

**SOMERSET COUNTY LIBRARY COMMISSION
RFP FOR INTEGRATED LIBRARY SYSTEM
Addendum #1**

This addendum contains answers to all questions received before Friday, March 3, 2017. Questions are in *italics*, and appear in the order in which they were received. Answers are in **bold**.

1. *When would you like the new system to be implemented?*

We want to cut over to a new system by the end of October 2017. Please indicate your typical implementation timeline in your response to section 6.1(J), question 1.

2. *Can bibliographic data be provided in MARC format, and the rest of the data in .csv format? If not, can we get a copy of the database?*

Bibliographic data can be provided in MARC format. As for the rest of the data, we may be able to extract it in .csv format, although the nature of the data may lend itself better to JSON or XML.

3. *What is the operating system on which the database is installed? Windows or Unix?*

The database is currently installed on an IBM System x3650 server running Red Hat Linux (release 2014).

4. *Page 29: #18 Can you please provide a couple of examples of cataloging macros and text strings?*

Section 6.1(C), question 18 refers to our current ability to create macros. When a macro is activated using a keyboard shortcut we assign (e.g. Ctrl, Alt or Shift, plus a function key), a field number and associated custom text string is added.

A few examples that are routinely used:

**Shift + F11: 690 Parent-Teacher (Educational Aids)
Shift + F12: 500 Some copies published by
Shift + F4: 500 Originally published
Shift + F2: 650 Large type books**

5. *Page 37: #26 What do you mean by digital library card?*

Section 6.1(E), question 26 refers to digital library cards as an example of an innovative feature that might be under development in your system. We currently consider a digital library card to be a representation of a patron's library card stored on their smartphone, and presented for scanning at the checkout desk by displaying it on the smartphone screen. An example of further innovation might be to take the digital library card concept a step further and use near-field technology to allow a patron to tap their phone against a target at an RFID-enabled checkout station to send account data.

6. *Do you have any point system or scoring criteria that will be used for evaluation?*

On Tuesday, March 14, 2017, our evaluation team will be finalizing the scoring criteria that we will be using for evaluating responses. Barring any unforeseen circumstances, we will post these criteria as another addendum as soon as possible following finalization.

7. *What is your anticipated start or "go live" date?*

We want to go live by the end of October 2017.

8. *Can you provide a list of companies that required 3rd party integration?*

SCLSNJ currently uses the following third-party tools and products:

- Syndetics
- LibraryThing
- NoveList Select
- EBSCO EDS
- Overdrive
- Flipster
- Capira (mobile app)
- Communico (event management)

If your system does not provide a native tool for authenticating users for electronic resources (currently, Innovative's ERM product), we will also require integration with a product such as OpenAthens or EZ Proxy.

We are seeking an ILS product with flexible integration tools that will allow us to explore other options.

9. *You mention that 35% of your staff workstations are web-based. What is your roll out approach for this initiative? Is your current staff using Chromebooks public service staff that are completing circulation functions or are you also converting additional staff users of administrative functions to web based as well for competing Acquisitions, Cataloging, etc.? Do you have a target date as to when you would like to have 100% of your staff circulation moved to using only web-based clients and applications?*

Because our current ILS is client-based, right now we continue to have Windows PCs in places where staff need access to the ILS. This includes circulation and reference service points, and workrooms for Automation, Technical Services, ILL, Periodicals, Collection Development and Circulation. Most of our adult and youth services departments have a single shared workstation that provides ILS access for collection maintenance, but most other individual staff workstations are equipped with Chrome devices.

Our preference would be to go live with 100% use of web-based circulation tools, including at all circulation and reference service points, and in circulation workrooms. We would like to train circulation staff on the new ILS using the web client only.

Our long-term goal is to move to web-based modules for other functions as well, including acquisitions, cataloging and serials. The Windows PCs currently in use in these areas will be up for planned replacement in two to three years. If web-based functionality for these areas is sufficiently developed at that point, we will consider replacing these workstations with Chrome or other web-based devices as well.

10. *Can we get a count of authorities?*

Approximately 460,000.

11. *Can we get a list of fields included in the Outreach profile that you wish to migrate?*

We are not currently using an ILS-based outreach module, but we do have some information about outreach patrons that we keep in spreadsheets and other formats, including name, userID, address, items previously checked out, and patron preferences. If your system has a schema for outreach data, we would like to explore formatting the data we do have for potential import as part of implementation.

12. Do you know how many staff members will serve as trainers for your train the trainer model?

At this point, we would estimate 6-8 staff members would be core trainers, plus an additional 15-20 for general circulation and OPAC functions.

13. Can you provide a count for approximate number of staff to be trained in each module?

These counts are approximate:

Module	Staff
Acquisitions	20
Cataloging	12
Circulation	240
OPAC/Discovery	140
Serials	8
Interlibrary Loan	10
Electronic Resource Management	5
Booking	5
Outreach	5
Inventory	40
Reports	65