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| --- | --- |
| **Bold - explicitly listed as a requirement** | Green - agreed upon by everyone |
| *Italic - inferred from problems with old system* | Yellow - someone thinks this could  be better |
| Underlined - created entirely by one of us | Red - someone has a glaring issue with this |
| (bracketed number) - placeholder value that can be debated/changed | **//Blue - suggested change(put after old criteria on the same bullet point)e.g**   * **Makes beep noise upon purchase. //makes boop noise** |
|  | **Orange - to be reviewed (use when adding a brand new criterion)** |

Library system criteria

* **Integrates all department libraries into 1**
* **Integrates systems from other universities that have made deals with UWON**
* **Has online services for**
  + **book acquisition**
  + **book reservation**
  + **loan management**
  + **user registration**
  + **bibliographical search**
* **A users access each service in each department should be dependent on user category**
* **It should support subscriptions to e-journals**
* **Allow access to forgen digital libraries**
* **support e-mail communication between staff and users**
* **bibliographical search from anywhere at any time**
* **provide a Web-based interface for book e-seller comparison, selection, and order submission**
* A user cannot keep a book for more than (3) weeks
* If a user keeps a book for the full allowed/over time they must wait (2) days to re-borrow it
* Penalties/warnings will be put on accounts that routinely break rules
* disA clear log should be kept of which users borrowed which book when
* A clear tagging system for books/journals etc.[tags departments, topic, release year, type]
* Search results affected user category
* User may have 1 book at a time

1. The log: what did you do and when?

2. The reflection: What did you learn? What does it mean to you personally? Reflection

is considered an important skill to develop. It requires you to think about how you are

personally relating to the material you are learning.

3. Things you are submitting (depending on the task) to demonstrate what you did and

what you learned

**Important Notes:**

* **Reduce cost at all times**
* **Each department subsystem is responsible for its own library**

**Complaints** (make sure to avoid):

● Unnecessary duplicate acquisition, by several departments, of infrequently accessed copies of books or proceedings that are relevant to more than one department. **(make sure the copy of the acquired book is relevant to the user’s department)**

● Unnecessary subscription by several departments to expensive journals that are

relevant to more than one department. **(make sure the copy of the subscribed book is relevant to the user’s department)**

● Acquisition of books or proceedings of marginal interest to the university, which

could be borrowed from other universities with which UWON has an agreement.

● Subscription to journals of marginal interest to the university, which could be

accessed in other universities with which UWON has an agreement.

● Unavailability of requested books, for a variety of reasons such as department

budget restrictions, excessive borrowing by the same user, lack of enforcement of

rules limiting loan periods, loss or stealing of book copies and so on.

● Unavailability of journal issues while they are being bound into yearly volumes.

● Lack of traceability to previous borrowers when books, proceedings or journal

volumes are found to be damaged.

● Inaccuracy of card indexes, e.g. a book is stated as being available whereas it is not

found at the appropriate place on the shelves.

● Bibliographical search restricted to library opening hours. Slow, tedious

bibliographical search due to manipulation of card indexes.

● Inaccurate search results, due to poor classification of books, journals or

proceedings within departments.

● Incomplete or ineffective search results, due to relevant books, journals or

proceedings being indexed in other UWON department libraries, or unavailable at

UWON.

Sample log:

1. At the start of our project, we visualized the system using flowcharts to break down our understanding. We cross-referenced this system with some of the complaints made about it.

2. This helped us break down our understanding of the library system. We could then deduce where, when, and why problems occurred. This allowed us to discover how to integrate system changes without compromising the overall structure. For example, "lack of traceability" was tackled by examining the system's sequence of events, and retrofitting an ID checker in key points. The flowcharts in our finished product were vastly different to the flowcharts we originally produced.

3. Here are some examples of our flowcharts evolving...Diagram

Description automatically generated