Charge: SILS Working Group - Phase 3: RFP / Harmonization

Introduction

In late 2017, the Council of University Librarians (CoUL) charged and appointed a working group for the Systemwide ILS Planning Project (the SILS Working Group) to continue the work described in the Directions and Oversight Committee (DOC) report on the Future of Resource Sharing (June 9, 2017) and the report of the Shared Regional Library Facility ILS Six Month Exploration Period (June 12, 2017). Together these reports made a compelling case for a more thorough exploration of a systemwide Integrated Library System (ILS) for the UC Libraries.

The SILS Working Group was charged to carry out the activities and deliverables identified in phase 2 of the timeline. This phase of work focused on an analysis of the consortial ILS marketplace and UC's current library systems landscape to develop a high-level overview of the likely technical scope and cost for a systemwide ILS implementation at the UC Libraries. The SILS Working Group *Phase 2: Exploration - Final Report* lays out findings and makes recommendations for phase 3 governance, activities, and deliverables.

Charge

The SILS Working Group is charged to carry out the activities and deliverables identified in phase 3: RFP of the timeline below. The SILS Working Group will create the phase 3 governance structure by charging six Expertise Groups, a Chairs Plus Group, and a Campus Liaison Group. Members of the Expertise Groups and the Chairs Plus Group will be appointed by the SILS Working Group, while each campus and RLF will appoint their Campus Liaison and local Campus Group(s).

The **Expertise Groups** will draft RFP requirements and identify areas requiring policy and procedure harmonization across the UC system. The six Expertise Groups will be:

1. Access Services, Circulation, and Resource Sharing
2. Acquisitions and Electronic Resource Management (ERM)
3. Analytics and Reporting
4. Cataloging and Metadata
5. Discovery Interface and Configuration
6. Systems and Development

In coordination with DOC, six members with appropriate functional knowledge will be appointed to each expertise group.

The **Chairs Plus Group** will harmonize the activities of the Expertise Groups and refine RFP requirements and policy/procedure recommendations prior to submission to the SILS Working Group for approval. It will be composed of the chairs of the Expertise Groups and the co-project managers. A member of the SILS Working Group will serve as chair of the Chairs Plus Group.

The **Campus Liaison Group** will be composed of the liaisons identified for the campuses, the California Digital Library (CDL), and the Regional Library Facilities (RLFs), the co-project managers, and one or two SILS Working Group members (one of whom will serve as chair). The group will serve as a representative point of contact for the Expertise Groups and Chairs Plus Group. Each group member will collect feedback from their local experts and Campus Groups on RFP requirements and policy/procedure harmonization.

Individual campuses and the CDL will form **Campus Group(s)** to respond to calls for feedback from expertise groups on RFP requirements and policy/procedure recommendations. The campus liaison will co-organize its campus groups and act as a single point of contact for the SILS Working Group and Expertise Groups. The campus liaison will also serve on the Campus Liaison Group.

Reporting Line

The SILS Working Group reports to CoUL. CoUL and DOC representatives on the SILS Working Group will provide regular updates to their respective committees. At the end of each phase of work, CoUL will review and endorse the group's recommendations and deliverables.

Timeline and Deliverables

Phase 1 (July - September 2017): Start-up (COMPLETED)

- Draft a statement of principles that articulate why the UC Libraries are investigating a systemwide ILS.
- Draft a charge for a Systemwide ILS Working Group that will define and recommend the processes and activities needed to investigate and plan for a systemwide ILS implementation for the UC Libraries.

Phase 2 (January-June 2018): Exploration (COMPLETED)

- Carry out a high-level technical exploration to confirm the likely technical scope and cost for a systemwide ILS implementation at the UC Libraries.
- Complete initial business case and return on investment analyses.
- Draft a report that outlines the technical scope, cost, and business case for a systemwide ILS implementation project at the UC Libraries for CoUL to review and endorse.
- Review charge and roster to ensure both support phase 3 activities; recommend changes to CoUL if necessary.

Phase 3 (July 2018 - October 2019): RFP/Harmonization

- Engage library staff and constituents around the planning process, expectations, and needs.
- Expand upon the existing CoUL principles and shared assumptions for investigating a systemwide ILS to more directly guide the library staff developing shared policies, workflows, processes, and systems implementation in the proposed Phase 3 expertise groups.
- Carry out detailed planning around functional and technical needs, policy and procedure harmonization, communications, and business case needs; charge and appoint subgroups as necessary.
- Develop value propositions for migrating to a systemwide ILS, including the benefits to end users and the opportunity for future cost avoidance.
- Complete an RFP process in collaboration with UC Procurement.
- Propose and begin implementation of policy and procedures harmonization. Create a shared vision for a SILS.
- Identify funding strategies. Propose cost sharing models.
- Identify central staffing required for implementation and ongoing maintenance and draft position descriptions where appropriate.
- Recommend principles of a consortial governance model to support implementation and management in phase 4 and beyond.
- Draft a report detailing the recommended system(s) and initial implementation plan (phase 4) for CoUL to review and endorse.

Phase 4 (November 2019-onwards): Implementation

- Details forthcoming (to be shaped in phase 3).

Membership

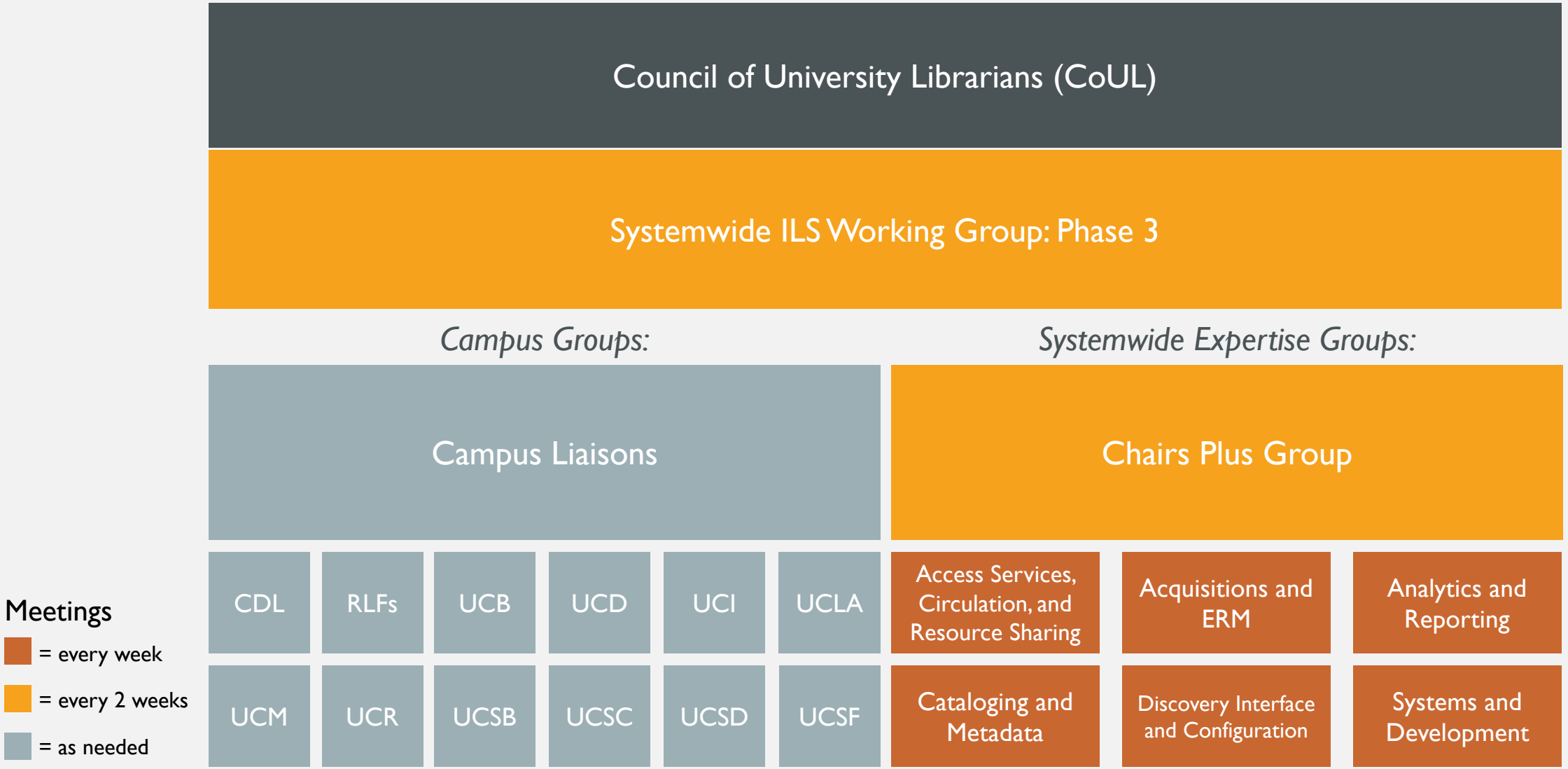
The Working Group includes functional representation from public services, collections, business services and IT. The group also includes CoUL, DOC, CDL and RLF representatives. The roster is as follows:

- Chris Shaffer, University Librarian and Assistant Vice Chancellor, UC San Francisco (Co-Chair)
- Günter Waibel, Executive Director & Associate Vice Provost, California Digital Library (Co-Chair)
- Donald Barclay, Deputy University Librarian, UC Merced
- Christine Barone, Collections Project Coordinator, Southern Regional Library Facility (Project Co-Manager)
- Peter Brantley, Director of Online Strategy, UC Davis
- John Bono, Associate University Librarian, UC Santa Cruz
- Lynne Grigsby, Head of Library IT, UC Berkeley
- Cathy Martyniak, Director, Southern Regional Library Facility

- Erik Mitchell, The Audrey Geisel University Librarian, UC San Diego
- Virginia (Ginny) Steel, Norman and Armena Powell University Librarian, UC Los Angeles
- Aislinn Sotelo, Program Director for Metadata Services, UC San Diego
- Danielle Westbrook, Systemwide Library Planning Analyst, California Digital Library (Communications Manager)
- Lena Zentall, Product Development Supervisor, California Digital Library (Project Co-Manager)

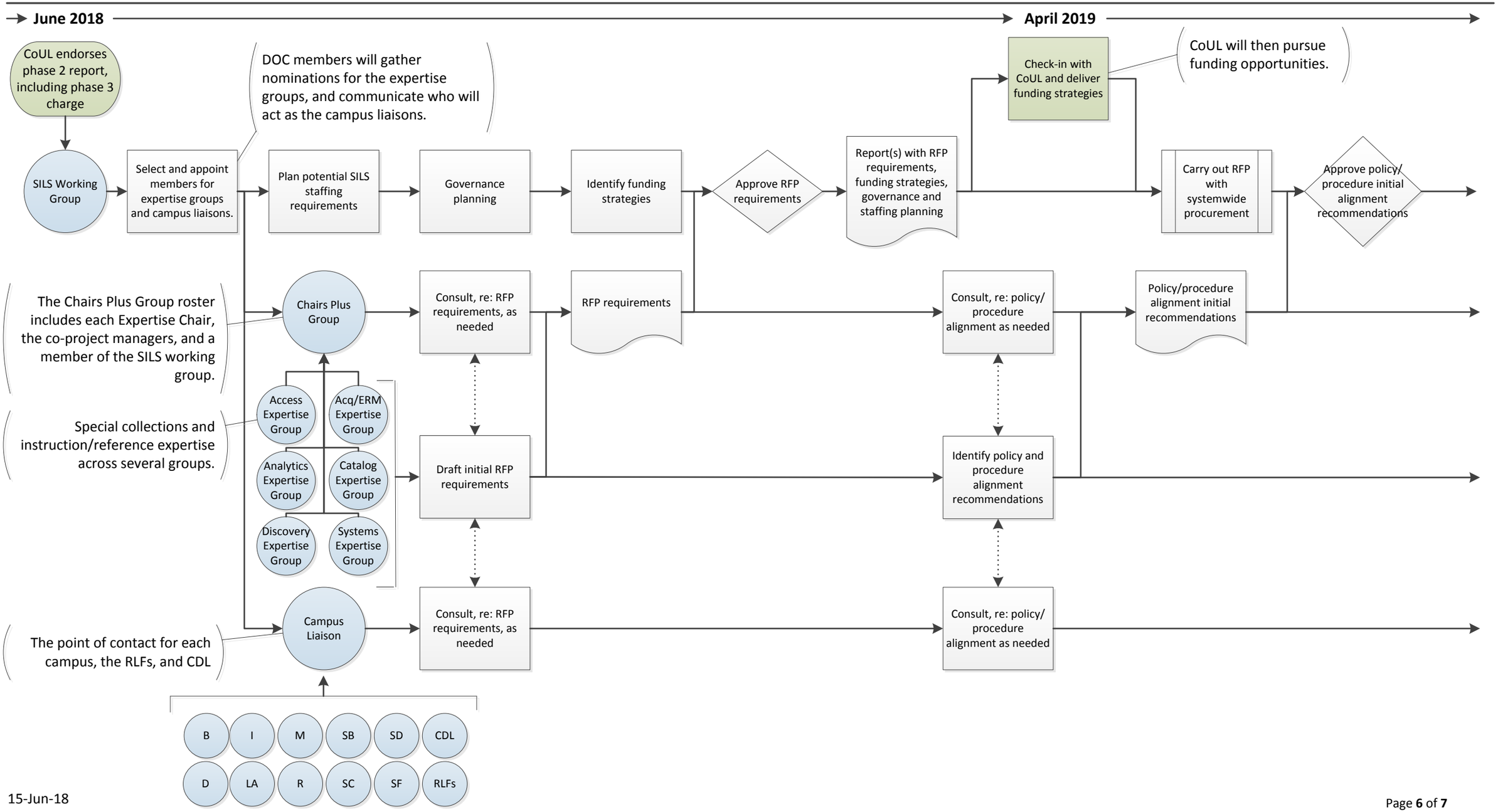
Working group members agree to make a sixteen-month commitment to carry out phase 3 activities.

Systemwide ILS Phase 3 Organizational Structure



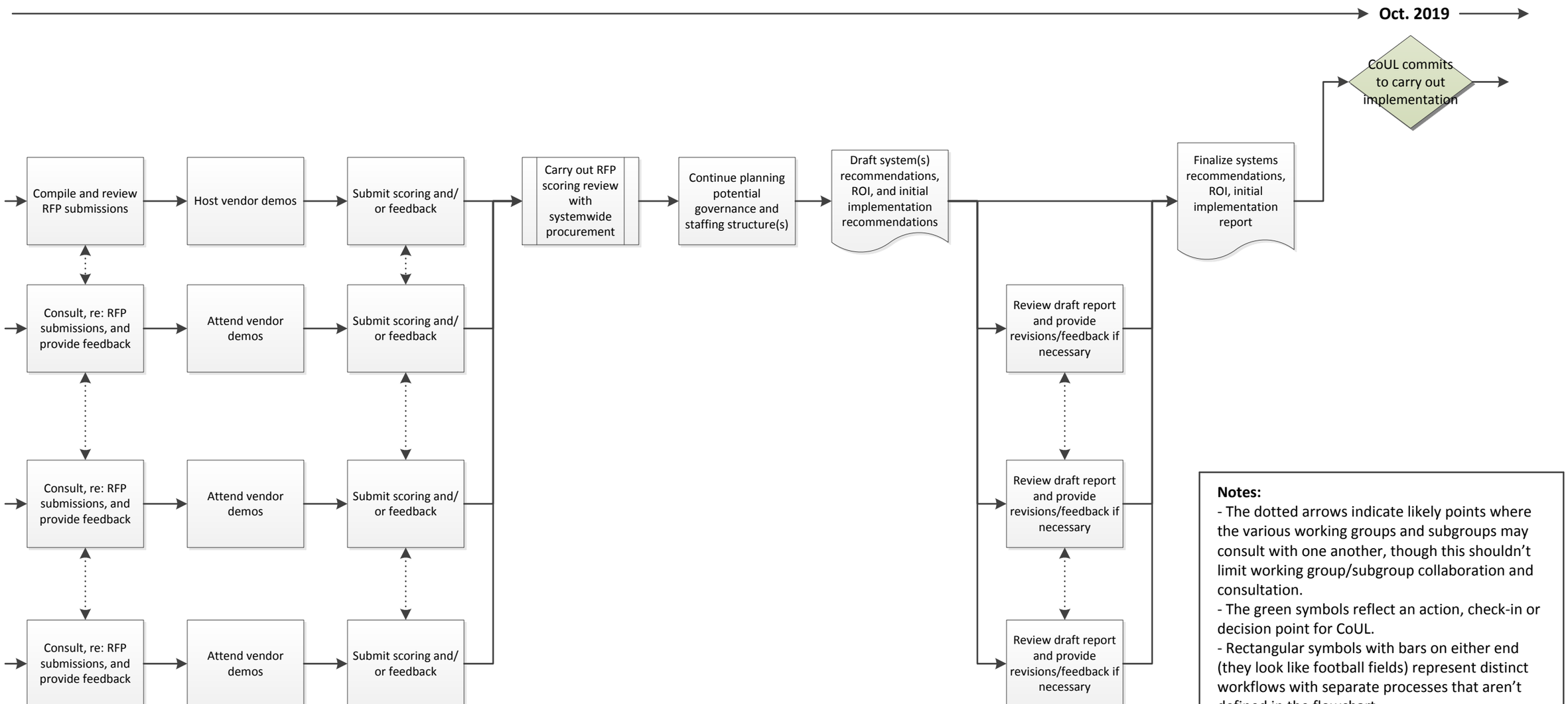
Systemwide ILS Planning Project: Major Phase 3 Activities

June 15, 2018



Systemwide ILS Planning Project: Major Phase 3 Activities

June 15, 2018



Notes:

- The dotted arrows indicate likely points where the various working groups and subgroups may consult with one another, though this shouldn't limit working group/subgroup collaboration and consultation.
- The green symbols reflect an action, check-in or decision point for CoUL.
- Rectangular symbols with bars on either end (they look like football fields) represent distinct workflows with separate processes that aren't defined in the flowchart.
- Although this flowchart is not a swim lane diagram, it can be read from left to right, and the activities that extend from the blue bubbles on the left are processes/actions/decisions taken by the groups/subgroups represented in the bubbles.