

LIBRARY AUTOMATION PLANNING GROUP  
Progress Report  
June/July 1984

I. LAPG-

The Library Automation Planning Group held Monday meetings from 10:00 a.m. to 12:00 noon, except during ALA in late June.

Agendas for the meetings were:

- June 4 reviewed Sections 9, Documentation and Training, and 10, Statistical and Other Data, of the Request for Proposal (RFP) draft.
- June 11 collected data to complete Section 10 and reviewed Cost Response Sheets of the RFP draft; began planning the process for evaluating responses to the RFP.
- July 2 reviewed critique of RFP draft by library automation consultant Dick Boss; heard reports from ALA meetings; discussed list of vendors to receive copies of the RFP.
- July 9 reviewed letter from library automation consultant James Rush; continued planning evaluation process; decided on additional statistics needed for the RFP, including mileage, peak daily circulation transactions and attendance.
- July 16 established overall evaluation criteria to be incorporated in the RFP; decided on additional data needed to complete the RFP, including data on interfacing requirements; made assignments of staff to serve on the evaluation Subcommittees.
- July 23 reviewed critique of RFP draft by James Rush; determined number of copies of RFP needed for each library; developed tentative four month schedule for evaluation process, i.e. August through November; distributed information on point systems for designing a grid to evaluate vendor responses; assigned possible weights to evaluation criteria.
- July 30 distributed copies of the RFP printed by DPL; revised four month schedule for evaluation process; discussed plans for vendor conference; defined role of RFP Response Evaluation Subcommittees; finalized weights assigned to evaluation criteria; developed point system to evaluate vendor's compliance with the specifications.

The Wayne State members of the LAPG continued to meet on Fridays from 11:00 a.m. to 12:00 noon to work on specific evaluation and implementation plans for WSU.

## 2. DALNET-

During June, the group of DALNET library representatives achieved 100% return of the letters of intent sent out in May. All initial participants remain committed to planning an automated library network.

The group decided on the two "top" library consultants to critique the RFP document prior to its distribution. One of the two will be selected to advise DALNET during future steps of the procurement process.

A Governance Task Force was formed to gather data on governance options for DALNET. The Task Force contacted various networks in the Mid-West for copies of their governance documents and divided up the reading resulting from a search of the current literature. A preliminary report is being drafted to be presented to the DALNET group in August.

A more detailed implementation schedule was developed for the initial DALNET participants to be included in the RFP.

## 3. RFP progress-

The remaining sections of the RFP (9 and 10) were drafted and discussed in early June, along with the response forms. Two library automation consultants, Dick Boss and James Rush, were hired to critique the draft of the entire RFP. They received the draft on June 14 and their critiques were due July 2. L. Bugg met with James Rush for three hours at ALA in Dallas, and had a 90 minute telephone conversation with Dick Boss after ALA, as part of their review process.

In early July, additional data was gathered and many revisions were made to the draft RFP based on the recommendations of the two consultants. The RFP was finally issued on July 23 to twelve library automation vendors. The Detroit Public Library printed over 100 copies of the RFP that week for distribution among all the participating institutions.

A vendor conference has been scheduled for August 7 from 10:00 a.m. to 12:30 p.m. Representatives of DALNET libraries will be there to help answer vendor's questions. Notes will be taken and distributed to all vendors a few days after the conference.

Vendor's responses are due September 17, 1984, at 5:00 p.m. EDT.

A four month schedule (August through November) for the process of evaluating vendor's responses has been developed.

## 4. OCLC archive tape preparation-

On July 31, Blackwell North America, BNA, delivered their sample of 500 of WSUL's bibliographic records as modified by matching to their automated authority files. This sample was done on records created in 1976. It will be analyzed before a recommendation is made to contract with BNA for additional archive tape clean-up prior to loading.

5. Borrower I.D. cards-

A few designs for a WSU library patron I.D. card were produced by Media Services staff. These samples were sent to several area vendors for cost estimates in early July. Responses are being received and R. Nuffer is following up on them.

The University-wide Task Force on I.D cards has finalized its report, which recommends that a University-wide I.D. card be established.

6. Retrospective conversion of bibliographic records-

Staff training continued during June and July. There are now twenty-five WSUL staff members trained to convert monographic bibliographic records into machine-readable form via OCLC. Four of the 25 are in the Law Library. Staff in other WSU Libraries will be trained in the coming months.

Progress on the conversion has been excellent. Forty-four drawers of the shelf list have been converted, including all materials classified in the K's (i.e. law).

Out of a total of 40,351 catalog cards examined, over 15,170 have been converted to date. The current conversion rate is 21 titles per hour.

Procedures have been designed for converting titles held in more than one library and titles with multiple volumes.

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August 1, 1984

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