

**Proposal for Shared Inventory Management System (IMS) across the RLFs**  
**Prepared for SLFB for their 3/16/2018 meeting**

The two RLFs have traditionally operated separately with different integrated library systems, different governance structures and different budgeting mechanisms. While many top level policies are applied RLF wide, in many cases daily work flows and procedures are quite different. The RLF Directors have been advocating for a “**One RLF, two locations**” principle to help build consensus and achieve some standardization between the facilities. The April 2016 RLF report on shared systems ( <https://libraries.universityofcalifornia.edu/groups/files/rlfswpt/docs/RLFSystemsWorkflowsFinalReport20160524.pdf> ) found that there were a number of benefits from moving to a shared system including coordinated inventory management, more efficient duplicate detection and shared expertise and cross-RLF interoperability.

A high density storage consultant was hired in the Fall of 2017 to examine our workflows and current systems as well as advise on the optimal configuration of our facilities. That final report was received late December 2017. Based on recommendations from that report, and extensive internal discussions with RLF staff, we plan to proceed with the procurement of IMS software. The RLF Directors have conducted an environmental scan of the IMS software landscape and only one, CAIA (<https://www.caia-solutions.com/index.php> ) , fulfills our needs. After discussion with the UCB Library purchasing office, a sole source option is being explored.

An IMS is a type of system that allows efficient tracking of materials in high density facilities. The system allows HD facilities to separate material location from barcode information, making it possible to shift materials as needed to optimize use of the facility. This system also streamlines deposit, request and refile activities, making it possible to streamline workflows in HD facilities. Such a system is critically important for NRLF Phase 4 as the building model used requires such a platform. In addition, an IMS will allow the RLFs to work closely together on collection management and request management processes and will create a single integration point for the UC-wide ILS when that project is ready for implementation in the coming years.

Densification, a complex process whereby additional RLF materials can be stored in the same cubic feet of shelving, may be undertaken in the future at the SRLF. An IMS would be critical to the success of any densification efforts. Finally, this system will make it possible to shift collections between the RLFs for optimal space utilization (i.e. collection load balancing ) in the coming years. Although that work will require considerable effort, it is not possible to complete that work without an IMS.

Per the consultant report, the implementation of this system will allow the RLFs to:

1. Implement new methods for tracking item location that will enable the RLFs to reconfigure space for better utilization
2. Streamline workflows by bringing multiple request and fulfilment streams into a single platform (e.g. Library systems, VDX, email requests).
3. Provide optimal system support for NRLF Phase 4 including automation of quality control on inventory management data, saving staff time and effort.

The RLFs remain committed to supporting the bibliographic needs of the campuses and believe that an IMS system sitting alongside our local ILS platforms will be as, if not more, efficient as using the ILS systems alone. In addition, the RLF directors believe that by moving to an IMS now, the RLFs will simplify the use case requirements of and migration to a systemwide ILS in the coming years.

An IMS implementation will result in:

1. A fully implemented IMS that is operational at both RLFs using a single software platform that enables full interoperability and data exchange across the RLFs (in the spirit of “One RLF, Two Locations”). This system will be the main inventory management system for both RLFs.
2. Full examination and reengineering of RLF workflows that interact with inventory management of existing RLF phases into the IMS. Example workflows include materials deposit, materials management, materials access and materials re-filing.
3. Full integration of the IMS with the Integrated Library System (ILS) platforms of UCLA and UCB.
4. Integration of the IMS with request data from other sources including VDX, Worldshare ILL, Email for both RLFs.
5. A complete IT environment that supports the production release of the system. This may be provided through a vendor hosted solution.
6. Production release of the IMS across both RLFs with staff using the system in a daily operational environment.
7. Sufficient system configuration, staff training and workflow documentation to support future work.

Moving forward with the IMS in the next year will allow the RLFs to advance the “**One RLF, two locations**” principle, prepare for NRLF4 and allow SRLF to prepare for increased storage density (densification).

**Draft timeline**

<b>Project activity</b>	<b>Milestone</b>	<b>Anticipated completion date</b>
Detailed design	Project launch and visit	June 1, 2018
Detailed design	Full system and workflow design complete	July 1, 2018
Configuration / implementation	Proof of concept system deployed, configured and tested	August 1, 2018
Configuration / implementation	Base production system fully configured and ready for data migration/integration	September 15, 2018
Data migration and system integration	All relevant inventory management data migrated to IMS	October 15, 2018

Training and ongoing support	Workflow and system use training complete (onsite)	November 1, 2018
Training and ongoing support	Production release and use of the platform	January 31, 2019

Implementing an IMS at the RLFs will have an impact on staff and resources. To limit this impact, the RLF Directors have requested that the CAIA staff take on selected portions of the implementation work flows. An SRLF staff member will be assigned to the project half time and will be available to support NRLF operations as needed. Costs for the software will be split evenly between the RLFs. First year costs for CAIA including purchase of the software and migration services are less than \$100,000. Once in production, annual costs for the first three to five years will be less than \$50,000 annually. Impact of this implementation on depositors should be minimal.

**Requested resources**

The RLF directors are prepared to fund the implementation and operation of this system from their current reserves and annual budgets. The implementation team will leverage staff primarily from the RLFs through the Joint RLF working group. In order to ensure optimal cross-project communication the project manager for the IMS implementation is also a co-manager for the SILS project. In addition to these resources, to be successful this project needs:

1. Support from CDL to enable VDX and Melvyl integration
2. Support from UCLA for Voyager integration
3. Support from UCB for Millennium integration and Worldshare ILL integration
4. Future support from the SILS implementation team for a systemwide implementation

**Project support**

This project proposal has been reviewed and endorsed by the RLF joint working group, the leadership teams at UCLA and UC Berkeley, the SILS project sponsors (CDL ED Waibel and UCSF UL Shaffer) and the RLF directors. The SILS project sponsors indicated that the IMS would not need to be coordinated with the SILS efforts but they would like to be kept informed of progress. In seeking the endorsement of the SLFB to move forward the RLF directors believe that we will have secured the needed support to move forward with this project.