

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

Responses to submitted questions (16 total)

1. What type of material needs to be cataloged -- e.g. monograph, serial ?

Serials need to be cataloged.

2. Do we know if the 2500 volumes require original or copy cataloging?

No original cataloging is required, only item-level cataloging on existing records. The vendor will be asked to duplicate an existing record and change data to match the volume in hand.

3. Do any of the volumes already have a barcode attached?

All volumes should have a barcode already attached; Five Colleges will provide additional barcodes in case a barcode is missing.

4. Will Five Colleges supply the barcodes?

All volumes should have a barcode already attached; Five Colleges will provide additional barcodes in case a barcode is missing.

5. Has new software for the ingest of items been implemented? Is is part of the FOLIO System?

FOLIO will be used for cataloging. Barcode-to-tray scanning will take place in the existing Five Colleges web based software.

6. Will someone be available to do a brief training for our cataloger on the new system (FOLIO)?

Yes, the Five College Repository Collection Manger will be available to provide training on FOLIO. FOLIO will require a specific login provided by Five Colleges and will require an individual email address for each FOLIO user.

7. Will Five Colleges provide all book barcodes?

All volumes should have a barcode already attached; Five Colleges will provide additional barcodes in case a barcode is missing.

8. Can Five Colleges provide a description or sample screen shots of the Repository item level collection catalog standards.

Below are screenshots of repository item level cataloging standards. Click on each screenshot to enlarge the image.

Five Colleges will provide a written description of the cataloging process as well as training on the FOLIO system as required.

The screenshot shows the 'Item record' page in the FOLIO system. The top navigation bar includes 'Inventory', 'Check in', 'Check out', 'Requests', 'Users', 'Settings', and 'FC Repository Annex'. The breadcrumb trail is 'World literature written in English., University of Texas at Arlington, [1971]-2004' with sub-breadcrumbs 'Holdings: FC Annex > PN2.W5'. The 'Item record' section has a 'Collapse all' link and an expanded 'Administrative data' section. It includes a 'Record last updated' timestamp of '10/28/2022 1:13 PM' and a 'Suppress from discovery' checkbox. There are four input fields for 'Item HRID', 'Barcode', 'Accession number', and 'Item identifier'. Below these are three buttons: 'Add former identifier', 'Add statistical code', and 'Add administrative note'.

The screenshot shows the 'Item data' and 'Enumeration data' sections of the FOLIO 'Item record' page. The 'Item data' section includes a 'Material type*' dropdown menu set to 'Journal', a 'Copy number' input field with '1', and four input fields for 'Call number type' (a dropdown menu), 'Call number prefix', 'Call number', and 'Call number suffix'. Below these are two input fields for 'Number of pieces' and 'Description of pieces'. The 'Enumeration data' section includes two input fields for 'Enumeration' (containing '24-25') and 'Chronology' (containing '1984-85'), and one input field for 'Volume' (containing 'v.24-25 1984-85'). A button 'Add year, caption' is located at the bottom of the section.

The screenshot displays the 'Inventory' management interface for 'World literature written in English., University of Texas at Arlington, [1971]-2004'. The interface is divided into several sections:

- Condition:** Includes fields for 'Number of missing pieces', 'Missing pieces', 'Date' (YYYY-MM-DD), 'Item damaged status' (Select status), and another 'Date' (YYYY-MM-DD).
- Item notes:** A table with columns for 'Note type*', 'Note*', and 'Staff only'. It contains two entries: 'Legacy Circ Count' with value '0' and 'Note' with value 'v.24-25 1984-85'. There is an 'Add note' button below.
- Loan and availability:** Includes 'Permanent loan type*' (Non-circulating) and 'Temporary loan type' (Select loan type).
- Status:** A dropdown menu currently set to 'Available'. Below it is an 'Add check in / check out note' button.
- Location:** Divided into 'Permanent' and 'Temporary' sections, each with a 'Select location' dropdown and a 'Location look-up' link.
- Electronic access:** A section with an 'Add electronic access' button.

At the bottom of the form, there are 'Cancel' and 'Save and close' buttons.

9. All depository locator systems that we have used in the past require a datafile containing records of all materials to be accessioned be added to the system prior to scanning material to trays. Is this also the case with the Five Colleges Library Annex software system? What is the process for adding the datafile containing newly catalogued material into the Five Colleges Library Annex software system?

No, the data from newly cataloged material does not need to be added to Five Colleges Library Annex software. Process for adding new datafile will be done by Five Colleges library staff at a later date. Cataloging is completed in FOLIO and Annex software is used to record barcode-tray data separately.

10. Does the FOLIO system repository accessioning process require two scans; initial scan and verification scan?

No, the Annex software, which is separate from FOLIO (our ILS), does not require a verification scan. We have required vendors in the past to have two different team members scan the items in and pack the trays. Written on the outside of each tray will be a count of the number of items the tray contains.

11. Is the vendor required to provide all hardware; computers, scanners, etc?

Five Colleges can provide 1-2 laptops and two scanners but would expect the vendor to provide additional equipment as needed. The vendor may provide additional laptops and scanners for use during this project.

12. Will the vendor be allowed to use the Five Colleges lift equipment to locate trays on upper shelves?

Yes, the vendor can use Five Colleges' Crown lift as long as the vendor can provide valid operator certificates for all team members who will use this equipment at the Annex.

13. Is there an existing bib record for any of the 2,500 items in the FOLIO Integrated Library System?

Yes, all 2500 items will have an existing BIB record. No original cataloging is required, only item-level cataloging on existing records. The vendor will be asked to duplicate an existing record and change data to match the volume in hand.

If a BIB record is missing, Five Colleges will provide a BIB.

14. If not, will Five Colleges provide access to OCLC.

Items will have BIB records. If a BIB is missing, Five Colleges will provide a BIB.

15. How many workstations will the vendor be allowed to operate at any given time?

Five Colleges has ample room for a vendor team to work. Within reason, we would allow the vendor to rearrange the provided workspace for maximum efficiency, as long as the working environment is safe. We would be happy to provide a tour and orientation to the spaces prior to execution of the contract.

16. Since adding tray shelf location data to the Five Colleges Library Annex software is not included in the scope of work, how would Five Colleges like the tray location information delivered? Would an excel spreadsheet be acceptable?

An Excel spreadsheet would be ideal.