



Vancouver Island Public Interest Research Group (VIPIRG)

VIPeR CONSULTING
Request for Proposal (RFP)

September 22, 2016

VIPIRG Library System

Project Version 2.1

Document History

Version	When	Who	What
1.0	Sept. 22	Devon, Todd, Maston, Bernice, Jeffrey, Yuwei, Graeme, Zane	Initial Drafting
1.1	Sept. 23	Bernice	Editing
2.0	Sept. 24	Graeme, Zane, Devon	Editing/ Revising
2.1	Sept. 25	Jeffrey, Bernice, Zane	Final Editing

Table of Contents

Vancouver Island Public Interest Research Group (VIPIRG)

1.0 Problem Description / Expression of Need

2.0 Project Objectives

3.0 Current System(s)

4.0 Intended Users of the System

5.0 Known System/Organizational-Level Interactions Within or Outside the Client
Organization

6.0 Known Constraints to the Solution

7.0 Project Schedule

8.0 Project Team

9.0 Glossary of Terms

1.0 Problem Description / Expression of Need

VIPIRG (Vancouver Island Public Interest Research Group) is a non-profit organization seeking to increase awareness, research, and education for environmental and societal justice issues. Based in the Student Union Building at the University of Victoria, VIPIRG has an alternative resource library that the community and students are welcome to borrow from. Items include books, magazines, archives, and videos on political, environmental, and social issues.

VIPIRG currently uses a combination of a paper and electronic system to keep track of their community library. This is inefficient and confusing for their staff, students, and community members who use the library on a regular basis. The organization does not have a clear way of coordinating the use of its resources.

VIPIRG currently uses an Integrated Library System (ILS) called Librarika, which catalogues and keeps track of physical books. However, this platform does not meet the specific needs of the VIPIRG library. The main issue lies within the fact that VIPIRG is a research group, and thus their library is diverse and contains more than just physical books. Any other resources, such as films or movies, reports or papers, magazines, or audiovisual media are unable to be tracked inside of Librarika.

2.0 Project Objectives

1. Reduce time spent by users learning to effectively use the system
 - Users find the current system confusing and difficult to understand at first glance.
2. Reduce the number of errors from documenting transactions
 - With the current system, clerks have been found to make mistakes when transferring items within the system, categorizing items, etc
3. Increase the number of available catalogue categories
 - The current system does not accommodate all the resource types available at the library
4. Increase the number of VIPIRG resources catalogued within a single system
 - The current system is split between an online database and paper records; some materials are catalogued in both databases, while other materials appear in only one
5. Reduce time spent on documenting transactions (resource sign outs)
 - The current method of transferring signed out items from paper form to online catalogue has been found to be time consuming

3.0 Current System(s)

The current system at VIPIRG uses a combination of a paper-based system and an online integrated library system (ILS) called Librarika. Before a client can sign materials out, he or she must first sign up to become a member at VIPIRG.

The paper-based system requires the library clerk to sign items out as VIPIRG members borrow books, magazines, reports, periodicals, and audiovisual materials. Afterwards, the librarian records the transaction to VIPIRG's database on Librarika.

This system is flawed. For example, the clerk could easily misplace the sign out sheet; this could potentially result in lost resources for the organization. Although Librarika's design is simplistic, it is not easy to use. Therefore, the ILS does not meet VIPIRG's needs.

4.0 Intended Users of the System

1. Resource Users

- The most common user-types are students, faculty, VIPIRG employees, and community members (resource users)
- They may access the library resources (books, journals, documents, etc) for a variety of purposes
- Some may browse the library catalogue in-person, some may view it online

2. Clerks

- A clerk is defined as a VIPIRG staff member/volunteer who has to maintain or update the system
- This includes cataloging incoming/outgoing resources, as well as managing online/paper resource information
- Clerks also handle all resource-related transactions with *resource users*

5.0 Known System/Organizational-Level Interactions Within or Outside the Client Organization

External Interaction

Librarika is an external organization and therefore interaction with them occurs outside VIPIRG. Since Librarika is external, VIPIRG does not have full control over interactions; Librarika may change the services they offer at any time. Thus,

VIPIRG cannot customize Librarika to fit their needs. However, Librarika is currently paramount to resource tracking because it logs the entire catalogue.

6.0 Known Constraints to the Solution

In order to adequately improve on the previous system, any proposed solutions must be a direct improvement on its fundamental issues. To achieve this, proposed solutions must fit the following constraints.

1. *Technically Simplistic*
 - VIPIRG employees do not possess extensive technical prowess, and the new system should be created with this in mind.
2. *Easy to maintain*
 - Must not require more than 60 minutes of maintenance per day.
3. *Affordability*
 - VIPIRG is a non-profit organization and cannot not spend more than \$300 on an improved system.

7.0 Project Schedule

Week of:	Goals
September 25 th	<ul style="list-style-type: none">- Project Website up- Client interview
October 2 nd	<ul style="list-style-type: none">- Project Charter- Presentation of Project Charter
October 9 th	<ul style="list-style-type: none">- Requirements research
October 16 th - October 31 st	<ul style="list-style-type: none">- Creation of use cases- Domain modelling
November 14 th	<ul style="list-style-type: none">- Second meeting with the client
November 19 th - November 26 th	<ul style="list-style-type: none">- Project Wrap-up

8.0 Project Team

Member	Roles
Devon Fang	Analyst, Editor
Todd Xu	Analyst
Maston Ho	Analyst
Bernice Brown	External Relations
Jeffrey Zhang	Analyst
Graeme Clarke	Secretary
Zane Li	Project Leader
YuWei (Wayne) Zhang	Analyst, Website Developer

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9.0 Glossary of Terms

Integrated Library System (ILS) - an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed

Librarika - an open platform for anybody wanting to manage their physical or virtual library online using Integrated Library System (ILS)

VIPIRG - a non-profit organization dedicated to research, education, advocacy, & activism in the public interest connected to social & environmental justice