

**MiLE Steering Committee Meeting  
Lawrence Technological University Library\*  
March 23, 2001, 9:30 – 11:30 a.m.  
AGENDA**

- 1. Review minutes of March 9<sup>th</sup> meeting and today's agenda 9:30 – 9:35**
  - Minute taker today—Dee Callaway
  
- 2. Team reports 9:35 – 10:00**
  - Promotion—Christine
  - Design—Larry
  - Circ/ILL—Celia and Dee
  - Training—Gary
  - Technical—Scott
  
- 3. RFP process and planning 10:00 – 11:10**
  - Scott's role
  - Process to screen vendor proposals  
Goal: evaluation sheet for S.C. to use
  - Customer reference calls (list sent by Larry)  
Goal: list of questions for 20-30 minute call
  - Vendor demo planning (bring questions from teams)  
Goal: list of 5 to 10 demo requirements per RFP section
  - Arrangements for demos on May1-2 at UMDearborn
  
- 4. Other issues 11:10 – 11:25**
  - LOM survey response for MiLE
  - Fall resource sharing workshop
  - ARL ILL/DD conference in Ann Arbor Nov. 8-9
  - ATLAS videoconference feedback
  - Adding a school to the MiLE project?
  
- 5. Plans for next meetings 11:25 – 11:30**
  - April 13, 9:00 – 12:00 at UMDearborn  
Tasks: screen vendor responses; assign reference calls;  
Work on vendor demo plans
  - April 24, 9:00 – 12:00 at Walsh College  
Tasks: functionality review of vendor responses with  
Input from teams; decide vendors to invite for demos;  
Finalize demo plans

\*The LTU Library is in the Buell Management Building. Use Parking Lot C from 10 Mile Road. From the Lodge, use Lahser exit. For maps, go to [www.ltu.edu](http://www.ltu.edu).  
L.Bugg 3-21-2001

**MILE Project**  
**Steering Committee Minutes**  
**March 23, 2001**

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- Present: J. Bosler, L. Bugg, D. Callaway, G. Cocozzoli, R. Kelly, C. Morse, S. Muir, D. Murphy, L. Neal, E. Palmer, T. Turgeon,
- Draft minutes of previous meeting were corrected and will be circulated by L. Neal.
- Agenda was accepted as written.
- Two new members have been added to section committees. Rita Bullard of EMU has joined the ILL/CIRC committee and Ellen Marks of WSU will serve on the Design committee. Bob Kelly will make changes to the directory of committee members.
- **COMMITTEE REPORTS**  
 There were no updated meeting reports from the following committees: Promotion, Training, ILL/CIRC or Technical.
- **VENDOR REPORT**  
 No questions have been received from the prospective vendors. An initial evaluation document needs to be developed. E. Palmer will send a draft via e-mail to members of the Steering committee. Comments may be submitted to the listserv.
- **REFERENCE CHECKLIST**  
 A review of the draft list of reference check questions was conducted. By consensus several questions were reworded and consolidated. It was also agreed that a review of vendor user websites may be an important source of information which may influence which questions should be asked. L. Neal will post via the listserv the proposed changes to the reference checklist. Assignments for reference checks will be made at the April 13<sup>th</sup> meeting.
- **STRUCTURED DEMOS**  
 Each team is responsible for outlining areas for the structured demos. The proposed time limits and major concerns are as follows:
  - System - 20 minutes - Functionality
  - Design - 20 minutes - Customization
  - Training - 20 minutes - CBT/Training manuals
  - ILL/CIRC - 60 minutes - Use of system from staff view and patron view
 L. Bugg will begin work on the format. She is also available to work with the various committees in the development of the scenarios. Proposed scenarios are due to L. Bugg by April 7<sup>th</sup>.

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**FOR IMMEDIATE RELEASE (will go to all coops, Michlib-L, library press, MLA, MAME, MLC)**

**Michigan Starts to Go the Extra Mile**

Libraries in Southeast Michigan, serving over half of the state's residents, have received a LSTA grant to create a network that will provide one stop shopping for information for library customers all types of libraries. The project, named Michigan Library Exchange (MILE), takes a holistic approach to library services - serving the information needs of the whole person with delivery mechanisms, which break down the traditional barriers created by residency. Hopefully, this will become the basis for a statewide project to link all of Michigan's library collections.

Using Z39.50 and SIP/NCIP protocols, MILE will

- Empower library users with a quicker and more efficient way to access holdings and availability information on regional library holdings via a Web interface;
- Permit end user initiated interlibrary loan, and;
- Provide delivery of requested materials (monograph and serials) into the hands of end users more quickly.

Michigan currently uses a traditional interlibrary loan system, which is entirely based on library staff placement, retrieval and delivery. Presently, 80% of material requests are filled through local sharing agreements. The same

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libraries spend 80% of their resource sharing budgets trying to fill the remaining 20% of requests. MILE members will move to a model that will reduce staff involvement, thus reducing the cost of ILL, and speed up the delivery of loaned materials.

A 1998 Academic Research Library (ARL) study identified common elements in libraries with high interlibrary loan performance and low cost operations. ARL Senior Program Officer for Access and Delivery Services, Mary Jackson identified the following common elements among those operations:

- User-initiated ordering,
- Maximum use of technology, and
- Electronic and courier delivery systems.

These three principals will become the foundation for MILE.

“Improving service, increasing efficiency and lowering costs are major undertakings in any project. But in this case the project will be made easier by the many ‘pieces of the pie’ already in place,” said MILE Steering Committee Chair Louise Bugg. “Software is now available that builds on three technologies necessary to achieve our vision: Z39.50, the NISO ILL protocol and the Circulation Interface protocol (CIP II). We will use all of these standards to provide seamless interoperability among the databases of The Library Network, the Suburban Library Cooperative, the Detroit Area Library Network (DALNET) and the other members of the Oakland, Wayne, Washtenaw, Livingston and St. Clair (OWLS) region of cooperation.” The project will use third party software to

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provide patron authentication, and integration of ILL requests with local library systems.

The third party software will be selected by May 12, 2001; tested by October 31, 2001; and implemented by December 3, 2001. "This is an extremely ambitious schedule," said Bugg, "but we have 50 dedicated librarians who are serving on the Steering Committee or sub-committees to bring this project about."

"The Library of Michigan is carefully watching this project," said State Librarian Christie Brandau. "We are constantly looking for ways to improve library services to all residents of Michigan and expect that MILE will be the next step in that journey."

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