_____	_____
5.3.5	Delete	_____	_____	_____
*5.3.6	Purge	_____	_____	_____
5.3.7	Dup. Check	_____	_____	_____
*5.3.8	Review Function	_____	_____	_____
*5.3.9	Link	_____	_____	_____
5.3.10.1	Vendor Name	_____	_____	_____
5.3.10.2	Code	_____	_____	_____
5.3.10.3	Address	_____	_____	_____
5.3.10.4	Phone	_____	_____	_____
5.3.10.5	Account Rep.	_____	_____	_____
4.3.10.6	Rep's Address	_____	_____	_____
4.3.10.7	Rep's Phone	_____	_____	_____
4.3.10.8	Account No.	_____	_____	_____
4.3.10.9	Claims	_____	_____	_____
4.3.10.10	Source	_____	_____	_____
*4.3.10.11	Related Records	_____	_____	_____
*4.3.10.12	SAN	_____	_____	_____
*5.3.11.1	Repeat Address	_____	_____	_____
*5.3.11.2	Repeat Account No.	_____	_____	_____
5.3.12	Subsidiaries	_____	_____	_____
5.3.13	Distributors	_____	_____	_____
5.3.14.1	Access by Name	_____	_____	_____
5.3.14.2	Access by Code	_____	_____	_____
*5.3.15	Cross References	_____	_____	_____
5.3.16	No OPAC Display	_____	_____	_____
5.4	<u>Fund</u>			
5.4.1	Fund Records	_____	_____	_____
5.4.2	Financial Data	_____	_____	_____
5.4.3	Online/History	_____	_____	_____
5.4.4	5 Fiscal Years	_____	_____	_____
5.4.5	Change Fiscal Yr.	_____	_____	_____
5.4.6	Each Fund	_____	_____	_____
5.4.7	Keying	_____	_____	_____
5.4.8.1	Library	_____	_____	_____
5.4.8.2	Fund No.	_____	_____	_____

		<u>Vendor</u> <u>Response</u>	<u>Date</u> <u>Available</u>	<u>Reference</u>
5.4	<u>Fund (continued)</u>			
5.4.8.3	Fund Name	_____	_____	_____
5.4.8.4	Budget	_____	_____	_____
5.4.8.5	Encumbrance	_____	_____	_____
5.4.8.6	Expended	_____	_____	_____
5.4.8.7	Cash Balance	_____	_____	_____
5.4.8.8	Free Balance	_____	_____	_____
5.4.9	Alpha Numerics	_____	_____	_____
5.4.10	Control Breaks	_____	_____	_____
*5.4.11	Parent Inst. Fund	_____	_____	_____
5.4.12	Access	_____	_____	_____
5.4.13	Subfunds	_____	_____	_____
5.4.14	Auto. Update	_____	_____	_____
5.4.15	Edit Fund Name	_____	_____	_____
5.4.16	Warning	_____	_____	_____
5.4.17	Block	_____	_____	_____
5.4.18	Override Warning	_____	_____	_____
5.4.19	Override Block	_____	_____	_____
5.4.20	Re-create	_____	_____	_____
5.4.21	New Fiscal Year	_____	_____	_____
5.4.22	Close Funds	_____	_____	_____
5.4.23	Not Edit Amounts	_____	_____	_____
5.4.24	No OPAC Display	_____	_____	_____
5.5	<u>Expenditure</u>			
5.5.1	Expenditures	_____	_____	_____
5.5.2	Linked	_____	_____	_____
5.5.3.1	Pay Date	_____	_____	_____
5.5.3.2	Invoice Date	_____	_____	_____
5.5.3.3	Invoice No.	_____	_____	_____
5.5.3.4	Voucher No.	_____	_____	_____
5.5.3.5	Pay Fund	_____	_____	_____
5.5.3.6	Price	_____	_____	_____
5.5.3.7	Discount	_____	_____	_____
5.5.3.8	Postage	_____	_____	_____
5.5.3.9	Final Price	_____	_____	_____
5.5.3.10	Vendor	_____	_____	_____
5.5.3.11	Note	_____	_____	_____
5.5.3.12	Operator	_____	_____	_____
5.5.4.1	Access: Invoice No.	_____	_____	_____
5.5.4.2	Access: Voucher No.	_____	_____	_____
5.5.4.3	Access: P.O. No.	_____	_____	_____
5.5.4.4	Access: Pay Date	_____	_____	_____
5.5.4.5	Access: Pay Fund	_____	_____	_____
5.5.5	Summary Invoice	_____	_____	_____
5.5.6	No OPAC Display	_____	_____	_____
5.6	<u>Selection</u>			
5.6.1	Selection Records	_____	_____	_____
5.6.2	Auto. Check	_____	_____	_____
5.6.3	Review Titles	_____	_____	_____
5.6.4	Reject Titles	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.6	<u>Selection (continued)</u>			
5.6.5	Purge Records	_____	_____	_____
5.6.6.1	Status: Reject	_____	_____	_____
5.6.6.2	Status: Order	_____	_____	_____
5.6.6.3	Status: Hold	_____	_____	_____
5.6.7	Two Levels Approv.	_____	_____	_____
5.6.8.1	Library	_____	_____	_____
5.6.8.2	Enc. Fund	_____	_____	_____
5.6.8.3	Price	_____	_____	_____
5.6.8.4	Selector	_____	_____	_____
5.6.8.5	Copies	_____	_____	_____
5.6.8.6	Requestor	_____	_____	_____
5.6.8.7	Notify	_____	_____	_____
5.6.8.8	Format	_____	_____	_____
5.6.9	Intent. Dup.	_____	_____	_____
5.6.10	Check Funds	_____	_____	_____
5.6.11	Max. Price	_____	_____	_____
5.6.12	Override Price	_____	_____	_____
5.6.13	Search OPAC	_____	_____	_____
*5.6.14	Cancel. Candidates	_____	_____	_____
5.6.15	No OPAC Display	_____	_____	_____
5.7	<u>Ordering</u>			
5.7.1.1	Add Copies	_____	_____	_____
5.7.1.2	Approvals	_____	_____	_____
5.7.1.3	Blankets	_____	_____	_____
5.7.1.4	Deposit	_____	_____	_____
5.7.1.5	Desiderata	_____	_____	_____
5.7.1.6	Exchanges	_____	_____	_____
5.7.1.7	Firm Orders	_____	_____	_____
5.7.1.8	Gifts	_____	_____	_____
5.7.1.9	Inclusives	_____	_____	_____
5.7.1.10	Memberships	_____	_____	_____
5.7.1.11	Proforma	_____	_____	_____
5.7.1.12	Quotes	_____	_____	_____
5.7.1.13	Rentals	_____	_____	_____
5.7.1.14	Standing	_____	_____	_____
5.7.1.15	Subscription	_____	_____	_____
5.7.2	Identify Orders	_____	_____	_____
5.7.3.1	Micro	_____	_____	_____
5.7.3.2	AV	_____	_____	_____
5.7.3.3	Ms.	_____	_____	_____
5.7.3.4	Maps	_____	_____	_____
5.7.3.5	Music	_____	_____	_____
5.7.3.6	Sound Rec.	_____	_____	_____
5.7.3.7	MRDF	_____	_____	_____
5.7.4	Create Records	_____	_____	_____
5.7.5	Keying	_____	_____	_____
5.7.6	Edit After Keying	_____	_____	_____
5.7.7	Edit Before Print.	_____	_____	_____
5.7.8	Del. Before Print.	_____	_____	_____
5.7.9	Edit After Print.	_____	_____	_____
5.7.10	Order Dups.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.7	<u>Ordering (continued)</u>			
5.7.11	Prompts			
5.7.12	Key Vendor Data			
5.7.13	Library Info.			
5.7.14.1	Name			
5.7.14.2	Ship To			
5.7.14.3	Bill To			
5.7.14.4	Tax ID			
5.7.15	Key Library Data			
5.7.16	Specify Defaults			
5.7.17	Set Defaults			
5.7.18	Override Defaults			
5.7.19	Skip Over			
5.7.20	Funds For Copies			
5.7.21	Copies Shipped			
5.7.22	Items In Hand			
5.7.23	Min. Req. Data			
5.7.24	Auto. Update			
5.7.25	Auto. Encumber			
5.7.26	P.O. No. and Date			
5.7.27	Warning			
*5.7.28	Margin			
*5.7.29	Override Warning			
5.7.30.1	Wrong Funds			
5.7.30.2	Wrong Library			
5.7.31	Specify Print			
5.7.32	On Order Status			
5.7.33	In Hand Status			
5.7.34	Override Status			
5.7.35	Identify Records			
5.8	<u>Receiving</u>			
5.8.1	Receipt			
5.8.2.1	Standing			
5.8.2.2	Memberships			
5.8.2.3	Blankets			
5.8.2.4	Inclusives			
5.8.2.5	Deposits			
5.8.3	Rec'd Status			
5.8.4	Receipt Date			
5.8.5	Override Date			
5.8.6	Receive w/o Invoice			
5.8.7.1	Partial: Approv.			
5.8.7.2	Partial: Blanket			
5.8.7.3	Partial: Firm			
5.8.7.4	Partial: Memb.			
5.8.7.5	Partial: Standing			
5.8.7.6	Partial: Sub.			
5.8.8	Rec. Dups			
5.8.9	Rec. Overage			

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.8	<u>Receiving (continued)</u>			
5.8.10.1	Link: S.O./Items	_____	_____	_____
5.8.10.2	Link: Memb/items	_____	_____	_____
5.8.10.3	Link: Blanket/items	_____	_____	_____
5.8.10.4	Link: incl./items	_____	_____	_____
5.8.11.1	Date Return	_____	_____	_____
5.8.11.2	Reasons	_____	_____	_____
5.8.12	Barcodes	_____	_____	_____
5.8.13.1	Item Rec'd	_____	_____	_____
5.8.13.2	Item Cancel.	_____	_____	_____
5.8.13.3	Wrong Library	_____	_____	_____
5.8.14	Overrides	_____	_____	_____
5.8.15	Alert Reserve	_____	_____	_____
5.8.16	Alert Hold	_____	_____	_____
5.8.17	Block Edit	_____	_____	_____
5.9	<u>Claiming</u>			
5.9.1	Identify Claims	_____	_____	_____
5.9.2	Specify Time	_____	_____	_____
5.9.3	Override	_____	_____	_____
*5.9.4	Online List	_____	_____	_____
5.9.5	Review Claims	_____	_____	_____
5.9.6	Force Claim	_____	_____	_____
5.9.7	Claim Status	_____	_____	_____
5.9.8	Claim Date	_____	_____	_____
5.9.9	Two Claims/Vendor	_____	_____	_____
*5.9.10	Claim Backorders	_____	_____	_____
5.9.11	Claim Partial	_____	_____	_____
*5.9.12.1	Claim S.O.	_____	_____	_____
*5.9.12.2	Claim Memb.	_____	_____	_____
*5.9.12.3	Claim Incl.	_____	_____	_____
*5.9.12.4	Claim Blanket	_____	_____	_____
5.9.13.1	BOU	_____	_____	_____
5.9.13.2	HP	_____	_____	_____
5.9.13.3	IMP	_____	_____	_____
5.9.13.4	MOD	_____	_____	_____
5.9.13.5	NEP	_____	_____	_____
5.9.13.6	NFA	_____	_____	_____
5.9.12.7	NYP	_____	_____	_____
5.9.13.8	OP	_____	_____	_____
5.9.13.9	OPS	_____	_____	_____
5.9.13.10	OS	_____	_____	_____
5.9.13.11	OSI	_____	_____	_____
5.9.13.12	PC	_____	_____	_____
5.9.13.13	PDM	_____	_____	_____
5.9.13.14	PWR	_____	_____	_____
5.9.13.15	PMV	_____	_____	_____
5.9.13.16	S	_____	_____	_____
5.9.14	Iden. Cancels	_____	_____	_____
5.9.15	Specify Time	_____	_____	_____
5.9.16	Override	_____	_____	_____
*5.9.17	Online List	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.9	<u>Claiming (continued)</u>			
5.9.18	Review Cancels	_____	_____	_____
5.9.19	Cancel Any Time	_____	_____	_____
5.9.20	Cancel Status	_____	_____	_____
5.9.21	Auto. Disencumber	_____	_____	_____
5.9.22	Hist. Records	_____	_____	_____
5.9.23	Re-order	_____	_____	_____
5.9.24	Re-direct	_____	_____	_____
5.9.25	Auto. Renew Sub.	_____	_____	_____
5.9.26	Auto. Renew S.O.	_____	_____	_____
5.9.27	Disting. Cancels	_____	_____	_____
5.9.28.1	Wrong Library	_____	_____	_____
5.9.28.2	Already Rec'd	_____	_____	_____
5.10	<u>Invoice</u>			
5.10.1	Invoice Data	_____	_____	_____
5.10.2	Keying	_____	_____	_____
5.10.3	Edit Before Pay	_____	_____	_____
5.10.4	Delete Before Pay	_____	_____	_____
*5.10.5	Batch Load	_____	_____	_____
*5.10.6	Online Link	_____	_____	_____
5.10.7	Clear for Payment	_____	_____	_____
5.10.8	Wrong Library	_____	_____	_____
5.10.9	Central Processing	_____	_____	_____
5.10.10	Review Function	_____	_____	_____
5.10.11.1	Approvals	_____	_____	_____
5.10.11.2	Blankets	_____	_____	_____
5.10.11.3	Deposits	_____	_____	_____
5.10.11.4	Firm Orders	_____	_____	_____
5.10.11.5	Inclusives	_____	_____	_____
5.10.11.6	Memberships	_____	_____	_____
5.10.11.7	Prepays	_____	_____	_____
5.10.11.8	Rentals	_____	_____	_____
5.10.11.9	S.O.'s	_____	_____	_____
5.10.11.10	Subscrip.	_____	_____	_____
5.10.12	Transfer Funds	_____	_____	_____
5.10.13	Deposit stmts	_____	_____	_____
5.10.14	Post Credits	_____	_____	_____
5.10.15	255 Line Items	_____	_____	_____
5.10.16	No Invoice Number	_____	_____	_____
5.10.17	15 Characters	_____	_____	_____
5.10.18	Verify P.O. No.	_____	_____	_____
5.10.19.1	No P.O. Number	_____	_____	_____
5.10.19.2	Wrong Library	_____	_____	_____
5.10.19.3	Been Used	_____	_____	_____
5.10.20	Overexpend	_____	_____	_____
*5.10.21	Override	_____	_____	_____
*5.10.22	Not Same Vendor	_____	_____	_____
5.10.23.1	Verify Receipt	_____	_____	_____
5.10.23.2	Not Returned	_____	_____	_____
5.10.23.3	Not Cancelled	_____	_____	_____
5.10.23.4	Not Paid	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.10	<u>Invoice (continued)</u>			
5.10.24	Total Price	_____	_____	_____
5.10.25	One Copy Price	_____	_____	_____
5.10.26	Discount Price	_____	_____	_____
5.10.27	Pro-rate Postage	_____	_____	_____
5.10.28	Pro-rate Service	_____	_____	_____
5.10.29	Check Line Items	_____	_____	_____
5.10.30	Verify Sum	_____	_____	_____
5.10.31	Adjust Invoice	_____	_____	_____
5.10.32.1	Disencumber	_____	_____	_____
5.10.32.2	Add Final Prices	_____	_____	_____
5.10.33	Disencumber Fund	_____	_____	_____
5.10.34.1	Vendor Perf.	_____	_____	_____
5.10.34.2	Expend. Data	_____	_____	_____
5.10.35	Payment History	_____	_____	_____
*5.10.36.1	One Payment	_____	_____	_____
*5.10.36.2	Current Payments	_____	_____	_____
*5.10.36.3	Up to 30	_____	_____	_____
*5.10.37	Curr. Conversion	_____	_____	_____
*5.10.38	Exchange Rates	_____	_____	_____
*5.10.39	Alert Operator	_____	_____	_____
*5.10.40	Claim Invoices	_____	_____	_____
*5.10.41	Online Link IBM	_____	_____	_____
*5.10.42	Online Link Other	_____	_____	_____
*5.10.43	Pro-rate Tax	_____	_____	_____
5.11	<u>In Process</u>			
5.11.1	Tracking	_____	_____	_____
5.11.2	In Process	_____	_____	_____
5.11.3	Bindery	_____	_____	_____
5.11.4	Repair	_____	_____	_____
5.12	<u>Audit</u>			
5.12.1	Audit Trail	_____	_____	_____
5.12.2	Transactions	_____	_____	_____
5.12.3	Accessible	_____	_____	_____
*5.12.4	Machine-readable	_____	_____	_____
5.12.5	Override Records	_____	_____	_____
5.12.6.1	Person	_____	_____	_____
5.12.6.2	Date	_____	_____	_____
5.12.6.3	Time	_____	_____	_____
5.12.6.4	Access Level	_____	_____	_____
5.12.6.5	Function	_____	_____	_____
5.12.6.6	Data	_____	_____	_____
5.12.6.7	CRT	_____	_____	_____
*5.12.7.1	Paper: Invoice	_____	_____	_____
*5.12.7.2	Paper: Fund	_____	_____	_____
5.12.8	No Edit	_____	_____	_____
5.12.9	GAAP	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.13	<u>Products</u>			
5.13.1	Purchase Orders			
5.13.2	Branch Printing			
5.13.3	Ready to Mail			
5.13.4	Two Copies			
5.13.5	Easy to Mail			
5.13.6.1	Header			
5.13.6.2	P.O. No.			
5.13.6.3	Date			
5.13.6.4	Library			
5.13.6.5	"Ship To"			
5.13.6.6	"Bill To"			
5.13.6.7	Vendor			
5.13.6.8	Author			
5.13.6.9	Title			
5.13.6.10	Edition			
5.13.6.11	Imprint			
5.13.6.11	Frequency			
5.13.6.13	ISBN/ISSN			
5.13.6.14	Format			
5.13.6.15	Copies			
5.13.6.16	Volumes			
5.13.6.17	Price			
5.13.6.18	Subscrip. Per.			
5.13.6.19	Message			
5.13.7	Reprint Run			
5.13.8	Restart			
5.13.9	Flag Proforma			
*5.13.10	Contin. Header			
*5.13.11	Quote Header			
*5.13.12	Rush Header			
*5.13.13	Transmit Online			
*5.13.14	Produce Tapes			
*5.13.15	Standards			
*5.13.16	Suppress Printing			
5.13.17	Avail. Notices			
*5.13.18	List Vendors			
*5.13.19	Update Vendors			
*5.13.20	Vendor Tape			
*5.13.21	Online to IBM			
5.13.22	Claim List			
5.13.23	Claim Notices			
5.13.24	Ready to Mail			
5.13.25.1	Header			
5.13.25.2	Library			
5.13.25.3	P.O. No.			
5.13.25.4	P.O. Date			
5.13.25.5	Claim Date			
5.13.25.6	Author			
5.13.25.7	Title			
5.13.25.8	Edition			
5.13.25.9	Imprint			

* Optional

	<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.13	<u>Products (continued)</u>		
5.13.25.10	Series		
5.13.25.11	ISBN/ISSN		
5.13.25.12	Copies		
5.13.25.13	Volumes		
5.13.25.14	Price		
5.13.25.15	Vendor		
5.13.25.16	Message		
5.13.26	Cancel List		
5.13.27	Cancel Notices		
5.13.28	Specify Notices		
5.13.29	Ready to Mail		
5.13.30.1	Header		
5.13.30.2	Library		
5.13.30.3	P.O. No.		
5.13.30.4	P.O. Date		
5.13.30.5	Cancel Date		
5.13.30.6	Author		
5.13.30.7	Title		
5.13.30.8	Edition		
5.13.30.9	Imprint		
5.13.30.10	Series		
5.13.30.11	ISBN/ISSN		
5.13.30.12	Copies		
5.13.30.13	Volumes		
5.13.30.14	Price		
5.13.30.15	Vendor		
5.13.30.16	Message		
5.13.31	Hold Notices		
5.13.32	Renewal Notices		
5.13.33.1	Header		
5.13.33.2	Library		
5.13.33.3	"Ship To"		
5.13.33.4	"Bill To"		
5.13.33.5	P.O. No.		
5.13.33.6	Date		
5.13.33.7	Author		
5.13.33.8	Title		
5.13.33.9	Imprint		
5.13.33.10	Sub. Period		
5.13.33.11	ISSN		
5.13.33.12	Frequency		
5.13.33.13	Copies		
5.13.33.14	Price		
5.13.33.15	Vendor		
5.13.33.16	Message		
5.13.34	Ready to Mail		
*5.13.35	Produce Tapes		
*5.13.36	Online Claims		
*5.13.37	Suppress Printing		
5.13.38	Print Vouchers		
*5.13.39	Use Forms		

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.13	<u>Products (continued)</u>			
*5.13.40	Produce Checks	_____	_____	_____
*5.13.41	Easy to Mail	_____	_____	_____
*5.13.42	Online Vouchers	_____	_____	_____
5.13.43	Off-line History	_____	_____	_____
5.13.44	Purge Closed	_____	_____	_____
4.13.45	Calculate Purges	_____	_____	_____
*5.13.46	Print Inv. Claims	_____	_____	_____
*5.13.47	Print Form Letters	_____	_____	_____
5.13.48	Print Screen	_____	_____	_____
5.14	<u>Reports</u>			
5.14.1	Management Reports	_____	_____	_____
5.14.2	Comb. Libraries	_____	_____	_____
5.14.3	Online Reports	_____	_____	_____
5.14.4	On Demand	_____	_____	_____
5.14.5	Print on Site	_____	_____	_____
5.14.6	Data by Month	_____	_____	_____
5.14.7	Simultaneous Use	_____	_____	_____
5.14.8.1	Author	_____	_____	_____
5.14.8.2	Call No.	_____	_____	_____
5.14.8.3	Format	_____	_____	_____
5.14.8.4	Library	_____	_____	_____
5.14.8.5	Fund	_____	_____	_____
5.14.8.6	P.O. No.	_____	_____	_____
5.14.8.7	Price	_____	_____	_____
5.14.8.8	Renew Date	_____	_____	_____
5.14.8.9	Requestor	_____	_____	_____
5.14.8.10	Series	_____	_____	_____
5.14.8.11	Status	_____	_____	_____
5.14.8.12	Title	_____	_____	_____
5.14.8.13	Order Type	_____	_____	_____
5.14.8.14	Vendor	_____	_____	_____
5.14.9.1	Vendor	_____	_____	_____
5.14.9.2	Invoice No.	_____	_____	_____
5.14.9.3	Mat. Type	_____	_____	_____
5.14.9.4	Pay Date	_____	_____	_____
5.14.9.5	Pay Fund	_____	_____	_____
5.14.9.6	Voucher No.	_____	_____	_____
5.14.9.7	Format	_____	_____	_____
5.14.10	Fund Balance	_____	_____	_____
5.14.11	By Fund	_____	_____	_____
*5.14.12	Percent Spent	_____	_____	_____
5.14.13.1	Vendor	_____	_____	_____
5.14.13.2	Enc. Fund	_____	_____	_____
5.14.13.3	Mat. Type	_____	_____	_____
5.14.13.4	Format	_____	_____	_____
5.14.14	By Fund	_____	_____	_____
5.14.15	Totals	_____	_____	_____
*5.14.16	Fund Sort	_____	_____	_____
5.14.17	Vendor Perform.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
5.14	<u>Reports (continued)</u>			
5.14.18.1	Orders	_____	_____	_____
5.14.18.2	Claims	_____	_____	_____
5.14.18.3	Cancel by Vendor	_____	_____	_____
5.14.18.4	Cancel by Lib.	_____	_____	_____
5.14.18.5	Fill Rate	_____	_____	_____
5.14.18.6	Del'y Time	_____	_____	_____
5.14.18.7	Discounts	_____	_____	_____
*5.14.18.8	Value Orders	_____	_____	_____
5.14.18.9	Amount Paid	_____	_____	_____
5.14.19	Rec'g Reports	_____	_____	_____
5.14.20	Specify Reports	_____	_____	_____
*5.14.21	Produce Tape	_____	_____	_____
*5.14.22	Online Reports	_____	_____	_____
5.14.23	Selection Lists	_____	_____	_____
5.14.24	Acq. Records	_____	_____	_____
5.14.25.1	Fund Code	_____	_____	_____
5.14.25.2	Vendor	_____	_____	_____
5.14.25.3	Title	_____	_____	_____
5.14.25.4	Author	_____	_____	_____
5.14.26	Accessions List	_____	_____	_____
5.14.27.1	Author	_____	_____	_____
5.14.27.2	Call No.	_____	_____	_____
5.14.27.3	Location	_____	_____	_____
5.14.27.4	Subject	_____	_____	_____
5.14.27.5	Title	_____	_____	_____
5.14.28	Comb. Libraries	_____	_____	_____
5.14.29	Online Stats.	_____	_____	_____
5.14.30	Stat. Data	_____	_____	_____
5.14.31	Each Library	_____	_____	_____
5.14.32	Comb. Libs.	_____	_____	_____
5.14.33.1	Records: Acq. Type	_____	_____	_____
5.14.33.2	Records: Format	_____	_____	_____
5.14.33.3	Records: Mat. Type	_____	_____	_____
5.14.34.1	Ready to Order	_____	_____	_____
5.14.34.2	On Order	_____	_____	_____
5.14.34.3	Claims	_____	_____	_____
5.14.34.4	Cancel	_____	_____	_____
5.14.34.5	In Process	_____	_____	_____
5.14.35	Vendor Records	_____	_____	_____
5.14.36	Fund Records	_____	_____	_____
5.14.37.1	Orders	_____	_____	_____
5.14.37.2	Notices	_____	_____	_____
5.14.37.3	Claims	_____	_____	_____
5.14.37.4	Cancels	_____	_____	_____
5.14.37.5	Renews	_____	_____	_____
*5.14.37.6	Checks	_____	_____	_____
*5.14.37.7	Form Letters	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
6.1	<u>General</u>			
6.1.1.1	Interface Cat.	_____	_____	_____
6.1.1.2	Interface Circ.	_____	_____	_____
6.1.1.3	Interface Acq.	_____	_____	_____
6.1.2	Access via Cat.	_____	_____	_____
6.1.3	CRT Access	_____	_____	_____
6.1.4	Mult. Systems	_____	_____	_____
6.1.5	Confidential Data	_____	_____	_____
6.1.6	System Use	_____	_____	_____
6.1.7	Library Use	_____	_____	_____
6.1.8	Minimum	_____	_____	_____
6.1.9	Expandable	_____	_____	_____
6.1.10	Same Data Base	_____	_____	_____
6.1.11	Standards	_____	_____	_____
6.2	<u>Check-in-Records</u>			
6.2.1	Check-in Records	_____	_____	_____
6.2.2	All Types	_____	_____	_____
6.2.3	All Formats	_____	_____	_____
6.2.4	Keying	_____	_____	_____
6.2.5	Online Editing	_____	_____	_____
6.2.6	Deletion	_____	_____	_____
*6.2.7	Review Function	_____	_____	_____
6.2.8	Immed. Access	_____	_____	_____
6.2.9	Link to Bib.	_____	_____	_____
6.2.10	All Copies	_____	_____	_____
6.2.11	Link Formats	_____	_____	_____
6.2.12	Brief Bib.	_____	_____	_____
6.2.13	Upgradable	_____	_____	_____
6.2.14.1	First Issue	_____	_____	_____
6.2.14.2	Order Status	_____	_____	_____
6.2.15	Link Expenditure	_____	_____	_____
6.2.16	Barcodes	_____	_____	_____
6.2.17.1	Display: Auth.	_____	_____	_____
6.2.17.2	Display: Titles	_____	_____	_____
6.2.17.3	Display: Ed.	_____	_____	_____
6.2.17.4	Display: Imp.	_____	_____	_____
*6.2.17.5	Display: Ser.	_____	_____	_____
6.2.17.6	Display: Freq.	_____	_____	_____
6.2.17.7	Display: ISSN	_____	_____	_____
6.2.17.8	Display: Reprod.	_____	_____	_____
*6.2.17.9	Display: CODEN	_____	_____	_____
6.2.18.1	Lib. System	_____	_____	_____
6.2.18.2	Library	_____	_____	_____
6.2.18.3	Location	_____	_____	_____
6.2.18.4	Call No.	_____	_____	_____
6.2.18.5	Copy No.	_____	_____	_____
6.2.18.6	Shelved As	_____	_____	_____
6.2.18.7	Curr. Issues	_____	_____	_____

* Optional

Vendor
Response

Date
Available

Reference

6.2.18.8	Cover Date	_____	_____	_____
6.2.18.9	Vol. and No.	_____	_____	_____
6.2.18.10	Check-in Date	_____	_____	_____
6.2.18.11	Gaps	_____	_____	_____
6.2.18.12	Retention	_____	_____	_____
6.2.18.13	Next Issue	_____	_____	_____
6.2.18.14	Antic. Date	_____	_____	_____
6.2.18.15	Notes	_____	_____	_____
6.2.18.16	Binding	_____	_____	_____
6.2.18.17	Claiming	_____	_____	_____
6.2.18.18	Routing	_____	_____	_____
6.2.18.19	P.O. No.	_____	_____	_____
6.2.18.20	System No.	_____	_____	_____
*6.2.18.21	Title Barcode	_____	_____	_____
*6.2.18.22	CODEN	_____	_____	_____
6.2.19.1	Var: Auth.	_____	_____	_____
6.2.19.2	Var: Title	_____	_____	_____
6.2.19.3	Var: Call No.	_____	_____	_____
6.2.19.4	Var: Shelved	_____	_____	_____
6.2.19.5	Var: Curr. Iss.	_____	_____	_____
6.2.19.6	Var: Notes	_____	_____	_____
6.2.19.7	Var: Claim	_____	_____	_____
6.2.19.8	Var: Bind	_____	_____	_____
6.2.19.9	Var: Route	_____	_____	_____
6.2.20.1	Rep: Loca.	_____	_____	_____
6.2.20.2	Rep: Vol. and No.	_____	_____	_____
6.2.20.3	Rep: Cover Date	_____	_____	_____
6.2.20.4	Rep: Check-in Date	_____	_____	_____
6.2.20.5	Rep: Notes	_____	_____	_____
6.2.21	Required Data	_____	_____	_____
6.2.22	Default Values	_____	_____	_____
6.2.23	Prompts	_____	_____	_____
6.2.24	Skip Over	_____	_____	_____
6.2.25	Minimum Data	_____	_____	_____
6.2.26	Error Checks	_____	_____	_____
6.2.27	Check-in Date	_____	_____	_____
6.2.28	Override	_____	_____	_____
*6.2.29	Global Update	_____	_____	_____
6.2.30	History	_____	_____	_____
*6.2.31	Specify Period	_____	_____	_____
6.2.32.1	Author	_____	_____	_____
6.2.32.2	Title	_____	_____	_____
6.2.32.3	Series	_____	_____	_____
6.2.32.4	Call No.	_____	_____	_____
6.2.32.5	ISSN	_____	_____	_____
6.2.32.6	P.O. No.	_____	_____	_____
6.2.32.7	System No.	_____	_____	_____
*6.2.32.8	Title Barcode	_____	_____	_____
*6.2.32.9	CODEN	_____	_____	_____
6.2.33	Add. Access Pts.	_____	_____	_____
6.2.34	By Library	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
6.2.35	Each Other's	_____	_____	_____
6.2.36	Easily Related	_____	_____	_____
*6.2.37	Kardex Display	_____	_____	_____
6.2.38	Summ. Holdings	_____	_____	_____
6.2.39	Most Recent Issue	_____	_____	_____
6.2.40	Detail. Holdings	_____	_____	_____
6.2.41	Circ. Status	_____	_____	_____
*6.2.42	Batch Load	_____	_____	_____
*6.2.43	Create Summary	_____	_____	_____
6.3	<u>Check-in Process</u>			
6.3.1	Online	_____	_____	_____
6.3.2	Auto. Predict.	_____	_____	_____
6.3.3	Auto. Check-in	_____	_____	_____
6.3.4.1	Annual	_____	_____	_____
6.3.4.2	Biennial	_____	_____	_____
6.3.4.3	Bi-monthly	_____	_____	_____
6.3.4.4	Bi-weekly	_____	_____	_____
6.3.4.5	Daily	_____	_____	_____
6.3.4.6	Irreg.	_____	_____	_____
6.3.4.7	Monthly	_____	_____	_____
6.3.4.8	Quarterly	_____	_____	_____
6.3.4.9	Semi-annual	_____	_____	_____
6.3.4.10	Semi-monthly	_____	_____	_____
6.3.4.11	Semi-weekly	_____	_____	_____
6.3.4.12	Ten/year	_____	_____	_____
6.3.4.13	Three/Mo.	_____	_____	_____
6.3.4.14	Three/Year	_____	_____	_____
6.3.4.15	Triennial	_____	_____	_____
6.3.4.16	Weekly	_____	_____	_____
6.3.5	Special Issues	_____	_____	_____
6.3.6	Looseleaf	_____	_____	_____
6.3.7	Serial in Serial	_____	_____	_____
6.3.8.1	Cumulation	_____	_____	_____
6.3.8.2	Combined	_____	_____	_____
6.3.8.3	Indexes	_____	_____	_____
6.3.8.4	Title Pages	_____	_____	_____
6.3.8.5	Contents	_____	_____	_____
6.3.8.6	Pocket Pts.	_____	_____	_____
6.3.9.1	Wrong Lib.	_____	_____	_____
6.3.9.2	Cancelled	_____	_____	_____
6.3.9.3	Dup.	_____	_____	_____
6.3.10	Update Claim	_____	_____	_____
6.3.11	Override Cancel	_____	_____	_____
6.3.12	Override Dup.	_____	_____	_____
6.3.13	Override Predict.	_____	_____	_____
6.3.14.1	Missing	_____	_____	_____
6.3.14.2	Bindable	_____	_____	_____
6.3.14.3	Route	_____	_____	_____
6.3.15	Edit Bib.	_____	_____	_____
6.3.16	Scan Barcodes	_____	_____	_____
6.3.17	Class Reserve	_____	_____	_____
6.3.18	Alert Hold	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
6.4	<u>Claiming</u>			
6.4.1	Alert Missing	_____	_____	_____
6.4.2	Force Claim	_____	_____	_____
6.4.3	Identify by Library	_____	_____	_____
6.4.4	Specify Time	_____	_____	_____
6.4.5	Override	_____	_____	_____
*6.4.6	Review Lists	_____	_____	_____
6.4.7	Review Issues	_____	_____	_____
*6.4.8	Review Irreg.	_____	_____	_____
*6.4.9	Auto. or Demand	_____	_____	_____
6.4.10	Check Order	_____	_____	_____
6.4.11	Claim Status	_____	_____	_____
6.4.12	Auto. Date	_____	_____	_____
6.4.13	Three Claims	_____	_____	_____
6.4.14.1	Block: Rec'd.	_____	_____	_____
5.4.14.2	Block: Do Not Cl.	_____	_____	_____
6.4.15	Specify Not Claim	_____	_____	_____
*6.4.16	Alert if Not Pd.	_____	_____	_____
6.4.17	Copies Rec'd.	_____	_____	_____
6.4.18	Claim Index	_____	_____	_____
*6.4.19	Batch Load	_____	_____	_____
*6.4.20	Online Link	_____	_____	_____
6.4.21	ANSI Stand.	_____	_____	_____
6.4.22	Link Vendors	_____	_____	_____
6.4.23	OPAC Display	_____	_____	_____
6.5	<u>Routing</u>			
6.5.1	Routing	_____	_____	_____
6.5.2	Alert	_____	_____	_____
6.5.3	Ident. Borr.	_____	_____	_____
6.5.4	Valid. Borr.	_____	_____	_____
6.5.5	Display Lists	_____	_____	_____
6.5.6	Global Change	_____	_____	_____
6.5.7	Discard Info.	_____	_____	_____
6.6	<u>Binding</u>			
6.6.1	Alert Bind.	_____	_____	_____
6.6.2	Init. Notice	_____	_____	_____
6.6.3	Bind Anytime	_____	_____	_____
6.6.4	Retrieve Records	_____	_____	_____
6.6.5	Review Records	_____	_____	_____
*6.6.6	Check Circ.	_____	_____	_____
6.6.7	Defer Bind.	_____	_____	_____
6.6.8.1	Binder	_____	_____	_____
6.6.8.2	Title No.	_____	_____	_____
6.6.8.3	"Rub"	_____	_____	_____
6.6.8.4	Status	_____	_____	_____
6.6.8.5	Collating	_____	_____	_____
6.6.8.6	Color	_____	_____	_____
6.6.8.7	Date Ret.	_____	_____	_____
6.6.8.8	Date Ship.	_____	_____	_____
6.6.8.9	Exp. Ret.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
6.6.8.10	Freq.	_____	_____	_____
6.6.8.11	Imprint.	_____	_____	_____
6.6.8.12	No. Bound	_____	_____	_____
6.6.8.13	Instruct.	_____	_____	_____
6.6.8.14	Ship. No.	_____	_____	_____
6.6.8.15	Type Bind	_____	_____	_____
6.6.9	Notes Data	_____	_____	_____
6.6.10	Not Bind	_____	_____	_____
6.6.11	Block Binding	_____	_____	_____
6.6.12	Status Auto.	_____	_____	_____
6.6.13.1	Binder	_____	_____	_____
6.6.13.2	Code	_____	_____	_____
6.6.13.3	Address	_____	_____	_____
6.6.13.4	Phone	_____	_____	_____
6.6.13.5	Acct. Rep.	_____	_____	_____
6.6.13.6	Acct. Rep. Add.	_____	_____	_____
6.6.13.7	Acct. Rep. Phone	_____	_____	_____
6.6.13.8	Acct. No.	_____	_____	_____
6.6.14.1	Rep: Address	_____	_____	_____
6.6.14.2	Rep: Acct. No.	_____	_____	_____
6.6.15.1	Access: Name	_____	_____	_____
6.6.15.2	Access: Code	_____	_____	_____
6.6.16	Not Key Add.	_____	_____	_____
6.6.17	Claims	_____	_____	_____
6.6.18	Info. Returns	_____	_____	_____
6.6.19	Update Records	_____	_____	_____
*6.6.20	Link Barcodes	_____	_____	_____
6.6.21	OPAC Display	_____	_____	_____
*6.6.22	Input Records	_____	_____	_____
*6.6.23.1	Library	_____	_____	_____
*6.6.23.2	Binder	_____	_____	_____
*6.6.23.3	Shipment No.	_____	_____	_____
*6.6.23.4	Acct. No.	_____	_____	_____
*6.6.23.5	Type Bind.	_____	_____	_____
*6.6.23.6	No. Vols.	_____	_____	_____
*6.6.23.7	No. Cartons	_____	_____	_____
*6.6.23.8	Ship Date	_____	_____	_____
*6.6.23.9	Expect. Ret.	_____	_____	_____
*6.6.23.10	Date Ret.	_____	_____	_____
*6.6.23.11	Status	_____	_____	_____
6.6.24	Track Shipmts.	_____	_____	_____
*6.6.25	Bind. Invoices	_____	_____	_____
*6.6.26	Bind. Funds	_____	_____	_____
6.7	<u>Union List</u>			
6.7.1	Summary Display	_____	_____	_____
*6.7.2	Create from Detail	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
6.8	<u>Audit</u>			
6.8.1	Audit Trail	_____	_____	_____
6.8.2	Access	_____	_____	_____
*6.8.3	Machine-readable	_____	_____	_____
6.8.4	Record Override	_____	_____	_____
6.8.5.1	Person	_____	_____	_____
6.8.5.2	Date	_____	_____	_____
6.8.5.3	Time	_____	_____	_____
6.8.5.4	Access	_____	_____	_____
6.8.5.5	Function	_____	_____	_____
6.8.5.6	Data	_____	_____	_____
6.8.5.7	CRT Used	_____	_____	_____
6.8.6	Not Edit	_____	_____	_____
6.8.7	GAAP	_____	_____	_____
6.9	<u>Products</u>			
6.9.1	Screen Print	_____	_____	_____
6.9.2.1	Call No. Labels	_____	_____	_____
6.9.2.2	Routing Slips	_____	_____	_____
6.9.2.3	Pick Up	_____	_____	_____
6.9.2.4	Bind. Slips	_____	_____	_____
6.9.2.5	Title Labels	_____	_____	_____
6.9.3.1	OV: Rout. Slips	_____	_____	_____
6.9.3.2	Ov: Pick Up	_____	_____	_____
6.9.3.3	OV: Bind. Slips	_____	_____	_____
*6.9.4	Routing Lists	_____	_____	_____
6.9.5	Hold Notices	_____	_____	_____
6.9.6	Claim Lists	_____	_____	_____
*6.9.7	Irreg. Lists	_____	_____	_____
6.9.8	Claim Letters	_____	_____	_____
6.9.9	On Demand	_____	_____	_____
6.9.10	Ready to Mail	_____	_____	_____
6.8.11.1	Header	_____	_____	_____
6.9.11.2	Which No.	_____	_____	_____
6.9.11.3	Library	_____	_____	_____
6.9.11.4	P.O. No.	_____	_____	_____
6.9.11.5	P.O. Date	_____	_____	_____
6.9.11.6	Claim Date	_____	_____	_____
6.9.11.7	Author	_____	_____	_____
6.9.11.8	Title	_____	_____	_____
6.9.11.9	Edition	_____	_____	_____
6.9.11.10	Imprint	_____	_____	_____
6.9.11.11	ISSN	_____	_____	_____
6.9.11.12	Issue	_____	_____	_____
6.9.11.13	Vendor	_____	_____	_____
6.9.11.14	Message	_____	_____	_____
*6.9.12	Claim Tapes	_____	_____	_____
*6.9.13	Transmit. Claims	_____	_____	_____
6.9.14	Bind. Lists	_____	_____	_____
6.9.15	Bind. Slips	_____	_____	_____
*6.9.16	Recall Notices	_____	_____	_____
*6.9.17	Packing Lists	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
*6.9.18	Transmit Bind.	_____	_____	_____
6.9.19	Bind. Claims	_____	_____	_____
6.9.20	History	_____	_____	_____
6.9.21	Purge to Hist.	_____	_____	_____
*6.9.22	Prtd. Union Lists	_____	_____	_____
*6.9.23	Union List Tape	_____	_____	_____
6.10	<u>Reports</u>			
6.10.1	Management Reps.	_____	_____	_____
6.10.2	Online	_____	_____	_____
6.10.3	On Demand	_____	_____	_____
6.10.4	On Site	_____	_____	_____
6.10.5	Data	_____	_____	_____
6.10.6.1	Author	_____	_____	_____
6.10.6.2	Call No.	_____	_____	_____
6.10.6.3	Reprod.	_____	_____	_____
6.10.6.4	Library	_____	_____	_____
6.10.6.5	Title	_____	_____	_____
6.10.6.6	Vendor	_____	_____	_____
6.10.6.7	Claim	_____	_____	_____
6.10.6.8	Route	_____	_____	_____
6.10.6.9	Bind.	_____	_____	_____
6.10.6.10	Payment	_____	_____	_____
6.10.6.11	Renewal	_____	_____	_____
6.10.7	Vendor Perf.	_____	_____	_____
6.10.8.1	Claims	_____	_____	_____
6.10.8.2	Fill Rate	_____	_____	_____
6.10.9	Binder Perf.	_____	_____	_____
6.10.10.1	Vols. Sent	_____	_____	_____
6.10.10.2	Claims	_____	_____	_____
6.10.10.3	Vols. Bound	_____	_____	_____
*6.10.11	Track Bind.	_____	_____	_____
6.10.12	Statistics	_____	_____	_____
6.10.13	Data	_____	_____	_____
6.10.14	Each Library	_____	_____	_____
6.10.15.1	Check-in	_____	_____	_____
6.10.15.2	Claims	_____	_____	_____
6.10.15.3	Bound Vols.	_____	_____	_____
6.10.15.4	Routed	_____	_____	_____
6.10.15.5	Vols. Sent Bind.	_____	_____	_____
6.10.15.6	Claims Reviewed	_____	_____	_____
6.10.16.1	Check-in Records	_____	_____	_____
6.10.16.2	Items Claimed	_____	_____	_____
6.10.16.3	Records Updated	_____	_____	_____
6.10.16.4	Bind. Records	_____	_____	_____
6.10.16.5	History Records	_____	_____	_____
6.10.17.1	Labels	_____	_____	_____
6.10.17.2	Rout. Slips	_____	_____	_____
6.10.17.3	Pick-up Slips	_____	_____	_____
6.10.17.4	Bind. Slips	_____	_____	_____
6.10.17.5	Claims	_____	_____	_____
6.10.17.6	Notices	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
7.	HARDWARE SPECIFICATIONS			
7.1	<u>General</u>			
7.1.1	Off-the-Shelf	_____	_____	_____
7.1.2	90-day Warranty	_____	_____	_____
*7.1.3	New	_____	_____	_____
7.1.4	Components	_____	_____	_____
7.1.5	Certified	_____	_____	_____
7.1.6	Pass Data IBM	_____	_____	_____
7.1.7	Power Failure	_____	_____	_____
*7.1.8	Different CRT's	_____	_____	_____
*7.1.9	Link IBM	_____	_____	_____
7.1.10	Data Loss	_____	_____	_____
7.1.11.1	3-M Tattletape	_____	_____	_____
7.1.11.2	Checkpoint	_____	_____	_____
7.1.12	Battery	_____	_____	_____
7.2	<u>CPU</u>			
7.2.1	CPU	_____	_____	_____
7.2.2	Upgradeable	_____	_____	_____
7.2.3	Modular	_____	_____	_____
7.2.4	Console	_____	_____	_____
7.2.5	Concurrent Oper.	_____	_____	_____
7.2.6	Expandable	_____	_____	_____
7.3	<u>Disk</u>			
7.3.1	Sufficient	_____	_____	_____
7.3.2	Add for DALNET	_____	_____	_____
7.3.3	Software Storage	_____	_____	_____
7.3.4	Disk Packs	_____	_____	_____
7.3.5	Controllers	_____	_____	_____
7.4	<u>Tape</u>			
7.4.1	Tape Drive(s)	_____	_____	_____
7.4.2	Controllers	_____	_____	_____
7.4.3	Read/Write	_____	_____	_____
7.4.4	1600 BPI	_____	_____	_____
7.4.5	20-25 IPS	_____	_____	_____
7.4.6	Streaming Tape	_____	_____	_____
7.5	<u>System Printer</u>			
7.5.1	More Than One	_____	_____	_____
7.5.2	Each Library	_____	_____	_____
7.5.3	Controller	_____	_____	_____
7.5.4	132 Positions	_____	_____	_____
7.5.5	Adjustable	_____	_____	_____
7.5.6	Top-of-forms	_____	_____	_____
7.5.7	Manual Eject	_____	_____	_____
7.5.8	Pin-Feed	_____	_____	_____
7.5.9	Four-part Paper	_____	_____	_____
7.5.10	Carriage Control	_____	_____	_____
7.5.11	300 Lines Per Min.	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
7.5	<u>System Printer (continued)</u>			
7.5.12	ASCII 96-char.	_____	_____	_____
*7.5.13	ASCII 128-char.	_____	_____	_____
*7.5.14	Catalog Cards	_____	_____	_____
*7.5.15	Change Fonts	_____	_____	_____
*7.5.16	Enhanced Char.	_____	_____	_____
7.6	<u>CRT</u>			
7.6.1	Staff and Public	_____	_____	_____
7.6.2	24 Lines/80 Char.	_____	_____	_____
7.6.3	12-inch Screen	_____	_____	_____
7.6.4	OSHA Reqs.	_____	_____	_____
7.6.5	Var. Intensity	_____	_____	_____
7.6.6	Cursor	_____	_____	_____
7.6.7	Function Keys	_____	_____	_____
7.6.8	Highlighting	_____	_____	_____
7.6.9	Cursor Skip	_____	_____	_____
7.6.10	Auto-Skip	_____	_____	_____
7.6.11	Upper/Lower Case	_____	_____	_____
7.6.12	Intensity	_____	_____	_____
7.6.13	Erase Screen	_____	_____	_____
7.6.14	Alarm or Bell	_____	_____	_____
7.6.15	True Descenders	_____	_____	_____
7.6.16	5 x 7 Matrix	_____	_____	_____
7.6.17	RS-232C	_____	_____	_____
7.6.18	Plug-to-plug	_____	_____	_____
*7.6.19	Charac. Edit	_____	_____	_____
7.6.20	Printer Port	_____	_____	_____
7.6.21	Barcode Scanner	_____	_____	_____
*7.6.22	Mag. Strip Reader	_____	_____	_____
7.6.23	ALA Charac.	_____	_____	_____
7.6.24	Missing Charac.	_____	_____	_____
7.6.25	OCLC Link	_____	_____	_____
7.6.26	Self-diagnostics	_____	_____	_____
7.6.27	Flicker Free	_____	_____	_____
7.6.28	Numeric Keypad	_____	_____	_____
7.6.29	Adjustable Baud	_____	_____	_____
*7.6.30	Security Keylock	_____	_____	_____
*7.6.31	Split-Screen	_____	_____	_____
*7.6.32	Detach. Keyboard	_____	_____	_____
7.7	<u>Scanners</u>			
7.7.1	Barcode Scanners	_____	_____	_____
7.7.2	Industry Barcodes	_____	_____	_____
7.7.3	Controllers	_____	_____	_____
7.7.4	Beep or Light	_____	_____	_____
*7.7.5	Var. Beep	_____	_____	_____
*7.7.6	Mag. Strip Reader	_____	_____	_____
7.7.7	Portable Reader	_____	_____	_____
7.8	<u>CRT Printers</u>			
7.8.1	RS-232C	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
7.8	<u>CRT Printers (continued)</u>			
7.8.2	80 Positions	_____	_____	_____
7.8.3	Pin-feed	_____	_____	_____
7.8.4	ASCII 96-char.	_____	_____	_____
7.8.5	Adjustable	_____	_____	_____
7.8.6	120 cps	_____	_____	_____
7.8.7	Top-of-forms	_____	_____	_____
7.8.8	Cabling	_____	_____	_____
7.8.9	Manual Feed	_____	_____	_____
7.8.10	Stop	_____	_____	_____
7.8.11	Quiet	_____	_____	_____
*7.8.12	True Descenders	_____	_____	_____
*7.8.13	Buffer	_____	_____	_____
7.9	<u>Backup Circ</u>			
7.9.1	Backup CRT	_____	_____	_____
7.9.2	Transmit to CPU	_____	_____	_____
7.10	<u>Communications</u>			
7.10.1	Sufficient	_____	_____	_____
7.10.2	Multiplexors	_____	_____	_____
7.10.3	Five-year Cost	_____	_____	_____
7.10.4	Dial-up	_____	_____	_____
7.10.5.1	Apple II	_____	_____	_____
7.10.5.2	CPT	_____	_____	_____
7.10.5.3	DEC Rainbow	_____	_____	_____
7.10.5.4	Exxon	_____	_____	_____
7.10.5.5	Displaywriter	_____	_____	_____
7.10.5.6	IBM PC	_____	_____	_____
7.10.5.7	IBM XT	_____	_____	_____
7.10.5.8	IBM 3270	_____	_____	_____
7.10.5.9	NBI	_____	_____	_____
7.10.5.10	Wang	_____	_____	_____
7.10.5.11	Zenith	_____	_____	_____
7.10.5.12	Other ASCII	_____	_____	_____
7.11	<u>Maintenance</u>			
7.11.1.1	8-5 M-F	_____	_____	_____
7.11.1.2	Evenings	_____	_____	_____
7.11.1.3	Weekends	_____	_____	_____
*7.11.2	24 Hour	_____	_____	_____
7.11.3	Within 2 Hours	_____	_____	_____
7.11.4	Preventive	_____	_____	_____
*7.11.5	Option to Ship	_____	_____	_____
7.11.6	Repair Parts 85%	_____	_____	_____
7.11.7	Repair Parts 15%	_____	_____	_____
7.11.8	Repair Records	_____	_____	_____
7.11.9	Maint. Reports	_____	_____	_____
7.11.10	Cost-free Phone	_____	_____	_____

* Optional

8. SOFTWARE SPECIFICATIONS

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
8.1	<u>General</u>			
8.1.1	Applications	_____	_____	_____
8.1.2	Applic. Enhance	_____	_____	_____
8.1.3	Expansion	_____	_____	_____
8.1.4	Source Code	_____	_____	_____
8.1.5	Modify Programs	_____	_____	_____
8.1.6.1	Oper. Sys.	_____	_____	_____
8.1.6.2	Compiler	_____	_____	_____
8.1.6.3	Teleproc.	_____	_____	_____
8.1.6.4	Data Base	_____	_____	_____
8.1.6.5	Rep. Gen.	_____	_____	_____
8.1.6.6	Diagnostics	_____	_____	_____
8.1.6.7	Interfacing	_____	_____	_____
8.1.7	Syst. Enhance.	_____	_____	_____
8.1.8	Multiple Libs.	_____	_____	_____
8.1.9	Operational	_____	_____	_____
*8.1.10	IBM	_____	_____	_____
*8.1.11	Office Auto.	_____	_____	_____
8.2	<u>Operating System</u>			
8.2.1	Oper. System	_____	_____	_____
*8.2.2	CICS	_____	_____	_____
*8.2.3	VM or MVS	_____	_____	_____
*8.2.4	Change	_____	_____	_____
8.3	<u>Backup</u>			
8.3.1	Backup	_____	_____	_____
8.3.2	External Storage	_____	_____	_____
8.3.3	Auto. Restart	_____	_____	_____
8.3.4	Restore Files	_____	_____	_____
8.4	<u>Security</u>			
8.4.1	Applic. Passwords	_____	_____	_____
8.4.2	System Passwords	_____	_____	_____
8.4.3	Each Operator	_____	_____	_____
8.4.4	Define Functions	_____	_____	_____
8.4.5	Change Passwords	_____	_____	_____
8.4.6	Prevent Deter.	_____	_____	_____
8.4.7	Functions at CRT	_____	_____	_____
8.4.8	Program CRTs	_____	_____	_____
*8.4.9	Log Violations	_____	_____	_____
8.5	<u>Text Editor</u>			
*8.5.1	Text Editor	_____	_____	_____
*8.5.2	Print Text	_____	_____	_____
8.6	<u>Other Programs</u>			
8.6.1	Browse Parameters	_____	_____	_____
8.6.2	Delete Parameters	_____	_____	_____
8.6.3	Edit Parameters	_____	_____	_____
8.6.4	Copy Dump	_____	_____	_____
8.6.5	Formatting	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
8.6	<u>Other Programs (continued)</u>			
8.6.6	File Transfer	_____	_____	_____
8.6.7	Route Printing	_____	_____	_____
*8.6.8	Route CRT Printer	_____	_____	_____
8.6.9.1	File Space	_____	_____	_____
8.6.9.2	Response Time	_____	_____	_____
8.6.10	Pass Data	_____	_____	_____
*8.6.11	IBM Link	_____	_____	_____
*8.6.12	Report Generator	_____	_____	_____
*8.6.13	External Databases	_____	_____	_____
*8.6.14.1	Search GEAC	_____	_____	_____
*8.6.14.2	Search CLSI	_____	_____	_____
8.7	<u>Data Base Creation</u>			
8.7.1	Format OCLC	_____	_____	_____
8.7.2	Format Authority	_____	_____	_____
8.7.3	Create Copy/Item	_____	_____	_____
8.7.4	Format "snapshot"	_____	_____	_____
*8.7.5	Format Borrower	_____	_____	_____
8.8	<u>Maintenance</u>			
8.8.1.1	8-5 M-F	_____	_____	_____
8.8.1.2	Evenings	_____	_____	_____
8.8.1.3	Weekends	_____	_____	_____
8.8.2	Dial-in	_____	_____	_____
8.8.3	Toll-free Phone	_____	_____	_____
8.8.4	Desk Staffed	_____	_____	_____
8.8.5	Inform/Solicit	_____	_____	_____
8.8.6	Right to Upgrade	_____	_____	_____
*8.8.7	System Software	_____	_____	_____
8.8.8.1	MARC formats	_____	_____	_____
8.8.8.2	Auth. Format	_____	_____	_____
8.8.8.3	Holdings Format	_____	_____	_____

* Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
9.1	<u>Hardware Manuals</u>			
9.1.1	For Each Piece	_____	_____	_____
9.1.2	Schematics	_____	_____	_____
9.1.3	Configuration	_____	_____	_____
9.1.4	Manual Revisions	_____	_____	_____
9.2	<u>System Software</u>			
9.2.1	2 Sets	_____	_____	_____
9.2.2	2 Prog. Guides	_____	_____	_____
9.2.3	Manual Rev.	_____	_____	_____
9.3	<u>Applications</u>			
9.3.1	2 System Sets	_____	_____	_____
9.3.2	8 Subsystem Sets	_____	_____	_____
9.3.3	1 Manual/CRT	_____	_____	_____
9.3.4	Manual Rev.	_____	_____	_____
9.3.5	DALNET Sets	_____	_____	_____
9.3.6	Copying	_____	_____	_____
*9.3.7	Online Doc.	_____	_____	_____
9.4	<u>Patrons</u>			
*9.4.1	Brochure	_____	_____	_____
*9.4.2	OPAC Guides	_____	_____	_____
*9.4.3	Instruct. Aids	_____	_____	_____
9.5	<u>Management Training</u>			
9.5.1.1	Overview	_____	_____	_____
9.5.1.2	Reports	_____	_____	_____
9.5.1.3	Explain	_____	_____	_____
9.5.2	Two Sessions	_____	_____	_____
9.5.3	Review	_____	_____	_____
9.6	<u>Computer Room</u>			
9.6.1.1	Start Up	_____	_____	_____
9.6.1.2	Operate	_____	_____	_____
9.6.1.3	Emergencies	_____	_____	_____
9.6.1.4	Troubleshoot	_____	_____	_____
9.6.1.5	Load Enhance.	_____	_____	_____
9.6.1.6	Load Records	_____	_____	_____
9.6.1.7	Backup	_____	_____	_____
9.6.1.8	Print	_____	_____	_____
9.6.1.9	Utilities	_____	_____	_____
9.6.2	Review	_____	_____	_____
9.7	<u>Supervisor</u>			
9.7.1.1	Use Func.	_____	_____	_____
9.7.1.2	Oper. Eqpmt.	_____	_____	_____
9.7.1.3	Train	_____	_____	_____
9.7.1.4	Emergencies	_____	_____	_____
9.7.1.5	Troubleshoot	_____	_____	_____

*Optional

		<u>Vendor Response</u>	<u>Date Available</u>	<u>Reference</u>
9.7	<u>Supervisor (continued)</u>			
9.7.2	Coincide	_____	_____	_____
9.7.3	Review	_____	_____	_____
*9.7.4	Additional	_____	_____	_____
9.8	<u>Terminal Operator</u>			
9.8.1	Use Equipment	_____	_____	_____
9.8.2	Coincide	_____	_____	_____
9.8.3	Review	_____	_____	_____
9.9	<u>DALNET</u>			
9.9.1	In Six Months	_____	_____	_____
9.9.2	Coincide	_____	_____	_____
9.9.3	Review	_____	_____	_____

*Optional

COST RESPONSE FORMS

Instructions

1. Remove or duplicate these Cost Response Forms.
2. Indicate the total cost to the Libraries of each item being proposed and summarized on the Cost Response Forms.
3. Failure to bid separately on each item could disqualify a bidder.
4. Include the completed forms as Part 5 of your bid response.

COST RESPONSE FORMS

Page 1

Vendor _____

WAYNE STATE UNIVERSITY LIBRARIES -- PHASE ONE

Hardware for Central Site

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price *</u>	<u>Discount</u>	<u>Extended Price *</u>	<u>Annual Maintenance *</u>
-------------------------	---------------------	-----------------	---------------------	-----------------	-------------------------	-----------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

* Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 2

Vendor _____

WAYNE STATE UNIVERSITY LIBRARIES -- PHASE ONE

Hardware for Remote Sites

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price*</u>	<u>Discount</u>	<u>Extended Price*</u>	<u>Annual Maintenance*</u>
-------------------------	---------------------	-----------------	--------------------	-----------------	------------------------	----------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

* Prices are guaranteed to be firm until _____, with not more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 3

Vendor _____

WAYNE STATE UNIVERSITY LIBRARIES -- PHASE ONE

<u>System Software</u>	<u>Purchase Price*</u>	<u>Annual Maintenance*</u>
Operating System	\$ _____	\$ _____
Data Base Management System	\$ _____	\$ _____
Teleprocessing Software	\$ _____	\$ _____
Other System Software	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

<u>Application Software</u>		
Online Public Catalog	\$ _____	\$ _____
Circulation System, Including Reserve Book Room and Booking	\$ _____	\$ _____
Acquisitions Sybssystem	\$ _____	\$ _____
Serials Control Sybssystem	\$ _____	\$ _____
Micro Workstation Support	\$ _____	\$ _____
Interfaces	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

<u>Training and Documentation (as specified in Section 9)</u>		
Training	\$ _____	\$ _____
Documentation	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
<u>Other</u>	\$ _____	\$ _____

Itemize on attached sheet any prices not included above, e.g., for data base loading, authority file building, custom software.

GRAND TOTAL \$ _____ \$ _____

*Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 5

Vendor _____

WAYNE STATE UNIVERSITY LIBRARIES -- PHASE TWO

Hardware for Remote Sites

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price*</u>	<u>Discount</u>	<u>Extended Price*</u>	<u>Annual Maintenance*</u>
-------------------------	---------------------	-----------------	--------------------	-----------------	------------------------	----------------------------

Delivery and Installation

\$ _____

TOTAL

\$ _____

\$ _____

Other

Itemize on attached sheet any prices not included above.

\$ _____

\$ _____

GRAND TOTAL

\$ _____

\$ _____

* Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 6

Vendor _____

OTHER DALNET LIBRARIES -- INITIAL INSTALLATION

Hardware for Central Site

<u>Item</u> <u>Description</u>	<u>Model</u> <u>Number</u>	<u>Quantity</u>	<u>Unit</u> <u>Price*</u>	<u>Discount</u>	<u>Extended</u> <u>Price*</u>	<u>Annual</u> <u>Maintenance*</u>
-----------------------------------	-------------------------------	-----------------	------------------------------	-----------------	----------------------------------	--------------------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

* Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 7

Vendor _____

OTHER DALNET LIBRARIES -- INITIAL INSTALLATION

Hardware for Remote Sites

<u>Item</u> <u>Description</u>	<u>Model</u> <u>Number</u>	<u>Quantity</u>	<u>Unit</u> <u>Price*</u>	<u>Discount</u>	<u>Extended</u> <u>Price*</u>	<u>Annual</u> <u>Maintenance*</u>
-----------------------------------	-------------------------------	-----------------	------------------------------	-----------------	----------------------------------	--------------------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

* Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

Vendor _____

OTHER DALNET LIBRARIES -- INITIAL INSTALLATION

<u>Training and Documation</u>	<u>Purchase Price*</u>	<u>Annual Maintenance*</u>
Training	\$ _____	\$ _____
Documentation	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
<u>Other</u>	\$ _____	\$ _____

Itemize on attached sheet any prices not included above, e.g., for data base loading.

GRAND TOTAL \$ _____ \$ _____

* Prices are guaranteed to be firm until _____, with no more than _____% increase per year thereafter for a period of _____ years.

COST RESPONSE FORMS

Page 9

Vendor _____

OTHER DALNET LIBRARIES -- YEAR THREE

Hardware for Central Site

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Extended Price</u>	<u>Annual Maintenance</u>
-------------------------	---------------------	-----------------	-------------------	-----------------	-----------------------	---------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

Vendor _____

OTHER DALNET LIBRARIES -- YEAR THREE

Hardware for Remote Sites

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Extended Price</u>	<u>Annual Maintenance</u>
-------------------------	---------------------	-----------------	-------------------	-----------------	-----------------------	---------------------------

Delivery and Installation

\$ _____

TOTAL

\$ _____

\$ _____

Other

Itemize on attached sheet any prices not included above.

\$ _____

\$ _____

GRAND TOTAL

\$ _____

\$ _____

COST RESPONSE FORMS

Page 11

Vendor _____

OTHER DALNET LIBRARIES -- YEAR FIVE

Hardware for Central Site

<u>Item</u> <u>Description</u>	<u>Model</u> <u>Number</u>	<u>Quantity</u>	<u>Unit</u> <u>Price</u>	<u>Discount</u>	<u>Extended</u> <u>Price</u>	<u>Annual</u> <u>Maintenance</u>
-----------------------------------	-------------------------------	-----------------	-----------------------------	-----------------	---------------------------------	-------------------------------------

Delivery and Installation \$ _____

TOTAL \$ _____ \$ _____

COST RESPONSE FORMS

Page 12

Vendor _____

OTHER DALNET LIBRARIES -- YEAR FIVE

Hardware for Remote Sites

<u>Item Description</u>	<u>Model Number</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount</u>	<u>Extended Price</u>	<u>Annual Maintenance</u>
-------------------------	---------------------	-----------------	-------------------	-----------------	-----------------------	---------------------------

Delivery and Installation

\$ _____

TOTAL \$ _____ \$ _____

Other

Itemize on attached sheet any prices not included above

\$ _____ \$ _____

GRAND TOTAL \$ _____ \$ _____

LIST OF OPERATIONAL INSTALLATIONS

Instructions

1. Remove or duplicate this List of Operational Installations Form.
2. List contact information for at least three accepted systems using equipment and software similar to that being bid. Additional installations may be attached if so desired.
3. Include the completed form as Part 8 of your response.

INSTRUCTIONS

NON-DISCRIMINATION PROVISION RESPONSE FORM

" _____ shall take official action
(name of vendor)
to ensure that applicants are employed and employees are treated
during employment without regard to race, color, national origin,
religion, sex and physical handicap except when a requirement as
to physical handicap or age is based upon a bona fide occupational
qualification."

Signature _____

Title _____

Date _____

ADDENDUM TO RFP

WAYNE STATE UNIVERSITY LIBRARIES

and

DALNET

Detroit, Michigan

August, 1984

1951

1952

1953

1954

1955

1956

Revised Sections are underlined.

7.1.3 All hardware must be new.

7.3.1 Sufficient disk storage must be provided to store the initial files described in Section 10 and must be able to be expanded to store the additional records expected to be added by Wayne State University for five years.

7.6.25 This statement should be eliminated.

7.10.2 Multiplexors, or their equivalent, must be used when there are two or more terminals at a location.

7.10.4 A minimum of twenty-five remote users, i.e., ten in Phase One of the installation and fifteen in Phase Two, must be able to use I/O ports simultaneously via dial-up facilities.

STATE OF TEXAS

County of ... State of Texas

...

VSUL and DALNET

Estimated Authority Records *

	Initial Load Name/series (ratio 1.7 auth: 1 title)	LC Subjects ⁺ (1.5:1)	MESH Subjects ^o (1:1)	Totals	Name/series (1.4:1)	Annual Growth LC subjects ⁺ (0.8:1)	MESH Subjects (1:1)	Totals
Wayne State University	462,923	408,462	15,000	886,385	175,875	100,500	2,500	278,875
Detroit Public Library	226,100	199,500	0	425,600	149,800	85,600	0	235,400
University of Detroit	227,800	201,000	0	428,800	51,308	29,319	0	80,627
Wayne County Community College	51,000	45,000	0	96,000	7,140	4,080	0	11,220
Botsford General	5,950	0	3,500	9,450	1,309	0	935	2,244
Children's	4,136	0	2,433	6,569	536	0	383	919
Harper	11,514	0	6,773	18,287	1,836	0	1,312	3,148
Henry Ford	17,775	0	10,456	28,231	7,287	0	5,205	12,492
Sinal	12,821	0	7,542	20,363	994	0	710	1,704
William Beaumont	9,894	0	5,820	15,714	1,947	0	1,391	3,338
Totals	1,029,913	853,962	51,524	1,935,399	398,032	219,499	12,436	629,967

* estimate based on one authority record for each unique heading; overlap among libraries not calculated; see RFP Section 10.2.4.2 for estimated title overlap, the same percentages should apply.

+ includes LC Juvenile.

o total MESH data base is approximately 25,000 records.



Handwritten notes or a signature, possibly including the name 'John Smith'.

Item	Quantity	Unit Price	Total Price	Tax	Grand Total
1000	1000	1.00	1000.00	100.00	1100.00
2000	2000	2.00	4000.00	400.00	4400.00
3000	3000	3.00	9000.00	900.00	9900.00
4000	4000	4.00	16000.00	1600.00	17600.00
5000	5000	5.00	25000.00	2500.00	27500.00
6000	6000	6.00	36000.00	3600.00	39600.00
7000	7000	7.00	49000.00	4900.00	53900.00
8000	8000	8.00	64000.00	6400.00	70400.00
9000	9000	9.00	81000.00	8100.00	89100.00
10000	10000	10.00	100000.00	10000.00	110000.00

Handwritten notes and a signature, possibly including the name 'John Smith'.

Page 1 of 1