

LIBRARY AUTOMATION PLANNING GROUP

Progress Report

March/April 1984

1. LAPG -

The Library Automation Planning Group continued to meet every Monday from 10:00 a.m. to 12:00 noon. Agendas for the meetings were:

- March 5 Prepare for BLIS demo; review February progress report; Circulation Subsystem specifications review.
- March 12 Debriefing for BLIS demo; prepare for Innovacq demo; Circulation specs review.
- March 19 Debriefing for Innovacq demo; complete review of Circulation specs.
- March 26 Begin Acquisitions Subsystem specifications review.
- April 2 Acquisitions Subsystem specs review.
- April 9 Complete Acquisitions specs review.
- April 16 Begin Serials Control Subsystem specifications review.
- April 23 Complete Serials specs review; determine mandatory functional requirements; review March/April progress report.

2. DALNET -

The group of libraries continued to meet weekly on Mondays from 9:00 to 10:00 a.m. Work centered on gathering statistics, defining the network, and developing an approach to cost/benefit analysis.

A DALNET timeline was prepared to add to the overall project timeline chart. A report on a needs or cost/benefits analysis subcommittee discussion was written.

Members of the DALNET group joined in the weekly LAPG meetings and automated system demonstrations.

3. Demonstrations -

Two demonstrations were held in March to complete the planned automated system demonstrations.

(1) BLIS (Bibliotechniques) was here March 8 and 9.

(2) Innovacq (Innovative Interfaces, Inc.) was here March 13 and 14.

Staff from Wayne's Libraries as well as from other DALNET libraries participated in the demonstrations.

4. RFP progress -

An overall outline of the RFP has been prepared. The functional specifications have been drafted, discussed by the LAPG, and revised for review by the Steering Committee. LAPG members will have two weeks to submit their final written comments on these specifications.

Concerns expressed in the Libraries' Internal Audit Report were reviewed and addressed in the functional specifications.

The next section to be drafted is the technical specifications. A target date of May 31 has been set to have the entire RFP ready for review by the Steering Committee.

The RFP is two months behind the original schedule developed in the project timeline.

5. Site preparation -

A. Gloster gave L. Bugg a tour of the Computing Services Center facilities and reviewed CSC's current plans for hardware upgrades. No further work has been done on central site selection or planning.

Staff in the Libraries are identifying sites for online public catalog and circulation workstations.

6. OCLC archive tape preparation -

A Subcommittee has been gathering information on vendor tape preparation services. A copy of all 25 of WSUL's OCLC/MARC archive tapes was successfully made by D. Taylor. Tape copies for January 1976 through June 1983 were sent to BNA for their approval backrun program. Since BNA is a candidate for the tape preparation contract, we need to make a decision on which vendor to use before they ship the tape copies back to us on May 21.

7. Retrospective conversion of bibliographic records -

The procedures and policies were written by the Subcommittee and approved by the Library Council for testing in March. Testing began in Technical Services on April 2, and was extended to more T. S. staff on April 23. Public Services staff in the Library Units will receive training beginning June 1.

8. Borrower I.D. cards -

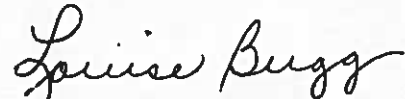
Roy Nuffer agreed to be the Libraries' representative to the University's Task Force on Machine Readable I.D. Cards. He prepared a preliminary review of the Libraries' options for issuing its own machine readable I.D. cards, if necessary.

9. User education -

A second article on the Library Automation Project was written for the latest issue of the Libraries Newsletter.

10. Workflow analysis and design -

Work continued in Technical Services to flowchart current workflows. A basic task analysis form (adapted from the A. Anderson form) was developed to analyze current system-wide staffing and workloads in Technical Services.



Louise Bugg, Acting Assistant
Director

Wayne State University Libraries

April 23, 1984

WSU Library Automation Project

Timeline

N. DETROIT AREA LIBRARY NETWORK

STEP	BRIEF DESCRIPTION	ESTIMATED TIME	DATES
1	Initial meeting	1 month	Jan. 1984
2	Gather statistics	2 months	Feb-Mar. 1984
3	Define network; Contact DALs ROC & SLA Preliminary commitments	1 month	Mar. 1984
4	Identify local costs; Develop individual timelines	1 month	Apr. 1984
5	Estimate joint costs	1 month	May 1984
6	Begin grant exploration	3 months	May-July 1984
7	Governance options;	3 months	May-July 1984
8	Prospectus completion	1 month	July 1984
9	Present prospectus in joint meeting	1 month	Aug. 1984
10	Final Commitments from institutions	2 months	Sept-Oct. 1984
11	Grant applications	3 months	Oct-Dec. 1984
12	Begin installations	ongoing	Jan. 1985-

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