

## PubPac & OPAC Selection Joint Meeting

Monday, October 6, 2008 9:30 AM SAILS Conference Room

Present: Sai Chinnaswamy, Bristol Community College; Janet Campbell, Mansfield; Eden Fergusson, Raynham; Kate Hibbert, Foxboro; Anne Klegraefe, Seekonk; Bonnie Mendes, Somerset; Amy Sheperdson, Carver; Debby Conrad, Laurie Lessner, Bob Demanche, SAILS.

Laurie expressed the need for more diversity on the committee and suggested that additional members be recruited from school libraries so that each library type in the consortia is well represented. The chairman was asked to contact individuals about serving.

Debby presented the committee with the Grant Action Plan Timeline, noting that the timeline should be moved up in order to allow more time for final selection of a vendor. Each step in the Timeline was discussed, beginning with the Customer Service Survey.

The survey will be used to identify features users consider important in the selection of a new interface with the library catalog. Laurie will present an initial draft of the survey to committee members by November 1. Each library will be surveyed individually using Survey Monkey. Public school librarians will be surveyed as well as the librarians, students and faculty of the consortia's academic members. Survey results will be used to inform the selection process. Results should be compiled by the end of November, and posted in a blog or Wiki. Laurie is to attend a LITA meeting and gather additional ideas for the survey and product requirements.

The RFI should be completed and sent to vendors by early January. Laurie has compiled a List of Requirements generated by the survey of available products from last fall that will also be helpful in writing the final feature requirements for the RFI. The RFI will follow a checklist format for functionality specifications.

Selected Vendors will demo their products and the demos will be open to SAILS members for comments and evaluation. Vendors must also supply sites that staff can access in order to evaluate.

Focus Groups, including both OPAC users and non-users, will be conducted in March to evaluate the competing products. Each participant will be awarded \$50. Libraries will be asked to contact individuals to serve in the focus groups. Plans call for 4 to 5 groups with a maximum of 12 participants in each group. Locations will be selected to offer easy access to different members of the consortia.

Discussion also touched on topics related to Vendor selection: need to pick a stable product; need to have an overlay that can work with ILS now; need for product to work on personal devices; need for 2.0 features.

The meeting concluded at 11:30 AM.

Eden Fergusson, Chairman

