Wayne State University

Library Automation Planning Group

Preliminary Report

January 16, 1984

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Library Automation Planning Group

Preliminary Report

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WAYNE STATE UNIVERSITY

Library Staff Memo No. 374

SUBJECT: Library Automation Planning Group

FROM: Louise Bugg

DATE: October 19, 1983

In order to get underway with planning for library-wide automation, I have, with the approval of the new director, established a Library Automation Planning Group. The Committee's membership is:

Louise Bugg, Chairperson
Karen Bacsanyi
Georgia Clark
David Fry
Emerson Hilker
Jean Houghton
K. L. Kaul
Denise Taylor
Faith Van Toll
Charlene Wecker

The initial task of this in-house group will be to identify the automated library systems that best meet our needs at Wayne State University Libraries, so that site visits can be arranged in the near future.

To accomplish this goal, the group will be developing a list of key functional capabilities that we require from an ideal automated library system. Information from all potential automated library systems will be gathered in order to screen the candidates against the list. The top candidates will thus be selected for further investigation. Prior to the site visits, a more detailed list of system capabilities will be determined in order to have a good basis for system comparison.

The entire Library Staff, together with this Planning Group, will have to work intensively on these tasks in the next couple of months. The members of the Group may need to establish alternates from their Units. Some of their other library responsibilities may need to be reassigned temporarily to other library staff. Some units may be holding meetings about the planning being done.

The Library Automation Planning Group will need the help and support of the entire Library Staff, especially as we work on the development of the detailed list of system capabilities. Special task forces of key library staff will need to be formed to help the Group work on specific components, e.g., circulation and authority control. We will need to pool as much of our knowledge of automation and current library operations as possible to ensure that we identify the best automated system for Wayne. I hope that we can count on your help.

LB/bz

Library-System Automation Goals

I. Overall Goals of Library System Automation

A. To improve the quality of services provided to the Library's users

B. To enable the Library to provide expanded and new services to users

C. To increase access to the Library's collections

D. To improve the management of the Library's resources

E. To increase the Library's ability to share resources

F. To increase the Library's ability to participate in automated information networks

II. Specific Goals for each Function

A. Online Catalog

B. Circulation

C. Serials Control

D. Acquisitions

E. Management Reports

F. Budget Control

LB/ff
rev. 11-9-83

Library Automation Planning Group
Preliminary Automated Library System Evaluation Report
January 9, 1984

From mid-October through mid-December, 1983, the Library Automation Planning Group collected information about available automated library systems and evaluated these systems for their suitability for Wayne State's Libraries. This examination was done primarily to educate the group about the capabilities and features of automated library systems that were currently available.

Over fifty automated library systems were identified. The first level of screening eliminated all but nine systems from a more detailed examination.

Appendix I lists the systems that were initially eliminated, along with the reasons they were not considered further at this time. The main reasons were:

1. the system was still in development and not yet available.

2. the system was obviously developed for and operating in libraries smaller than Wayne's.

3. the system was developed for specific types of libraries other than a large academic library.

4. the system had only one out of three required components operational at this time.

5. the system came to our attention after our evaluation was well underway. It may still be a candidate for receipt of a request for proposal.

In order to screen the remaining nine systems (Appendix II) a general list of features was developed, using the Clemson University "model." Appendix III lists these features. Information supplied by the vendors and other institutions was used to fill out a features list form for each of the nine systems.

The information about each system was compiled on a large chart for purposes of comparison. The "completed" chart is attached as Appendix IV.

The final task in this preliminary information gathering stage was to analyze the information to select the "top" three systems. The goal was to identify three systems that could be invited to Wayne to present demonstrations to the Group and to the WSUL staff. The demonstrations are to further educate the Group during the request for proposal writing stage and to introduce other Library Staff to the capabilities of these systems. It is our intention to send copies of the request for proposal to all nine systems evaluated in some detail, as well as to other systems that seem capable of meeting our needs.

The factors used by the Group to analyze the nine systems were:

1. Operating features comparison, including online catalog, circulation, acquisitions, and serials control.

2. Hardware/Software comparison, including database maximums, terminal maximums, and compatibility with University computing systems.

3. Development required to meet our needs.

4. Staff required to implement and maintain the system.

5. Cost (i.e. total implementation cost).

6. Implementation time. We need a system to begin installation by Fall 1984.

7. Networking capability.

8. Vendor evaluation, including hardware and software support, documentation, training, "track record."

Here is a brief summary of the Group's analysis of these nine systems, in alphabetical order.

1. BLIS (Biblio-Techniques)

The online catalog and acquisitions components are currently operational with circulation due Fall 1984. Serials control is not even in the planning stages. The online catalog is well done with excellent authority control, although it looked somewhat complex for public access. The acquisitions component seemed to equal Nonesuch. Circulation needs to be operational for us by Winter 1985, and we don't know how reliably Biblio-Techniques meets its stated delivery dates.

The hardware is IBM mainframe. It has no file or terminal capacity problems. The software can run in a shared environment, but it takes 6.35 MB, including the Adabas and Complete programs. The software requires two dedicated partitions of an OS/VS system. It is obviously compatible with University computing systems currently in operation.

The system requires development of a serials control component. We would likely have to investigage "gateways" or links to other serials control systems. The circulation component is being developed from the Washington State University system, so is currently operational at a large university.

The system could probably be installed and maintained with existing staff. One additional programmer/analyst may be needed, especially if any development were to be done in house.

The cost for this system's software is the highest of those we analyzed, amounting to $185,000. We already have a license to use Adabas on campus. The total cost for the system may be within acceptable range, but on the high end.

It is uncertain whether the system could meet our installation deadlines. Biblio-Techniques only plans to install 6 systems in 1984, and they already have four signed contracts. If our installation was one of the remaining two, they could probably come close to our deadline.

This system is very strong on networking capability. It was developed as a state-wide multi-agency system at WLN. The vendor, however, is new to the market, very small, and has only one completed installation in British Columbia. The four installations now underway are at Johns Hopkins, Columbia, Notre Dame, and the University of California, San Diego.

Overall, this system rated as one of the "top" three. They were contacted for a possible demonstration in late January/early February, 1984.

2. CLSI

Online catalog, circulation, and acquisitions components are operational, with serials control in the planning stages. The online catalog lacks authority control and keyword searching, which are due for release in November 1984. The acquisitions component does not seem comparable to Nonesuch.

There are definite concerns about the capacity of the hardware configuration to handle the database and number of terminals and functions that we anticipate. Some of the hardware is CLSI-modified DEC, with "value-added" pricing, rather than off-the-shelf. The OCLC link software is purchased separately from Innovative Interfaces.

Development would obviously be needed in serials control. Again, we may have to consider other options here. The online catalog, financial system, and management reports all need further development, for which we would be vendor-dependent.

The system could probably be installed and maintained with existing staff.

The cost is comparable to other "turn-key" vendor systems, including $100,000 for the software for their biggest system.

The installation would very likely meet the Fall 1984 requirement.

The system is installed in fairly large networking environments, e.g. North-Suburban Illinois System although the capacity limitations may affect its ability to deliver here, too.

CLSI as a vendor, seems very service oriented, with well-established support for installation and maintenance. They assist with OCLC tape load of the database. They maintain both hardware and software. Hardware upgrades are more costly, however, since the DEC equipment presumably cannot be bought off-the-shelf. We have encountered mixed reactions from CLSI users to the vendor's performance.

3. Dataphase (ALIS III)

The circulation and acquisitions components are currently operational, with public access to circulation substituting for an online catalog. Authority control is planned for late 1984. Serials control is not even planned. The acquisitions component seems weak compared to Nonesuch.

The Tandem hardware configuration being used for large installations may be able to handle the size system we are planning. There are five such installations in various stages throughout the country. Tandem also sells software we may want to consider in addition to the Dataphase software.

Much development is needed for this system, including online catalog completion, acquisitions modifications, and serials control. Linkages to other systems, like Faxon or Innovacq would have to be strongly considered. For all this we would be vendor-dependent.

The installation and maintenance of this system could probably be done with existing staff.

The cost is comparable to other "turn-key" vendor systems, including $100,000 for the software for ALIS III.

Installation would very likely meet the Fall 1984 requirement.

There seems to be networking capability, e.g. at Houston Area Library Services, using the Tandem hardware.

The vendor services both hardware and software and has a strong user services program. There are, of course, mixed reactions of Dataphase users to the vendor's performance. The Dataphase sales representative admits to management problems in the company over the last two years. Recently, the top management has been totally changed and additional programmers hired to meet scheduled software releases.

4. DOBIS/LEUVEN (IBM)

All components of an integrated library system are operational in the DOBIS system. One drawback, however, is that only two MARC formats are supported, i.e. monographs and serials. Records in all other formats must be adapted to these two, thus losing the capability for MARC output from the system.

The software runs on IBM mainframe equipment. There would be no concerns about system capacity or compatability with other University computer systems. The software has to be tailored locally for each installation.

Development would be needed to support all MARC formats and to enhance some components, e.g. acquisitions. We would have to hire our own programmers to make the needed enhancements.

Our estimate, based on conversations with other DOBIS users, is that the system would require one systems analyst and three programmers to install and maintain. There is essentially no IBM support for installation, loading, or software fixes locally. This is a large, on going local staffing expense.

The cost for DOBIS software is from $53,000 to $67,000, depending on the size of the IBM mainframe on which it is to be loaded. Adding the staffing expense, however, would raise the total cost above BLIS.

This system could not be installed by our target date of Fall 1984. Users of the system report a one to two year start-up. Even if that has now been cut to a six month start-up, we would not have it in evidence before late-1985, at best.

The system seems to have some networking capability, but we did not have enough information about this aspect to evaluate it.

The vendor supports the hardware and does fixes to bugs discovered in the software for a specified time period only. There is no software installation or maintenance support other than manuals. All software fixes or enhancements must be loaded locally. Some support is provided via users groups, especially the International Users Group in Belgium, and via the authors of the software in West Germany.

5. GEAC

Online catalog, circulation, and acquisitions components are currently operational. The serials component is in test phase, with a Faxon gateway available in the interim. The three available components look good.

As with other minicomputer systems, there is serious concern about the capacity of the Geac 8000 configuration. For the University of Houston installation, which seems comparable to our needs, there are three cpu's linked together, two 8000's and one 6000. The Geac 6000 will primarily handle Boolean searching. Hardware is supplied by Geac and may be more expensive.

Development of the serials component is well underway. Again, we would be vendor-dependent for enhancements.

This system could probably be installed with existing staff.

The cost of Geac software is over $70,000, including programs for OCLC tape loading. This is comparable to other turn-key vendor systems.

Geac currently gives a three month installation date from the point of contract signing. This would very likely meet our Fall 1984 target.

Networking capability is there, with compatible ID cards, and direct links between systems. The idea of a union bibliographic database does

not seem as feasible given the hardware limitations. Two other Detroit-area systems have contracted with Geac already: the University of Michigan Dearborn and the Wayne-Oakland Library Federation.

This system was rated among the "top" three. A demonstration has been scheduled at WSU for January 24-25, 1984.

6. LS 2000 (formerly ILS) (OCLC)

Upon investigation, we learned that OCLC does not intend to market LS 2000 to libraries planning databases over 1 million records. And since the fate of the Avatar version of ILS is still unsettled, we dropped this system from further consideration at this time. We will continue to monitor its progress.

7. LIAS (Pennsylvania State University)

Online catalog and circulation components are operational in the LIAS system. Serials are handled via a Faxon gateway and the acquistions component is planned for 1984. This system is very recently available for replication from Pennsylvania State University. It is still under major development, including authority control, OCLC link, some MARC formats, keyword and Boolean searching, and class reserves as well as acquisitions and serials.

The group decided to drop LIAS from further consideration at this time, because it is still in development and our installation would be an alpha site.

8. NOTIS (Northwestern University)

All components of an integrated library system are operational in the NOTIS system, except the circulation component which is currently being tested. The new circulation system software is scheduled for Fall 1984 availability. If this programming proceeds on schedule, circulation would be available when we needed it. The online catalog has only partial keyword and Boolean searching planned for 1984 availablity. The acquisitions component lacks fiscal control capabilities that are presently available on Nonesuch.

The NOTIS software runs on IBM mainframe equipment. Again, concerns about hardware capacity and compatibility with University computer systems would be minimized.

Development would still be needed in circulation, as well as enhancements to acquisitions and searching. Northwestern staff are testing the circulation component this Spring. The possibility of their meeting the announced Fall 1984 target looks good. Harvard University is installing the NOTIS acquisitions component, with plans to enhance it to their needs. No availablity date is given for their enhancements.

Given the development needs and the local programming required to load various files, we estimate that at least two additional programmers would be required to install and maintain the NOTIS system. NOTIS does support loading of OCLC/MARC tapes and LC authority files.

Software for NOTIS is currently priced at $50,000. Advertisements claim a system with 1 million records and 100 terminals can be had for $540,000. The staffing costs of additional programmers, plus other implementation costs such as OCLC tape loading, would have to be added.

It is doubtful that the NOTIS system would be available by the Fall 1984 target. More work is needed locally which will slow down the installation. Optimistically it would be available in early 1985.

NOTIS certainly has networking capability, which deserves further investigation.

As a vendor, the Northwestern system staff does not compare with a commercial company. They are increasing their marketing and service staff, however. Training is provided and software maintenance. They have a fair track record from their users.

This system was rated among the "top" three. A demonstration has been scheduled at WSU for January 26-27, 1984.

9. VTLS (Virginia Polytechnic Institute and State University)

Online catalog and circulation are the only two components operational in the VTLS system. Serials is being tested and acquistions is planned for the end of 1984. However, authority control in the online catalog is operational at VTLS only, not in any of their installations. There is no keyword or Boolean searching capability yet. Class reserves are planned for March 1984. And management report capability is all in the planning stages.

The group decided to drop VTLS from further consideration at this time, because it is still so much in development.

In conclusion, the three "top" systems at this time are: (1) BLIS, (2)GEAC, and (3) NOTIS. Demonstrations are being arranged during January 1984.

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Library Automation Planning Group
Automated Library Systems Eliminated from Consideration

	Name of System	Reason not Evaluated
1.	Advanced Data Management (Biblio Tech)	designed for corporate environment
2.	BEP Associates (LISTEN)	for Hazelwood micro system
3.	Bell Laboratories (BELLTIP)	for Bell Laboratories Library Network
4.	Beth Israel (Paper Chase)	for hospitals; MESH only
5.	Blackwell North America (Perline)	Serials control. Possible link to other systems.
6.	Bowker (BAS)	Book acquisitions system. Possible link to other systems.
7.	Brigham Young University	serials only? relicated from UCLA
8.	Carlyle Systems (TOMUS)	online catalog only
9.	Case Western University	OCLC "experiment"
10.	Cincinnati Electronics	out of business
11.	Claremont Colleges (TLS)	no longer marketed by OCLC
12.	Computer Cat	micro system for school library
13.	Computer Translation (Espre)	mini system at Houston Public
14.	Dallas Public (LSCAN)	local; public library system
15.	Dartmouth College (BRS)	online catalog only; not on local hardware
16.	Data Research Association (ATLAS)	mini system at Cleveland Public Library
17.	DTI Data Trek Inc.	micro system
18.	Easy Data Systems (B.C.)	too limited
19.	Electric Memory, Inc. (EMILS)	new entry in market
20.	Faxon (LINX)	Serials control only. Possible link to other systems.

21. Gaylord Brothers	circulation and acquisitions for small-medium size libraries
22. Georgetown University (LIS)	aimed at small to medium-sized academic or special libraries
23. Harrison Computer Services, Inc. (CASTLE)	designed for Art School Library
24. Highsmith (Circa II)	for IBM or Apple pc's
25. Innovative Interfaces (Innovacq)	Acquisitions and serials control only. Possible link to other systems.
26. Jefferson County (Colo.)	developed for County library
27. LC (LOCIS)	not available
28. Midwest Library Service (Uniface)	Tacoma Public system now offered by Midwest
29. Minnesota State University	in development
30. NLM (CITE)	not available
31. Ohio State University (LSC)	online catalog & circulation only; not recently replicated
32. Pikes Peak (Maggie's Place)	mini system for Pikes Peak Library
33. Sigma Data (Data lib)	corporate library system (at GM)
34. SOLINET (Lambda)	SOLINET members
35. Stanford (Spires; Socrates)	in development
36. Syracuse University (SULIRS)	in development
37. Systems Control (ALIS; SCICON)	developed for N.O.A.A. on mini
38. TRLN	in development
39. UCLA (Orion)	in development
40. UTLAS	no longer marketing
41. Universal Library Systems (Ulisys)	circulation system vendor expanded to online catalog for a community college

42.	University of California (Melvyl)	not available
43.	University of Chicago/University of Wisconsin/IBM	in development
44.	University of Denver (CARL)	local; in development
45.	University of Georgia (Marvel)	in development
46.	University of New Brunswick (Phoenix)	not available
47.	University of Pittsburgh	not replicated? local
48.	UT Houston Health Science Library	developed for medium health science library
49.	Washington State University	circulation system bought by BLIS
50.	Washington University School of Medicine (BACS)	developed for medium-sized medical library

Library Automation Planning Group

Automated Library Systems Under Consideration

1. Biblio-Techniques Library & Information System (BLIS)
   8511 Lake Lucinda Drive, S.W.
   Olympia, WA 98502

   Contact: Curt Stucki (206) 786-1111

2. CL Systems, Inc. (CLSI)
   81 Norwood Ave.
   Newtonville, MASS 02160

   Contact: Sandy Shulman (216) 572-3689

3. Data Phase (ALIS)
   3770 Broadway
   Kansas City, Mo. 64111

   Contact: Norene F. Allen (816) 931-7927

4. Geac Canada Limited (Geac Library Information System)
   350 Steelcase Road
   West Markham, Ontario, Canada L3R1B3

   Contact: Bob Desmarais (416) 475-0525

5. IBM (Dobis/Leuven)
   10401 Fernwood Rd.
   Bethesda, MD. 20034

   Contact: Frank Benham (301) 897-2059

6. Northwestern University Library (NOTIS)
   1935 Sheridan Road
   Evanston, ILL. 60201

   Contact: Kenton Anderson (312) 492-7004

7. OCLC, inc. (LS 2000) & Avatar (ILS)
   6565 Frantz Road
   Dublin, Ohio 43017-0702

   Contact: Susan High (OCLC) (614) 764-6000
   Linda Gabel (MLC) 800-292-1359

8. Pennsylvania State University Library (LIAS)
   University Park, Pennsylvania 16802

   Contact: Gordon W. Rawlins (814) 865-1858

9. Virginia Polytechnic Institute and State University (VTLS)
   416 Newman Library
   Blacksburg, Virginia 24061

   Contact: Carl R. Lee (703) 961-5847

LB/cms
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Wayne State University Libraries

Library Automation Planning Group

Key functional capabilities required for initial screening of automated library systems.

1.0 System specific questions, e.g. equipment, functions, source code, current installations.

2.0 Brief description of system.

2.1 Integration

2.1.1 All subsystems linked together as an integrated system?
2.1.2 For data which is common to separate functions, is the link provide by transfer or mutual use of common files? If transfer, how is this handled?
2.1.3 Integration of circulation and online catalog MUST be available, then serials and acquisitions. If serials and acquisitions are not available, can they be linked?

3.0 Functions

3.1 On line catalog

3.1.0 Status (planned, designed, writing, testing, operational)?
3.1.1 Does the system handle cataloging as a subsystem and by direct link with a utility? How linked?
3.1.2 Is authority control included with references and global change?
3.1.3 Can the subsystem accommodate input, display and output of full Marc-2 records for all MARC formats? In what way and to what extent?
3.1.4 Can the subsystem accommodate the full Marc-2 character set? How?
3.1.5 Does the system provide for public use terminals and dial access terminals?
3.1.6 Has the public access facility been used in an actual library environment by patrons?
3.1.7 Does the system provide for author and title searching? Under which functions?

3.1.8 Does the system provide for subject searching more than one subject heading list? Under which functions?
3.1.9 Does the system provide for keyword and Boolean searching? Describe briefly.
3.1.10 What other types and levels of searches, such as numeric, series, does the system provide?
3.1.11 Can the system search subsets of the union catalog?

3.2 Circulation

3.2.1 What is the status of the circulation subsystem?
3.2.2 Does the subsystem maintain a borrower's file on-line? How are borrowers validated?
3.2.3 Can the borrower's file be updated by batch input of machine readable records; for instance from the university student master file? Can it be linked directly?
3.2.4 Does the subsystem produce overdue notices, bills, and holds on records automatically?
3.2.5 Does the subsystem accommodate reserve loans, including personal copies?
3.2.6 How does the subsystem accommodate hold requests?
3.2.7 How does the subsystem provide collection inventory control at the item (detailed) level?
3.2.8 Does the subsystem support multiple circulation periods? How?
3.2.9 How does the subsystem circulate books and establish borrowers "on-the-fly"?
3.2.10 Interlibrary loan
3.2.11 Materials booking

3.3 Acquisitions and Serials Control

3.3.1 What is the status of the acquisitions subsystem?
3.3.2 Does the subsystem provide for fiscal control?
3.3.3 Does the system include automatic duplicate checking?
3.3.4 Does the subsystem provide automatic claiming?
3.3.5 Does the subsystem manage its own vendor file and link to an external file?
3.3.6 How comparable is the system to current Nonesuch capabilities?
3.3.7 Are links to vendors and university computer systems feasible?
3.3.8 What is the status of the serials subsystem?
3.3.9 Does the system provide for acquisitions and fund control for all continuing orders? Renewals? Cancellations?
3.3.10 Does the subsystem provide for payment history for serials? To what extent?
3.3.11 Does the subsystem handle issue receipt and check-in for all types of open orders? How? decentralized check-in?

3.3.12 Does the system provide for in process control of individual pieces, both monographic and serial including temporary check-in records?
3.3.13 Does the subsystem handle binding? How?
3.3.14 Can bibliographic records be updated or modified through the serials subsystem?
3.3.15 What are the standards used for order, holdings and other records?

3.4 Management reports and statistics

3.4.1 What is the status of the reports and statistics capability?
3.4.2 What access is provided to report and statistical data online? Can parameters for reports be selected locally?
3.4.3 Are circulation and collection use reports available?
3.4.4 Are online catalog reports available?
3.4.5 Are acquisitions management reports available?

4.0 Hardware/Software

4.0.1 Describe briefly the hardware architecture, including maintenance, reliability, durability, expandability. Must be operational at institution the size of WSUL or larger.
4.0.2 If the system is mounted on stand alone hardware, what provision is made for linking to the University's Amdahl?
4.0.3 If the system is stand alone, does the vendor provide maintenance and enhancement completely? Describe the arrangement briefly.
4.0.4 What is the minimum equipment environment required to operate the system?
4.0.5 What is the minimum software cost to get system replication started.
4.0.6 Describe briefly the support provided for replication including training and documentation.
4.0.7 What program languages are utilized in the software?
4.0.8 Describe the operating system requirements briefly; i.e. CICS, IDMS required.
4.0.9 Are functions handled mostly by on-line terminals? including dial access terminals?
4.0.10 What system security is provided for both hardware and software.
4.0.11 Describe system performance, including response time, downtime, backup operations, e.g. circ backup via microprocessors.
4.0.12 Describe the telecommunications requirements.

Library Automation Planning Committee

Key functional capabilities Chart

Code: p = planning, 0 = operational
t = testing, ? = don't know

Revised 1/31/84

Name of System	NOTIS	ILS/ LS 2000	GEAC	BLIS	DOBIS	VTLS	CLSI	LIAS	Dataphase
1.0 System equipment	IBM Main-frame	PDP, DG, or IBM mini	Geac 8000 mini(s)	IBM Main-frame	IBM Main-frame	HP 3000 mini	DEC mini	Honey-well Mainfrm.	Tandem
functions	cat,acq, ser.	cat,circ ser.	cat,circ acq., ser.	cat, acq	cat, acq ser.circ	cat,circ	cat,circ acq.	cat,circ	circ, acq
source code	yes	for Ava-tar vers?	yes?	yes	yes	yes	no	yes?	qualified yes
installations	12 li-censees	LS 2000-2 ILS-20	circ-many all-few	few	50 int'l few USA	30 instl 8 2binst	250 instld	only at Penn St	ALIS III 5 sites
2.0 Description	designed for lg. academic library	integra-ted de-signed for hlt sci. lib.	vendor system	designed for mul-ti agncy network	intgrtd European univ. designed	dev. at med. aca for mul-ti insti	circ-based; aimed at both pub &aca. libs	dev. for/ by lg academic system	circ-basd aimed at public libraries
2.1 Integration 2.1.1 all	yes	yes	yes	yes	yes	yes	yes	yes	yes
2.1.2 files	mutual use	mutual use	no	mutual use	yes	yes	yes	yes	yes
2.1.3 circ; cat.	circ. t. April'84	yes	yes	circ p. Fall'84	yes	yes	yes	yes	yes
3.0 Functions									
3.1 Online catalog 3.1.0 Status	0	0	0	0	0	0	0	0	p. '84
3.1.1 Cat'lg	0	0	0	subsy-0 link-p	subsy-0 lnk-none	0	0 Inn Inter $14,000	subsys-0 link-none	tape & dir. link
3.1.2 Auth.	0	0	Mar t '84	0	0	0	p-Nov. '84	p	p
refs	0	0	Mar t '84	0	0	0	p	p	p
global	0	0	Mar t '84	0	0	0	p	p	p
3.1.3 MARC formats	0	0	0	only those dist. by LC	monos & ser. only	0	0	all except maps, mss, micro 0	output-0
3.1.4 MARC charac.	no	0	0	0	0	0	0	0	0
3.1.5 pub. crt dial	0 0	0 0	0 0	8	8	8	8	8	8

Name of System	NOTIS	ILS/ LS 2000	GEAC	BLIS	DOBIS	VTLS	CLSI	LIAS	Dataphase
3.1.6 pub access	0	0	0	0	0	0	0	0	p '84
3.1.7 a, t, a/t	a,t-o p. a/t Spr.'84	0	0	0	a, t-o no a/t	a,t-o no a/t	0	0 (t/a)	0
3.1.8 Subj. >1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
3.1.9 Key Bool.	partial p. via re-in-dexing	0 and only	0 Mar '84 t	0 0	0 0	p(D'83)	p(Nov'84) o(& not enhanced N. '84	p(D'86)	0 0
3.1.10 number. series	partial p. other nos. t. Spg.'84	all	Call no. ISSN/BN Su Docs LCCN OCLC#	all (call no. via circ.sys.	Call no. ISSN/BN LCCN pub	0	0	0 exc. SuDoc?	0
3.1.11 subsets	0	0	0	0	0	0 (stor-ed as sub sets	0	0	0
3.2 Circulation 3.2.1 Status	test Spg.'84	0	0	re-writ-Fall '84	0	0	0	0	0
3.2.2 borrow	t	0	0	p	0	0	0	0	0
3.2.3 Update borrow	t	?	0	p	0	0 batch	0 batch	0 batch	tape 0
3.2.4 Overdues	t/fines no	0	0	p	0	0	0	0	partial (t notices)
3.2.5 Reserves	partially planned	p	0	p	0	p (Mar'84)	0	p	0
3.2.6 Holds	t	0	0	p	0	0	0	0	0 (t-notices)
3.2.7 Item level	t	0	0	p	0	0	0	0	0
3.2.8 Circ. periods	t	0	0	p	0	only in union environ.	0	0	0
3.2.9 fly	t	0	0	p	0	0	0	0	0
3.2.10 ILL	no?	partial?	partial?	p	some via Acq. no.	some	lib. as a patron	some	0
3.2.11 Booking	no	no	0	no	no	p	0	none	0

Name of System	NOTIS	ILS/ LS 2000	GEAC	BLIS	DOBIS	VTLS	CLSI	LIAS	Dataphase
3.3 Acq. & Serials									
3.3.1 Acq. status	0	p	t	0	0	p (end of '84)	0	p '84	0
3.3.2 Fiscal	partial	p	Mar.'84	0	0-but not searchable	p	partial	p	partial
3.3.3 Dup. ✓	no	p	t	0	no	p?	no	p	no
3.3.4 Claims	0	p	no	0	0	p	0	p	t
3.3.5 Vendor	0	p	t	0	0	p	0	p	0
3.3.6 Nonesuch	no	p	yes	0	no	p	no	p	no
3.3.7 links	none	p	Faxon-t & B&T	no	no	p	have one other p.	p	vendor-0 Other-none
3.3.8 Ser. status	0	minimal	Geac-t Faxon link-t	none	0 (Au'84)	Some hldgs-0 ✓in D'83	p	via Fax-link-p	none
3.3.9 Contins.	0	p	t	none	0	p	p	p	none
3.3.10 Serials pay. hist.	0	p	t	none	0	p	p	via Faxon	none
3.3.11 check-in	0	p	t	none	0	p(D'83)	p	via Faxon	none
3.3.12 In process temp ✓ in	0	0	0	none	0	p	p	0	none
3.3.13 Binding	no	p	t	none	0	p	p	p. (Faxon)	none
3.3.14 Bib. update	0	0	?	none	0	p	p	p	none
3.3.15 Standards	ANSI	none	t	none	?	p	p	p	none
3.4 Management									
3.4.1 status	Some	0	0	0	Some 0 some req d.p.skls	p	Some 0 Some p late '84	0 via micro sftwr	Some 0 some p Fall'84
3.4.2 online; parameters	not yet	0 no	0	some some batch	0	p	0 p(late84)	?	some
3.4.3 Circ stats.	some	some	0	p	0-circ no coll. use	p	0	0	0
3.4.4 Cat. reports	0	0	0	0	0	p	0 (few)	0	0
3.4.5 Acq. reports	weak	p	t	0	0	p	some 0	p	0

Name of System	NUTIS	ILS/ LS 2000	GEAC	BLIS	DOBIS	VTLS	CLSI	LIAS	Dataphase
4.0 Hardware/Software		DG:DEC: IBM	Geac 8000	IBM main-frame	IBM mainfrme	HP	DEC mini	Honeywl mainframe	Tandem
4.0.1 Hardware Where?	IBM 12 lic-ensees	MV10,000 mainfrme Akron	Houston; NYU;Mary-land	Johns Hop U-SanDie Columbia	Austin, P.L.	Alabama VPI	Phila. Free	Penn St.	Orange Cy Chic. P.L Ariz.St.
4.0.2 Amdahl	compati-ble	?	not com-patible	compati-ble	compati-ble	?	?	?	links have bn done
4.0.3 Vendor Support	yes software only	yes	yes	yes software only	none	yes software only	yes	yes software only	yes
4.0.4 Site	standard 400sq.ft	std.	std. 150sq.ft	std.	std.	std.	std.	std.	std.
4.0.5 Soft. $	$50,000+	$150,000-$600,000 incl/hdw	$70,000+	$185,000	$67,000(OS) $53,000(DOS)	$60,000 base + $10,000?	$100,000	?	$100,000
4.0.6 Training; doc.	yes-at addit. cost	via OCLC	yes	yes	doc-yes trng-no	yes at extra cost	yes	yes	yes
4.0.7 Lang.	assembl-er	MIIS	HUGO GLUG	Natural Adabas complt.	PL/I assembler	COBOL	CLSI	PL/6	ALIS III: COBOL
4.0.8 O.S.	IDMS CICS	MIIS	ZOPL	MVS or VS	CICS OS/VS	MPE IV OS	DEC MAC-RO Assm-blr.	CP6	Guardian Compass
4.0.9 crts; dial up	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
4.0.10 security	0	0	0	0	0	0	0	0	0
4.0.11 Perform. Backup	circ micros planned	micro backup planned	hand held micros 8hr.btry	micro-p COM cat-0	?	HP 120 or 125 micro	micro backup redundny	COM cat micro backup	cassette COM-p'84
4.0.12 Telecom.	std. polled	std.	std. (1200 baud)	std.	std.	std. (coax.)	coax phone digital	std.	std.

Note: The information is based on "vendor-supplied" documentation and telephone conversations with "vendors."

LB/ff
12/21/83

I. Information on what recorded items in the files can be obtained via the user access file?

A. Obviously different levels of data may be recorded for different functions of the system (e.g. Acquisitions, Cataloging, Circulation). If a given data element is present and is searched will that search retrieve automatically from all of the functional subsystems? [E.g. will a search for a given title retrieve that title whether it is fully cataloged, on-order, or present as an abbreviated record in the circulation system?] Will some types of searches work this way but not others? Specify. Can this type of search be achieved only by switching from subsystem to subsystem?

B. Are there any type of records which are valid for input into the system (e.g. the various cataloging formats) which cannot be searched in the usual way? If so how must they be searched? Are there any which cannot be searched?

C. Can the patron, on input of his I.D. number or bar code obtain information on material charged out to him, holds placed by him, etc.?

D. Once a given item has been identified can the patron obtain specific location information (e.g. floor and stack number or possibly even a floor plan showing approximate location)?

E. Can the patron obtain general library information (e.g. hours, special announcements, etc.) via the system.

II. Does the general record display adequately present bibliographic content and present clear information on location, call number, circulation status, etc.?

A. If an abbreviated bibliographic display is the standard does it give at least author, title, edition, place and publication, date, collation?

B. Is a fuller bibliographic display equal in content to an LC card (excluding LC call number, card number, etc.) available?

C. Can a record equivalent to the full MARC record be requested?

D. Does the record display utilize field labels rather than tags? Are these labels meaningful to the average user?

E. Are location and call number clearly and distinctly displayed?

F. If only a few item records (copies, volumes, etc.) are linked to the specific bibliographic record are they displayed on the same screen or does the user have to refer to another screen?

G. For extensive item records is the user cued to refer to another display?

H. For the individual item does the display provide special locations indicated, circulation status, circulation restrictions, holds placed, etc.

I. For circulation status is date due indicated?

J. For items on order, besides the display of whatever bibliographic information is recorded for acquisitions purposes is the display of acquisitions information limited to information which addresses patron needs? For monographs this would typically include the statement: ON ORDER, date ordered, number of copies [if more than one]. For a serial this would typically be SUBSCRIPTION ON ORDER, date ordered, TO BEGIN WITH _____, or V.7, 1963 ON ORDER, date ordered.

K. If both item records and acquisitions records are present, do the item records display first?

L. If the bibliographic record is for material held in more than one library unit, do the item records for the unit from which he is searching display first?

M. Will items which have been placed on class reserve include class and instructor information in the display?

N. What information will be provided for in process material? Will the system provide information on stage of processing?

O. Will the system provide item information on complete serial volumes?

P. How is system linked to serials check-in system to obtain item information on currently received material?

Q. If a substandard record has been used and for instance the patron through a call number search obtains a record for which there is no bibliographic information, is a message displayed explaining the situation?

III. For what type of data can the patron search?

A. Typical types of access would include

1. author (personal and corporate)
2. title
3. author/title
4. subject headings
5. series
6. local call number
7. ISBN
8. ISSN
9. Su Docs. No.
10. Free text or keyword access
11. Class or instructor name (for reserve material)

B. Describe other types of access available.

C. What fields are actually searched in each type of access?

D. Is series search distinct or is it included in title search?

E. In author searches does the patron have to differentiate between personal and corporate author?

F. Can different subject heading sets (e.g. LC and MESH) be searched? If so does patron have to choose one or the other?

G. Can subject subdivisions be searched?

IV. Are search strategies easy to follow yet flexible enough?

A. Are there various modes of searching menu or command?

B. Can the experienced user by-pass the menu made?

C. Are there separate function keys (e.g. author search key)?

D. For each type of search how much data has to be put in and are there specified structures (e.g. author last name, first name, middle name, etc.)

E. Can derived structure (e.g. _ _ _, _ _, _ _, _ for title) be used in any searches? Describe.

F. Can short titles and other search accesses be eliminated to avoid brining up all records which begin with that word or words?

G. Especially in controlled vocabulary searches is there a display showing searched term alphabetically arranged with headings which immediately precede and come after it?

H. How does search interrelate to authority control files?

1. Does input of a valid "see" term treated as if the preferred term has been input?
2. Are "see also" headings displayed?
3. Can scope and history notes be accessed?
4. Can the authority file be directly accessed and browsed or scrolled?

I. Can a search be delimited by

1. type of material
2. year of publication
3. language of publication
4. library location
5. other (list)

J. Can the initial search be manipulated via Boolean operators?

1. which operators?
2. on which types of searches can they be used?
3. can Boolean operators be used in conjunction with delimiters?

K. On which fields can free text or key word searching be done?

L. Is there a maximum number of records which can be retrieved? What happens?

M. When a search results in multiple hits what type of truanted display or displays are given? Does this vary with number of records retrieved?

N. Describe procedures for scrolling or browsing multiple hits.

O. Can search statements be stored?

P. Can search results be stored?

Q. Can the search transaction be cancelled " in process"? Corrected?

V. Is operation of the public access made sufficiently clear so that a reasonable intelligent user will encounter no real problems the first time he sits down to use it?

A. Does operation of the system rely on off-line procedures (e.g. a manual) as on-line prompts?

B. Do the procedures or instructions given, either off-line or on-line, clearly and unambiguously lead the user step by step through the necessary operations?

C. Are procedures free of technical jargon?

D. Are menus used to present possible choices for what to do next?

E. If the user has many different options and a menu is being used are the most common or significant presented first (especially important if the menu extends to more than one screen) and other choices grouped coherently?

F. Is the user clearly told what to do with the options presented in each menu?

G. Can the user call up "HELP" screens to clarify procedural steps or definitions?

H. Are the prompts given on-line sufficient to head the user through all necessary steps to make full use of the potentials of the system or are only the most significant given on-line and the user must learn about some less significant or more complicated potentials in some other way.

1. Which potentials of the system are covered by on-line prompts and which are not?

2. For those potentials not so covered are there on-line tutorials or instructions?

a. How is patron informed that these are available on-line?
b. Are they adequate to clearly and fully cover potentials of the operation?
c. Are there printed outlines available of the steps to be followed? Are they adequate?

VI. How are cataloging records put into the system?

A. Access: Are search options and operations essentially the same as in the public access system? Explain any differences.

B. Describe screen display in cataloging subsystem.

C. Describe work form for the cataloging subsystem.

C. Will the system accept all MARC formats?

1. Which are not accepted and what provisions does the system make for.
2. Describe any changes, additions or deletions made to MARC formats which are acceptable.

E. Can records be created via link with utility, tape load and direct input?

F. Can the cataloging record be created by updating or verifying an existing acquisition record? Must it?

G. What cues or help screens are available for someone working in the cataloging subsystem? Are they adequate?

H. What automatic checks does the system make to assure quality control of records? (e.g. ISSN, ISBN validating, detection of missing fields, etc.?)

I. During input of cataloging records are various appropriate fields automatically matched against authority files and notification given when an exact match is not found? Is this a batch procedure done after input of the re cord? If the cataloger is working from a pre-existing record (e.g. Acquisitions) will this matching already have been done and cataloger alerted to non-matches?

J. How are duplicate records identified?

K. How does the system handle multi-level bibliographic records (e.g. analystics)

L. Can copy specific information necessary to support circulation functions be input at the time of cataloging? Can it be deferred and entered by persons without full cataloging authorization?

M. Can bar code information be input by wanding during the cataloging input?

VII. How does the authority system work and interrelate with cataloging input?

A. What does the authority system include?

1. author (personal and corporate)
2. subjects (LC and MESH)
3. uniform titles
4. series
5. author/uniform titles

B. Are authorized forms linked in a non-redundant fashion or are they in a separate subsystem?

C. Are various types of headings recorded in separte authority subsystems or is there a single merged authority file?

D. Describe content of authority records.

1. Do they include "see" and "see also" references?
2. Scope and history notes?
3. Source authorization?
4. Rules applied?

E. Are authority records tagged or labeled?

F. Describe authority file input form.

G. Can authority information be input via link to utility? Tape-load? If so can records be saved for editing according to library requirements?

H. Does a heading input in the cataloging processing which does not match an established heading automatically generate a provisional heading? If not what happens?

I. Is there a size limitation for authority file provisional records? If so what is it?

J. Must all authority records be linked to a heading or can they be entered for a name not used as a heading (e.g. parent body when subordinate is used, information card for a name not used)?

K. If no references or information needs to be recorded, do records exist?

L. Does revision of entry in the authority file cause global change in bibliographic records? In authority records? Main and added entries? In qualifiers? In subheadings and subdivisions of subject headings? Can such cahgnes be made but retrieved for staff review and possible editing?

M. In the case of split or merged subject headins how are changes handled?

N. Are blind references/authority records suppressed or presented for review before deletion? When the last bibliographic record linked to an authority file heading is withdrawn will system automatically suppress of present for review the authority record?

O. Can the authority file records be scanned or browsed through a simple operation by someone operating in the cataloging subsystem? The public access system?

P. Are provisional authority records and the bibliographic records linked to them fully retrievable? If not describe.

Q. Are full or partial bibliographic records which do not represent cataloged materials (e.g. acquisitions records and some records created in the circulation functions) linked to the authority file and/or provisional authority file records?

VIII. Describe other products and services available through the system.

A. For library/staff use.

1. Are book lebels produced? More than one type/print? Size? Spine labels?

2. Describe review lists? Content? Frequency? Accompanied by error lists? Machine readable or paper?

3. Can tape of bibliographic records be produced for production of COM catalogs and other products? In MARC II format?

4. Can the system produce customized sort lists (e.g. by language, format, classification, etc.)

5. Can withdrawn records be saved in a separate file not accessible through the public search function?

6. Will the system support creation of separate files, such as desiderata files, which would be available for staff use only?

7. Will the system support input of bibliographic records for items not owned for which the library would like to inform public or staff that material is available locally?

B. Public Use.

1. Can patron print copy of display? (Should be possible at at least some terminals)

2. Can an offline bibliography be printed?

3. Can the user initiate a hold on an item in circulation via an operation at the terminal? For an item on order in process?

4. Does the system collect/monitor data on patron searches?

5. Will the system accept comments, messages, evaluations, from patrons for review by library staff?

6. If library so chooses can certain terminals also be made available for other on-line uses, such as data base searches, without an elaborate change over procedure?

7. Can terminals also be used for search of utility data bases by patron? What are the procedures used? Does the terminal act as a straight link to the utility or is it an interactive link providing user assistance not available through the utility?

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12/9

WAYNE STATE UNIVERSITY LIBRARIES
LIBRARY AUTOMATION - CIRCULATION FEATURES EVALUATIVE CHECKLIST
Rev. / Dec. 5, 1983

1.0 Does the system have the following functions in operation now?
- 1.0. 1 Charge
- 1.0. 2 Discharge
- 1.0. 3 Renew
- 1.0. 4 Holds (User requests for items)
- 1.0. 5 Class Reserves
- 1.0. 6 A/V Bookings
- 1.0. 7 Interlibrary Loan
- 1.0. 8 Branch
- 1.0. 9 Fines calculation and payment
- 1.0.10 Recall
- 1.0.11 Carrels/Lockers
- 1.0.12 In Process Monitoring
- 1.0.13 Record-reshelving monitoring
- 1.0.14 Searches/Missing Materials
- 1.0.15 Backup Provisions
- 1.0.16 Management Reports

1.1 What are the loan periods available?
- 1.1.1 How many differing loan periods can the system accomodate?

1.2 What are the types of borrowers?
- 1.2.1 How many categories of borrowerd can the system accomodate?
- 1.2.2 How are the categories determined?

1.3 How is the book charged if either it does not have circulation ID or the borrower does not have borrower ID?
- 1.3.1 How would the system deal with charging of uncoded categories of material (those not normally given circulation ID)?
- 1.3.2 For books without circulation ID, would a provisional record be made in the circulation file?
  - 1.3.2.1 How long would the process take if so?
  - 1.3.2.2 Format and content needed?
    - Does record become part of online catalog as well?
    - Is it searchable in same way as full records?
    - Is a temporary bar code or other circ ID assigned?
    - Is the book marked somehow for later manual checkin?
- 1.3.3 For borrowers without ID, would a provisional record be made for the borrower file?
  - 1.3.3.1 Format and content needed?
    - Is it temporary or permanent in the file?

1.4 Does the system have multiple access levels?
- 1.4.1 How many? For patrons?
- 1.4.2 What are the security provisions at each?
- 1.4.3 If patron access, can they get print output?
- 1.4.4 Is patron access direct or mediated?

1.5 What backup capabilities exist when system is down?
- 1.5.1 How is the information stored by the backup system?
- 1.5.2 How and how readily is the information transferred later to the system?

1.6 Describe the system by which users place requests (holds) for items they want.
- 1.6.1 Will the system accept requests for only those items in circulation, or for any item?
- 1.6.2 Is patron access to requesting direct or mediated? Would mediation accept phone requests?
- 1.6.3 For items in circulation, does the system generate recall requests automatically or by clerk command? Does it
- 1.6.4 If recalls are requested, does the system alter the due date of the recalled material automatically?

1.7 How will the system handle renewals?
- 1.7.1 How will it accomodate renewals for different categories of users?
- 1.7.2 How many categories of renewals will it accomodate?
- 1.7.3 Will it accomodate telephone renewals?
- 1.7.4 Is there a way to limit number of renewals?
- 1.7.5 Can the system renew all items out to a borrower at once, as well as one at a time?

1.8 How will the discharge operation function?
- 1.8.1 Must the items returned be returned in the same unit from which they were charged?
- 1.8.2 Will the system print a receipt for returned material upon borrower's request.

1.9 How will the class reserves system function?
- 1.9.1 Describe the process and speed with which data entry is accomplished.
- 1.9.2 Will the reserve charge to borrowers use the system borrower ID?
- 1.9.3 Will the system have the capabilities of the system presently in use:
  - 1.9.3.1 Will it produce instructor, title and call number lists?
  - 1.9.3.2 Will it produce notification lists?
  - 1.9.3.3 Will it produce renewal lists?

1.10 Describe the function of the A/V Booking system.
- 1.10.1 Does the system accomodate immediate updating by both account and title?
- 1.10.2 Is title access in system by number or is it also alphabetic?
- 1.10.3 Is there a subject approach to the A/V materials?
- 1.10.4 Does the system allow both immediate and future booking?
- 1.10.5 Does the system print these outputs?
  - 1.10.5.1 Daily checkout
  - 1.10.5.2 Confirmation lists
  - 1.10.5.3 Shipping/delivery labels and lists
  - 1.10.5.4 Management reports
    - 1.10.5.4.1 Tallies of bookings and turndowns
    - 1.10.5.4.2 Shipments/deliveries by account/dept. and by title
- 1.10.6 How does the system do accounting for charges, etc.?
  - 1.10.6.1 Can it also do overdues automatically?
  - 1.10.6.2 What categories does it print by in reports it does?
- 1.10.7 Does system maintain records on number of viewings and number in audiences reached?
- 1.10.8 Does system exist in such a way that it can print its own comprehensive catalog of media resources owned?

1.11 How will the interlibrary loan function work?
- 1.11.1 How are requests received and verified? How sent?
- 1.11.2 Will system request and track information needed for other libraries?
  - 1.11.2.1 How will such a hold be treated with regard to general holds placed by users or by special reserve staff for the same material?
- 1.11.3 Will the sytem acknowledge receipt and return of materials to other libraries?
- 1.11.4 Will charge of material on loan to WSU go through regular charge system?
- 1.11.5 How will the system handle charging when charges are made?
- 1.11.6 Will system generate mailing labels etc. for items being lent?
- 1.11.7 What management reports will the system produce on ILL lending, borrowing, revenue, etc.

WAYNE STATE UNIVERSITY LIBRARIES
LIBRARY AUTOMATION - CIRCULATION FEATURES EVALUATION CHECKLIST
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2.0 Book Information

2.1 What sort of book ID will be used?

2.1.1 Other than barcodes?

2.1.2 Barcodes

2.1.2.1 Is is randomly assigned or will it bear intelligent characteristics?

2.1.2.2 If intelligent, what doe numbers signify? (Library or branch? Type of material? Item or copy?)

2.1.2.3 How and when are barcodes added to bibliographic records for new acqs. (TPS300 when cataloged?)?

2.1.2.4 To what fields in MARC record is barcode added (049, 910, 949?)? What other files in system contain this information?

2.1.2.5 Are barcodes randomly printed by outside vendor or inhouse by the computer?

2.1.2.6 Where are barcodes affixed on the book? (Inside front cover, outside on cover, both?)

2 1.2.7 Is barcode is outside, must it be covered by transparent tape? What durability factors are involved (deterioration of adhesive, ink smear,etc.)?

2.1.2.8 How and when are books already cataloged barcoded and added to the system (see also 1.3.2)? At time of borrowing, return, special project, combination, or all of these?

2.1.2.9 If a special prject is undertaken, can the system produce barcodes by creating a special program for printing from the archival tapes?

2.1.2.10 How and when are books without OCLC records barcoded and added to the system? Is a short record created only for the circulation file or will OCLC records be updated, new catalog cards be produced, relass undertaken when appropriate?

2.2 What is the book or title record format?

2.2.1 Fixed or variable?

2.2.2 Max. and average no. of characters?

2.2.3 MARC format?

2.2.4 Derived from MARC-II?

2.2.5 Data compression? What, how?

2.2.6 IS book ID copy and volume (i.e. item) specific?

2.2.7 Are item record linked to the bibliographic record?

2.2.8 Are item records and book ID made for every circulated item?

2.2.9 Can information be entered into the circulation file and or the data base for items the library does not own?

2.3 What information is in the circulation record?

2.3.1 Does the charge system detect items already in the system as circulating or other at time they are brought up for chargeout?

2.3.2 Does the charge system provide block and trap capability?

WAYNE STATE UNIVERSITY LIBRARIES
LIBRARY AUTOMATION - CIRCULATION FEATURES EVALUATION CHECKLIST
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3.0 Borrower Information
- 3.1 What is the borrower identification?
  - 3.1.1 Machine readable picture ID?
    - 3.1.1.1 Barcoded label?
    - 3.1.1.2 Other such as magnetic stripe?
    - 3.1.1.3 If barcode, is label affixed on laminated or unlaminated ID?
    - 3.1.1.4 When is barcode (or other machine readable ID feature) added to the system? At registration at ASB? At special registration for card in library? By tape load from computing ctr. file?
- 3.2 What is the patron or borrower record format?
  - 3.2.1 Will it store more than one address?
  - 3.2.2 Will it allow manual override to determine mailing address at time of charge?
- 3.3 What information is in the borrower file?
  - 3.3.1 Will the system call up a list of items out to a borrower?
- 3.4 How is the borrower file accessed, and by who?
  - 3.4.1 Patron name?
  - 3.4.2 Patron ID or circulation ID number?
  - 3.4.3 By zip code?
  - 3.4.4 By agency of registration?
- 3.5 Describe the nature of the link between the system and borrower information in University computers? Is the link an online one?
- 3.6 How are fines matters handled by the system?
  - 3.6.1 Will the system generate fees as well as overdue notices?
  - 3.6.2 Will it generate billing letters?
  - 3.6.3 Will system allow an automatic charging of fees at point of item discharge?
  - 3.6.4 Will the sytem allow hourly fines on some items?
  - 3.6.5 Will system allow placing of university record holds and release of them on line to the Registration area?
  - 3.6.6 Can system be set to charge a borrower for non-return in response to recall notice? On demand or automatic?
  - 3.6.7 Can faculty be charged fines?
  - 3.6.8 Can system accept payment at service points other than the Fees Desk? (Should it if not capable of full Fees Desk operation and record keeping?)
  - 3.6.9 Are overdue notices generated on demand or automatically? How many and at what intervals?
  - 3.6.10 Can system accept charges for data base searching, copy machine revenue (microcopiers), ILL, rentals, etc. That is, will it replace the cash register?

4.0 Printed Output
- 4.1 Does the system generate a date due slip?
- 4.2 Does it generate receipts of demand for books returned and being discharged?
- 4.3 Does it generate overdue notices?
- 4.4 Does it generate overdue fees reminders?
- 4.5 Does it generate hold notification letters?
- 4.6 Does it generate recall notices?

4.0 Printed Output (con'd)

- 4.7 Does it generate notices to inform staff and requestor of availability of book for which they've requested a hold?
- 4.8 Management Reports
  - 4.8.1 Circulation statistics
    - 4.8.1.1 By agency or library unit of loan
    - 4.8.1.2 By geographic residence of borrower
    - 4.8.1.3 By college of enrollment of borrower
    - 4.8.1.4 By category of borrower
    - 4.8.1.5 By category of loaned material
    - 4.8.1.6 By call number range in the collection
  - 4.8.2 Fees Desk Revenue Statistics
  - 4.8.3 Weeding lists
  - 4.8.4 "More copies needed" lists
  - 4.8.5 Items not used in "x" months, years etc. lists
  - 4.8.6 Other lists useful for collection development
  - 4.8.7 Class Reserves Lists by Author, Title and Call number
  - 4.8.8 Faculty notification of items on reserve and forms for renewal of same
  - 4.8.9 ILL forms
  - 4.8.10A/V Booking system reports as in 1.10
  - 4.8.11Missing items lists
  - 4.8.12Those borrowers with more than "X" delinquent items
  - 4.8.13Those borrowers trapped for past delinquencies.
  - 4.8.14Lists of materials out to a user.
  - 4.8.15 ....AND MANY OTHERS

SUBJECT: Addendum to Circulation Features List

FROM: Roy Nuffer

TO: Louise Bugg

DATE: January 6, 1984

After the "final" draft of the features list was typed, Fran Buckley added some new features of concern to DPL. They are reflected in this addendum, which I assume you'll want to distribute to your Automation Group as an addendum to the main features list they've already received. I'm distributing it only to the subgroup that developed the original list.

CIRCULATION FEATURES LIST - ADDENDUM

1. Will the sytem permit issuance of ID cards in such a way that some may have automatic expiration dates (such as would be suitable in the university setting where they would expire at the end of an academic term) and others may be issued to either a fixed or an indefinite date?

2. How would lost cards be handled on the system?

3. Does the system produce a management report of fines revenue each day sorted out by the unit/library in which it was paid? Is the report produced automatically if available, or would it have to be requested daily?

c-K. Kaul
F. Buckley

SYSTEM: _____

FEATURES COMPARISON: (WSUL, 1983)

ACQUISITIONS:

1.0 What types of orders are handled:

- 1.1 Subscriptions
- 1.2 Blankets
- 1.3 Standing orders
- 1.4 Memberships
- 1.5 Sets
- 1.6 Approval orders
- 1.7 Prepayments
- 1.8 Monographs
- 1.9 Quotes
- 1.10 Added copies/vols.
- 1.11 Microforms
- 1.12 Non-print media (Tapes, software, films, records, video-cassettes, etc.)
- 1.13 Exchanges
- 1.14 Deposit
- 1.15 Gifts
- 1.16 Information records
- 1.17 Desiderata
- 1.18 Rentals

2.0 Files and records:

2.1 How many major files?

2.2 Describe briefly the files and the file interrelationships:

- 2.2.1 Is there a bibliographic file? What is the file capacity? (minimum 100,000 records)
- 2.2.2 Is there an expenditure file? What is the file capacity? (minimum 150,000 records)
- 2.2.3 Is there a fund status file? What is the file capacity? (minimum 3,000 records)
- 2.2.4 Is there a serials check in file? What is the file capacity? (minimum 25,000 records)
- 2.2.5 Is there an interface from a utility? What is the file capacity? (minimum 1,000 records)
- 2.2.6 Is there a historical file? What is the file capacity?
- 2.2.7 Are there SAVE files? What are the file capacities? (minimum 1,000 each file))
- 2.2.8 Is there a vendor file? What is the file capacity?

2.3 Describe the file structure:

- 2.3.1 Are there temp. files?
- 2.3.2 Are they updated continuously?
- 2.3.3 Are they merged in a batch operation?
- 2.3.4 Is the actual data stored?
- 2.3.5 Are sector addresses stored instead of actual data?
- 2.3.6 How are new records created for each file and how are records in the file edited?
  - 2.3.6.1 Bibliographic
  - 2.3.6.2 Expenditure
  - 2.3.6.3 Fund status

2.3.6.4 Serials check-in
2.3.6.5 Interface
2.3.6.6 Historical files
2.3.6.7 SAVE files
2.3.6.8 Invoice files

2.4 What information is in the basic acquisitions record and what is the maximum number of characters?
2.4.1 Title (data required)
2.4.2 Alternate title
2.4.3 Author (data required)
2.4.4 Imprint (data required)
2.4.5 Edition
2.4.6 Series
2.4.7 Format
2.4.8 ISSN/ISBN
2.4.9 LCCN
2.4.10 OCLC number
2.4.11 P.O. number: (data required)
2.4.12 Vendor (data required)
2.4.13 Vendor message
2.4.14 Copies (data required)
2.4.15 Order date (data required)
2.4.16 List price
2.4.17 Type of order (data required)
2.4.18 Encumbering Fund (data required)
2.4.19 Renewal date for serials
2.4.20 Requesting library (data required)
2.8.21 Notify
2.4.22 Message
2.4.23 Status (data required)
2.4.24 Action date
2.4.25 Received date
2.4.26 Call number
2.4.27 Document number
2.4.28 Pay date
2.4.29 Invoice date
2.4.30 Invoice number
2.4.31 Voucher number
2.4.32 Pay fund
2.4.33 Discount
2.4.34 Final price

2.5 Are there fields whose length may be established by the library?

2.6 Beyond the required fields, is the library able to choose which other fields should have data entered and/or displayed?

2.7 Are there status codes and type of material codes available for assignment by the library?

2.8 Which fields in the Acquisitions record are accessible on line? Which in a management report?
2.8.1 Title
2.8.2 Alternate title
2.8.3 Author

2.8.4 Imprint
2.8.5 Edition
2.8.6 Series
2.8.7 Format
2.8.8 ISSN/ISBN
2.8.9 LCCN
2.8.10 OCLC number
2.8.11 P.O. number
2.8.12 Vendor
2.8.13 Vendor message
2.8.14 Copies
2.8.15 Order date
2.8.16 List price
2.8.17 Type of order
2.8.18 Encumbering Fund
2.8.19 Renewal date for serials
2.8.20 Requesting library
2.8.21 Notify
2.8.22 Message
2.8.23 Status
2.8.24 Action date
2.8.25 Received date
2.8.26 Call number
2.8.27 Document number
2.8.28 Pay date
2.8.29 Invoice date
2.8.30 Invoice number
2.8.31 Voucher number
2.8.32 Pay fund
2.8.33 Discount
2.8.34 Final price

2.9 Can the acquisitions records be searched on-line by KWOC search keys?

2.10 Describe the vendor file:
2.10.1 How many characters/lines available in an individual vendor record?
2.10.2 Are subsidiaries accommodated? Distributors?
2.10.3 Are account numbers accommodated?
2.10.4 Are account representatives accomodated?
2.10.5 Can code alpha/numerics be assigned?
2.10.6 How are little-used vendors accommodated?
2.10.7 How are little-used vendors identified and purged?
2.10.8 Must little-used vendors be included in the vendor file?
2.10.9 Can the vendor file be accessed for correspondence?
2.10.10 Will the system accommodate a link to an external vendor file?

3.0 Describe the ordering system:
3.1 Are purchase orders generated on a regular schedule or on demand?
3.2 What special order features are available?
3.3 Purchase order number features:
  3.3.1 Does the system generate purchase order numbers?
  3.3.2 Can the library override an assigned number?
  3.3.3 If not, can a library assign an alternate or additional purchase order number?
    3.3.3.1 Can an assigned number be searched on line?
3.4 Are purchase orders sorted and ready for mailing?
3.5 Is a header prepared for mailing?
3.6 Does the purchase order print function handle subsets of the file" By requesting library? By type of material?
3.7 Does the system provide duplicate checks?
  3.7.1 What fields are matched? How many characters/words?
  3.7.2 How are the fields searched?
  3.7.3 Can the system search library files and other libraries in the network's files (joint)? Can it search each file (separately)?
3.8 Are machine readable records from or to the supplies read into the system or generated by the system?
  3.8.1 Is electronic ordering with more than one vendor possible?
  3.8.2 Can the system handle transfer of approval plan order information?
  3.8.3 Can the system handle transfer of Faxon annual invoice information?
  3.8.4 Can claims be electronically transferred to major vendors?
3.9 How are re-orders handled:
  3.9.1 May the vendor be edited and a new purchase order printed from the same record?
  3.9.2 May a new order record be created and a purchase order printed?

4.0 Describe the receiving component:
4.1 Does the system handle partial shipments for the following:
  4.1.1 Standing orders
  4.1.2 Blanket orders
  4.1.3 Subscriptions
  4.1.4 Memberships
  4.1.5 Approval orders
  4.1.6 Normal firm orders
4.2 Open orders:
  4.2.1 How does the system handle receipt?
  4.2.2 What is the effect on the item record?
4.3 How does the system handle returns?
4.4 How are credit memos handled?
4.5 Does the system handle interlibrary loan receipt and return?
4.6 Does the system accommodate in-process control?
  4.6.1 Via bar code?
  4.6.2 Via manual status changes?
4.7 Is a link provided between a series received on standing order and the individual monographs in the series?
  4.7.1 How is this link provided?
  4.7.2 Is claiming possible on individual monographs received on such a standing order?

5.0 Describe the claim and cancellation component:
5.1 Claims:
  5.1.1 Can the claim schedule be adjusted by the library?
  5.1.2 What fields print on a claim?
  5.1.3 Can it handle subsets of the Acquisitions data base?
  5.1.4 Can claims be reviewed before printing and/or mailing?
  5.1.5 Can claims which have been printed and approved have their status updated automatically?

5.1.6 Will the system sort claims by vendor and print with a header ready for mailing?
5.1.7 Can standing order pieces be claimed? How?
5.1.8 Can claims runs be customized (e.g. restricted to a single vendor or a group of vendors)?
5.1.9 Can the claim parameters be chosen by the library for an individual vendor? For an individual record?
5.1.10 Can claim parameters be edited?

5.2 Cancellations
5.2.1 Can the cancel schedule be adjusted by the library?
5.2.2 What fields print on a cancellation?
5.2.3 Can it handle subsets of the Acquisitions data base?
5.2.4 Can cancellations be reviewed before printing and/or mailing?
5.2.5 Can cancellations which have been printed and approved have their status updated automatically?
5.2.6 Will the system sort cancellations by vendor and print with a header ready for mailing?
5.2.7 Can cancelled records be deleted from the data base?
5.2.8 Can the schedule of deletion be controlled by the library?
5.2.9 Can the cancellation parametes be chosen by the library for an individual vendor? For an individual record?
5.2.10 Can cancellation parameters be edited?

6.0 Describe the management report component:

6.1 Does the system generate the following reports:
6.1.1 Vendor performance
6.1.2 Average price
6.1.3 Accession lists. Describe arrangement.
6.1.4 Fund balances:
6.1.4.1 All
6.1.4.2 Individual
6.1.4.3 Subsets
6.1.5 In process status
6.1.6 Fund journal
6.1.7 Expenditure reports:
6.1.7.1 Arranged by vendor?
6.1.7.2 Arranged by pay date?
6.1.7.3 Arranged by voucher number?
6.1.8 Serial orders by requesting libraries?
6.1.9 Standing order by requesting library?
6.1.10 All records with a particular status?

6.2 Does the system allow for custom management reports?
6.2.1 Can both retrieval and sort parameters be customized?
6.2.2 Are reports which show totals of records or dollar amounts only (no records printed) possible?
6.2.3 Is is possible to exclude a particular condition?

6.3 Are any reports available on line?

6.4 May more than one operator use the management report function at the same time?

7.0 Describe the serials check-in componant:
7.0.1 How many files compirse the check-in componant? List.

7.1 What information displays on the serials check-in record? How many characters (how much space) in each?
7.1.1 Complete bibliographic entry
7.1.2 Face date
7.1.3 Volume and number
7.1.4 Check-in date
7.1.5 Special instructions
7.1.6 ISSN
7.1.7 Copy number
7.1.8 P.O. number
7.1.9 Format
7.1.10 Alternate title
7.1.11 Vendor
7.1.12 Order type
7.1.13 Status
7.1.14 Call number
7.1.15 Message
7.1.16 Frequency
7.1.17 Location
7.1.18 Next expected issue
7.1.19 Binding pattern
7.1.20 "Continues" and "continued by" notes

7.2 Are the dates and volume information arranged so that they can be related to a particular issue?

7.3 Is the visual effect of the Kardex record retained?

7.4 Are all types and publishing schedules of serials accommodated?
7.4.1 Annual
7.4.2 Bienniel
7.4.3 Trienniel
7.4.4 Three times a year
7.4.5 Semi-annually
7.4.6 Quarterly
7.4.7 Semi-monthly
7.4.8 Bi-monthly
7.4.9 Semi-weekly
7.4.10 Monthlies
7.4.11 Bi-weekly
7.4.12 Weeklies
7.4.13 Semi-weekly
7.4.14 Three times a month
7.4.15 Newspapers (dailies)
7.4.16 Looseleafs
7.4.17 Supplementation
7.4.18 Extra issues
7.4.19 Irregular
7.4.20 Other

7.5 How are serials or series within a serial handled?
7.5.1 How are multiple check-in screens for cumulations handled? For copies?

7.6 Will the system accommodate routing slips? Identification labels?
7.7 Is union listing possible?
7.8 Can holdings information be displayed through the subsystem for both monographs and serials?
  7.8.1 Are both summary and detailed holdings information accommodated?
  7.8.2 How many fields/characters are there in the summary holdings statement? How many in the detailed? How linked?
  7.8.3 Do these match ANSI standards?
  7.8.4 Is the bindery componant linked?
  7.8.5 Is ther a link to a utility union list?

7.9 Can bib records be accessed from the serials check-in-sub-system? Payment history?
  7.9.1 Can bib records be updated?

7.10 Will the system claim missing issues? How is this handled?
  7.10.1 How is missing issue information displayed?
  7.10.2 How are prediction patterns input?
  7.10.3 Can a claim be generated by check-in?

7.11 How are serials renewals handled?
7.12 How are serial cancellations handled?
7.13 How are serial re-orders handled?
7.14 Will the system claim unreceived invoices for renewals?
7.15 Can the system read commerical bar-codes on serials?
7.16 Will the system accommodate decentralized check-in?
7.17 Will the system accommodate serial-like publications as well as serials?
7.18 Is keyword searching accommodated?

8.0 Describe the invoice processing componant:
8.1 How many fields are displayed during invoice processing? Which fields?
8.2 How many line items can be accommodated on a single invoice?
8.3 Can a record already showing payment hisotyr be paid against? How many records is it possible to post on a single P.O. number?
8.4 Is postage and handling automatically calculated?
8.5 Does the system keep track of foreign currency conversion?
8.6 Does the system handle prepayments?
  8.6.1 For firm orders
  8.6.2 For subscriptions
8.7 What type of transactions are possible?
  8.7.1 Payments
  8.7.2 Credits
  8.7.3 Notes
8.8 Are encumbrances automatically deleted when payments are posted?
8.9 Is calculation for multiple copies automatic?
8.10 How many users can use invoice processing at a time?
8.11 Are links to the university accounting system possible at the payment point? Encumbering point? Receipt point?
8.12 Will the system produce vouchers or voucher surrogates?
8.13 Will the system produce checks?
8.14 Can existing voucher and check forms be used?
8.15 Can the system produce invoices?

9.0 Describe the fund accounting componant:
9.1 How many different funds and subfunds can be accommodated? How many levels? (minimum 4)
9.2 Is subtotaling possible? On demand?

9.3 Are at least two fiscal years available on-line?
9.4 Can the whole fund structure be re-created for the next fiscal year automatically?
9.5 Can budgets and encumbrances be moved to a new fiscal year?
9.6 Is there a block or warning when a fund is overencumbered? Overexpended?
9.7 What kind of expenditure reports are available?
9.8 Are reports available on-line? Which fields?
9.9 Are custom reports available in batch mode? Which fields are searchable? Sortable?
9.10 Can fund accounting fields be edited? Which?
9.11 Can the accuracy of fund accounting fields be checked? How?
9.12 Can interlibrary loan fees be controlled?
9.13 Can the library choose to retain or archive a payment record?
9.14 Can a payment record remain linked to a bib record which has moved into another subsystem (e.g. circulation)?
9.15 Can fund records for separate institutions in a network be separately maintained? Separately accessed?
9.16 Will the account componant accommodate accounts for processing centers?
- 9.16.1 Maintain separate accounts
- 9.16.2 Calculate "value added"
- 9.16.3 Issue invoices

10.0 Describe the print products:
10.1 Does the system print the following:
- 10.1.1 Screen
- 10.1.2 Routing slips
- 10.1.3 Bindery pick-up notices
- 10.1.4 Bindery slips
- 10.1.5 Vouchers
- 10.1.6 Checks
- 10.1.7 Renewals
- 10.1.8 Invoice claims
- 10.1.9 Purchase orders
- 10.1.10 Return slips
- 10.1.11 Labels
- 10.1.12 Form letters
- 10.1.13 Claims
- 10.1.14 Cancellations
- 10.1.15 Management reports
- 10.1.16 Temporary slips
- 10.1.17 ILL borrowing request form
- 10.1.18 Check register
- 10.1.19 Invoices
- 10.1.20 Processing slips

10.2 Can printing be done in peak periods? Must printing be batched?

11.0 Describe the linkage capabilities of the system.
11.1 Is the system able to link with:
- 11.1.1 University Accounting Department? How?
- 11.1.2 Cataloging subsystem? How?
- 11.1.3 Public access subsystem?
  - 11.1.3.1 By choice of entry or ability to search subset of the acquisitions record?
- 11.1.4 Circulation subsystem?
- 11.1.5 To utility for summary holdings?
- 11.1.6 From utility?

11.2 Are serials and acquisitions one subsystem or separately linked?
11.3 Is there vendor linkage? With more than one vendor?
  11.3.1 Serials
  11.3.2 Approval plans
11.4 Does the system require full MARC records or can it handle minimal records?
11.5 Is payment history linked to bib record in Acquisitions subsystem? Serials subsystem? On-line catalog? Circulation subsystem?

12.0 Describe the binding componant:
  12.1 Describe the files and file relationships.
  12.2 What information is in the basic bindery record and what is the maximum number of characters?
    12.2.1 Type of binding
    12.2.2 Color
    12.2.3 Frequency
    12.2.4 Binding date/number of issues
    12.2.5 Special instructions
    12.2.6 Message
    12.2.7 Shipment number
    12.2.8 Shipment date
    12.2.9 Payment
    12.2.10 Payment date
    12.2.11 Date sent
    12.2.12 Date returned
12.3 Are binding fields searchable on-line? In management reports? Which fields?
12.4 Describe the printed products.
  12.4.1 Can bindery slips be produced on demand?
  12.4.2 Can bindery slips be produced automatically when the last issue is checked in?
  12.4.3 Can multiple copies be produced?
  12.4.4 Can packing lists be produced?
  12.4.5 Can vouchers be produced?
  12.4.6 Can pick-up notices be produced?
12.5 Is the bindery componant able to maintain budget information?
12.6 Is the bindery componant able to keep shipment records?
12.7 Is the bindery budget and shipment componant integrated with the payment files?
12.8 Can at the bindery or returned statuses be updated automatically?
12.9 Is there a link to the circulation subsystem? To the serials check-in? To the union list?
12.10 Does the system accommodate rebinds?
12.11 Will the system link to a commercial binder?

Other

1. What provision is made for quality control? (e.g. prevent wrong dates)
2. Are defaults prompt and repeats used?
3. How are records moved to another subsystem (e.g. circulation?)
4. Can records be moved off the system? When? How?
5. Can Interlibrary loans be accommodated? As part of the acquisitions system?
6. Could the system accommodate a tape load from the Nonesuch database?
7. Are HELP screens and NEXT and PREVIOUS SCREEN commands available?
8. Multiple operators should be able to do all functions.
9. System security especially for expenditure information.
10. Networking
11. Processing Centers.

ff

HARDWARE/SOFTWARE COMPARISON
Revised 12/13/83

Hardware

1.0 Configuration

1.1 Describe the hardware configuration and file capacity as the system is currently designed.

1.1.1 File sizes
1.1.2 Hardware
1.1.3 Expansion capabilities

1.2 What would be the likely relationship of the hardware to the Amdahl (IBM470) WSU mainframe i.e., shared, networked, stand alone?

1.3 Number of terminals.

1.4 Is communications equipment synchronous and asynchronous?

2.0 Who would maintain the hardware?

2.1 Cost
2.2 Staff
2.3 Training
2.4 Reliability, downtime, repairs.

3.0 What physical requirements would be necessary to house the hardware?

3.1 Space (sites)
3.2 Air handling
3.3 Electrical (wiring, voltage regulators, voltage monitors, etc.)
3.4 Communications (hard wiring, dial access, modems)
3.5 Storage
3.6 Peripheral equipment (fire prevention, tapes and disks, desks, anti-static devices)

4.0 What hardware back-up would be required to support specific systems?

4.1 Acquisitions
4.2 Circulation
4.3 Serials
4.4 Cataloging
4.5 Public access

5.0 Are different terminals required for specific usage, e.g., check-out staff use, etc.?

5.1 Readers
5.2 Printers
5.3 OCLC, Innovacq, or BRS compatability
5.4 Durability, sensitivity, costs.

6.0 What would be the minimum start-up cost for hardware?

- 6.1 Computer (lease with option to buy?)
- 6.2 Communications controllers, modems
- 6.3 Terminals
- 6.4 Maintenance agreement
- 6.5 Electrical wiring
- 6.6 Remodeling

7.0 What would be involved in searching via terminals installed to access the WSU computer? What kinds of terminals are available on campus - would dial access be available to them?

8.0 What are the future development plans?

- 8.1 Are enhancements made available?
- 8.2 Does institution receive system software and documentation updates?
- 8.3 At what cost?
- 8.4 How are enhancement installations handled?

9.0 Is any of the hardware influenced by security systems?

10.0 If hardware is customized by vendor, does it still maintain compatability?

11.0 What is the time frame for delivery of hardware?

12.0 Security - How is hardware protected?

Software

1.0 In what programming language is the application software written?

2.0 What are the requirements of the operating system; i.e., CICS, IDMS?

3.0 Is additional software required to make the system work; i.e., DEMS, TP monitor, etc.?

4.0 Coding Description

- 4.1 How many programs are in the current system application software?
- 4.2 Approximately how many lines of code are in the current system? How much storage space do they occupy?
- 4.3 Is the code fully structured?

5.0 Maintenance of Programs

- 5.1 Who maintains the software?
- 5.2 How many people are involved in maintaining the application software?
- 5.3 How many people are involved in new application software development?
- 5.4 How are programs and files backed up?

6.0 Maintenance of System

- 6.1 Who maintains the system software?
- 6.2 Are these same people involved in upgrading and new development on the system?

7.0 WSUL staffing

7.1 Describe the number and minimum credentials of staff needed to run system.
7.2 Describe the specialized computer knowledge required by library staff to run the system.

8.0 What are the future development plans?
8.1 How are upgrades delivered - revisions, add-ons?
8.2 Who implements these - vendor or library? How?

9.0 What would be the minimum start-up cost?
9.1 Software?
9.2 Maintenance?
9.3 Licensing?

10.0 Describe the likely system development and coding required for WSUL staff before start-up?
10.1 Tapes
10.1.1 Pareparation for loading?
10.1.2 Loading?
10.2 Bar coding?
10.3 Patron file loading?
10.4 Conversion support?

11.0 Can new files be created to generate special management reports?
11.1 How much space will these files require?
11.2 Will the vendor prepare new programs to accommodate these files?

12.0 Will special interfaces be provided?
12.1 Accounting?
12.2 Registrar?
12.3 OCLC?

13.0 If software is customized by vendor, does it still maintain compatability?

14.0 What is the time frame for delivery of software?

15.0 Quality control
15.1 Data entry checks?
15.2 Defaults?

16.0 Security
16.1 How are programs protected?
16.2 How is access limited?

17.0 Are all programs accessible to multi-users and multi-locations simultaneously?

18.0 Describe the programs for maintenance of files.
18.1 Do they run on real-time?
18.2 Is operator start-up or intervention necessary?

19.0 Does programming handle subsets of database?

Documentation

1.0 What information is given to the institution who chooses the software?

1.1 System Documentation?

1.1.1 At what level expertise is this aimed?
1.1.2 Are system manuals provided?
1.1.3 Is training provided?

1.2 Program documentation (including macros, tables, subroutines, utilities, record formats)?

1.2.1 At what level expertise is this aimed?
1.2.2 Are language manuals provided?
1.2.3 Is training provided?

1.3 Is the institution given source or object code?

1.4 Run instructions?

1.5 Run jcl?

1.6 Production control forms?

1.7 How well is the documentation indexed?

1.8 Are there samples of the procedures within the text?

1.9 What portions of the system are not included in user documentation?

1.10 Is the documentation clear and easy to use; i.e., understandable?

1.11 Are public access manuals available?

2.0 What is the training program?

2.1 Operations staff?
2.2 Programming staff?
2.3 Production control staff?

3.0 What is the procedure for bringing up the software in the facility?

3.1 What recourse does the site have to resolve problems during the first year of operations?
3.2 What are the acceptance test criteria?
3.3 How are in-house needs handled?
3.4 What happens to any guarantees or warranties, if the software is modified?
3.5 Who provides test data base? Is it adequate?

4.0 Could the system be installed on a stand-alone configuration on a mainframe or multiprocessor? Where has this been done?

5.0 Describe the library start-up effort required to construct the necessary files, i.e., convert circulation to barcode, create serials data base, etc.? Does vendor provide support for this?

6.0 System support

6.1 How much support is provided by vendor to keep the system running?
6.2 How much support is provided by vendor for new developments?
6.3 How is this support to be paid for?

7.0 Describe the arrangements between original installation or vendor and institution in regard to enhancements of the system? Are individual institutions considered?

7.1 Are enhancements made available?
7.2 Does the replicating institution receive software and documentation updates?
7.3 At what cost?
7.4 How are enhancement installations handled?

Responsiveness

1.0 Specific installation (describe briefly the environment) what is the average response time and the worst response time for the last six months?

1.1 Circulation

1.1.1 Search
1.1.2 Check-out
1.1.3 Check-in
1.1.4 Patron registration

1.2 Public Access search

1.2.1 Author
1.2.2 Title
1.2.3 Author/Title
1.2.4 Keyword
1.2.5 Boolean

1.3 Cataloging

1.3.1 Search
1.3.2 Input

1.4 Acquisitions

1.4.1 Search
1.4.2 Input

1.5 Serials check-in

2.0 How are jobs queued? If run in real-time, what is effect on response time to on-line functions?

3.0 Screens

3.1 Is format easy to read?
3.2 Are screens user-friendly?
3.3 Are help screens available and easily accessible?
3.4 Can screens roll or go back to previous screen(s)?
3.5 Do screens allow changing to another function with ease?

Operating Cost

1.0 For a specific installation what is the total annual operating cost? Describe the environment and name installation.

2.0 Describe the CPU utilization for the current installation noted in above question.

3.0 How many terminals are currently linked to this installation?

- 3.1 Hard wired
- 3.2 Dial access

4.0 What are the average number of transactions per year of each type on this installation?

- 4.1 Acquisition search
- 4.2 Acquisition order
- 4.3 Circulation search
- 4.4 Circulation check-out
- 4.5 Circulation check-in
- 4.6 Cataloging search
- 4.7 Cataloging input
- 4.8 Public access search
- 4.9 Serials check-in

DT/ff
12/6/83

Terminal Workstation Estimates for WSUL
Automated System

L. Bugg rev. 12/19/83

	First Year	Fifth Year
Technical Services		
1. Acquisitions functions	6	
2. Serials control functions	6	
3. Cataloging and data base maintenance functions	10	
4. Other; e.g. recon, searching	5	
Totals:	27	54
Purdy Library		
1. Reference and public catalog-Ref desk	2	
1st floor	12	
2nd floor	1	
3rd floor	2	
2. Circulation and inventory control	7	
3. Reserves	2	
4. Serials and Gov't docs (4th floor)	3	
5. Technical Services	1	
6. Collection Development	1	
7. Media collection and services	4	
8. Other; e.g. conversion, patron registration, library instruction	5	
Totals:	40	80
Administration		
1. Library Office	1	
2. Document Delivery/ILL	1	
3. Systems Office, incl. programmer	2	
Totals:	4	8

Law Library

1.	Reference and public catalog		
	1st floor	5	
	2nd floor	1	
	3rd floor (Faculty Library)	1	
	Annex	1	
	Ref Desk	1	
2.	Circulation Inventory Control	2	
3.	Technical Services		
	Acquisitions	1	
	Serials control	1	
	Government documents	1	
4.	Collection development/Document Delivery/ILL and Special Reserves	1	
	Totals:	15	30

Medical Library

1.	Reference and public catalog		
	Basement	1	
	Main floor	5	
	2nd floor	2	
	Ref desk	1	
2.	Circulation/Reserves/Inventory Control	3	
3.	Technical Services		
	Acquisitions/collection development	1	
	Cataloging	1	
	Serials control and Government documents	1	
	DC3	1	
4.	Document Delivery/ILL	1	
	Totals:	17	34

Education Library

1.	Reference and public catalog		
	Ref desk	1	
	1st floor	2	
	2nd floor	1	
	3rd floor	1	
2.	Reserves and inventory control	3	
3.	Technical Services		
	Serials Control and Gov't docs	1	
4.	Collection development	1	
	Totals:	10	20

Science Library

1.	Reference and public catalog		
	Ref desk	1	
	1st floor	7	
	2nd floor	1	
	3rd floor	1	
	4th floor	1	
	5th floor	1	
	6th floor	1	
	7th floor	1	
	Basement	1	
2.	Circulation/Reserves/Inventory Control	3	
3.	Technical Services	2	
	Serials control		
	Government documents		
	Collection development		
4.	Document Delivery/ILL	1	
	Totals:	21	42
	Federal Mogul Building	1	2
	Reuther Library	1	2
	Undergraduate Library	-	24
		136	296

Notes: This estimate does not include portable or "back-up" terminals/workstations. And it does not include terminals to be located in other "non-library" buildings on campus. A minimum of five terminals would be strongly indicated for the Student Center, Accounting Department, Computer Center, Registration and the Pharmacy Library in the first year.

These first year terminal estimates were based on my own "formulas" applied to our Library Systems' 1982/83 statistics, with the recommendations of the Heads of each Library Unit.

1. On-line public catalogs--(minimum)
   1 on main floor of every 50,000 (or fewer) people entering the building (50,000 ÷ 50 weeks = 1,000 people per week per terminal or 150 to 200 people per day per terminal).

2. Circulation department--(minimum)
   1 for every 50,000 transactions (or fewer) plus 1 per circ desk (for additional functions)
   1 for fees desk

3. Technical Services--(minimum)
   1 for every 2 staff members

The five year estimate doubles the first year estimate. An Undergraduate Library is added in year five (or later).

Statistics used from the 1982/83 Annual report were:

	Kresge	Neef	Purdy	Science	Shiffman
Attendance	(100,000)*	367,514	595,526	384,714	78,776
Circulation	37,649**	22,137	155,697	56.458	13,699
	x 2	x 2	x 2	x 2	x 2
	75,298	44,274	311,394	112,916	27,398

FTE Staff in T.S. = 48
(excluding students)

*my guess
** multiplied by 2 because each check-out must also have a check in.

LB/ff

Wayne State University

Memorandum

To: John Valentine, AT&T Communications Systems Representative

From: Louise Bugg, Acting Assistant Director Ext. 577-4058

Subject: Data transmission line estimates for planned Library Automation System

Date: December 20, 1983

We are assuming that there will be mainframe computer hardware in the Purdy-Kresge Building complex by Fall, 1984, dedicated to the operation of a University-wide automated library system.

Here are the estimates of the numbers of terminals/workstations we would like to install from the first through the fifth (and later) years of system operation. We cannot estimate at this time, how many data transmission lines we will need to accommodate these terminals. That estimate is dependent on a telecommunications analysis of the system we procure via the request for proposal process. We cannot estimate the amount of data to be transmitted yet, either.

	First Year+	Fifth Year+
Purdy/Kresge Building Complex	Mainframe 81 terminals	162 terminals
Federal Mogul Building	1 terminal	2 terminals
Law Library	15 terminals	30 terminals
Medical Library	17 terminals	34 terminals
Reuther Library	1 terminal	2 terminals
Science Library	21 terminals	42 terminals
Undergraduate Library		24 terminals
Totals:	136 terminals	296 terminals

In addition, direct lines are likely to be needed from these other University buildings to the Library's computer system:

WSU Main Campus	First Year	Possibly Later
Administrative Services No. 1 & 2	X	
Administrative Services No. 3		X
Alumni House - Community Arts Center		X
Art History Building		X
Center for Instructional Technology		
77 W. Canfield		X
70 W. Palmer		X
Center for Urban Studies		X
Chemistry Building		X
Children's Aid Building		X
Cohn Building		X
Computer Center	X	
College of Education Building		X
College of Engineering Buildings		X
General Lectures Hall		X
Justice Building		X
Law School		X
Life Sciences Building		X
David Mackenzie Hall		X
Manoogian Hall		X
Music Department		X
Old Main		X
Physics Building		X
Prentis Building		X
Science Hall		X
Shapero Hall		X
State Hall		X
Student Center	X	
WSU Medical Center Campus		
Helen Vera Prentis Lande Medical Research Building		X
McLaughlin Hall		X
C.S. Mott Center		X
Scott Hall		X
Other WSU Campuses		
Birmingham Center		X
East Side Center		X
Health Sciences Center, including Pharmacy & Allied Health Library	X	
High Technology Center (old D.I.T. Building)		X
Northeast Center		X
Northwest Activities Center		X
Southfield Center		X

Other public buildings likely to have direct lines	First Year	Possibly Later
Detroit Public Library	X	
Children's Hospital		X
Detroit Receiving Hospital		X
Grace Hospital		X
Harper Hospital		X
Hutzel Hospital		X
Rehabilitation Institute		X
Prentis Cancer Center		X

Dial access lines will be needed to initially accommodate access from most university buildings and from individuals, e.g. those with personal computers equipped for communication. When the use of a dial access line becomes great enough to justify a direct line, the goal would be to change to a direct line, if possible.

	First Year	By the Fifth Year
Estimated dial access lines needed:	25 lines	50 lines

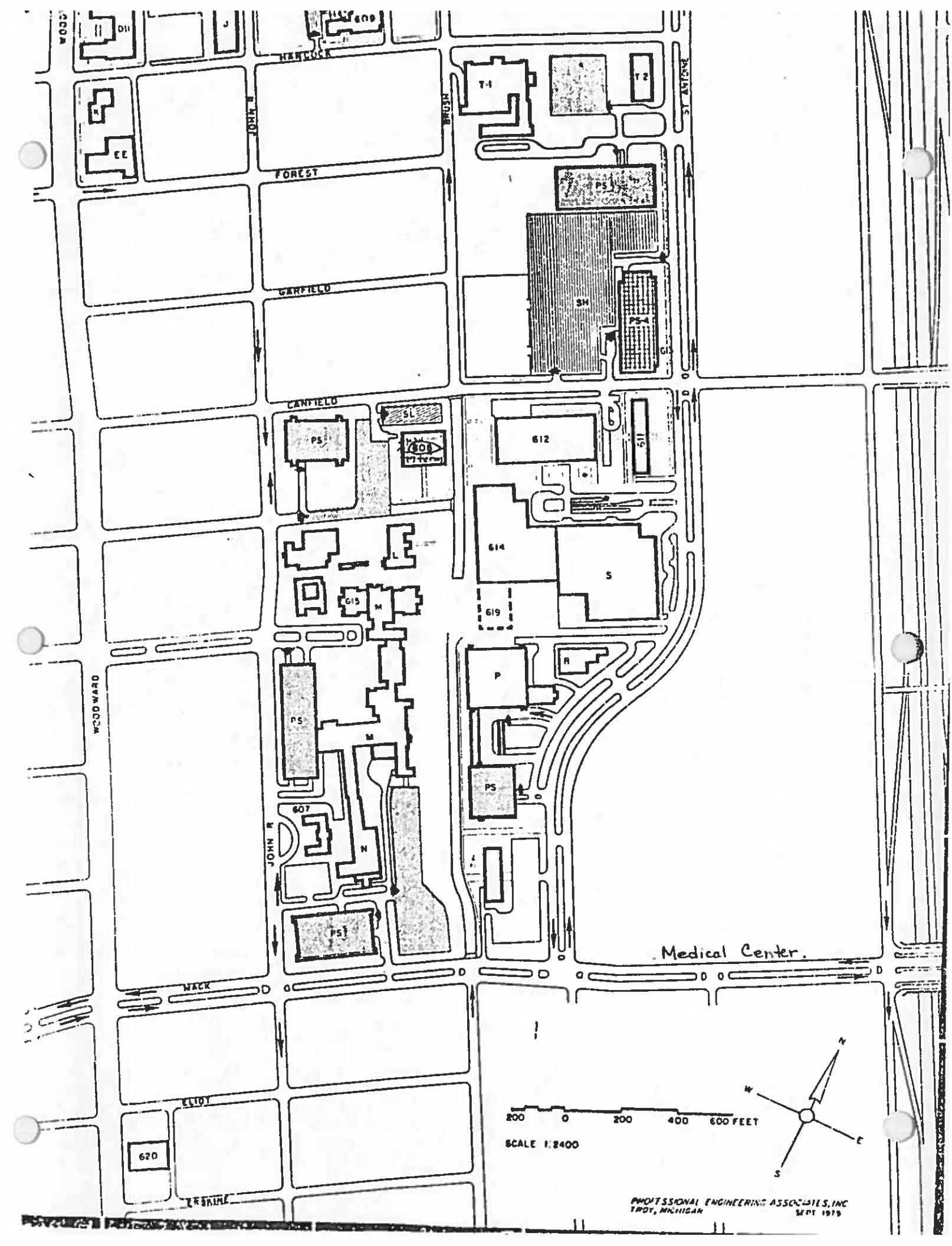
Attached is a map of the University indicating estimated numbers of terminals in each Library Building and indicating other buildings from which direct lines would be needed in the first year of operation. The Federal Mogul Building, 4455 Cass, is not on the map.

I hope this information will help you proceed with your planning. I must confess to you that I have some reservations about the ability of a "twisted-pair network" to handle large amounts of high-speed data transmission. My current reading indicates that data-over-voice technology is considered an interim technology with a life-span of five years and that a cable system separate from the telephone system may be the best option for video and high-speed data communications.

I hope your report to the University will address our data transmission needs from a long-range, as well as short range, point of view.

Many thanks for your help.

LB/ff
Attachment (maps)
cc: P. Spyers-Duran
Library Automatio: Planning Group


HANCOCK
FOREST
GARFIELD
CANFIELD
ELIOT
WARREN
WOODWARD
JOHN R
BRUSH
ST. ANTOINE
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T-2
PS
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Medical Center.
200 0 200 400 600 FEET
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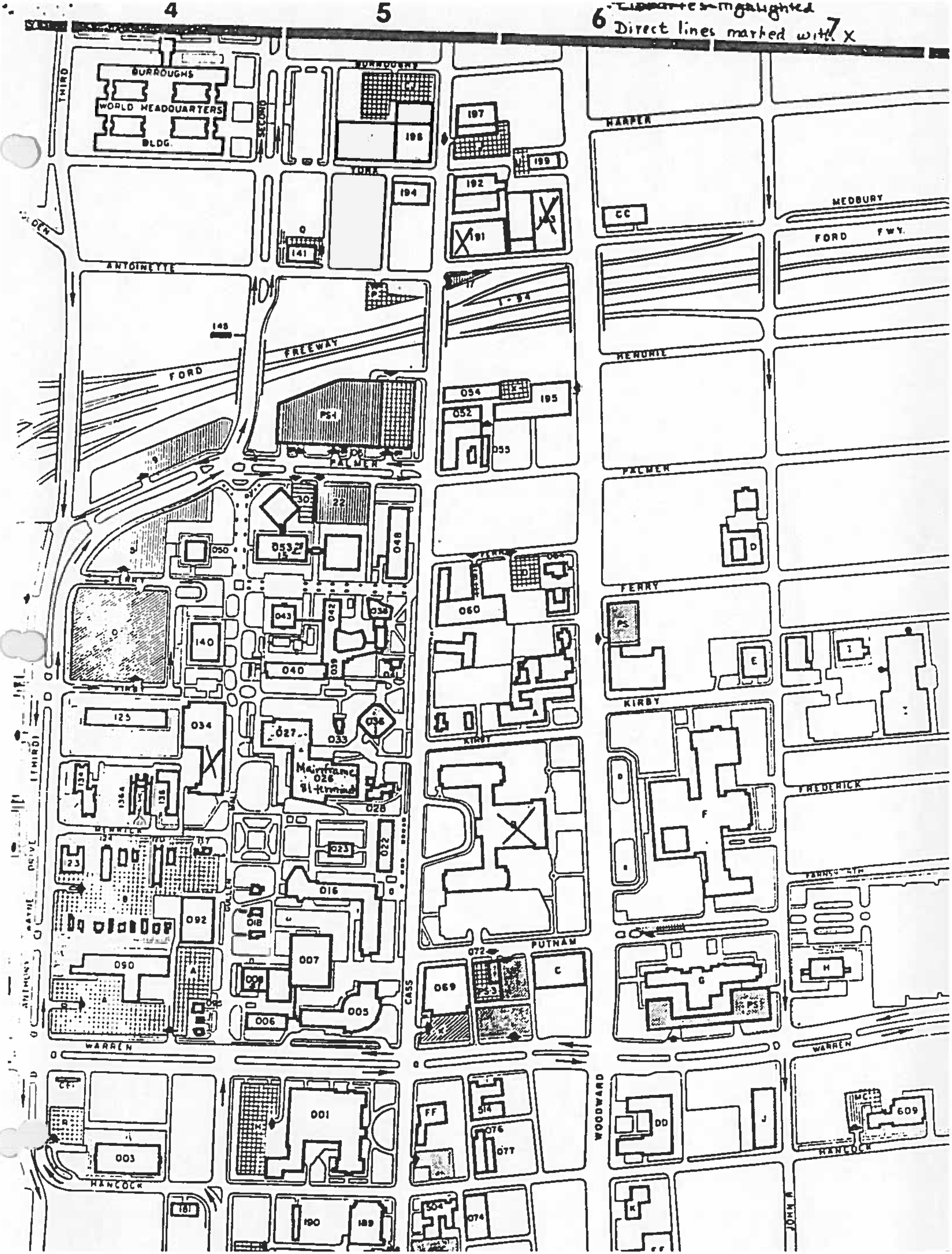
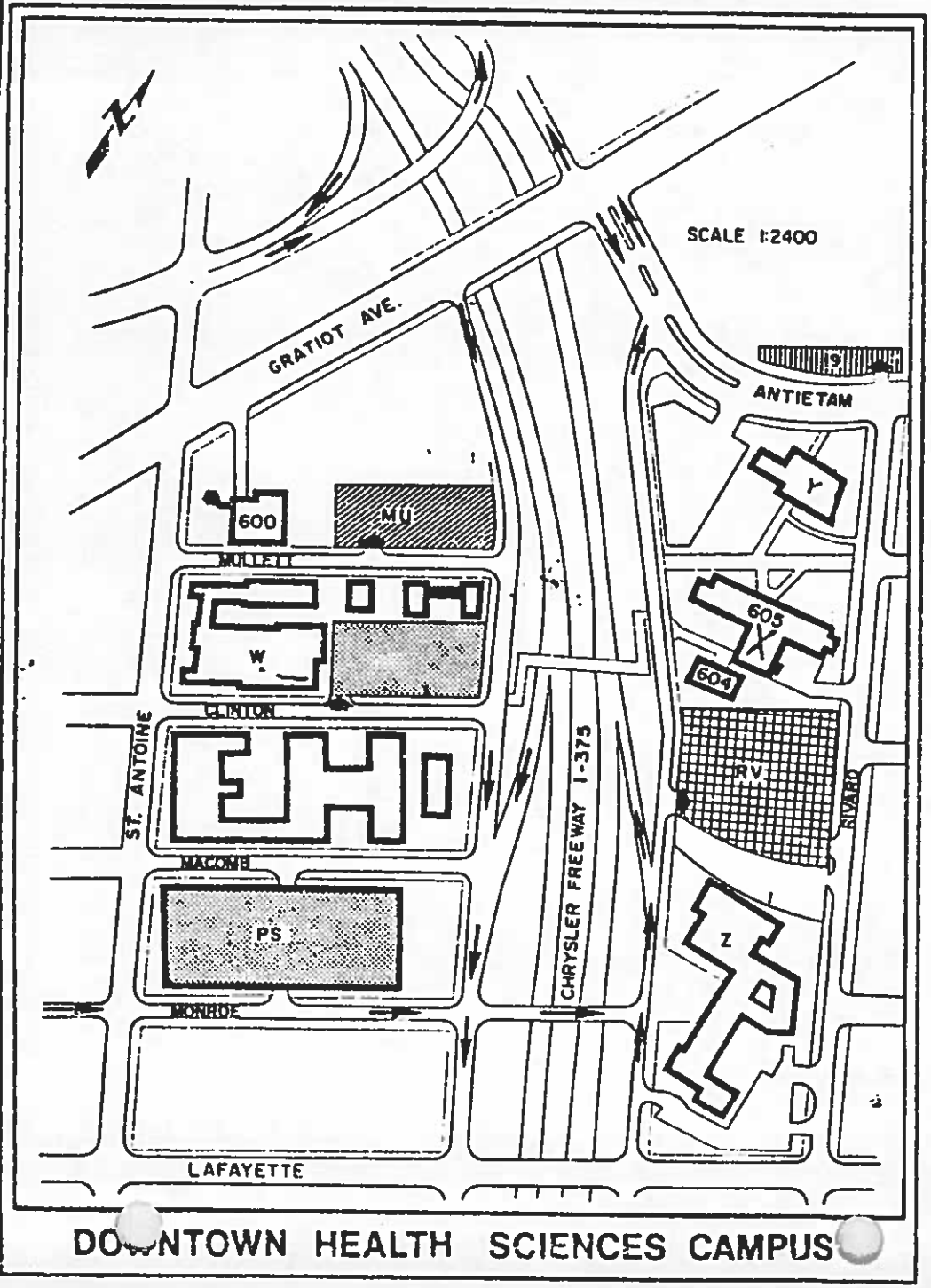
PROFESSIONAL ENGINEERING ASSOCIATES, INC
TROY, MICHIGAN
SEPT 1979

~~Libraries highlighted~~
Direct lines marked with X





DOWNTOWN HEALTH SCIENCES CAMPUS

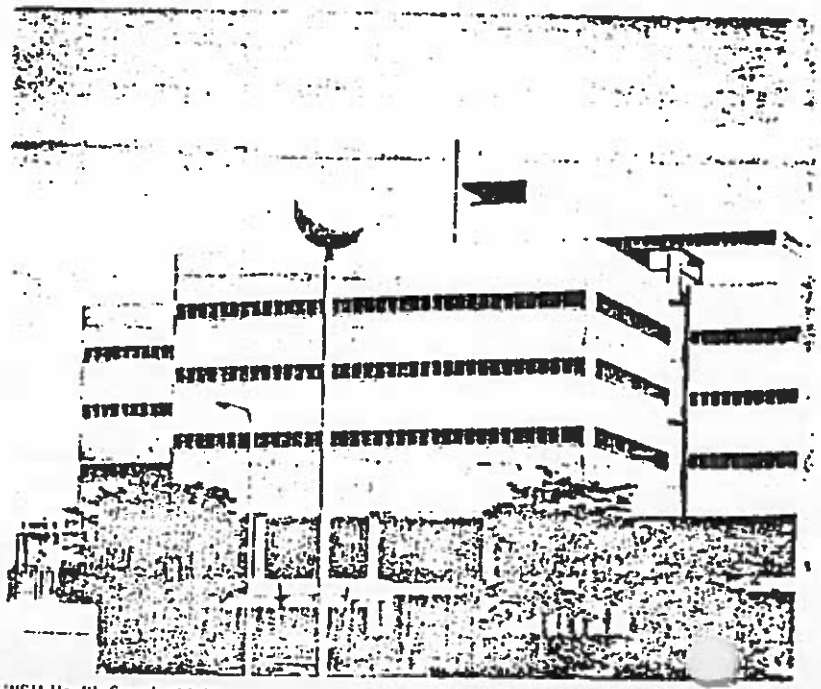
SOUTHFIELD CENTER CAMPUS

Administrative Office and Classroom Building	622
Classroom Building	622 A
Classroom Building	622 B
Library and Lounge	622 C
Maintenance Building	622 D
Storage Building	622 E

Angling Road Center, 27800 Franklin Rd.,
Southfield, Michigan

HEALTH SCIENCES CAMPUS

Health Sciences	605
Health Sciences Annex	604
Clinical Lab	600
Occupational and Environmental Health Lab	601
Detroit Memorial Hospital	W
Lafayette Clinic	Z
Wayne County Medical Society	Y



Library Automation Planning Group
Meeting Schedule and Agendas

1. October 14, 1983, 10:00 a.m. - 12 noon

   a. Review initial assignment to the Group
   b. Review methodology
   c. Begin work on key features list for initial screening of automated library systems

2. October 18, 1983, 1:30 - 3:30 p.m.

   a. Continue work on key features list

3. October 19, 1983, 1:30 - 3:30 p.m.

   a. Continue on key features list for initial screening
   b. Develop draft of overall automation goals
   c. Discuss staff and faculty involvement with the planning process
   d. Review schedule

4. October 21, 1983, 10:00 a.m. - 12 noon

   a. Finalize key features list for initial screening
   b. Review potential automated systems list and decide which to contact further
   c. Review NOTIS system

5. October 24, 1982, 10:00 a.m. - 12 noon

   a. Review ILS/LS 2000 system
   b. Begin Geac system review

6. October 25, 1983, 10:00 a.m. - 12 noon

   a. Complete Geac system review
   b. Review BLIS system

7. October 28, 1983, 10:00 a.m. - 12 noon

   a. Review automated system contacts and progress made
   b. Compile list of system eliminated from further review at this time
   c. Review overall goals draft

8. October 31, 1983, 10:00 a.m. - 12 noon

   a. Establish Subcommittee leaders for development of detailed features lists

      (1) Acquisitions/Serials - J. Houghton, G. Clark
      (2) Online catalog - C. Wecker, K. Bacsanyi
      (3) Circulation - K. Kaul, E. Hilker
      (4) Hardware/Software - F. VanToll, D. Taylor

   b. Establish other subcommittees for bar coding, retrospective conversion, OCLC archive tape preparation.
   c. Discuss Clemson University's detailed features lists

9. November 1, 1983, 10:00 a.m. - 12 noon

   a. Review Dobis/Leuven system
   b. Work on automated system comparative chart
   c. Report from Acquisitions/Serials Subcommittee

10. November 4, 1983, 10:00 a.m. - 12 noon

   a. Review VTLS system
   b. Work on automated system comparative chart
   c. Report from Hardware/Software Subcommittee
   d. Update re. phone calls, including BLIS, Ohio State, UTLAS, Dataphase
   e. A. Evans update re. LS 2000

11. November 7, 1983, 10:00 a.m. - 12 noon

   a. Review CLSI's system
   b. Updates re. phone calls

12. November 8, 1983, 10:00 a.m. - 12 noon

   a. Review Penn State's system (LIAS)
   b. Work on automated system comparative chart
   c. Updates re. Geac, BLIS, VTLS, CLSI, Mankato State, D. Bowen proposal

13. November 11, 1983, 10:00 a.m. - 12 noon

   a. Work on automated system comparative chart
   b. Overall time schedule planning

14. November 14, 1983, 10:00 a.m. - 12 noon

   a. Plan for comparative system evaluation
   b. Statistics needed for Hardware/Software Subcommittee
   c. Schedule Subcommittee reports
   d. Discussed possible user survey and sampling

15. November 15, 1983, 10:00 a.m. - 12 noon

    a. Retrocon Subcommittee progress report - A. Evans
    b. Review overall automation goals
    c. Updates re. phone calls
    d. Detroit Public Library joined the Group

16. November 18, 1983, 10:00 a.m. - 12 noon

    a. Statistics gathering needed and task analysis/flowcharting
    b. AT & T needs re. terminal/workstation estimates
    c. F. Buckley of Detroit Public Library reviewed their automation plans
    d. Updates re. phone calls

17. November 21, 1982, 10:00 a.m. - 12 noon

    Subcommittee meetings held re. features list development

18. November 22, 1983, 10:00 a.m. - 12 noon

    Subcommittee meetings held re. features list development

19. November 28, 1983, 10:00 a.m. - 12 noon

    a. Acquisitions/serials features list review
    b. AT&T report re. terminal/workstation estimates
    c. Update re. meetings with CSC staff, possibility of hiring consultant from Arthur Anderson, Library Newsletter article, phone calls

20. November 29, 1983, 10:00 a.m. - 12 noon

    a. Review circulation features lists
    b. Discuss options for bar coding

21. December, 1983, 10:00 a.m. - 12 noon

    a. Subcommittee report on OCLC archive tapes - D. Paldan
    b. Review online catalog features list

22. December 12, 1983, 10:00 a.m. - 12 noon

    a. Analyze nine automated systems to arrive at top four for demonstrations
    b. Discuss overall Time Table

23. December 13, 1983, 10:00 a.m. - 12 noon

    a. Review hardware/software features list
    b. Plan for demonstrations of system
    c. Set future meeting schedule

24. December 19, 1983, 10:00 a.m. - 12 noon

a. Demonstations of automated library systems
b. Sample RFP's to solicit
c. Review Dataphase system
d. Plans for joint meeting with Detroit area librarians
e. Review progress on Automation Planning Time Table

Library Automation Planning Group
Subcommittees and Meeting Schedules

Subcommittees to Develop Detailed Features Lists

1. Acquisitions/Serials Subcommittee

   J. Houghton
   G. Clark — leaders
   M. Maher, Law Library
   A. Evans, Medical Library
   G. Sniderman, Education Library
   D. Breneau, Purdy Library
   J. Ruffner, Science Library
   D. Taylor, Programmer
   L. Bugg, Library Systems
   J. Fleischmann, Serials Acquisitions
   B. Warner, Monographic Acquisitions
   W. Hogan, Verification

   Discussion and development of the lists occurred at the Nonesuch Acquisitions Implementation Team meeting of November 10 and December 1, 1983. The leaders then met together to compile the suggestions of the group. The final version of the list was distributed to the Subcommittee at the Nonesuch meeting on December 22, 1983.

2. Circulation Subcommittee

   K.L. Kaul
   E. Hilker — leaders
   R. Nuffer, Purdy Library
   G. Bethea
   T. Bolesta
   M. Velliky, Science Library
   A. Goshe
   D. Paldan, Technical Services
   M. Heinen, Law Library
   D. Taylor, Programmer

   A Subcommittee meeting was held on November 3, 1983 to discuss the features desired in the automated circulation component. R. Nuffer drafted the circulation features list after the meeting. It was presented to the Library Automation Planning Group and subsequently revised. The final version was distributed on December 5, 1983.

3. On line Catalog Subcommittee

   K. Bacsanyi
   C. Wecker — leaders
   D. Breneau - joined in progress

A. Technical Service representatives on CAT/AUTH

Connie Engle
W. Hogan
MaryLouise Lacy
Richard Moritz
Diane Paldan
Barbara Warner

T.S. People

Betty Borgman, Education
Don Breneau, Purdy
Anaclare Evans, Medicine
Marianne Maher, Law
Jim Ruffner, Science

Pub. Serv. rep to T.S.

B. Library Unit representatives on OPAC

Betty Borgman, Education
M. Heinen, Law
H. O'Connor, Science
A. Sperlbaum, Medicine
R. Taylor, Medicine

Discussion and development of the features lists occurred with public service representatives on November 17, 1983 from 2:30 to 3:30 p.m. and a meeting of the entire committee both public and technical service representatives on December 2, 1983 from 9:00 - 10:00 a.m.

The report was presented to the Library Automation Planning Group on Friday, December 2, 1983.

A request was made for committee members to identify key requirements of an online catalog and those results were submitted to L. Bugg on Tuesday, December 16, 1983.

Subcommittee members met November 21, 9:00 - 10:00 a.m., November 22, 10:00 - 12 noon to discuss the various versions of the report.

4. Hardware/Software Subcommittee

F. VanToll
D. Taylor
L. Bugg

The Subcommittee met several times to work on the details of the Hardware and Software features list. F. VanToll compiled a list of statistical information to gather to determine hardware requirements. D. Taylor compiled the overall features list, finalized on December 13, 1983.

Other Subcommittees

1. Barcode planning

   E. Hilker began investigation of the bar code options for conversion of our collections.

2. Bibliographic data conversion

   A. Evans chaired the Subcommittee, including M. Heinen from Law and C. Engle from Cataloging. Options for conversion were investigated. A study was designed to gather data in preparation for an in-house data conversion project. trhe study is currently underway and planning is proceeding on schedule.

3. OCLC archive tape preparation

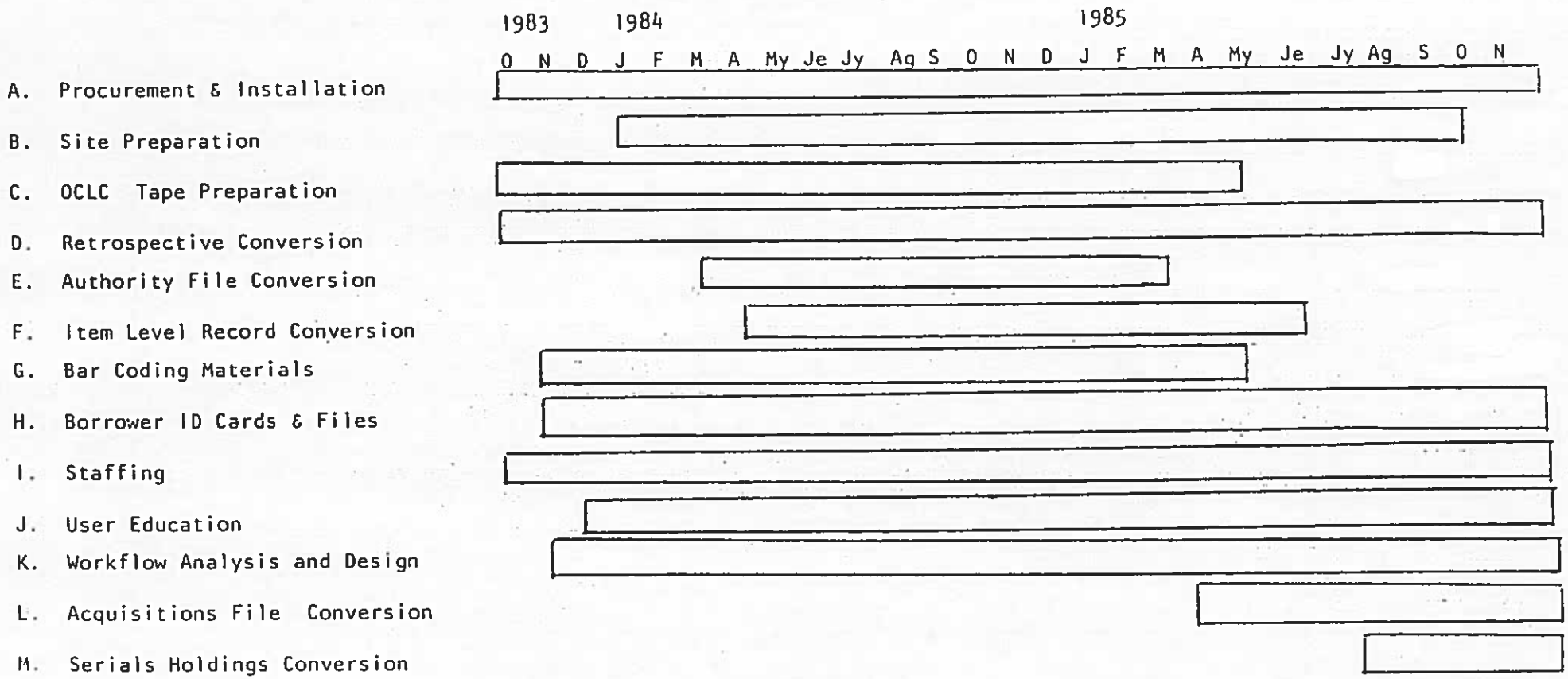
   D. Paldan investigated preparation of the OCLC archival tapes for loading into an online catalog data base. As a result of her work, analysis of corrections needed to "clean up" our tapes before loading is proceeding. All outstanding title withdrawals involving the tapes should be completed by the end of January, 1984.

WAYNE STATE UNIVERSITY LIBRARIES

LIBRARY AUTOMATION PROJECT

PRELIMINARY SYSTEMS DESIGN

TIMELINE



WSU LIBRARY AUTOMATION PROJECT

TIMELINE

A. PROCUREMENT & INSTALLATION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Study systems	1 1/2 months	Oct.-Nov. 1983
2	Develop features lists	1 month	Nov.-Dec. 1983
3	Write specifications; have demos	3 months	Jan.-Mar. 1984
4	Send specifications to systems	2 months	Mar.-Apr. 1984
5	Evaluate responses	1 month	May 1984
6	Develop contracts	1 month	June 1984
7	Begin installation and testing of hardware & software; load database	2 months	Sep.-Oct. 1984
8	System reliability testing	1 month	Nov. 1984
9	Bring up online catalog	2 months	Dec. 1984-Jan. 1985
10	Functional acceptance testing of online catalog	1 month	Feb. 1985
11	Bring up circulation	3 months	Feb.-Apr. 1985
12	Functional acceptance testing of circulation	1 month	May 1985
13	Bring up acquisitions	2 months	June-July 1985
14	Functional acceptance testing of acquisitions	1 month	August 1985
15	Bring up serials control	2 months	Sep.-Oct. 1985
16	Full-load acceptance testing	1 month	Nov. 1985

B. SITE PREPARATION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Identify potential sites for computer room	1 1/2 months	Jan.-Feb. 1984
2	Identify sites for public access, circulation & cataloging stations	1 1/2 months	Feb.-Mar. 1984
3	Prepare specifications for work needed	2 months	Apr.-May 1984
4	Send orders for site preparation, incl. a.c., wiring, security, etc.	1 month	June 1984
5	Telecommunication study; order equipment and lines	1 month	June 1984
6	Order supplies	1 month	July 1984
7	Install wiring & telecommunications	2 months	Aug.-Sep. 1984
8	Identify sites for acquisitions & serials equipment	1 1/2 months	Nov.-Dec. 1984
9	Order wiring, tables, etc., for acquisitions and serials	1 month	Dec. 1984 - Jan. 1985
10	Install wiring for acquisitions & serials equipment	1 month	Feb. 1985

C. OCLC ARCHIVE TAPE PREPARATION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Have tapes duplicated	3 months	Oct.-Dec. 1983
2	Compile tape policies	2 months	Dec.-Jan. 1984
3	Prepare tapes for editing	3 months	Jan.-Mar. 1984
4	Contract to edit tapes, incl. AACR2 conversion	1 month	Mar. 1984
5	Send tapes for editing	3 months	Apr.-June 1984
6	Prepare tapes for loading	2 months	July-Aug. 1984
7	Purchase serial tapes from OCLC	2 months	Sep.-Oct. 1984
8	Load archive tapes	1 month	Nov. 1984
9	Begin direct record maintenance	ongoing	Dec. 1984
10	Change OCLC catalog card profile	1 month	March 1985

D. RETROSPECTIVE CONVERSION OF BIBLIOGRAPHIC RECORDS

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Study retrocon options	1 1/2 months	Oct.-Nov. 1983
2	Gather data inhouse	1 month	Dec. 1983
3	Analyze data and develop plan	1 month	Jan. 1984
4	Develop policies and procedures; order equipment & OCLC authorization	1 1/2 months	Feb.-Mar. 1984
5	Test procedures; begin staff training	1 month	Mar. 1984
6	Implement inhouse retrocon in Technical Services	ongoing	Apr. 1984
7	Train public service staff to assist with retrocon	ongoing	June 1984
8	Evaluate inhouse plan	1 month	August 1984
9	Consider contracting options	2 months	Fall 1984

E. AUTHORITY FILE CONVERSION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Contract to acquire authority records on tape	1 month	March 1984
2	Have authority tapes prepared during archive tape edit	3 months	Apr.-June 1984
3	Pre-loading preparation	2 months	July-Aug. 1984
4	Load authority files	1 month	Nov. 1984
5	Begin direct record maintenance	ongoing	Dec. 1984

F. ITEM LEVEL RECORD CONVERSION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Identify contents of item level records systemwide	2 1/2 months	Apr.-June 1984
2	Prepare plan for loading	1 month	June-July 1984
3	Pre-loading preparation	3 months	Aug.-Oct. 1984
4	Load item level records	5 months	Dec. 1984 - April 1985
5	Begin direct maintenance and loading "on-the-fly"	ongoing	May 1985

G. BAR CODING MATERIALS

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Begin to examine options		Nov. 1983
2	Plan for bar coding; order supplies	2 months	June-July 1984
3	Implement plan	5 months	July-Nov. 1984
4	Continue "on-the-fly"	ongoing	Dec. 1984

H. BORROWER ID CARDS AND FILE

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Begin planning within the University	2 months	Nov.-Dec. 1983
2	Identify name/address files within the University	2 months	Jan.-Feb. 1984
3	Develop plan for issuing ID cards	3 months	Mar.-May 1984
4	Order supplies and equipment	1 month	June 1984
5	Develop software to create name/address tapes	5 months	July-Nov. 1984
6	Develop PR for user registration	2 months	Nov.-Dec. 1984
7	Create name/address tapes and test	1 month	Dec. 1984
8	Initial load of name/address files	1 month	Jan. 1985
9	Register borrowers, as needed	continuous	Jan. 1985
10	Revalidate files via tape updates	ongoing	Jan. 1985

1. STAFFING

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Involve staff in procurement groups	ongoing	Oct. 1983
2	Update staff via Unit meetings	ongoing	Oct. 1983
3	Invite staff to demonstrations	3 months	Jan.-Mar. 1984
4	Present selected system to staff	2 months	June-July 1984
5	Plan for staffing of computer room, etc., write job descriptions, post	1 month	June 1984
6	Hire new staff needed; identify existing staff to be trained	2 months	July-Aug. 1984
7	Documentation to key staff	2 months	July-Aug. 1984
8	Train key staff to run system	2 months	Sep.-Oct. 1984
9	Train online catalog staff	3 months	Nov. 1984 - Jan. 1985
10	Train circulation staff	4 months	Jan.-Apr. 1985
11	Train acquisitions staff	3 months	May-July 1985
12	Train serials staff	3 months	Aug.-Oct. 1985

J. USER EDUCATION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Library newsletter article	1 month	Dec. 1984
2	Additional publicity, incl. demos	ongoing	Jan. 1984
3	Design, test, and do pre-automation user survey	3 months	Mar.-May 1984
4	Press release	1 month	June 1984
5	Plan for user education, incl. signs, handouts, instruction	2 months	July-Aug. 1984
6	Order signs.	1 month	Sep. 1984
7	Have offline user educational materials made	1 1/2 months	Sep.-Oct. 1984
8	Install signs	1 month	Nov. 1984
9	Establish "on demand" user education	1 1/2 months	Nov.-Dec. 1984
10	Modify materials; design post-automation survey	2 months	Mar.-Apr. 1985
11	User survey post-automation	1 month	May 1985
12	Analyze surveys	3 months	June-Aug. 1985

K. WORKFLOW ANALYSIS AND DESIGN

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Flow charts of manual operations	6 months	Nov. 1983-April 1984
2	Analyze flow charts	2 months	Apr.-May 1984
3	Compile circulation policies	4 months	June-Sept. 1984
4	Plan for new cataloging workflows	2 months	June-July 1984
5	Consider policy changes to develop online circulation parameters	3 months	Oct.-Dec. 1984
6	Document new policies & workflows continuously as system implemented	ongoing	Aug. 1984
7	Plan for new circulation workflows	2 months	Dec. 1984-Jan.-1985
8	Plan for new acquisitions workflows	2 months	Apr.-May 1985
9	Compile serials control policies	3 months	Apr.-June 1985
10	Plan for new serials workflows	2 months	July-Aug. 1985

L. ACQUISITIONS FILE CONVERSION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Prepare acquisitions files for loading	1 month	April 1985
2	Begin loading vendor files	1 month	May 1985
3	Begin loading fund file	1 month	May-June 1985
4	Begin loading on order files for open orders	2 months	July-Aug. 1985
5	Begin loading on order and in process files (single orders), as needed	2 months	Sep.-Oct. 1985
6	Online maintenance of files	ongoing	Oct. 1985

M. SERIALS HOLDINGS CONVERSION

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Prepare serials data for loading	1 1/2 months	June-July 1985
2	Begin loading holdings, incl. bindery information	3 months	Aug.-Oct. 1985
3	Online maintenance of files	ongoing	Nov. 1985