

**LSTA Grant Planning Committee Meeting
OWLS/TLN, DALNET, and Suburban Library Cooperative
December 18, 2000, 9:30 – 11:30 a.m.
Southfield Public Library, Marcotte Room**

AGENDA

1. Review agenda and minutes from Dec. 5th meeting 9:30 – 9:40
2. January 5th Briefing plan 9:40 – 10:15
Conceptual diagram—Dee
PowerPoint presentation—all
Volunteer form—Tammy
OWLS Webpage
Practice before the presentation?
3. Vendor identification and info gathering 10:15 – 10:25
Progress made by Scott
4. Development of specifications and functionality list 10:25 – 11:00
What do we need for info gathering stage
What do we need to evaluate our options
5. Survey of participating libraries 11:00 – 11:25
What do we need to know to scope the project
How to get that info
6. Meeting to practice the presentation 11:25 – 11:30

Next Meeting after briefing: January 19th, 2 – 4 p.m., Walsh College
Volunteer to bring munchies? Pop?

L. Bugg
12-15-2000

**LSTA Grant Planning Committee Meeting
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Minutes

Present: Jerry Bosler, MCC; Louise Bugg, WSU/DALNET; Duryea Callaway, DALNET; Bob Kelly, UMD; Scott Muir, DALNET; Eileen Palmer, TLN/OWLS; Tammy Turgeon, SLC.

1. Reviewed agenda and distributed minutes from Dec. 5th meeting. Minutes are being shared with respective Boards.
2. January 5th briefing plans
Invitations are out and members will encourage participation from their libraries. Bob will also distribute through SEMLOL.

Eileen reported that Congress passed the appropriations bill that included LSTAQ funding on Friday. The bill includes a "rider" on filtering requirements. We won't know until we see the contract from LOM the extent to which the filtering requirement applies to our project.

Dee distributed a colorful conceptual diagram for the new patron-initiated book request service to be developed. She will modify it with the suggestions of the group and send the graphic to Eileen to incorporate into our PowerPoint presentation. Dee will bring copies to hand out at the briefing.

Tammy and Louise brought copies of PowerPoint slides they'd been working on. They'll edit with suggestions of the group and send to Eileen to incorporate. Eileen will base her portion on the talk she gave at the MLA Fall Conference. We will distribute copies of the PowerPoint slides at the briefing.

Eileen requested info about each consortium for the slide she'll include on each.

Tammy provided a draft volunteer form. She will revise it using the comments of the group and bring copies to the briefing.

The OWLS webpage has the briefing invitation posted. DALNET and SLC will put priorities to it on their webpages.

Eileen, Tammy and Louise will meet at TLN HQ on January 3rd at 2 p.m. to go over the presentation.

3. Vendor identification and info gathering
Scott is contacting vendors and will coordinate meetings/demos with them at ALA Midwinter. Eileen and Dee will give Scott their ALA schedules.

We discussed the goals of talking with vendors at ALA:

- To make vendors aware of our project and that we will be issuing an RFI soon and then requesting onsite demos;
- To educate ourselves as to current system capabilities;
- To establish vendor contacts.

Scott is also seeking info from other groups doing patron-initiated ILL projects. Committee members will send Scott names of groups and any contacts.

4. Development of specifications and functionality list

The group discussed basic info we need to learn about the systems—to help with information gathering at ALA. The list of basic info includes:

- Broadcast searching across systems;
- Patron initiated request capability
- Integration with home/individual circulation systems
- Patron authentication
- Ability of vendors to meet our timeline

The plan is to do more detailed requirements to issue an RFI after ALA Midwinter. Then, when the responses have been reviewed, we will invite the top candidates to do demos.

5. Survey of participating libraries

Louise asked what information we needed to determine the initial scope of the project and to plan for the needed capacity to handle all potential participants.

At this stage, it looks like all SLC libraries in their union catalog will participate. For OWLS, participants will be all libraries currently in their linked catalog project plus a few libraries being added soon, possibly Oakland University, Lawrence Tech, Cromaine Public, and Plymouth Public.

DALNET will verify if any members prefer to wait and not be in the initial group. Eileen needs to know BEFORE the January 5th briefing, if possible.

6. Future meeting schedule

January 19th, 2-4 p.m. Walsh College

Agenda: report from ALA; outcome of briefing; work on RFI

January 26th, 9-11 a.m. Walsh College

Agenda: work on RFI; review contract from LOM

February 9th, 9:30 – 11:30 a.m., Southfield Public (Eileen will check)

Agenda: Committee appointments; plan all day meeting

February 26th, 9:30 – 11:30 MCC South (Jerry will arrange)