
Software Requirements Specification

for the

Cataloging Module

of an

Integrated Library System

Version 3.1 final

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Table of Contents

1. Introduction.....	1
1.1 Purpose and Perspective	1
1.2 Product Scope and Features	1
1.3 Intended Audience	1
1.4 Document Conventions.....	2
1.5 User Classes and Characteristics.....	2
1.6 Operating Environment.....	2
1.7 Design and Implementation Constraints	3
1.8 User Documentation.....	3
1.9 Assumptions and Dependencies.....	3
2. System Requirements.....	4
2.1 General System Characteristics.....	4
2.2 Staff Interface	7
2.3 Batch Processes and Global Update	11
2.4 Import / Export	12
2.5 Authority Records.....	13
2.6 Bibliographic Records.....	16
2.7 Item Records.....	19
2.8 Barcodes and Call Numbers.....	22
2.9 Searches, Queries, and Indexes.....	24
2.10 Reports.....	27
3. Cataloging Process Flowchart.....	29
4. Use Cases.....	30
4.1 Use Case List.....	30
4.2 Bibliographic Record Creation	31
4.3 Bibliographic Record Verification	33
Non-Roman Searching and Editing	34

Revision History

Name	Date	Reason For Changes	Version
Lucien Kress	6/25/08	Initial Draft	1.0 draft
Lucien Kress	7/17/08	Revisions, Cataloging Team	2.0 draft
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1. Introduction

1.1 Purpose and Perspective

This Software Requirements Specification (SRS) describes the functional and nonfunctional requirements for the Cataloging Module of an Integrated Library System (ILS). The requirements were developed specifically for King County Library System, but are believed to be suitable for many large, urban, multiple-branch, centralized library systems.

The requirements in this SRS presuppose the general data structures and functionality of a full-fledged ILS. The Cataloging Module will replace and enhance the current capabilities of commercially available ILSes, as well as add new functionality.

1.2 Product Scope and Features

The Cataloging Module facilitates the creation and management of bibliographic records in support of the collections of the King County Library System. Specifically, the Cataloging Module supports the following activities, among others:

- Creating and editing bibliographic, item, and authority records.
- Importing bibliographic and authority records from external vendors such as OCLC, and exporting bibliographic and authority records in a variety of formats.
- Validating bibliographic records against authority records, both local and external.
- Specifying and creating indexes on bibliographic record fields.
- Searching for bibliographic and authority records.
- Generating queries and reports to support the creation, management, and validation of bibliographic records.

The current specification presupposes the general functionality of an ILS and specifies only those requirements that directly or indirectly relate to Cataloging activities. King County Library has previously published specifications for Acquisitions and Serials Management and Circulation modules. Requirements for OPAC, web services, and management reporting are currently under development.

Moreover, the current specification is focused on functional characteristics of a Cataloging Module. Data structures and user interfaces will require further specification and development using an iterative, prototype-oriented software development methodology.

1.3 Intended Audience

This SRS is intended both for library managers and staff who may contribute additional requirements or commentary, and for software project managers and developers who will implement the requirements. As such, it aims for a high level of readability for a non-technical audience, while providing enough specificity to be useful to a software developer.

It is assumed that when software development occurs, it will be in a highly collaborative and iterative environment in which end-users have multiple opportunities to review prototypes and refine the user interface and software functionality.

It is also assumed that the reader has a general understanding of Library services and processes and does not require definition of common Library terminology.

1.4 Document Conventions

The SRS includes requirements, process flowcharts, and use cases. Requirements include a reference to a process flowchart where appropriate. Flowcharts generally indicate the current approach to Cataloging processes at King County Library System, and should be considered to give contextual information rather than to prescribe or constrain new software development.

Use cases are included for some of the most frequently performed activities. They are intended to supplement the requirements and highlight activities that offer a great potential for increased efficiency and ease of use. Again, they should be considered to be contextual rather than prescriptive.

1.5 User Classes and Characteristics

Patron	A Patron is a customer of King County Library System, either possessing a library card or not, either on site of a community library or not, using either print materials, media materials, or electronic resources.
Cataloging Staff	Cataloging Staff include managers, librarians, library technicians, library assistants, and library pages who are involved with receiving, cataloging, and processing items.
Cataloging Managers	Cataloging Managers include management staff who oversee the Cataloging processes.
Library Managers	Library Managers include Cluster and Site Managers who provide input to the Cataloging processes and receive bibliographic records from the Cataloging processes.
Library Directors	Library Directors include members of the Library Executive Team who plan and direct Library services and priorities.

1.6 Operating Environment

- OE-1: The Cataloging Module supports the needs of a large, multiple-branch library system. Specifically, the system must support a library system with 50 locations, 20 million circulations, purchasing and processing over 500,000 items per year. The Cataloging Department creates over 40,000 bibliographic records per year. It is highly desirable that searches and reports can be processed during open hours without disrupting other system functions.
- OE-2: The Cataloging Module shall operate on a Linux or Solaris server.
- OE-3: The Cataloging Module shall be accessible through a web-browser or a Windows-compatible client.
- OE-4: If web-browser based, the Cataloging Module shall be accessible through Microsoft Internet Explorer (v.6.0 and later) and Mozilla Firefox (v.2.0 and later).

- OE-5: The Cataloging Module shall be accessible with screen-reading software, screen-magnification software, and other software programs designed to increase accessibility.

1.7 Design and Implementation Constraints

- CO-1: The Cataloging Module shall use a fully relational database back-end.
- CO-2: The Cataloging Module shall produce standards-compliant HTML.
- CO-3: The Cataloging Module shall provide a development and training environment with the ability to migrate configurations to a production environment.
- CO-4: User rights and privileges will be controlled through security groups and/or “roles” that allow access control for individuals, workgroups, and arbitrary staff groups.
- CO-5: These requirements shall not constrain functionality or features of the Online Public Access Catalog (OPAC) module.

1.8 User Documentation

- UD-1: The software developer shall provide complete data specifications for authority records, bibliographic records, order records, item records, hold/request records, and other records maintained or accessed by the Cataloging Module.
- UD-2: The software developer shall provide a thorough high-level description of major processes, including bibliographic record import and export, validation of bibliographic records against internal and external authority sources, and standard reports.
- UD-3: The system shall provide an online, hierarchical, and cross-linked help system in HTML that describes and illustrates all system functions.

1.9 Assumptions and Dependencies

- AS-1: The Cataloging Module is part of an enterprise-level Library Automation System.
- AS-2: Cataloging processes are consolidated at a central location, and accept input and provide services to multiple locations.
- DE-1: The Cataloging Module relies on the data structures and functionality of an enterprise-level Library Automation System, including an Acquisitions module.
- DE-2: The Cataloging Module interfaces with a variety of vendor websites, via published APIs and/or automated transfer of standard-format data files (e.g. USMARC21, EDIFACT).
- DE-3: The Cataloging module interacts with a patron interface, also known as an Online Public Access Catalog (OPAC), providing output in the form of bibliographic records and holdings information.
- DE-4: The bibliographic data structure shall include hooks or connectors to data sets other than those created by Catalogers, e.g. staff or patron ratings, book reviews, tags, etc.
- DE-5: Note that approximately 25 of the requirements included here are also included in the specifications for the Acquisition or Circulation modules.

System Requirements

Category: General System Characteristics

Req ID: 2492	Source: ACQ	Priority: 2
Name: individual and shared staff login accounts		
Description: Support for individual and shared staff login accounts; access to modules is granted by use of "roles" or "privileges" that allow each account to access as many (or as few) modules as needed. Individual logins allow user-level preferences and audit trail.		
Related Reqs: 5514		Related Process
Req ID: 2120	Source: CAP	Priority: 2
Name: materials receiving/cataloging process		
Description: All staff involved in receiving/cataloging workflow should be able to process information from the same interface. (E.g. selecting, ordering, unpacking, receiving/cataloging, invoicing, etc.).		
Related Reqs: 2108		Related Process
Req ID: 1701	Source: CAP	Priority: 3
Name: compatibility with evolving standards		
Description: System must support evolving cataloging standards such as Functional Requirements for Bibliographic Records (FRBR) and Resource Description and Access (RDA).		
Related Reqs:		Related Process
Req ID: 1732	Source: CAP	Priority: 3
Name: US MARC 21 standards		
Description: Fully implement US MARC 21 standards.		
Related Reqs:		Related Process

Req ID: 1727	Source: CAP	Priority: 1
Name: MARC format updates		
Description: MARC formats are supported in a way that allows timely implementation of new rules or changes.		
Related Reqs:		Related Process
Req ID: 1691	Source: CAP	Priority: 3
Name: ALA extended character set support		
Description: Ability to import, export, store, retrieve, edit, search, index, and display records and indexes that use the ALA extended character set (aka ANSEL or ANSI/NISO Z39.47).		
Related Reqs: 5516		Related Process
Req ID: 1713	Source: CAP	Priority: 3
Name: MARC field support		
Description: Ability to index, limit, sort, and report on all MARC fixed and variable fields and subfields.		
Related Reqs:		Related Process
Req ID: 5278	Source: CIR	Priority: 3
Name: suppression rules		
Description: System provides customizable 'Rules of Suppression' that specify whether patrons and staff can view authority, bibliographic, order, and item records in staff and public (OPAC) interfaces. Records may be visible to specific workgroups only; to all staff and patrons at specific locations; or to all staff and all patrons. (See REQ-5057 for related requirements on loan rules, and REQ-5190 for related requirements on holdability.)		
Related Reqs: 5057 5190 580		Related Process CAT180
Req ID: 5519	Source: CAP	Priority: 2
Name: record preview window		
Description: Ability to preview individual records in MARC format by highlighting each line in a browse list.		
Related Reqs:		Related Process

Req ID: 5512	Source: CAP	Priority: 2
Name: annotated card subject headings		
Description: Ability to support a children's catalog using LC annotated card subject headings.		
Related Reqs:	Related Process	

Req ID: 5540	Source: CAP	Priority: 2
Name: delete and restore records		
Description: Ability to delete all record types singly or via batch processing, with capability to recover or restore deleted data.		
Related Reqs: 1633	Related Process	

Req ID: 2255	Source: CAP	Priority: 2
Name: printer compatibility		
Description: Compatible with Zebra Z4M thermal transfer printers (for printing spine labels).		
Related Reqs: 2256 4101	Related Process PRO030	

Req ID: 2256	Source: CAP	Priority: 1
Name: computype compatibility		
Description: Compatible with Computype spine label printer system (via generaic text-only printer). (Note: REQ-4101 specifies a completely configurable label, which would obviate the need for the Computype system.)		
Related Reqs: 2255 4101	Related Process	

Category: Staff Interface

Req ID: 1710 **Source:** CAP **Priority:** 3

Name: bibliographic records editing

Description: Full screen editing of bibliographic records. Staff can easily copy, cut and paste data; move fields up or down within record; insert a row within a target field; insert subfields by typing within a field; add fixed field values by clicking within the fixed field and typing the value or selecting from a menu of valid choices. The staff interface will provide standard word-processing features such as full-screen editing, macros, spell-checking, and find and replace.

Related Reqs: 5518

Related Process CAT030

Req ID: 1733 **Source:** CAP **Priority:** 2

Name: windows style menus

Description: Provide standard Windows-like menu options in record editing windows. For example, menu options might include File (Open, Save, Save As, Print, Print Setup, Page Setup), Edit (Find, Replace, Copy, Cut, Paste, Select All, Delete), Actions (Import, Export, Print Spine Labels, Create Reports, etc.), Tools (Macros, Shortcut Keys, Export/Import Options, Customize Toolbar, Preferences, etc.), Window (Tile Horizontally, Tile Vertically, list of current windows), and Help (application help and custom help links, e.g. MARC21).

Related Reqs:

Related Process

Req ID: 2490 **Source:** ACQ **Priority:** 1

Name: menu options require permissions

Description: Menu options require credentials/authorization. Menu options without correct credentials are greyed out.

Related Reqs:

Related Process

Req ID:	2220	Source:	ACQ	Priority:	3
Name:	keyboard macros and shortcuts				
Description:	System supports administrator-programmable and user-programmable macros and/or keyboard shortcuts. Shortcut keys may be assigned to macros (e.g. 'Insert Field') or to text strings. Macros are centrally managed on server, can be imported from and exported to individual users, and can be restricted for use and/or editing through centrally-managed permissions.				
	Related Reqs:		Related Process		

Req ID:	1703	Source:	CAP	Priority:	3
Name:	custom toolbars				
Description:	Staff can create a customized toolbar of icons used for editing and cataloging functions, such as Insert Row, Delete Row.				
	Related Reqs:		Related Process		

Req ID:	2276	Source:	CAP	Priority:	3
Name:	view and edit multiple records				
Description:	Ability to view two or more records simultaneously, aligned either horizontally or vertically. Ability to copy and paste between records.				
	Related Reqs:	1733	Related Process	CAT030	

Req ID:	1731	Source:	CAP	Priority:	3
Name:	tabbing				
Description:	Ability to tab through fields while creating and editing all record types (e.g. bibliographic, item, order, patron, etc.).				
	Related Reqs:		Related Process	CAT030	

Req ID:	5521	Source:	CAP	Priority:	2
Name:	default cursor location				
Description:	Allow systemwide and per-user setting of default tab order in search and editing screens. For example, user may select which search field the cursor is in at the beginning of a new search.				
	Related Reqs:		Related Process		

Req ID: 5513	Source: CAP	Priority: 1
Name: field typeover mode		
Description: System defaults to typeover mode in specified fields (e.g. 006, 007, 008, numeric and indicator fields).		
Related Reqs:		Related Process

Req ID: 5539	Source: CAP	Priority: 2
Name: highlight incorrectly entered fields		
Description: Fixed and variable fields are highlighted when required and not entered, and when entered incorrectly.		
Related Reqs:		Related Process CAT030

Req ID: 5515	Source: CAP	Priority: 1
Name: highlight changed fields		
Description: Ability to display edited fields in a highlighted color until changes are saved.		
Related Reqs:		Related Process CAT030

Req ID: 5522	Source: CAP	Priority: 1
Name: bookmarklets		
Description: Ability to create links to external resources (e.g. allmusic.com, imdb.com) in the staff interface. Links will act like bookmarklets, taking values from search fields and performing a search against the target website.		
Related Reqs:		Related Process CAT010

Req ID: 5525	Source: CAP	Priority: 2
Name: URLs are clickable		
Description: URLs in bibliographic and item records are clickable, and launch in a new web-browser window when clicked.		
Related Reqs:		Related Process CAT030

Req ID: 5527	Source: CAP	Priority: 3
Name: line wrapping in notes fields		
Description: Notes and long text fields should line wrap automatically during creation and editing.		
Related Reqs:		Related Process CAT030

Req ID: 5530	Source: CAP	Priority: 3
Name: validation of indexable fields via authority files		
Description: Provide real-time validation of authority-specified fields against specified authority files, including local and imported authority files. Ideally, ability to include external authority file sources via API.		
Related Reqs: 5529		Related Process CAT060

Req ID: 5529	Source: CAP	Priority: 3
Name: validation of indexable fields via browse list		
Description: Provide easy validation of indexable fields, with ability to open a browse list of adjacent index values, including authorized headings which are easily distinguishable from other index values, and select a new value.		
Related Reqs: 5530		Related Process CAT060

Req ID: 5523	Source: CAP	Priority: 1
Name: authority files: public visibility		
Description: Provide read-only access to selected authority files through the public interface.		
Related Reqs:		Related Process

Req ID: 5524	Source: CAP	Priority: 2
Name: authority records: blind references		
Description: System configuration option to display, highlight, or hide blind references (e.g. authority records for which there are no items in the catalog). For example, a library may choose to highlight blind references in the staff interface, and hide them in the public interface.		
Related Reqs:		Related Process

Category: Batch Processes and Global Update

Req ID: 1712 **Source:** CAP **Priority:** 3**Name:** globally update record fields and subfields**Description:** Ability to globally update all fixed and variable fields and subfields in all types of records via search indexes or preselected record sets (i.e. query results).**Related Reqs:** 1697 **Related Process**

Req ID: 2274 **Source:** CAP **Priority:** 3**Name:** batch change item fields**Description:** Ability to make batch changes to any field or combination of fields (e.g. shelving location, price) in all or selected item records attached to a single bibliographic record.**Related Reqs:** 2275 **Related Process**

Req ID: 2275 **Source:** CAP **Priority:** 3**Name:** item location codes in separate fields**Description:** Provide separate fields for branch identification, reading level (e.g. adult, juvenile) and shelving location (e.g. fiction, DVD).**Related Reqs:** 2274 **Related Process**

Category: Import / Export

Req ID: 1720 **Source:** CAP **Priority:** 3**Name:** OCLC Connexion interface**Description:** Full compatibility with OCLC Connexion for searching bibliographic and authority records, creating and editing bibliographic records, and importing records to system (with or without overlaying) via OCLC's Gateway Interface.**Related Reqs:** **Related Process** CAT110

Req ID: 1716 **Source:** CAP **Priority:** 3**Name:** MARC import/export**Description:** MARC bibliographic and authority records can be imported and exported, singly and in batch, all fields or selected fields, to and from vendors including OCLC. Imported records can overlay existing short or full bibliographic records. Imported batches can be maintained and manipulated as selection lists (see REQ-3004).**Related Reqs:** 3004 **Related Process** CAT180

Req ID: 1705 **Source:** CAP **Priority:** 3**Name:** importing to catalog: profiles and defaults**Description:** Ability to create profiles with default settings (e.g., settings for field selection, field indexing, specific values to add to all records) for importing and exporting single and multiple records. Profiles must include the ability to flag fields in authority or bibliographic records in order to protect them from being overlaid or replaced during manual or batch loads of records.**Related Reqs:** **Related Process** CAT180

Category: Authority Records

Req ID: 1729	Source: CAP	Priority: 3
Name: authority records: searching and editing		
Description: Allow staff to directly search and browse authority records; allow only cataloging staff to edit authority records.		
Related Reqs:		Related Process
Req ID: 1694	Source: CAP	Priority: 2
Name: authority record overlay		
Description: Authority module capable of overlaying updated authority records based on the MARC 010 or MARC 001 field of the authority record.		
Related Reqs: 1705		Related Process
Req ID: 5505	Source: CAP	Priority: 1
Name: authority record coding		
Description: Recognize authority record coding for name and subject use, and automatically load into one or more appropriate indexes based on coding.		
Related Reqs: 5507		Related Process
Req ID: 5507	Source: CAP	Priority: 1
Name: authority records: indexing		
Description: Ability to save a single authority record to multiple indexes simultaneously.		
Related Reqs: 5505		Related Process
Req ID: 5533	Source: CAP	Priority: 2
Name: authority record modifications		
Description: Ability to recognize duplicate, updated, and split authority records as marked by vendor.		
Related Reqs:		Related Process

Req ID: 5503	Source: CAP	Priority: 1
Name: authority records: deleting		
Description: Ability to process authority record deletions automatically, based on 'delete' status field.		
Related Reqs:		Related Process
Req ID: 5510	Source: CAP	Priority: 1
Name: import authority records with bibliographic records		
Description: Automatically include relevant authority records when importing bibliographic records.		
Related Reqs:		Related Process CAT180
Req ID: 5532	Source: CAP	Priority: 3
Name: support authority processing vendor APIs		
Description: Ability to support APIs of authority processing vendors, as they become available.		
Related Reqs:		Related Process
Req ID: 5534	Source: CAP	Priority: 2
Name: automatic authority processing		
Description: System supports automatic authority processing, whereby records are authenticated and marked for further attention. Library may specify authority sources to authenticate against, including an external authority processing vendor and local authority files. Library may specify how records are overlaid during updating process. Library may specify rules for marking or highlighting records that meet or fail to meet certain criteria, e.g. records with unique headings, records with new headings, and records that match a 'see from' (4XX) or 'see also from' (5xx) reference in an authority record).		
Related Reqs:		Related Process
Req ID: 5531	Source: CAP	Priority: 1
Name: generate list of local authority records		
Description: Ability to generate a list of locally created authority records.		
Related Reqs: 5504		Related Process

Req ID: 5504

Source: CAP

Priority: 1

Name: local authority records

Description: Ability to validate locally-created authority records against the Library of Congress Name and Subject Authority Files.

Related Reqs: 5529 5530 553

Related Process

Category: Bibliographic Records

Req ID: 5535	Source: CAP	Priority: 2
Name: display all attached records		
Description: Ability to display all individual records attached to a bibliographic record, including order records, item records, hold records, etc.		
Related Reqs:		Related Process CAT030
<hr/>		
Req ID: 5518	Source: CAP	Priority: 1
Name: bibliographic record: holds flag		
Description: Bibliographic record displays a flag if the record has holds. Flag is visible when the record is in edit mode.		
Related Reqs: 1710		Related Process CAT030
<hr/>		
Req ID: 1707	Source: CAP	Priority: 2
Name: display MARC tags in original order		
Description: Ability to display MARC tags in bibliographic records in input order instead of numerical order.		
Related Reqs:		Related Process CAT030
<hr/>		
Req ID: 1692	Source: CAP	Priority: 3
Name: bibliographic record MARC indicator		
Description: Ability to fully utilize MARC indicator functionality with regard to indexing and display of information.		
Related Reqs:		Related Process
<hr/>		
Req ID: 5517	Source: CAP	Priority: 2
Name: material type codes		
Description: Support unlimited number of user-definable material type codes, values, and indexes (e.g. book, music CD, online resource, etc.).		
Related Reqs:		Related Process

Req ID: 5281	Source: CIR	Priority: 3
Name: bibliographic record: catalog add date		
Description: Bibliographic record includes a field for the date the title was added to the catalog.		
Related Reqs:		Related Process CAT030

Req ID: 5508	Source: CAP	Priority: 2
Name: earliest date sort		
Description: Ability to sort bibliographic records by earliest date; i.e., sort by Date 2 fixed field and then, if no Date 2 is present, by Date 1 fixed field.		
Related Reqs:		Related Process

Req ID: 2289	Source: CAP	Priority: 1
Name: duplicate 092 fields		
Description: Alert cataloging staff if there are two 092 (call number) fields.		
Related Reqs:		Related Process

Req ID: 5514	Source: CAP	Priority: 2
Name: bibliographic record audit trail		
Description: Ability to track history of bibliographic record editing, including username and date of editing.		
Related Reqs: 2492		Related Process CAT030

Req ID: 5516	Source: CAP	Priority: 2
Name: diacritics and special characters		
Description: Provide clear and simple tools for entering and editing diacritics and special characters.		
Related Reqs: 1691		Related Process CAT030

Req ID: 5520	Source: CAP	Priority: 1
Name: URL checker		
Description: Provide a utility to automatically check all URLs found in bibliographic and item records. Provide an interface for checking and correcting invalid URLs identified by the utility.		
Related Reqs:		Related Process

Req ID: 5537	Source: CAP	Priority: 2
Name: recent record list		
Description: System provides a list of recently viewed bibliographic records and provides one-click access.		
Related Reqs:		Related Process CAT010

Req ID: 2495	Source: ACQ	Priority: 3
Name: transfer records between bibliographic records		
Description: Ability to transfer item records, order records, and holds from one bibliographic record to another (e.g. when duplicate records are merged).		
Related Reqs: 2282		Related Process CAT030

Req ID: 5526	Source: CAP	Priority: 3
Name: serials: volume control		
Description: System provides a flexible and precise way to catalog and control serial items, such as magazines, encyclopedias, television series, serial novels, etc. The serial title, volume/year, and issue/episode must be stored in a way that 1) provides holdings information in a clear and readable way, 2) makes the sequence of issues/episodes clear, 3) allows patrons to request specific titles, volumes, or issues, and 4) can be updated in a non-labor-intensive way.		
Related Reqs: 2143, 2279, 22		Related Process

Req ID: 2282	Source: CAP	Priority: 2
Name: copy patron holds queues		
Description: Ability to copy patron holds queues and transfer to another bibliographic record.		
Related Reqs: 2495		Related Process CAT030

Req ID: 1721	Source: CAP	Priority: 1
Name: multiple volume sets		
Description: Ability to organize and control multiple copies of multi-volume sets and serials holdings, facilitating circulation either individually or as a group, as defined by the bibliographic record.		
Related Reqs: 2218		Related Process

Category: Item Records

Req ID: 2143	Source: SER	Priority: 2
Name: unlimited items per bibliographic record		
Description: Ability to add unlimited items to a single bibliographic record. For example, this is important for magazine titles that may comprise thousands of items per year.		
Related Reqs: 2279, 2280, 55		Related Process
Req ID: 2278	Source: CAP	Priority: 3
Name: attach single and multiple items		
Description: Ability to attach single and multiple items to a bibliographic record.		
Related Reqs:		Related Process
Req ID: 2279	Source: CAP	Priority: 2
Name: multiple volume set item records		
Description: At point of receiving, generate item records with sequential barcodes and volume designation for multi-volume sets.		
Related Reqs: 2143, 2280, 55		Related Process
Req ID: 4010	Source: CAP	Priority: 3
Name: receiving new item generates item records		
Description: New items are received into the system by scanning a barcode. Item records are created based on order record fields (e.g. item destination).		
Related Reqs:		Related Process REC030
Req ID: 3011	Source: ACQ	Priority: 2
Name: item receipt worksheet		
Description: Generate a worksheet from order record for each title received. Include author, title, call number, order date, number of copies, distribution instructions, and processing notes. Include space for adding date received and name of receiver. Ability to customize worksheet as needed.		
Related Reqs:		Related Process REC005

Req ID: 2108	Source: CAP	Priority: 3
Name: add order comments during receiving and cataloging		
Description: Ability to flag orders or add notes during the receiving and cataloging process; e.g. 'show to selector before receiving'.		
Related Reqs: 2120 2172		Related Process REC040

Req ID: 2284	Source: CAP	Priority: 3
Name: receive partial orders		
Description: Ability to update order records at receiving stage; ability to receive partial orders and unreceive orders; order record is updated automatically when balance of partial order is received.		
Related Reqs:		Related Process REC030

Req ID: 2280	Source: CAP	Priority: 3
Name: volume/date field in item record		
Description: Capability to record volume/date information in item records.		
Related Reqs: 2143, 2279, 55		Related Process

Req ID: 2271	Source: CAP	Priority: 2
Name: display holdings screen		
Description: Holdings screen accompanied by customizable brief bibliographic record display of any MARC field information, including but not limited to bibliographic record number, ISBN, call number, author, title, edition, publication information, and physical description.		
Related Reqs: 1704 2272 227		Related Process

Req ID: 2272	Source: CAP	Priority: 3
Name: customize item summary screen		
Description: Ability to customize summary screen to include any field, including but not limited to item record number, date due, location status, full barcode number, call number, volume/date. Ability to sort by multiple fields.		
Related Reqs: 1704 2271 227		Related Process

Req ID: 5288	Source: CIR	Priority: 3
Name: non-cataloged items		
Description: Branch staff can quickly add barcode numbers for non-cataloged items to existing bibliographic records (e.g. a generic bibliographic record for paperbacks).		
Related Reqs:		Related Process

Req ID: 5502	Source: CAP	Priority: 2
Name: place multiple item-level holds simultaneously		
Description: Ability for staff to simultaneously place item-level holds on all or selected copies attached to a single bibliographic record.		
Related Reqs:		Related Process

Category: Barcodes and Call Numbers

Req ID: 4102	Source: CAP	Priority: 3
Name: barcodes		
Description: The system must read and support barcodes as follows: 1) Read 8, 10, and 14 digit barcodes. 2) Support single and multiple barcodes. 3) Assign sequential barcodes to a number of items. 4) Support replacement barcodes. 5) Transfer one or more barcodes between bibliographic records.		
Related Reqs:		Related Process REC030
Req ID: 5411	Source: CIR	Priority: 2
Name: barcodes must be unique		
Description: Item record barcodes and patron record barcodes must be unique. Alert staff when duplicate barcodes are entered, and prevent assignment of duplicate barcodes. (However, see REQ-5536 for the case of item records without barcodes.)		
Related Reqs: 5536		Related Process
Req ID: 5536	Source: CAP	Priority: 3
Name: items without barcodes		
Description: System can store item records without barcodes.		
Related Reqs: 5411		Related Process
Req ID: 2269	Source: CAP	Priority: 2
Name: barcode scanning		
Description: All modules support barcode scanning consistently; for example the existence of an auto-return suffix has the same effect in all modules.		
Related Reqs:		Related Process

Req ID: 5528	Source: CAP	Priority: 3
Name: call numbers: bibliographic and item level		
Description: Item record call number overrides bibliographic record call number when printing labels, paging lists, etc. Public interface displays item call number when present.		
Related Reqs:		Related Process CAT040

Req ID: 4101	Source: CAP	Priority: 3
Name: spine labels		
Description: Ability to create, format, and print spine labels, including: create a spine label based on item call number by default; modify spine label without altering item call number; print spine labels individually or queue to print in batch; spine labels have at least 6 lines of 16 characters per line at arial 10 bold. Ability to change font style, boldness, and font size as needed; change text alignment to center vertically and/or horizontally; change text orientation to horizontal or vertical on a line-by-line basis. Ability to print multiple copies of individual labels. Ability to create, save, modify, and use label templates.		
Related Reqs: 2255 2256		Related Process PRO030

Category: Searches, Queries, and Indexes

Req ID: 2202	Source: ACQ	Priority: 3
Name: flexible queries and reports		
Description: All queries and reports include the ability to sort, filter, and limit on any variable or fixed field or subfield in any record type (bibliographic, item, order, authority). Ability to search for records that fall within a range of values. Ability to save customized queries and output criteria for future use. Ability to retrieve last X queries to repeat search and/or save query permanently.		
Related Reqs:		Related Process
Req ID: 2306	Source: ACQ	Priority: 3
Name: wildcard searches		
Description: System supports wildcard searches and substring searches in all fields (including 'number' fields, e.g. isbn, upc, etc.).		
Related Reqs:		Related Process CAT010
Req ID: 3018	Source: WEB	Priority: 2
Name: NOT searches		
Description: Ability to search for records that do not match a search variable (e.g. NOT youth).		
Related Reqs:		Related Process CAT010
Req ID: 1704	Source: CAP	Priority: 3
Name: search results: display		
Description: Ability to customize all search result display screens, including selection of fields to display and sorting/limiting options. Ability to set preferred default displays defined by individual user logons with ability to further customize and change settings as needed.		
Related Reqs: 2271 2272 227		Related Process CAT010

Req ID: 2273	Source: CAP	Priority: 2
Name: display search results		
Description: Ability to customize display of search results in discrete fields (e.g. title, call number, number of entries).		
Related Reqs: 1704 2271 227		Related Process
Req ID: 5501	Source: CAP	Priority: 3
Name: opac displays call numbers in initial search results		
Description: opac displays call numbers in initial search results		
Related Reqs:		Related Process
Req ID: 2205	Source: ACQ	Priority: 2
Name: return to search results		
Description: After searching for a record, ability to return to intermediate results (e.g. 'Back' or 'Return to List').		
Related Reqs:		Related Process CAT010
Req ID: 5538	Source: CAP	Priority: 2
Name: repeat recent searches		
Description: System provides immediate access to recently performed searches.		
Related Reqs:		Related Process CAT010
Req ID: 5506	Source: CAP	Priority: 1
Name: see and see also authority results		
Description: In searches, enable 'see' and 'see also' results and give one-click access to related records, with ability to return to previous record.		
Related Reqs:		Related Process CAT010
Req ID: 5511	Source: CAP	Priority: 3
Name: index browsing		
Description: On indexed fields, provide ability to perform an exact search with truncation, and browse related index alphabetically. Accessible to staff and patrons.		
Related Reqs:		Related Process CAT010

Req ID: 1726	Source: CAP	Priority: 2
Name: indexing		
Description: Provide capability to create unlimited separate indexes for any data field.		
Related Reqs:	Related Process	

Req ID: 2204	Source: ACQ	Priority: 3
Name: unlimited number of temporary record sets		
Description: Unlimited number of temporary record sets (aka buckets, query result sets, selection lists, etc.). Record sets can be the basis for batch field updates or for deleting original records; can be used as a limiting scope for subsequent queries; and can be exported.		
Related Reqs: 1712	Related Process	

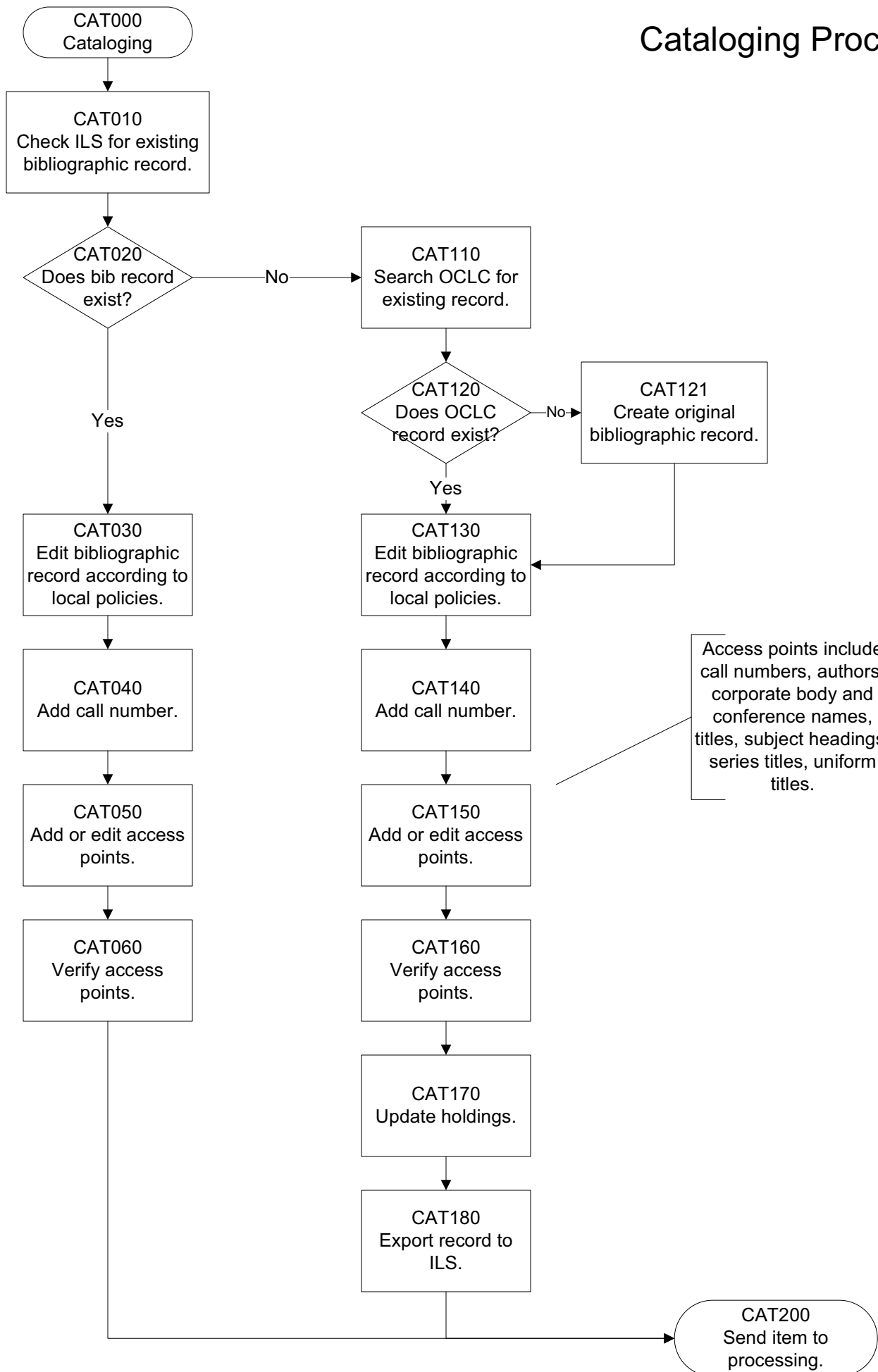
Category: Reports

Req ID: 2322	Source: ACQ	Priority: 3
Name: run reports during business hours		
Description: Ability to run reports anytime during the day without impacting staff productivity.		
Related Reqs:		Related Process
Req ID: 1728	Source: CAP	Priority: 3
Name: report on any field		
Description: Ability to report on any variable or fixed-length field in bibliographic, authority, and item records.		
Related Reqs:		Related Process
Req ID: 2197	Source: ACQ	Priority: 2
Name: report format and output		
Description: Ability to fully customize layout and appearance of reports. Ability to display, print, email, or save report to standard formats including CSV and Excel, as well as to customizable formats.		
Related Reqs:		Related Process
Req ID: 1690	Source: CAP	Priority: 3
Name: hold reports		
Description: Hold reports should provide sufficient information to uniquely identify materials, including specific magazine issues and volumes in a multi-volume set or series.		
Related Reqs:		Related Process

Req ID: 1723	Source: CAP	Priority: 3
Name: authority reporting		
Description: Provide a reporting tool that includes the ability to identify for a specified time period: new bibliographic headings; updated headings; invalid headings; blind references; duplicate entries; duplicate authority records; near matches; non-unique 4XX entries; and cross-thesaurus matches.		
Related Reqs:	Related Process	

Req ID: 2285	Source: CAP	Priority: 3
Name: monthly statistics		
Description: Generate monthly statistics based on new bibliographic and item records, added copies, and deleted bibliographic records and items.		
Related Reqs:	Related Process	

Cataloging Process



4. Use Cases

4.1 Use Case List

We have written use cases for selected, frequently-performed activities. These are included to supplement the requirements, and to highlight places where good software could bring great improvements in efficiency and ease of use. The steps of the use cases should be considered suggestive rather than prescriptive.

<i>Primary Actor</i>	<i>Use Cases</i>
Cataloging Librarian	Bibliographic Record Creation
Cataloging Technician	Bibliographic Record Verification
Cataloging Librarian	Non-Roman Searching and Editing

4.2 Bibliographic Record Creation

Use Case ID:	USE-001		
Use Case Name:	Bibliographic Record Creation		
Created By:	Lucien Kress	Last Updated By:	Lucien Kress
Date Created:	07/11/08	Date Last Updated:	08/26/08

Actors:	Cataloging Librarian (CL)	
Description:	CL creates a new bibliographic record for an uncataloged title.	
Trigger:	CL must catalog a new title.	
Preconditions:	CL is logged into library system and Connexion with appropriate privileges.	
Postconditions:	Bibliographic record is uploaded to OCLC and system, as appropriate.	
	Stimulus	Response
Normal Flow:	S1: CL must catalog a new title.	R1: CL searches system for existing bibliographic record, using common access points (author name, title, ISBN, UPC, etc.)
	S2: No bibliographic record exists in the system.	R2: CL searches OCLC for existing bibliographic record.
	S3: No bibliographic record exists in OCLC.	R3: CL creates new bibliographic record in Connexion.
		R4: CL creates bibliographic description from item in hand (title page, disc surface, item content, etc.).
		R5: CL adds or confirms bibliographic information using secondary sources of information (allmusic.com, imdb.com, etc.)
		R6: CL adds subject headings.
		R7: CL verifies title, names, subject headings against authority records.
		R8: CL adds call number.
	S9: New record completed.	R9: CL uploads new record to OCLC.
		R10: CL exports new record to system.
Alternative Flows and Exceptions:	<ol style="list-style-type: none"> 1. If a bibliographic record already exists in the system, CL reviews record for accuracy, makes necessary edits, adds call number, and saves record. 2. If a bibliographic record already exists in OCLC, CL reviews record for accuracy, makes necessary edits, adds call number, and exports record to system. 3. If a bibliographic record already exists in the system, but is only partially correct, CL may identify fields to preserve and overlay remaining fields 	

	with OCLC record.
Includes:	
Priority:	3 (High)
Frequency of Use:	Thousands of times per month
Business Rules:	The library has established “chief source of information” for each item format. To the extent possible, bibliographic information is derived from the chief source of information.
Assumptions:	
Notes and Issues:	

4.3 Bibliographic Record Verification

Use Case ID:	USE-002		
Use Case Name:	Bibliographic Record Verification		
Created By:	Lucien Kress	Last Updated By:	Lucien Kress
Date Created:	07/11/08	Date Last Updated:	07/24/08

Actors:	Cataloging Librarian (CL) or Cataloging Technician (CT)	
Description:	CL/CT verifies title, author name, and subject headings against authority records.	
Trigger:	A new bibliographic record has been created or imported.	
Preconditions:	CL/CT is logged into library system with appropriate privileges.	
Postconditions:	Bibliographic record has been verified.	
	Stimulus	Response
Normal Flow:	S1: CL/CT must catalog a new title.	R1: CL/CT searches system for bibliographic record.
	S2: Bibliographic record is displayed.	R2: CL/CT clicks 'Validate' button to highlight fields that don't match authority records.
	S3: Incorrect fields are highlighted.	R3: CL/CT right-clicks highlighted field and selects 'Authority Index'.
	S4: If field is populated, index displays at index value closest to field value. If field is unpopulated, index displays from beginning.	R4: CL/CT types a value to search for specific term; or CT scrolls forward or backward from current position in index.
	S5: Correct term is displayed.	R5: CL/CT clicks to add correct term to bibliographic record field.
	S6: Bibliographic record is updated.	R6: CL/CT repeats until all highlighted fields are correct.
		R7: CL/CT saves record.
Alternative Flows and Exceptions:		
Includes:		
Priority:	3 (High)	
Frequency of Use:	Thousands of times per month	
Business Rules:	The Library uses Library of Congress authority records.	
Assumptions:		
Notes and Issues:	This use case abstracts record verification as a separate function (search for record, verify and save record), when in reality verification occurs as just one of the many actions performed while editing or creating a bibliographic record.	

Non-Roman Searching and Editing

Use Case ID:	USE-003		
Use Case Name:	Non-Roman Searching and Editing		
Created By:	Lucien Kress	Last Updated By:	Lucien Kress
Date Created:	07/11/08	Date Last Updated:	07/24/08

Actors:	Cataloging Librarian (CL)	
Description:	CL searches for a bibliographic record using Romanized characters; CL edits record using non-Roman and Romanized characters, or CL creates an original record in OCLC.	
Trigger:	CL must create or edit bibliographic record for a non-Roman language work.	
Preconditions:	CL is logged into library system with appropriate privileges.	
Postconditions:	Bibliographic record is created or edited and updated.	
	Stimulus	Response
Normal Flow:	S1: CL has a new non-Roman work to catalog.	R1: CL searches ILS for existing record using Romanized characters. If none exists, CL searches OCLC for existing record using Romanized characters. If none exists, CL creates new record in OCLC.
	S2: New input method is selected.	R2: CL inputs Romanized and non-Roman characters by using Microsoft language tool bar.
	S3: New record is completed.	R3: CL updates holdings in OCLC and exports new record to ILS.
Alternative Flows and Exceptions:	If a bibliographic record already exists in the system, CL reviews record for accuracy, makes necessary edits, adds call number, and saves record. If record already exists in OCLC, CL reviews record for accuracy, makes necessary edits, adds call number, and exports record to system.	
Includes:		
Priority:	3 (High)	
Frequency of Use:	Dozens of times per month	
Business Rules:	ALA Romanization Tables, Unimarc	
Assumptions:		
Notes and Issues:		