

INTEGRATED LIBRARY SYSTEM BASIC QUESTIONS

- Does it do what we need for it to do?
- Is it easy or complicated to use?
- Is it fast or slow to use?
- Is it reliable every hour of every day?
- How much does it cost?

ONLINE CATALOG

Student Success issues

Is it easy to figure out how to use it?

Do screens appear quickly?

Can it be accessed from any version of popular browsers?

Is it similar to others that our students have used or will use?

Functionality

What is involved in customizing indexing and/or display?

Can students place holds? Will the system notify via email?

ACQUISITIONS

Functionality

Does it have the functionality that we need?

Does it output forms that can go straight into Banner?

What is involved in customizing fund codes, etc?

How easy is it to learn to use to order materials?

How many steps are required to order materials?

How fast is it to use to order materials?

Accountability

Can all needed statistical reports be generated easily?

CATALOG MAINTENANCE

Functionality

Options for importing records from OCLC, other sources?

Is it easy to learn how to create or edit bibliographic records?

How many steps are required to make changes to records?

How fast is it to use the catalog maintenance software?
Options for authority control, generation of cross references?

Accountability

Can all needed statistical reports be generated easily?

CIRCULATION

Student Success issues

Does it enable frequent shelf inventories?

Functionality

Does it have the reserve room functionality that we need?

Can it input patron data information directly from Banner?

Can it do this in real time? (instant updating)

Does it adequately support collections of fines?

Can it produce three part overdue notices?

Can final overdue notices report be specified by date?

Accountability

Can all needed statistical reports be generated easily?

SERIALS

Functionality

Does it have the functionality that we need?

Is it easy to learn how to record holdings?

How many steps are required to record holdings?

How fast is it to use to record holdings?

Accountability

Can all needed statistical reports be generated easily?

CATALOG ENHANCEMENTS

Guardsman index

Does it have the functionality that we need?

Links to periodical indexes and web pages

Does it have the functionality that we need?
Does it provide remote patron authentication?
Does it provide software to check URLs in links?

Enhanced content

Does it have the functionality that we need?

Media scheduling

Does it have the functionality that we need?

TOTAL SYSTEM CONSIDERATIONS

Student Success issues

Is the system robust? (does it stay up?)

Feasibility and Costs

What are costs for installation?

What are the costs for maintenance?

Are there options for extended payments?

Does acquisition of the system require RFP/bidding process?

What are the steps for migrating from current system?

Cooperative project with other CA Comm Colleges?

Functionality and Support

What are the hardware requirements? HP? Unix?

Does it require proprietary software licenses?

How are real time backups maintained?

Does customer support respond promptly?

Are customer support staff able to resolve malfunctions?

Is there an effective user group organization?

Accountability

Can all needed statistical reports be generated easily?