

Request for Proposals: Five College Library Repository Collection Cataloging and Traying Project

Summary

Five Colleges, Incorporated, a consortium made up of Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts, is seeking proposals for the Library Repository Collection Cataloging and Traying Project. The project entails cataloging approximately 2500 volumes of library materials into the Five Colleges Integrated Library System (FOLIO) matching existing Five Colleges library standards for cataloging. Cataloged volumes will be placed into book trays according to the Five College Library Repository Collection traying standards used in the Five College Library Annex, which are based on the Harvard method for high density storage. Materials in book trays will be added to the Five College Library Repository Annex software. Trays will then be placed onto shelving in the Annex storage pod in locations identified by the Five College Library Repository Collection Manager. Tray location data will also need to be recorded.

About Five Colleges, Incorporated

Five Colleges, Incorporated, (also called the Five College Consortium) is a nonprofit educational corporation established in 1965 to promote the broad educational and cultural objectives of its associated institutions: four private, residential liberal arts colleges (Amherst College, Hampshire College, Mount Holyoke College, and Smith College) and the Amherst campus of the University of Massachusetts.

Five Colleges, Incorporated, promotes and administers long-term forms of cooperation that benefit faculty members, staff members and students. These include:

- Academic programs: ongoing efforts to enhance the curriculum and enrich the academic experience of students and faculty members.
- Enterprise initiatives: joint administrative and infrastructure efforts such as a joint integrated library system, a fiber optic network connecting all campuses to the world, and an automated five-campus course schedule.
- Partnerships: efforts that go beyond our campuses to reach other organizations, prospective students, and the general public.

Five Colleges, Incorporated owns and operates the Five College Library Annex in N. Hatfield, Massachusetts. The Annex primarily functions as a storage facility for library materials using the Harvard method for high density storage. Volumes stored in the Library Annex are arranged by size and stored in corresponding cardboard book trays. The trays are stored on shelving in the 26,000 sq. ft. storage pod on shelving that is 24' high and 3' deep with a width of either 8' or 6'. Shelves are accessed using a Crown Order Picker.

Goals for Cataloging and Traying Project

- Create catalog records for 2500 individual volumes stored at the Five College Library Annex
- Organize volumes in appropriately sized trays for Harvard method of high density storage

- Record tray contents in Five College Library Annex software
- Shelf full trays in the Five College Library Annex
- Record tray location

Scope of Work

- Unbox 2500 volumes currently stored in bankers boxes on pallets in the Five College Library Annex storage pod.
- Ensure all volumes have a library scannable barcode affixed to each individual volume.
- Catalog volumes into Five Colleges Integrated Library System (FOLIO) to the Five Colleges standards matching existing Five College Library Repository Collection cataloging.
- Build new or reorient used trays for all required sizes (A-E).
- Tray cataloged volumes by size according to the Five College Library Annex traying standards using Five College Library Annex traying boards.
- Add trayed volumes to the Five College Library Annex software.
- Add full trays recorded in Five College Library Annex software to the shelves in the Five College Library Annex Storage Pod in locations identified by Five Colleges Library Repository Collection Manager.
- Record tray-shelf locations in Five College Library Annex storage pod.

Not Included in Scope of Work

- Adding tray-shelf location data to Five College Library Annex software.

Deliverables

- 2500 item records added to the Five Colleges Integrated Library System
- 2500 items trayed and recorded in Five College Library Annex software
- Requisite number of trays shelved in Five College Library Annex Storage Pod with tray-shelf location data recorded
- Tray-shelf location data transmitted to designated Five Colleges staff

Required Expertise

- Item level library cataloging
- Familiarity with Harvard method for high density storage
- Ability to fill and move trays of books

Proposal Requirements:

Please describe:

- History and focus of your agency
- Relevant experience of team expected to work on the project
- Proposed methodology and approach to the project
- Project management process

In addition, please provide:

- Proposed project timeline with phases and deliverables
- Specific list of deliverables
- Menu of options by cost
- List of recent clients and descriptions of relevant projects
- At least two references with contact information
- Agency contact information
- Agency's expectations/commitments required of Five Colleges staff

Proposal Evaluation

Proposals will be evaluated by a committee of Five Colleges staff and constituents.

Timeline

We have flexibility to complete the project at a time that fits within the calendars of Five Colleges, Incorporated and the selected vendor. The project should be completed no later than June 30, 2023.

Instructions for submission

All proposal components should be submitted as a single PDF document emailed to:

fc-libraryannex@fivecolleges.edu with the subject line "FCLRC Cataloging and Traying Project [submitter name]" **no later than 5:00 p.m. Eastern Time on November 4, 2022**. Proposals received after 5:00 p.m. on November 4 will not be considered.

Questions

Please submit any questions related to this project via email to fc-libraryannex@fivecolleges.edu no later than 5:00 p.m. Eastern Time on October 27, 2022. Responses will be published at <https://www.fivecolleges.edu/about/libraries/five-college-library-repository-collection> by 10:00 a.m. on November 1, 2022.

Budget

Though we are not able to publicize our budget for this project, we believe that we have sufficient funding available to accomplish the goals outlined.