



City of Alameda

Request for Proposals Integrated Library System Alameda Free Library

Important Dates:

Proposal Due Date: June 2, 2014, Time: 5:00 p.m.

Award of Agreement: No later than August 29, 2014

Contact:

David Hall, Supervising Librarian

Alameda Free Library

1550 Oak Street

Alameda, CA 94501

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A Introduction and General RFP Requirements

1. Purpose and Intent

Vendors are requested to propose, implement and support a new Integrated Library System (ILS) for the Alameda Free Library, located in the City of Alameda, California. Alameda Free Library (AFL) operates and maintains three service locations.

1.1 Vendors may propose a number of types of solutions to meet the needs of the Alameda Free Library such as the following:

- Hardware, Software and Services with the system operating on core computers housed locally at the Alameda Free Library
- Software and Services only with the system operating in a SaaS or “Cloud” computing environment where system hardware, and operating, database management and application software are hosted external to the library
- Services only with AFL providing its own hardware to operate in the local library environment or hosted externally and where the library applications are “Open Source” in the Public Domain

1.2 Vendors may propose more than one solution.

1.3 Vendors must propose one solution that operates on equipment installed at the Alameda Free Library.

1.4 Vendors at a minimum must provide the following installation and implementation services:

- Installation of ILS applications and the library database on library equipment or externally in a SaaS environment
- Conversion of current library application software parameters with assistance in making changes as required
- Conversion of the following data: patrons, bibliographic records (titles), items (copies), name and subject authority records, circulation transactions (charges, bill, holds), acquisitions (vendors, order, funds), serials (control records, check-ins, chronology) and records in a separate Newspaper Index database
- Staff training on all ILS functions
- System administration and user documentation for the ILS
- Ongoing maintenance and support for ILS applications

2. Alameda Free Library – General Information

The Alameda Free Library provides resources and services to help meet the informational and recreational needs of Alameda’s diverse community, emphasizing the development of high interest collections in all types of media and high quality programming, encouraging children’s interest in and appreciation for reading and learning, and providing access to current computer technology to assist library users.

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The Alameda Free Library serves a city of 75,000 residents from three library service locations. A new main library was open to the public in November 2006. Both branch libraries were subsequently renovated.

The Library currently operates the Horizon ILS, Version 7.5.1 and provides public access to an online catalog, a newspaper index, numerous databases, e-books, and the Internet, through public computers and wireless. It also utilizes RFID in circulation management; maintains self-check units and a book dispensing machine for public use; utilizes online systems and services for acquiring library resources, and in other areas of library operations. It also maintains a Web presence for public access and makes extensive use of social media for marketing purposes.

3. Project Schedule

RFP released May 1, 2014

RFP Inquiries until May 15, 2014

AFL response to Inquiries - by May 20, 2014

Proposals due at Alameda Free Library June 2, 2014 by 5:00 p.m. PDT

Short List identified - by June 27, 2014

Vendor Demonstrations and Interviews - July 2014

Recommendation of Preferred Vendor – by June 30, 2014

Contract Negotiations –August 2014

Agreement Approval – by August 29, 2014

System Implementation September – December 2014

System Fully Operational – by December 31, 2014

4. Receipt of Proposals

Sealed proposals for the purchase, installation, and maintenance of an integrated library system for the Alameda Free Library will be received at the address shown below until May 30, 2014 at 5:00 p.m. local time.

Proposals received after that date and time will be returned to the Vendor unopened.

To be considered, Vendors must submit an original and 4 copies of their proposal in a sealed envelope or package, clearly marked with the Vendor's name and address, and the words "RFP for Integrated Library System" addressed to:

The Office of the City Clerk
The City of Alameda
2263 Santa Clara Avenue, Room 380
Alameda, CA 94501

A single vendor must serve as the prime contractor for all items contained in their proposal

5. Contact for Further Information

Inquiries arising from any discrepancies, omissions, or other need for clarification in this document should be submitted in writing to the Library no later than Friday May15, 2014. The words "Integrated Library System RFP Inquiry" must appear on the envelope or subject line of an e-mail to the designated Library contact. All questions and answers to inquiries will be given to all vendors submitting a proposal by Tuesday, May 20, 2014. The source of any question resulting in a clarification will not be given.

Send inquiries to the following contact:

Name: David Hall

Title: Supervising Librarian, Technology and Technical Services,
Alameda Free Library

1550 Oak Street, Alameda CA 94501

Phone: 510-747-7730

E-mail: dhall@alamedaca.gov

This RFP and all subsequent modifications thereto are hereby designated as the sole reference

6. Terms of Proposal

Proposal Validity Period

Submission of a proposal signifies the Vendor's agreement that its proposal shall be binding upon the Vendor and may be accepted by the Library at any time within 120 days after the date on which proposals are opened. The contents of the successful proposal will be incorporated as part of the resulting contract with the successful Vendor.

Withdrawal of Proposals

Proposals may be withdrawn upon written or faxed request, received from Vendors prior to the stated date and time of proposal opening. Negligence, error, or oversight confers no right for withdrawal of the proposal after the time fixed for proposal opening.

Proposal Rejection

The Library reserves the right to reject any or all of the proposals received in response to this request. The Library also reserves the right to waive any irregularities in proposals.

Vendor's Cost to Develop Proposal

The Library is not liable for any cost incurred by any Vendor prior to the award of a contract. Costs for developing proposals in response to this request are entirely the obligation of the Vendor and shall not be chargeable to the Library in any manner.

Proposal Evaluation

The Library and such advisors as it may choose to call upon will review and evaluate all proposals which are submitted by the time required and are presented in the format prescribed in this RFP. The Library may or may not select the system with the lowest initial purchase price.

Proposals will be evaluated based on the following criteria:

- Compliance with system specifications
- Past performance on delivery and installation of the software version proposed
- Availability of the system software for delivery at time of proposal
- Capacity for system expansion
- Expected lifespan of the system following installation
- System reliability
- Availability of maintenance support
- Total cost including acquisition and ongoing maintenance
- Additional capabilities available, and cost of such additional capabilities
- Training and documentation proposed

7. Contracts

The selected Vendor will be required to execute a contract with the City of Alameda. This invitation to Vendors and the selected Vendor's proposal will become a part of the contract.

The selected Vendor must use the City of Alameda's Standard Contract as the basis of negotiation with the City. It is understood that there may be a number of different types of system solutions proposed, and depending on what is proposed, clauses may be changed, added or deleted from the Contract.

A City Standard Contract is attached to the Request For Proposal as Appendix A.

8. Current Database Size and Transaction Volume

<u>145,000</u>	Bibliographic Records (titles)
<u>211,000</u>	Items (copies, volumes)
<u>412,000</u>	Authority Records
<u>60,000</u>	Patron Records
<u>550,000</u>	Annual Circulation Transactions
<u>45</u>	Concurrent User Connections (library staff)

65	Concurrent User Connections (public in-library not including access over the Internet)
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These figures represent current database size and transaction volume. Vendors should use these figures for data conversion purposes

9. New System Capacity Requirements

Vendor's proposed system must support the following:

175,000	Bibliographic Records (titles)
250,000	Items (copies, volumes)
494,000	Authority Records
75,000	Patron Records
700,000	Annual Circulation Transactions
50	Concurrent User Connections (library staff)
150	Concurrent User Connections (public users both internal to library and over the Internet)

Vendor should use these figures in calculating costs to implement the system and load data files.

10. Form of Proposal

Vendor's Proposal must be capable of being understood without reference to other documents, and must include the following sections:

Cover Letter

A brief letter of introduction, bearing the original signature of the Vendor's authorized representative.

A. Executive Summary

Vendor's executive summary should include a description of the proposed solution(s) and also show how the proposed solution(s) will help us meet AFL's stated requirements and goals.

B. Vendor Profile

Vendors must include in this section a brief description of their corporate background, organization, staff, and experience.

C. Customer References

Vendors must submit 3 references from public libraries of similar size currently operating with the system proposed here. References must include library name and address as well as the name, email address and phone number of the contact person.

The Alameda Free Library is especially interested in public libraries in California operating your system as proposed.

D. Response to Specifications

Vendor Status Column

Proposers must respond to every functional, technical, and performance requirement contained in the FUNCTIONAL SPECIFICATIONS section of the RFP on the tables provided and using the following criteria.

- N Not available/ Not Planned
- I Planned /In Development
- C Fully Complies - In Release and currently used by customers

Library Priority Column

The Library Priority column information is included to help vendors determine how important each item is to Alameda Free Library. There is a two point scale, either 1, or 2, which are used for indicating priorities which are defined as follows; one indicates that it is expected that the function exists in the Integrated Library System and that it is critical to the library’s workflow, and two indicates that the functional requirement is of interest and desirable or that the vendor is simply being asked to provide descriptive information. These priorities will be used for weighing purposes when scoring as part of the evaluation process.

E. Configurations and Costs

This section must include a breakdown of all costs associated with the proposal, including all software, services, server hardware, and maintenance for the first year of operation after installation, as well as maintenance costs for years two and three. All costs associated with receiving software enhancements must be presented in the Vendor's financial response. Costs must be summarized on the Cost Form provided in this RFP, although vendors may attach a more detailed cost analysis.

F. Integration of Third Party Applications With The Proposed System

The Alameda Free Library requests vendors to indicate the capabilities of their systems as proposed to integrate a variety of Third party products. These products currently integrate with Horizon, Version 7.5.1 with some accessing the ILS through enhanced SIP.

The Third Party Products are as follow:

- Libramation Inc. – Libramation has provided and supports RFID applications at AFL. These reside on PC equipment at circulation desks, and book return facilities and on self-check computers. RFID gates are also in operation at all library locations.

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•Envisionware – Envisionware has provided and supports a POS application (including credit card processing) which is operational on circulation desk PC's at the Alameda Free Library.

In addition it has provided and supports its e-commerce solution which permits library patrons to pay library fines, fees and other charges by credit card over the Internet.

It has also provided a Public Access System application (including printing facilities) which operates in a Citrix VDI systems environment.

•mk Sorting Systems – mk Sorting has installed and supports a Book Dispensing Machine (Lib Dispenser) in the west end of Alameda. This connects to the ILS to search for and circulate library materials

•Talking Tech – i-Tiva telecirc has been installed and integrates with the ILS, Horizon Version 5.1

•UMS – Unique Management Services (UMS) debt collection services integrate with the Horizon ILS.

11. Cost Form – Cost Summary

The vendor agrees to furnish the Alameda Free Library with an Integrated Library System for the total price shown below in accordance with the specifications and the response attached hereto.

Vendors may propose more than one library system solution if so desired. Each library solution will have a Cost Form and the Vendor may attach detailed costing sheets.

Description	Initial Cost	Year 1 Support	Year 2 Support	Year 3 Support
ILS Applications and Other software				
1. Staff Client Software for use by up to 50 concurrent users	\$	\$	\$	\$
2. Cataloging	\$	\$	\$	\$
3. Circulation Control	\$	\$	\$	\$
4. OPAC for use of up to 150 concurrent users both at the Library and over the Internet	\$	\$	\$	\$
5. Acquisitions	\$	\$	\$	\$
6. Serials Control	\$	\$	\$	\$
7. Reports	\$	\$	\$	\$

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8. Enhanced SIP	\$	\$	\$	\$
9. E-Resource Integration Software	\$	\$	\$	\$
10. Newspaper Index Database	\$	\$	\$	\$
11. Database Management Software	\$	\$	\$	\$
12. APIs (if proposed)	\$	\$	\$	\$
13. Other	\$	\$	\$	\$
Hardware and Operating System (if proposed)				
1. Server(s) Hardware configured to handle sizing for all applications, database(s), and Enhanced SIP	\$	\$	\$	\$
2. Operating System Software	\$	\$	\$	\$
Cloud Computing (SaaS) Hosting (if proposed)	\$	\$	\$	\$
Professional Services				
1. Project Management	\$			
2. Installation of ILS Applications and the Library database(s) on library equipment or externally in a Cloud Computing environment.	\$			
3. Vendor copy and set-up of current library Application parameters with assistance in making changes as required.	\$			
4. Conversion of current library files for patrons, bibliographic and item data, circulation transactions, and acquisitions, serials, and newspaper index data.	\$			

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5. Training on all ILS Functions.	\$		
6. System Administration and User Documentation.	\$		
7. Integration costs for Third party products	\$		
Total Cost Per Year	\$	\$	\$
Grand Total All Three Years	\$		

B. Functional Specifications

1. General Systems Requirements

A System’s Architecture

B Branch Library Support

C Cloud Computing Option

D System Implementation, Training and Software Maintenance

	Library Priority	Functional Requirements Description	Vendor Response
<u>A Systems Architecture</u>			
A-1 General			
1.	1	System utilizes web clients for all major library functions. The vendor must clearly detail development plans if all web clients are currently not available.	
Comments			
2.	1	System places no limit on bibliographic record size.	
Comments			
3.	1	System meets, at a minimum, the library’s specific system capacity requirements as noted in this RFP on page 5.	
Comments			
4.	1	System can be easily operated by library staff with no dependency on the vendor for routine operations.	
Comments			
5.	1	System operates on a server (s) in a fully supported operating system environment. List operating system(s) supported	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
6.	2	System permits but does not require distribution across multiple servers, i.e. for applications, database, web catalog, etc.	
Comments			
7.	2	System architecture is either “open system” or “open source”. The vendor should describe their system model.	
Comments			
8.	1	System supports a standard RDMS. Note the RDMS(s) supported	
Comments			
9.	1	“Transaction logging “is supported with a log kept for each database transaction. All changes as logged are dated and time stamped.	
Comments			
10	1	System provides full-text indexing and a full-text database search feature.	
Comments			
11	2	System supports right-click menus.	
Comments			
12	1	Library defined short-cut keys can be created.	
Comments			
13	1	System supports tiling windows and toggling from one window/module to another while retaining record information.	
Comments			
14	2	A global find and replace feature is available.	
Comments			
15	1	Users can cut, copy and paste from within modules and from external sources	
Comments			
16	1	System permits multiple accesses to the same bibliographic or patron records at the same time.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
A-2 Hardware			
1.	2	System operates on standard server platforms available from a number of manufacturers. Please describe recommended platforms.	
Comments			
2.	2	Vendor provides minimum and recommended requirements for staff client PC workstations. If the staff workstations are not configuration dependent the vendor will explain how their system works in this area	
Comments			
3.	2	System supports a variety of TCP/IP network configurations (network is provided by the library).	
Comments			
A-3 Standards			
1.	1	System is UNICODE compliant	
Comments			
2.	1	System both client and server are Z39.50 Version 3 compliant	
Comments			
3.	1	System supports the MARC 21 format for bibliographic data.	
Comments			
4.	1	System supports RDA	
Comments			
5.	1	System supports NCIP and SIP2 protocols	
Comments			
6.	1	System supports 10 and 13 digit ISBN's	
Comments			
7.	2	System offers Web Services and Application programming Interfaces (API's) that enable the library to develop custom interfaces to all modules.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
A-4 Security			
1	1	System provides security at database, workstation and individual operator levels.	
Comments			
2	1	The library can create individual user accounts for staff.	
Comments			
3	1	Each user’s access privileges are checked at login automatically enabling certain library functions based upon the user’s profile.	
Comments			
4	1	Users log in only once to access library functions as enabled through their profile.	
Comments			
<u>B Branch Library Support</u>			
1.	1	System supports a centralized catalog and patron database while allowing each library to define its own hours, holidays, etc.	
Comments			
2.	1	System allows each branch library to set its own circulation policies based on patron type, item type and location.	
Comments			
3.	1	System supports centralized acquisitions but allows individual libraries to produce and maintain orders, claims, etc.	
Comments			
4.	1	The OPAC allows each branch library to have a unique look and feel – colors, fonts, logos, search screens, etc.	
Comments			
<u>C Cloud Computing Option</u>			
1.	1	In addition to a library standalone solution ILS the vendor offers a cloud computing – hosted solution.	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
2.	2	Please note the location of the hosting facility and the company legally responsible for the facility.	
Comments			
3.	1	Facility has a secure back-up power supply.	
4.	1	Facility has a fire suppression system.	
5.	1	Facility has fully secured access and provides on-site security personnel.	
6.	2	Please note the recommended bandwidth for connecting to the hosted solution.	
7.	1	System backups are performed by the vendor on behalf of the library.	
Comments			
8.	2	What responsibilities does the library have and what are Responsibilities of the vendor with respect to administering the hosted solution?	
Comments			
9.	2	What uptime can the Library expect from the vendor's hosted solution?	
Comments			
10	2	What hosting experience does the vendor have? (How many years has the vendor been hosting customers; how many customers do you host?)	
Comments			
11	1	Vendor takes legal responsibility for breaches of security of sensitive data, i.e. library patron data?	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
<u>D Services</u>			
D-1 System Implementation			
1	1	Vendor installs and tests the application software and RDBMS on hardware configurations as proposed, whether the hardware is proposed and provided directly by the vendor, on hardware procured and installed by the library itself, or on equipment as provided in a SaaS or “Cloud” based host environment	
Comments			
2	1	Vendor converts AFL’s current library application parameters to the new system and provide assistance to library staff in making changes to these parameters as required	
Comments			
3	1	Vendor migrates the Library’s present databases to the proposed system so that the system is fully operational on ‘Day One.’ of live operations with the public and for all staff related operations.	
Comments			
4	1	Vendor migrates all library files including bibliographic records, items/copies/, authority records, circulation transactions (charges, bills, holds), acquisitions data (vendors, orders, funds,) serials data (control records, check-ins mad chronology, and newspaper index records.	
Comments			
5	1	Vendor agrees that the details of the final implementation plan are to be mutually determined by the Library and the Vendor.	
Comments			
6	1	Vendor performs a test migration, allowing the Library to review and approve data, before performing a final migration.	
Comments			
D-2 Training and Documentation			
1	1	Vendor provides training for all modules and facilities purchased.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
2	1	Vendor provides a brief description of training courses.	
Comments			
3	2	Vendor includes alternate methods of training, including but not limited to self-paced web-based training and vendor-hosted distance training via the web	
Comments			
4	1	Documentation updates are provided on a regular basis as improvements are made to the system.	
Comments			
5	2	Vendor makes documentation updates available for local printing or downloading via the World Wide Web.	
Comments			
D-3 Ongoing Software Support			
1	1	Maintenance of proposed software is available from the Vendor on an annually renewable contract basis.	
Comments			
2	1	Vendor provides a software maintenance program to include all future software updates and system enhancements applicable to system modules licensed.	
Comments			
3	1	Vendor provides a help desk/support capability accessible easily accessible by telephone, email and over the Internet	
Comments			
4	1	Vendor provides 24/7 emergency support.	
Comments			
5	1	The library can track online the status of support requests as submitted to the vendor, and resolutions as provided by the vendor.	
Comments			
6	2	Vendor will provide a single individual who is responsible for acting as the liaison between the library and the vendor regarding any issue or problem or question.	

	Library Priority	Functional Requirements Description	Vendor Response
Comments			
7	2	Vendor describes any way its customer support is differentiated from other vendors.	
Comments			

2. Software Functional Requirements

- A Cataloging and Authority Control
- B Circulation Control
- C OPAC – Online Public Access Catalog
- D Acquisitions and Fund Accounting
- E Serials Control
- F Reports
- G E-Resource Integration
- H Newspaper Index/Special Databases
- I Interfaces to External Systems and Third Party Vendors

	Library Priority	Functional Requirements Description	Vendor Response
<u>A Cataloging and Authority Control</u>			
1	1	System offers a full text database that allows records for any type of material in any format to be created, migrated, searched and displayed, modified, exported, and deleted.	
Comments			
2	1	Cataloging module allows the Library to create and maintain full catalog records searchable only by Library staff. At Library staff discretion, records may be hidden from public user display.	
Comments			
3	1	Cataloging module provides tools that streamline the process of adding, editing, duplicating, and removing titles and copies and performing authority control functions.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
4	1	When removing a title and/or item record, the Cataloging module alerts staff if a bill or hold is associated with the material. Staff must be able to immediately investigate the open transaction, without closing the removal process.	
Comments			
5	1	Items on hold or in transit must not be transferred. The Cataloging module alerts staff to such exception conditions when staff attempt to transfer records.	
Comments			
6	1	Cataloging module supports MARC format error checking,	
Comments			
7	2	As applicable, the Library may specify tags for each cataloging template as well as default codes	
Comments			
8	1	Cataloging module provides a MARC record loading capabilities which may be used with any MARC-based cataloging source.	
Comments			
9	2	Cataloging module includes a utility for verifying uniform resource locator(s), or URLs, cataloged within MARC 856 bibliographic fields. Describe	
Comments			
10	1	Cataloging module includes a Z39.50 Copy Cataloging Client that can capture bibliographic records from any Z39.50 bibliographic resource.	
Comments			
11	1	Authority Control capabilities link all authority-controlled bibliographic headings with the corresponding authority	
Comments			
12	1	Authority Control supports multiple authority files, including separate authority indexes for Dewey name and subject headings.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
13	2	Authority Control module enables the Library to define an unlimited number of authority formats or types.	
Comments			
14	2	Vendors please describe the Authority Control module’s interactive authority control heading verification process. Describe what the system does when an unauthorized heading is detected	
Comments			
15	1	Authority Control capabilities automatically generate appropriate <i>See</i> and <i>See Also</i> references from authority records for use in the online catalog.	
Comments			
16	2	Vendor provides a basic authority processing service that consists of at least the following: bibliographic heading update, authority record provision, and bibliographic record clean-up.	
Comments			
<u>B Circulation Control</u>			
B-1 General Aspects			
1		Circulation module supports the following standard features.	
	1	1.1 Full text searching of any field within a bibliographic record.	
	1	1.2 Real time operation of circulation functions at library workstations.	
	1	1.3 Interfaces with library self-check stations	
	1	1.4 Graphical back-up circulation client	
	1	1.5 Circulates un-cataloged items on the fly	
	1	1.8 Basic Check-outs, Check-ins and Renewals	
	1	1.6 Handles payments and bills users	
	1	1.7 Displays, credits, copies, edits and removes user records, confirms user addresses, renews user privileges, creates messages for users, and handles lost card processing	

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	Library Priority	Functional Requirements Description	Vendor Response
	1	1.8 Places, edits, displays and removes holds	
	1	1.9 Supports Claims returned and other item status such as damaged, mending, send to cataloging, missing, trace, etc.	
	1	1.10 Modifies items assigned due dates	
	1	1.11 Supports book-drop check-in	
	1	1.12 Places and tracks items in transit (multi-branch system)	
	1	1.13 “Homebound Borrower” feature	
Comments			
2		Circulation module supports the following special features.	
	1	2.1 Permits circulation by users at third party Book Dispensing machines, and through tablets, smart phones and other hand-held devices.	
	1	2.2 Provides full e-resource integration, permitting e-resources to be checked out through the library’s circulation module.	
	1	2.3 Integrates with third party RFID software as used at check-in, check-out, self-checks and as security at RFID gates	
	1	2.4 Integrates with third party POS software (including credit card facilities) on staff workstations and in an internet e-commerce environment.	
	1	2.5 Integrates with third party collections agency software for payment of fines and fees, and lost library materials for delinquent patrons	
Comments			
3	1	When an item presented for checkout presents an alert of ‘still charged to previous user,’ the Circulation Module allows staff to enter an override password to immediately discharge the item and allows staff to immediately checkout the material to the patron who is present.	
Comments			
4	1	Circulation severs the link between the item and user at discharge; however, it is possible for authorized staff to determine the last user to have charged the item until the item is discharged by the next user, to allow investigation	

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	Library Priority	Functional Requirements Description	Vendor Response
		of any damage to items. The latter capability may be time controlled in that the capability can disappear after a library determined time , i.e., 48 hours	
Comments			
5	1	Circulation interfaces seamlessly with other modules, including Cataloging, to enable authorized circulation staff to add titles, copies and barcodes, and delete copies and titles.	
Comments			
6	1	System supports a variety of circulation notices or receipts, including date due slips, check-out receipts, overdue and pre-overdue notices, and bills. All notices are customizable.	
Comments			
7	1	System allows staff to track in-house use by scanning items, and to easily see in the item record the total number of times an item was used without being charged.	
Comments			
B-2 Patrons/Borrowers			
1	1	Circulation module enables individual user record creation with an easy to use template.	
Comments			
2	2	Circulation module contains a patron load facility that allows patron records to be updated and imported en masse, with multiple library defined match points.	
Comments			
3	1	System permits the library patron to update their own registration data remotely through the library OPAC and the Internet	
Comments			
4	1	When a user has lost or misplaced his/her library card, the Circulation module deactivates the previous library card number and transfers the user’s charges, fines, overdues, holds and bills to the new ID.	
Comments			

Request for Proposals – Integrated Library System – Alameda Free Library

	Library Priority	Functional Requirements Description	Vendor Response
5	1	System permits remote registration of patrons through tablet or smart phone or other devices with an integrated or attached barcode scanner	
Comments			
6	1	System maintains an audit trail of all charges owed and all payments made by the patron.	
Comments			
7	1	Circulation module supports linked family-card or group capabilities allowing the Library to determine the level of access and privileges between individual members of the group, i.e. parents can pay fines/bills for children, etc.	
Comments			
8	2	System supports full-text, Boolean searching of any field within the user address fields or customer-defined fields.	
Comments			
9	2	System supports duplicate checking of newly-created patron records using multiple fields within the patron record, including User Name, Student ID, Street, User Group ID, Corporate Name, Social Security Number, License Number, Phone Number, Email Address, Alternate ID.	
Comments			
10	2	System supports patron photos, which display during checkout	
Comments			
B-3 Check-out, Check-in and Renewals			
1	1	System interfaces with third party RFID providers for Checkout and Check-in. In the case of AFL the vendor's system interfaces with Libramation RFID software which is used at staff circulation workstations and self-checks for check-out purposes.	
Comments			
2	1	System interfaces with third party Book Dispensing machines for Checkout and Check-in. In the case of AFL the vendor's system interfaces with the mk Sorting Book Dispensing machine installed remotely from any library location.	

Request for Proposals – Integrated Library System – Alameda Free Library

	Library Priority	Functional Requirements Description	Vendor Response
Comments			
3	1	Vendor provides a circulation policy matrix that allows the Library to define the precise terms under which items can be circulated to users. Circulation policies are flexible.	
Comments			
4	2	Circulation module supports checkout transactions of impermanent materials. These checkout transactions must be recorded for statistical reports and checkout data, but must not be used to generate late notices or bills.	
Comments			
5	1	Circulation module supports direct local checkout of e-resources as accessed through the library catalog from whatever vendor or service.	
Comments			
6	1	Circulation module calculates due dates for check-outs and renewals based on library-defined policies, but Library staff must be able to change the due date on-the-fly if necessary	
Comments			
7	1	Circulation module supports direct local automatic check-in of e-resources according to library defined time periods.	
Comments			
8	1	Circulation module permits staff to accept payment for fees/bills during circulation routines using the interfaced Envisionware POS system.	
Comments			
9	1	Circulation module alerts staff and immediately place an item in transit to its home location, if the item is checked in at a location other than its home	
Comments			
10	2	Circulation module supports printing replacement barcodes for damaged item barcodes immediately upon item check-in	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
12	1	Circulation module supports the check-in of floating collection materials. When floating items are checked out and then returned, they become a part of the check-in library's collection. The Circulation module prevents this floating check-in if the item is needed for a hold at another library.	
Comments.			
13	1	Circulation module allows both the renewal of a single item and the renewal of all items charged to a user. Renewals are able to be performed by both staff and by the patron, via the OPAC, and self-check units.	
Comments			
14	2	The Library has the option of defining different renewal limitations based on the method of renewal (e.g., in-house or via the OPAC).	
Comments			
15	1	Circulation module alerts staff attempting to either check-out or renew items for delinquent, blocked, and barred public users. Staff members have the option to investigate or enter an override password to continue with item check-out or renewal.	
Comments			
16	1	Circulation capabilities block patrons from check-out or renewal of an item at a self-check unit or renewal of items at the OPAC on the internet if the patrons are delinquent, blocked or barred for any reason	
Comments			
B-4 Financial Management			
1	1	System interfaces with a third party POS. In the case of AFL the vendor's system interfaces with Envisionware's POS software (including credit card capabilities) which is used at staff circulation workstations.	
Comments			
2	1	System interfaces with third party software which permits patrons to pay fines and other bills over the internet using a secure credit card payment system. In the case of AFL the system interfaces with Envisionware's e-commerce software.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
3	1	System integrates with third party debt collection services which provide the library with a service to track delinquent patrons, retrieve library fines, fees and lost materials and move such delinquent patrons to credit reporting if unsuccessful in resolving their delinquency. In the case of AFL the vendor's system interfaces with UMS (Unique Management Services Inc.) facilities.	
Comments			
4	1	Circulation module supports an unlimited number of fine structures, such as hourly and daily. Each fine structure amount may accrue in different rates (e.g. fifty cents per unit, two dollars a day, etc.)	
Comments			
5	1	Circulation staff are capable of displaying all bills and payments within a patron record.	
Comment			
6	1	Circulation module supports both automatic, system-generated bills as well as manual, staff-initiated fines and fees. Circulation module also supports an unlimited number of manual fine reasons, including damaged fee, hold fee, ILL fee, photocopy, etc.	
Comment			
7	2	Circulation module supports graduated fines and other billing structures.	
Comment			
8	1	Circulation module supports the calculation of fines and make this information available to staff and public users (via the user's online OPAC account) prior to check-in of items and the creation of a bill.	
Comments			
9	2	Circulation module supports loan privilege suspensions (manually or automatically according to policy) as an alternative to bills/fines.	
Comments			
B-5 Holds			

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	Library Priority	Functional Requirements Description	Vendor Response
1	1	Circulation module checks the validity of the user requesting a hold, blocking users who are barred (based on library-defined policies).	
Comments			
2		The Circulation Module allows holds to be placed in the following situations	
	1	2.1 By staff	
	1	2.2 By patrons within the library	
	1	2.3 By remote users via the Internet via OPAC	
	1	2.4 By staff and patrons at the title or copy level	
	2	2.5 Over a range of materials to fulfill a “blanket hold” request (i.e. Any novel by an author)	
	1	2.6 Only on materials where holds are allowed as determined by library policies	
Comments			
3	1	System allows authorized staff to manually adjust the hold queue.	
Comments			
4	2	Vendors describe how the proposed Circulation module satisfies user hold requests for any book/item by a particular author or for several items on a specific subject	
Comments			
5	1	Circulation Module allows staff users to suspend active holds, with automatic suspension and reactivation based on suspension period beginning	
Comments			
B-6 Homebound Services			
1	1	System permits library staff to create a separate patron file of “homebound” library patrons and to create reading profiles for each patron	
Comments			
2	1	System permits the circulation matrix to be manipulated to reflect the needs of homebound patrons as to number of items, loaned, due dates, fines not to be applied, etc.	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
3	2	System provides a fully developed homebound/outreach module which provides a large number of capabilities including but not limited to the following: automates all homebound processes, unlimited number of interest profiles for each patron, patron reading histories, easy selection of materials, delivery routing, and returns, and suspension and re-activation of homebound services, etc.	
Comments			
4	1	Homebound patron profiles include number of items included for each homebound delivery and the material type requested.	
Comments			
5	1	Homebound services include history records that retain brief bibliographic and circulation information for each item distributed to an outreach patron, so the title is not suggested again for that patron.	
Comments			
6	2	Homebound services permits skip dates to be entered for deliveries to patrons. Material selection must automatically resume with the next regular delivery cycle	
Comments			
7	2	Homebound services creates and sorts pick lists for patrons on demand or at regularly scheduled intervals..	
Comments			
B-7 Inventory			
1	1	Staff is able to take inventory of individual collections and/or locations	
Comments			
2	1	Circulation module supports the creation of a shelf-list from inventory data in report output.	
Comment			
3	1	Circulation module supports the use of portable inventory scanners	
Comments			
B-8 Interlibrary Loans			
1	2	System includes an interlibrary loan capability which	

Request for Proposals – Integrated Library System – Alameda Free Library

	Library Priority	Functional Requirements Description	Vendor Response
		permits patrons to search a variety of library databases and place requests against items in these databases.	
Comment			
2	2	Interlibrary loan capability presents an interface to patrons for searching and placing holds for interlibrary loans that is the same as that used by patrons when searching and placing holds in their home system.	
Comments			
<u>C OPAC – Online Public Access Catalog</u>			
C-1 General Aspects			
1	1	OPAC module offers features for patrons with disabilities. Vendor must describe these features and how they meet ADA requirements	
Comments			
2	1	OPAC provides “suggestions” or “Did you mean” results where a patron enters “fuzzy logic” search terms which result in no hits	
Comments			
3	1	“Did you mean” or “suggestion” references relate to actively indexed data so patrons are not offered dead-end suggestions.	
Comment			
4	2	OPAC suggests items of “highest relevance” when searching as well as any associated best sellers, recommended reading lists, and other items of interest.	
Comment			
5	1	OPAC provides a graphical administrator user interface to simplify system administration.	
Comment			
6	1	System allows the Library to independently manage their OPAC user interface after initial training as part of system implementation.	
Comment			
7	1	OPAC supports the easy creation and display of bestseller or recommended reading lists.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
C-2 Searching			
1	1	OPAC provides keyword, phrase, and Boolean searches as well as direct search of indexed authors, titles, and subjects.	
Comments			
2	1	OPAC keyword searching is available for every word in every bibliographic record, if desired by the Library.	
Comments			
3		OPAC must enable users to limit (i.e., filter) searches by:	
	1	3.1 Publication year (limits retrieval to titles published in, after, or before a specified date, or within a date rang)	
	1	3.2 Language (limits retrieval to titles whose cataloging information indicates that they were published in the language specified)	
	1	3.3 Item Type (limits retrieval to titles belonging to a specific material type out of a list of possible material types established by the library, i.e., DVD, CD Reference, etc.)	
	2	3.4 Format (limits retrieval to titles in a specified broader material type as may be defined by the library, i.e., one of the 7 defined MARC formats)	
	2	3.5 Availability – Allows the user to limit their search to JUST materials that are available at the time at the library location they are searching. All materials that are checked-out, on hold, in transit, missing or otherwise unavailable will be suppressed from those search results	
Comments			
4	1	OPAC supports broadcast Z39.50 searches of resources and databases	
Comments			
5	2	OPAC must display Community Information records in MARC format, if these records are in use by the Library.	
Comments			
6	2	Community Information records contain a free text	

Request for Proposals – Integrated Library System – Alameda Free Library

	Library Priority	Functional Requirements Description	Vendor Response
		format for data input and support links to scanned images, including maps, meeting minutes, etc.	
Comments			
7	2	OPAC enables the user to display a map or graphical shelving plan associated with an item that shows the user where the specific item is located in the library. Please describe.	
Comments			
8	1	System has an icon-based OPAC for children with sets of photo icons, and custom pre-set searches designed by the Library for standard topics such as science projects or crafts, and preconfigured searches of interest to children.	
Comments			
9	1	OPAC displays the Library’s event calendar. Please describe.	
Comments			
10	1	OPAC user interface by Library location can be customized by library staff without requiring unique programming skills.	
Comments			
11	2	OPAC allows the user to narrow search results by discrete attributes or facets.	
Comments			
12	2	OPAC allows the Library to create new facets or elements without extensive training or technical assistance.	
Comments			
13	1	OPAC includes fully indexed and searchable “Help” files	
Comments			
14	1	OPAC Help is context sensitive.	
Comments			
15	2	OPAC allows the Library staff to create custom page elements without requiring programming skills.	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
16	2	OPAC provides the ability for full integration of federated searching – the simultaneous search of multiple searchable resources.	
Comments			
C-3 User Services			
1		System provides self-service options or user services through a personal account in the OPAC which includes the following elements.	
	1	1.1 Ability to view fines and fees	
	1	1.2 Ability to pay fines	
	1	1.3 Ability to renew eligible items	
	1	1.3 Ability to see holds requested with availability status	
	1	1.4 Ability to cancel, suspend and edit holds	
	1	1.5 Ability to send requests to library staff and see replies to requests	
	2	1.6 Ability to create, maintain and view a “favorites” list of users preferences and interests	
	1	1.7 The self-service option must be secure allowing access only to a user by name and library patron barcode number and PIN	
Comments			
2	2	OPAC tracks an individual user's preferences and interests, organized into a list of "favorites".	
Comments			
3	2	OPAC notifies a user when new materials in their “favorites” categories have been received (SDI).	
Comments			
4		Library users must be able to create personal lists when searching the OPAC	
	1	4.1 Users are able to create multiple lists.	
	1	4.2 Lists can be printed, emailed, and copied.	
	2	4.3 Users are able to place holds on items in a list, including the ability to place holds on multiple items simultaneously.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
5	1	Users are able to place hold requests on materials, and specify the pickup location.	
Comments			
6	1	The OPAC analyzes user activities and make this information easily available for library statistical purposes.	
Comments			
7	2	The OPAC links to the library’s circulation facilities to be able to create and display the library’s most popular titles, authors or subjects. The OPAC must update this information automatically.	
Comments			
8	1	The system supports MARC 856 fields in bibliographic records, so that OPAC users may click on the hyperlink (either actual URL or Library-substituted public note in subfield z of the MARC 856 field) to launch a linked resource such as a website, e-books, digital images or audio files.	
Comments			
9	2	The system supports patron online registration, which the library can choose to enable.	
Comments			
C-4 Language Interfaces			
1	1	OPAC supports a Spanish Language interface. Vendor should also note what other interfaces are available	
Comments			
C-5 Content Enhancement			
1	1	Vendor offers OPAC content enrichment features that will provide users with book covers, reviews, summaries, etc. Vendors must Indicate whether this has been included in the cost proposal.	
Comment			
2	1	OPAC supports Syndetics ICE Content service (allowing enriched content to be searched). Vendors must indicate whether this has been included in the cost proposal.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
C-6 Mobile Access			
1	1	The OPAC is fully accessible via smart phones or tablets. Please describe features and capabilities	
Comment			
2	1	Patrons are able to scan barcodes using smartphones or tablets (e.g., at a bookstore or a friend’s home) and then check item availability at the patron’s Library from the phone or tablet.	
Comments			
3	2	OPAC allows customers to link to book sellers from the OPAC with a “Buy Now” option.	
Comments			
4	1	When searching the OPAC it is possible to access and integrate with community social media capabilities on Facebook and Twitter	
Comments			
5	2	OPAC allows patrons to publicly comment or share library materials (e.g., to rate, review, or tag materials, or to share records or lists with external sites like Facebook). Please describe.	
Comments			
6	1	OPAC supports searching e-books using the same interface patrons use to access other library resources and check-out and download materials through a simple, user friendly capability integrated with other library applications.	
Comments			
<u>D Acquisitions and Fund Accounting</u>			
D-1 General Aspects			
1	1	Acquisitions module is fully integrated with all system modules	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
2	1	Acquisitions supports an unlimited number of material types/formats, funds, vendors, orders, claims and transactions, without added cost.	
Comments			
3	1	Acquisitions supports the following standard functions: <ul style="list-style-type: none"> •pre-order searching •fund and vendor accounting •selection lists •ordering and invoicing •detects holds on orders in receiving process •payments, •claiming •cancellations •statistical reporting 	
Comments			
4	1	During pre-order searching, the Acquisitions module allows staff to display records by searching any word in any field of a bibliographic record. The system must clearly display item status, including items with on-order status, items charged, on hold, in the Library stacks, etc.	
Comments			
5	1	Reports on all acquisitions activities available through statistical reporting capabilities.	
Comments			
6	1	Acquisitions supports loading of MARC record data with order information contained in embedded 9XX tags	
Comments			
7	1	Acquisitions supports real-time searching of vendor databases and capture of selected items into the ILS database for ordering purposes	
Comments			
D-2 Fund Accounts			
1	1	Acquisitions must allow the creation of an unlimited number of funds, that the funds may be subdivided, and that monies for fund entities encumbered but not spent may be transferred from one budget year to another	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
2	1	Acquisitions enables an authorized operator to create new funds, enter initial allocations, edit funds as necessary, and close out a fund as long as there are no encumbrances against the fund(s)	
Comments			
3	1	For each fund, the Acquisitions module must maintain the following information, which must be available through online display, and/or by generating a report: original budget allocation, dollars encumbered, dollars spent, items on order, received and expended.	
Comments			
4	1	When placing an order, staff may pay for the order from a single fund or divide costs among multiple funds, either by percentage or by specific amount.	
Comments			
5	1	The system provides security and audit trails for all fund accounting transactions.	
Comments			
D-3 Vendors			
1	1	Acquisitions module supports an unlimited number of vendor records, accessible by vendor name and vendor number.	
Comment			
2	1	Vendor records include at least order and remittance addresses, Library-supplied vendor claim period indicators, and a variety of performance statistics which are available online and through standard reports, Vendors should list the types of information which can be accessed for performance statistics.	
Comments			
3	1	Vendor records support up to three distinct addresses per vendor, such as ordering, service, and marketing, and also provide notes / comment fields for Library staff.	
Comments			

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	Library Priority	Functional Requirements Description	Vendor Response
D-4 Selection Lists			
1	1	Acquisitions module supports a selection list feature whereby titles the library intends to order are kept online, with access controlled by user login and password.	
Comments			
2	2	Selection list feature permits a library staff vote on purchase decisions and to automatically link purchase requests to items contained in a selection file.	
Comments			
D-5 Order and Invoice records			
1	1	Acquisitions supports an unlimited number of order records.	
Comments			
2	1	Order records are searchable by a number of access points such as item ID, order ID, author, and title.	
Comments			
3	1	Acquisitions module prevents duplicate order ID numbers. An alert is provided to staff before the order is saved to the database.	
Comments			
4	1	Acquisitions module supports electronic submission of orders, links orders to bibliographic records, reports the status of all titles ordered and received, and enables authorized staff to access all order information in the system.	
5	1	Acquisitions module supports an unlimited number of invoice records. Staff must have the option to search and retrieve invoices by invoice ID and other access points.	
Comments			
6	1	Library staff have the option of determining whether or not items on order are displayed in the OPAC.	
Comments			
D-6 MARC Order Loading			
1	1	Acquisitions module enables the Library to download MARC records (via the web) from materials vendors and use the imported records to create orders within the	

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	Library Priority	Functional Requirements Description	Vendor Response
		Acquisitions module.	
Comments			
D-7 Electronic Data Interchange			
1	1	Acquisitions module enables libraries to use advanced electronic data interchange (EDI) to manage their interactions with vendors and suppliers.	
Comments			
D-8 Claiming and Cancellation of Orders			
1	2	Acquisitions module is able to generate a claim/cancellation letter to the appropriate vendors regarding copies/volumes canceled and the reason.	
Comments			
<u>E Serials Control</u>			
E-1 General Aspects			
1	1	Serials Control module controls the receipt of journals, series and supplements, using the database common to all other modules, so no information is duplicated.	
Comments			
2	1	For serial subscriptions, the serials control module includes the following capabilities: Prediction, Check-in, Claiming, Routing, and Reporting	
Comments			
3	1	Branch libraries in a multi branch system, are able to maintain their own serials control records for check-in.	
Comments			
4	1	Serials Check-in and Control module has the ability to generate predictions for expected issues for each serial. A prediction record must contain information about a particular issue such as enumeration, chronology, and number of copies expected.	
Comments			
E-2 Check-in			
1	1	System supports centralized and decentralized check-in.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
2	1	System handles supplements, special issues and combined issues.	
Comments			
3	2	Serials module is SISAC compliant and supports check-in by scanning the SICI barcode.	
Comments			
4	1	System alerts staff that an issue has not been received.	
Comments			
5	2	System permits a routing list to be maintained for each copy of a title to be received and prints a routing list for each copy received. At the time of check-in, the system enables an authorized operator to indicate that the routing is not to be activated.	
Comments			
E-3 Claiming			
1	1	Serials Control module flags late items for claiming purposes.	
Comments			
2	1	The Serials Control module enables an authorized operator to perform a number standard claiming activities such as the following: <ul style="list-style-type: none"> •to generate claim notices at intervals specified, in printed and machine-readable format; •to sends claims for a missing issues or copies and to specify the text of each claim; •to determines claim action dates by expected receipt dates combined with an operator-specified claim interval •to change the claim interval for each title at any time and to identify issues requiring second and third claims according to library policies. 	
Comments			
3	1	Serials Control module enables recording specific details of responses to claims.	
Comments			
4	1	Serials control module allows staff to generate claims on	

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	Library Priority	Functional Requirements Description	Vendor Response
		demand.	
Comments			
E-4 Routing			
1	1	System permits a routing list to be maintained for each copy of a title to be received and prints a routing list for each copy received.	
Comments			
2	1	At the time of check-in of a copy, system enables an authorized operator to indicate that routing is not to be activated.	
Comments			
<u>F Reports</u>			
1	1	Reports module is fully-integrated with all other system modules, and provide a comprehensive suite of Library-customizable report templates.	
Comment			
2	1	Reports module enables an authorized operator to schedule production of report output at a specified date and time and on a regular periodic basis, such as daily, weekly, monthly, and at pre-specified times	
Comments			
3	1	Reports module enables an authorized operator to view completed reports on screen or to e-mail or print the report, at the operator's convenience.	
Comments			
4	2	On any database reports involving materials, such as new accessions lists, shelf lists, high/low circulation lists, and bibliographies, the operator can select items for inclusion based on any combination of bibliographic information (using full Boolean word and phrase searching) and on any combination of control information, for example collection, current status, number of circulations, number of holds, classification, and accessions date.	
Comments			
5	1	Reports module enables an authorized operator to specify the starting date-and-time and ending date-and-time that	

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	Library Priority	Functional Requirements Description	Vendor Response
		the report is to cover on reports involving historical data.	
Comments			
6		Reports module includes the following capabilities	
	1	6.1 provides lists, counts, and statistical reports for all library applications	
	1	6.2 provides row, column, and grand totals in all standard reports	
	1	6.3 provide reports for all record types within the proposed system	
	1	6.4tracks statistical and management information by counting various staff processes to measure productivity, identifying items which are likely candidates for weeding, or tracking fund information for budgeting	
	1	6.5 performs housekeeping tasks by changing the status of groups of users, or removing users or items in batches when necessary	
	1	6.6 permits authorized staff to select, customize, name, save and schedule reports	
	1	6.7 employs an easy, point-and-click interface with dropdown menus for report criteria selection	
Comments			
7		System offers two levels of report generation possibilities:	
	1	7.1 ILS Reporting module for task management, administered by system administrators and others to produce system reports, schedule reports to run automatically, manipulate and change data when required, and facilitate import and export of data files.	
	2	7.2 A “Executive Desktop Reporting System” that allows management to make informed, data-driven decisions by providing a unique, customized view of an individual library’s operation as well as consortia-wide activities and operations	
Comments			
8	2	The “Executive Desktop Reporting System” operates in the following manner: <ul style="list-style-type: none"> •accessible by browser client • provides “management level” information on library operations 	

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	Library Priority	Functional Requirements Description	Vendor Response
		<ul style="list-style-type: none"> •produces “Board ready’ reports, "drill down" data mining for comparative and referential analysis •conducts "what if" analyses, and print, downloads and emails data and graphs in a variety of formats. 	
Comments			
9	1	Vendor’s reporting tools contain capabilities for library staff to effectively manage library collections. Alameda Free Library is especially interested in “floating collection” management. Please describe the system’s capabilities in this area.	
Comments			
<u>G E-Resource Integration</u>			
1	1	The vendor offers a local library based e-resource capability which permits the integration of all library functions for searching, accessing, and circulating e-resources.	
Comment			
2		Vendor’s system provides the following functions for e-resources	
	1	2.1 Cataloging database permits staff to input, edit, and delete e-resources according to MARC standards.	
	1	2.2 System provides a MARC facility to load e-resources into the bibliographic database.	
	1	2.3. System provides search capabilities for e-resources through both staff search capabilities and the online catalog enabling searching by all standard criteria and also by e-resource material type	
	1	2.4 System provides a direct link between the URL in the MARC record and the actual e-resource	
	1	2.5 Patrons check-out e-resources directly through the library circulation interface with loan periods as defined by the library	
	1	2.6 Items circulated are automatically returned with loan periods as defined by the library	
	1	2.7 Patrons are able to place holds on e-resources as accessed through the library catalog with limits and other requirements as defined by the library	
	1	2.8 Patrons are informed by e-mail if a hold is ready for pickup or has been cancelled after a library defined period of time.	

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	Library Priority	Functional Requirements Description	Vendor Response
Comments			
3	1	System provides the same seamless, and user friendly interface for the public to access, place holds on, and check-out e-resources as it does for the circulation of standard library materials	
Comments			
4	1	System provides linkages to multiple e-book vendors in the marketplace. Please note vendors that your system will integrate with.	
Comments			
5	2	System supports multiple e-reader formats and automatically uses the preferred reader, downloading the e-book with a single click	
Comments			
6	2	System permits patrons to limit based on specific types of e-content (e.g., BLIO or OneClickDigital), so they can view available materials supported by their specific reader(s).	
Comments			
7	2	System tracks the licensing of e-books.	
Comments			
8	1	System provides comprehensive statistics on e-book use by patrons for any defined period of time, for all types of material, as utilized from outside vendors or through internal resources.	
Comments			
<u>H Newspaper Index/ Special Databases</u>			
1	1	Vendor provides a separate database capability where Alameda Free Library can maintain its current newspaper index, update it, and provides access to it by the public.	
Comments			
2	1	Vendor provides a flexible database environment enabling Alameda Free Library in the future to define and develop databases for other purposes, for example, Community Information.	
Comments			

Request for Proposals – Integrated Library System – Alameda Free Library

	Library Priority	Functional Requirements Description	Vendor Response
3	1	Newspaper Index is maintained and updated in a full MARC database with tags, subfields, authorities and other standard requirements	
Comment			
4	1	Newspaper index has its own separate search facilities for both staff searching and in the library OPAC, with search parameters defined by the library.	
Comments			
5	1	System provides comprehensive statistics on newspaper index use for any defined period of time, for all authors, titles and subjects maintained in the database.	
Comments			
6	1	Vendor converts current newspaper index parameters to its system and provides assistance in making changes as required.	
Comments			
7	1	Vendor converts and loads all current library Newspaper Index records to its system	
Comments			
<u>I Interfaces to External Systems and Third party Vendors</u>			
I-1 SIP/NCIP Interfaces			
1	1	Vendor supports the SIP/SIP2 and NCIP standards as well as new developments and enhancements as they emerge.	
Comment			
I-2 API's			
1	1	Integration with external systems is available with APIs and the vendor maintains their currency with system upgrades. List APIs that are supported to integrate with Third Party products	
Comment			
I-3 Debt Collection Interface			
1	1	System interfaces with debt collection software. Specifically, it interfaces to UMS – Unique Management	

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	Library Priority	Functional Requirements Description	Vendor Response
		Services the vendor that is used by the Alameda Free Library	
Comments			
I-4 RFID Interface			
1	1	System interfaces with RFID software enabling libraries to use an RFID interface for circulation service purposes. Specifically, it interfaces to RFID software from Libramation Inc. as used by the Alameda Free Library at circulation desk workstations, in book return facilities and at self-check stations.	
Comments			
I-5 POS			
1	1	System interfaces with POS software enabling libraries to perform patron financial transactions. Specifically, it interfaces to Envisionware’s POS system for financial transactions (including credit cards) used at Alameda Free Library circulation workstations	
Comments			
1	1	System interfaces to Envisionware’s e-commerce software which is used by Alameda Free Library and permits patrons to make credit card payments over the internet.	
Comments			
I-6 Public Access system Interface			
1	1	System interfaces with public access computer systems which enable library patrons to interact with the internet and other resources and also utilize printing capabilities. Specifically, system interfaces to the Envisionware public access system which is utilized by the Alameda Free Library and operates in a Citrix VDI environment	
Comment			
I-7 Telephone Messaging System Interface			
1	1	System interfaces with Telephone Messaging Systems which enable libraries to send telephone and text messages to library patrons with respect to overdues, fines, fees and bills for unresolved charges. Specifically, the system interfaces with the Talking Tech iTiva	

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	Library Priority	Functional Requirements Description	Vendor Response
		Telephone Messaging system used by the Alameda Free Library.	
Comments			
I-8 Book Dispensing Machine Interface			
1	1	System interfaces with Book Dispensing Machines used to search for, and circulate library materials as self-contained units. Specifically the system interfaces to mK Sorting's Book Dispensing Machine operated by the Alameda Free Library	
Comments			
<u>General Vendor Comments If Required</u>			