

Steering Group Meeting

New National Library Platform for Iceland

Date/Time	September 11 th 2019, 2-4 pm
Location	Consortium of Icelandic Libraries (CIL), Reykjavík
Meeting Topic	1 st Steering Group Meeting
Participants	Brad Rogers, Ingibjörg Steinunn Sverrisdóttir, Ingibjörg Rögnvaldsdóttir, Pálína Magnúsdóttir and Sveinbjörg Sveinsdóttir (minutes taker)

1. Meeting Agenda

1. Introductions
2. Role of the Steering Group
3. General Project Overview & Project Plan
4. Project Risk
5. Inspire Implementation Options for CIL
6. Frequency of meetings, next meeting, communication etc.
7. Other Issues

2. Steering Group Members and Role

The following are on the steering group for the project **New National Library Platform for Iceland**.

- Brad Rogers, Director Implementation Services and Project Executive Sponsor Innovative Interfaces (III)
- Ingibjörg Steinunn Sverrisdóttir, National Librarian, CIL board
- Pálína Magnúsdóttir, Reykjavík City Librarian, CIL board
- Ingibjörg Rögnvaldsdóttir, Head of Information Centre at Technical College, chairman Alefli User Group
- Sveinbjörg Sveinsdóttir, Managing Director CIL

The Consortium of Icelandic Libraries (CIL), member libraries and Innovative Interfaces (III) are the largest project stakeholders; this is reflected in the steering group.

The main role of the steering group is:

- Support the project
- Monitor project progress against goals and project plan

- Help manage project risks
- Strategic direction
- Facilitate communication between major stakeholders: board of CIL, Innovative Interfaces management and Icelandic libraries

3. Project Status

Brief summary:

- Tender from Innovative Interfaces Global Ltd. was accepted on 31 December 2018.
- Contract between Consortium of Icelandic Libraries was signed in May 2019.
- Detailed Requirement Documentation (DRD) as well as the project- and time plan are currently being worked on. On DRD as well as project- and time plan are part of the contract (Statement of Work).

Three Sierra systems have been installed at hosting company Advania in Iceland. Good progress has been made with mappings and data migration from current ILS system into Sierra. First Sierra training took place end of August. Configuration of Sierra and translation into Icelandic has been started. CIL has the choice to integrate the 3 Sierra systems with the new Inspire Discovery platform or continue to use Primo as a discovery, in which case INN-Reach would have to be integrated also. As Inspire Discovery is still in development and currently not yet in use in libraries, it is hard for CIL to make this choice. The issue is being dealt with. One way to ease the process is to grant CIL access to an Inspire testing environment, preferably with own data.

The first version of DRD was issued beginning of August. Since then the parties have been in communication regarding the content. Part 2, which relates to patron privacy, patron record management and cataloguing processes were discussed in an on-site meeting yesterday and a good progress was made. Part 1, Inspire functionalities will be discussed and prioritized in meetings in Reykjavík on Thursday and Friday this week. Part 1 is the more complex part of the DRD as the product does not exist as such yet but is still being developed. III has split CIL discovery demands into 5 Inspire Discovery phases. Phases 1-3 will be ready upon Go-Live, phase 4 six months later and phase 5 12 months after Go-Live. It is important for the project that the DRD will be finished as soon as possible. Same applies to the project- and time line.

A risk register for the project is being worked on. Currently, only a Sierra project- and time plan is in existence but no such plan exists for the project as a whole (including Discovery). Also it seems as if the Sierra and Discovery parts are being managed

separately at III. CIL sees this a big project risk and emphasis the importance of establishing a unified project- and time plan as soon as possible.

At the request of CIL, III presented beginning of the week, 3 different options for delivery of discovery:

- Option 1: Functionality as committed in the Detailed Requirements Document (DRD)
- Option 2: Functionality as Committed in the DRD with Additional Testing/Training Timeline
- Option 3: Implement Primo with 3 Sierras, Followed by Inspire Discovery Implementation

These options were discussed in the meeting but no decisions made. CIL is interested in opting for Inspire Discovery but in order to make that decision it must be clear when Inspire will be ready for Go-Live at CIL. For the Reykjavík City Library it might be easier to continue to use Primo as the discovery solution, as their website is currently integrated with Primo. For various reasons, i.e. financial ones, CIL wants to go live as close to middle of next year as possible.

4. Communication and next meeting

Pálína offered to host the steering group documents in Basecamp. Meeting minutes will be made available on CIL website.

Next meeting will be on Friday 18 October at 9 am EST and 1 pm Icelandic time. It will be conducted via WebEx.