DALNET/OWLS/SLC GRANT PROJECT

February 16, 2001

AGENDA

9:00 – 9:30am	Steering Committee Meeting with Chairs
9:30 - 10:30am	Review Goals and Timeline Review the Communication Structure Review Charges for Teams and Current Tasks Review Possible Workshop Ideas
10:30 – 10:45am	BREAK
10:45 – 11:45am	Review Request for Proposal (RFP) Review Structured Demo Process
11:45am – 12:30pm	Committee Meetings - set meeting schedule - review charges

DALNET/OWLS/SLC LSTA Grant Project

Overview

Grant: an LSTA subgrant award from the Library of Michigan to the OWLS Region of Cooperation for $125,000 to be spent between January 30, 2001 and March 29, 2002.

Purpose: To share resources by providing linkages between the DALNET, OWLS and Suburban Library Cooperative (SLC) systems that will allow for patron initiated interlibrary loan between and among these systems.

Goals: The project was developed to address these goals:

1. to share resources among libraries of all types in southeastern Michigan, building upon existing resource sharing practices;

2. to provide a quicker and more efficient way to share holdings and availability information;

3. to provide patrons with the ability to initiate interlibrary loan requests on their own;

4. to provide for the delivery of requested materials into the hands of patrons more quickly, and;

5. to develop a prototype system that would provide the above and provide a forum to successfully address issues related to the internal library policies and procedure required for such a system to be successful.

Outcomes to Measure:

1. Will there be an increase in the number of ILL requests at each participating location of at least 10%?

2. Will there be a decrease in the amount of staff time necessary to fill ILL requests?

3. Will there be a decrease in the cost per ILL, comparing pre-grant costs and post-grant costs?

4. Will there be a decrease in the amount of time to get an ILL item to a patron?

5. Will participating libraries' OCLC costs decrease?

6. Will users and library staff find this service easy to use, timely, and helpful?

Participating Libraries

These Libraries have indicated their willingness to participate in the initial implementation of this new service:

DALNET Libraries

Botsford Hospital
Detroit Institute of Arts
Detroit Public Library
Henry Ford Museum and Greenfield Village
Macomb Community College
Oakland Community College
University of Detroit Mercy
VA Medical Center
Walsh College
Wayne County Community College District
Wayne State University

OWLS Libraries

Libraries participating in their virtual catalog project, including:
Baldwin Public Library
Cromaine District Library
Eastern Michigan University
Lawrence Technological University
Oakland University
Orion Township Public Library
Plymouth District Library
The Library Network
University of Michigan-Dearborn

Suburban Library Cooperative

All Libraries in their shared online catalog

DALNET/OWLS/SLC LSTA PROJECT
February 16, 2001

ID	☺	Task Name	Duration	Month 1 February 2001	Month 2 March 2001	Month 3 April 2001	Month 4 May 2001	Month 5 June 2001	Month 6 July 2001	Month 7 August 2001
1		Purchase hardware/software	109 days							
2	🖩	Write/issue RFP	12 days							
3	🖩	Vendor response time	18 days							
4	🖩	Review period/demos	17 days							
5		Recommendation to TLN E	11 days							
6	🖩	Contract negotiation	42 days							
7		Promotion	291 days							
8	🖩	Press Release	19 days							
9	🖩	Name the Service	63 days							
10	🖩	Create Website	164 days							
11	🖩	Design promotion materials	66 days							
12	🖩	Public Kick Off	23 days							
13		Public Promotion	62 days							
14		Technical Implementation	185 days							
15	🖩	Install Hardware/software	45 days							
16	🖩	Create Z39.50 links	21 days							
17	🖩	Configure test system	33 days							
18		Implement first libraries	43 days							
19	🖩	Add Libraries	63 days							
20	🖩	Provide system statistics	85 days							
21		ILL/Circulation Implementatio	247 days							
22	🖩	Document/develop policies	85 days							
23	🖩	Pre-imp. data gathering	85 days							
24	🖩	Provide data to configure s	44 days							

DALNET/OWLS/SLC LSTA PROJECT
February 16, 2001

ID	⊙	Task Name	Month 8 September 2001	Month 9 October 2001	Month 10 November 2001	Month 11 December 2001	Month 12 January 2002	Month 13 February 2002	Month 14 March 2002
1		Purchase hardware/software							
2	▥	Write/issue RFP							
3	▥	Vendor response time							
4	▥	Review period/demos							
5		Recommendation to TLN E							
6	▥	Contract negotiation							
7		Promotion							
8	▥	Press Release							
9	▥	Name the Service							
10	▥	Create Website							
11	▥	Design promotion material:							
12	▥	Public Kick Off							
13		Public Promotion							
14		Technical Implementation							
15	▥	Install Hardware/software							
16	▥	Create Z39.50 links							
17	▥	Configure test system							
18		Implement first libraries							
19	▥	Add Libraries							
20	▥	Provide system statistics							
21		ILL/Circulation Implementatio							
22	▥	Document/develop policies							
23	▥	Pre-imp. data gathering							
24	▥	Provide data to configure s							

DALNET/OWLS/SLC LSTA Grant Meeting
Livonia Public Library
February 16, 2001, 9:00 – 9:25 a.m.
AGENDA

1. **Introductions**—Steering Committee; Committee Chairs   9:00 – 9:05
   Listserv communications

2. **Project goals/objectives/budget**   9:05 – 9:10

3. **Administrative process**—Eileen   9:10 – 9:15

4. **Committees**   9:15 – 9:20
   a. Rosters/charges
   b. Responsibilities of Chairs
   c. Steering Committee meeting dates/times

5. **Questions**   9:20 – 9:25

— CLINTON TWP 15 Mile &

**Steering Committee Meeting Dates (all meetings are 9:30 – 11:30 a.m.)--March 9th
and 23rd and April 13th and 24th. Please mark your calendars.**

also Feb. 26th, 9:30 – 11:30

L. Bugg

Macomb Comm. College
South Campus (12Mi + Groesbeck)

DALNET/OWLS/SLC LSTA Grant Steering Committee Meeting
Livonia Public Library
February 16, 2001

Minutes

Present: Louise Bugg; Dee Callaway; Christine Hage; Bob Kelly; Celia Morse; Scott Muir; Larry Neal; Eileen Palmer; Tammy Turgeon; Gretchen Weiner (representing Gary Cocozzoli)

1.   Introductions—
This was the first official Steering Committee meeting with the Team Chairs present. After introductions, Bob distributed the listserv information, which he had set up to be hosted by UD Dearborn for each group. The list for the Steering Committee is LSTA-STEERING@umich.edu.

2.   Project goals/objectives/budget
Louise briefly described the project info to be distributed to all Team members at the meeting that morning. It included the project goals, objectives, budget and timeline with a Gantt chart for the major tasks of each group. The project is from January 30, 2001 to March 29, 2002, and the final report is due in June, 2002.

3.   Administrative process
Eileen, as the official administrator for the grant through OWLS, cautioned the Steering Committee about not spending grant dollars. Chairs were asked to post minutes of their meetings on the Website for the project to be set up by the Publicity Team.

4.   Committees
The rosters and charges for each Team were distributed. Chairs are responsible for organizing meetings and having minutes done. Louise explained the first assignment to the teams—to help review and provide input to the RFP being drafted to be issued on March 1st (or soon thereafter). After that, teams will be asked to help develop the requirements for vendor demos and to participate in those demos to evaluate the systems.

5.   Steering Committee meeting schedule
February 26th, Macomb Community College, South Campus
March 9th, Clinton Macomb Public Library, South Branch
March 23rd, TBD
April 13th, TBD
April 24th, TBD
May 1 - 2—vendor demos

All meetings except demos are from 9:30 – 11:30 a.m.

Notes by,

Louise Bugg
February 27, 2001

DALNET/OWLS/SLC LSTA Grant Project

Design Team

Charge: the Design Team serves to design the user interfaces for this resource sharing service.

Tasks: the Design Team will be responsible for—

1. Assisting with RFP development and system selection;
2. Analyzing library and user needs for interfaces;
3. Determining how many different interfaces should/can be done;
4. Designing the interfaces;
5. Testing the interfaces with both library staff and users;
6. Helping to implement the interfaces for the first and subsequent libraries;
7. Participating in system evaluation.

Membership: representatives of participating libraries willing to serve for approximately 1 year.

Responsibilities of the Chairperson: conduct regular meetings; provide meeting minutes to the Steering Committee; serve on the Steering Committee.

Listserv for this Team: LSTA-DESIGN@umich.edu

L. Bugg
2-15-2001

DALNET/OWLS/SLC LSTA Grant Project

Promotion Team

Charge: the Promotion Team serves to create visibility for the project and to promote use of the new resource sharing services among participating libraries and to users.

Tasks: the Promotion Team will be responsible for—

1. Press Releases, including announcing the grant award;
2. Developing a Website for the project and new service;
3. Helping to name the new service;
4. Developing promotion materials for participating libraries;
5. Conducting a public Kick Off for the project;
6. Developing promotion materials to be used with the public;
7. Helping with user education;
8. Helping with system evaluation.

Membership: representatives of participating libraries willing to serve for approximately 1 year.

Responsibilities of the Chairperson: conduct regular meetings; provide meeting minutes to the Steering Committee; serve on the Steering Committee.

Listserv for this Team: LSTA-PROMOTION@umich.edu

L. Bugg
2-15-2001

DALNET/OWLS/SLC LSTA Grant Project

Technical Implementation Team

Charge: the Technical Implementation Team serves to provide the technical support for the hardware, software and system linkages needed to do this project.

Tasks: the Technical Implementation Team will be responsible for—

1. Assisting with RFP development and system selection;
2. Installing the necessary hardware and software for each consortium;
3. Coordinating among server sites and participating libraries;
4. Creating the Z39.50 links needed;
5. Configuring a test system and making it available to initial libraries;
6. Implementing the first libraries as scheduled;
7. Adding more libraries throughout the project;
8. Documenting and troubleshooting the system;
9. Providing statistics and reports from the system;
10. Participating in system evaluation.

Membership: representatives of participating consortia willing to serve for approximately 1 year.

Responsibilities of the Chairperson: conduct regular meetings; provide meeting minutes to the Steering Committee; serve on the Steering Committee.

Listserv for this Team: LSTA-TECHNICAL@umich.edu

L. Bugg
2-15-2001

DALNET/OWLS/SLC LSTA Grant Project

Training Team

Charge: the Training Team serves to design and conduct staff training and to develop user education materials for the participating libraries.

Tasks: the Training Team will be responsible for—

1. Assisting with RFP development and system selection;
2. Obtaining and reviewing documentation from the vendor;
3. Getting training from the vendor;
4. Designing a training program for library staff;
5. Conducting the staff training program;
6. Providing documentation for staff;
7. Developing user education materials for use by participating libraries;
8. Working with the Promotion Team to test the user education materials with users;
9. Participating in system evaluation.

Membership: representatives of participating libraries willing to serve for approximately 1 year.

Responsibilities of the Chairperson: conduct regular meetings; provide meeting minutes to the Steering Committee; serve on the Steering Committee.

Listserv for this Team: LSTA-TRAINING@umich.edu

L. Bugg
2-15-2001

DALNET/OWLS/SLC LSTA Grant Project

ILL/Circulation Team

Charge: the Interlibrary Loan/Circulation Team serves to coordinate the interlibrary loan and circulation implementation for the resource sharing project, including the delivery services funded by the grant.

Tasks: the ILL/Circulation Team will be responsible for—

1.   Assisting with RFP development and system selection;
2.   Gathering the ILL and circulation policies of the participating libraries;
3.   Collecting pre-implementation ILL and circulation data for the libraries;
4.   Determining ILL and circulation policies for the project;
5.   Providing data to configure the software;
6.   Determining delivery van stops;
7.   Testing the system;
8.   Implementing the first libraries;
9.   Adding libraries;
10.   Collecting post-implementation ILL and circulation data;
11.   Participating in system evaluation.

Membership: representatives of participating libraries willing to serve for approximately 1 year.

Responsibilities of the Chairperson(s): conduct regular meetings; provide meeting minutes to the Steering Committee; serve on the Steering Committee.

Listserv for this Team: LSTA-CIRC-ILL@umich.edu

L.Bugg
2-15-2001