

**D R A F T**  
**MiLE Library Implementation Checklist**

		<u>Who Is</u> <u>Responsible</u>	<u>Target Date</u>
I.	Joining the MiLE Project		
A.	Commitment letter to E. Palmer, TLN	Lib.director	_____
B.	URSA Library Manager orientation	Lib.manager	_____
C.	Subscribe to MUSCLE listserv	Lib.manager	_____
D.	Subscribe to URSA-TALK listserv	_____	_____
E.	Get copies of URSA manuals	Lib.manager	_____
II.	Local system readiness	Lib or consortium	
A.	Z39.50 capability	_____	_____
B.	Endeavor ESIP software	_____	_____
C.	DRA Classic URSA interface	_____	_____
D.	RPA setup for Horizon site	_____	_____
III.	URSA Implementation Guide forms		
A.	Complete forms	Lib.manager	_____
B.	Submit to Ken Adams, epixtech	URSA admin	_____
C.	Ken sets up library in URSA	epixtech	_____
D.	URSA Library Manager ID created	epixtech	_____
IV.	URSA Library Manager training	Lib.manager	_____
V.	URSA online Profile forms		
A.	Catalog profile	Lib.manager	_____
B.	Library profile	Lib.manager	_____
C.	Branch profile	Lib.manager	_____
D.	Catalogs to search profile	Lib.mgr/adm	_____
E.	URSA Help screen customization	epix w/MiLE	_____
F.	Submit filtering info to Ken Adams	Lib.manager	_____
G.	Submit customized URSA email messages	Lib.manager	_____
H.	Create Circ/ILL staff logon Ids	Lib.manager	_____
VI.	Set up the local ILS for URSA	Lib.manager	
A.	Patron records for MiLE libraries/URSA	_____	_____
B.	Horizon: btype, itype, collection code	_____	_____
C.	Innovative:	_____	_____
D.	DRA Classic:	_____	_____
E.	Endeavor:	_____	_____
F.	Dynix:	_____	_____
G.	Sirsi:	_____	_____
H.	Develop local procedures	_____	_____
I.	Browser on staff/user workstations	_____	_____

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|-------|--|---------------|-------|
| VII.  | Set up the delivery van service, as needed   |               |       |
|       | A. Delivery code and number assigned         | TLN or SLC    | _____ |
|       | B. Info added to MiLE libraries chart        | Lib to TLN    | _____ |
|       | C. Order additional van stops, as needed     | Lib.manager   | _____ |
|       | D. Obtain book wrappers, send-to slips       | Lib.manager   | _____ |
| VIII. | Set up local Web access to MiLE Service      |               |       |
|       | A. Links from OPAC                           | Lib.manager   | _____ |
|       | B. Links from Library's Website              | Lib.manager   | _____ |
| IX.   | Staff training and URSA/MiLE testing         |               |       |
|       | A. Circ/ILL staff training                   | MiLE trainers | _____ |
|       | B. Public Services staff briefing            | Library staff | _____ |
|       | C. Test URSA/MiLE setup and operation        | Library staff | _____ |
|       | D. Develop local problem reporting process   | Lib.manager   | _____ |
| X.    | MiLE publicity and evaluation                |               |       |
|       | A. Staff pre-implementation survey           | Library staff | _____ |
|       | B. User half-sheet evaluation form           | Lib.manager   | _____ |
|       | C. URSA and OCLC ILLstatistics               | Lib.manager   | _____ |
|       | D. Local publicity, e.g., flyers, signs, Web | Lib.manager   | _____ |
| XI.   | Go Live with MiLE!                           | Lib.manager   | _____ |
|       | A. Add to MiLE user logon menu               | Larry Neal    | _____ |
|       | B. Add to ALL and All MiLE catalogs          | URSA admin.   | _____ |
|       | C. Activate requesting in library profile    | Lib.manager   | _____ |

L.Bugg/S.Muir

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