**Request for Quote**

**to Develop and Support a Shared Open Retention Data Registry**

**Background**

The Partnership for Shared Book Collections grew out of Summit meetings hosted by the Eastern Academic Scholars’ Trust (EAST) in April and December of 2018 which included representatives from the current monograph shared print programs in the U.S. and Canada as well as other thought leaders and experts in preservation and scholarly communications. The Partnership is a federation of these programs with the goal of coordinating collaboration to support cost-effective retention of and access to print book collections to ensure the long-term preservation, accessibility and integrity of these scholarly print resources.

One of the Partnership’s primary goals is to aggregate and openly share retention commitment data from shared print monograph programs and libraries to support cross-program analysis, resource sharing, collection management and other functions. The Partnership aims to support development of a **Shared Open Retention Data Registry** to provide these functions**.** As of 2019, the Shared Open Retention Data Registry and its associated functions are intended to serve as an initial solution, pending other developments that may occur over time in the shared print ecosystem.

**Statement of Work**

The Partnership seeks an organization to develop and provide a Shared Open Retention Data Registry and its functions during the period January 2020 - December 2022 and potentially longer. This period includes initial design and development beginning in 2020 with operational use expected by July 2020.

The Partnership intends to make the Shared Open Retention Data openly available, *i.e.*, the data itself should be available to all users as described later. The Partnership prefers that the software be provided as an open source solution and/or owned by the Partnership or its agent who in turn would have the ability to easily make the software open source.

The Partnership Steering Committee seeks cost estimates that will be used to formulate budgets for the Partnership collaboration during this planning year 2019. It should be understood that negotiation of final contract terms, timetable, and pricing will occur after a fiscal agent has been identified to support the Partnership and administer the Shared Open Retention Data Registry.

The selected provider will perform these activities:

* Design and develop the database(s) and system functions necessary to support the “primary use cases” as described in Attachments A and B
* Host and provide access to the Shared Open Retention Data Registry and its functions using the minimal user authentication described in Attachment A
* Support the Shared Open Retention Data Registry and its functions by responding to problem reports and providing updated software to resolve them, as appropriate.

Each responding organization should provide the following information in its response:

1. Explanation of how the proposed solution will address the primary use cases. Note especially any cases where the provider cannot provide the functionality or recommends a different approach.
2. Technical overview of proposed solution, e.g. database technology, query languages.
3. Software ownership. Describe whether the proposed software is open source or outline the process by which the software would be made available to the Partnership in case the provider is no longer able to operate the service.
4. Workflow for depositing data to the Shared Open Retention Data Registry
5. Proposed timetable for development
6. Primary provider contact person(s) and staff that will be assigned during development and support phases
7. Cost estimate. Responding organizations should provide cost estimates in these categories separately:
* System development
* Hosting (detailed separately for years 1,2, and 3)
* System support (detailed separately for years 1, 2, and 3). Please describe the assumptions or basis for the cost estimate, e.g. number of users.

**RFQ Timetable**

The Partnership expects the following timetable:

* Week of April 8, 2019: Steering Committee issues Request for Quote to interested organizations
* May 24, 2019: Organizations provide response to RFQ
* June 2019: Partnership Steering Committee recommends next steps

**Submitting response**

Organizations should submit their response by email **by May 24, 2019** to

Mei Mendez

EAST Project Manager on behalf of the Partnership Steering Committee

mmendez@blc.org

Questions about the RFQ should be addressed to:

Lizanne Payne

Shared Print consultant

lizannepayne03@gmail.com

Sara Amato

EAST Data Librarian

samato@blc.org

**Attachment A**

**Primary Use Cases for Retention Data Registry**

For the purposes of this document, “retention commitment data” or “retention commitments” means information describing that certain monograph holdings have been committed for long-term retention under a formal shared print program or by a library individually. This retention data identifies the library, the specific holdings (at the title or item level), the retention period and/or end date of the commitment, the shared print program, whether and what kind of validation was performed (existence, condition), and other information.

The sections below provide an outline of the use cases that are required for shared open retention data. See Attachment B for more specific descriptions of the metadata needed for each of the primary use cases.

**Primary Use Cases**

The primary use cases are similar to the concept of “minimum viable product” used in the software development industry. These are the minimum required functions that must be in place in order to provide a usable service to participating libraries and shared print programs. Please note that some metadata is optional for individual libraries to provide, but the function to accept and use that optional metadata is required.

Each of these functions should be designed and implemented to support the total number of retentions across all shared print monograph programs in the United States and Canada, currently (early 2019) estimated at 40 to 50 million retention records.

Create and update Retention Data Registry:

* Register all current monograph retention commitment data in batch for a given program (*e.g.*, EAST)
* Register all current monograph retention commitment data in batch for a given library
* Add or update individual or small batch monograph retention commitments for a given library
* Update existing monograph retention commitment data in batch to provide new or corrected metadata
* Deprecate records from the active Retention Data Registry (remove and code for reason) in case of errors and other approved circumstances
* Authenticate users of the above functions to record affiliation with a given library and/or shared print program

Provide data for external use:

* Export all monograph retention records for a given library or program, including overlap counts within the Shared Open Retention Data Registry based on OCLC number
* Export all monograph retention records that match a given set of identifiers provided as a file or via API
* Authenticate users of this function to record affiliation with a given library and/or shared print program

Support publicly-available web-based online search to look up the retention status of individual titles:

* Search by identifier OCLC number, ISBN, ISSN, local bib ID
* Search by text data e.g. title keywords, other fields as shown in Attachment B
* Optional: Authenticate searchers using freely-available but required logins to support statistics

Provide predefined reports that analyze retention data:

* Report pre-calculated statistics on retentions by attributes including:
	+ overlap count (i.e. retained by 1, retained by 2, etc)
	+ geographic area
	+ level of validation performed
	+ reported condition issues
	+ Shared print program
	+ Library (OCLC symbol or symbols)
* Optional: Authenticate searchers using freely-available but required logins to support statistics

**Attachment B**

**Metadata Requirements for Primary Use Cases**

This section identifies the metadata for monograph retention commitments that will be necessary to retain or make available in the Shared Open Retention Data Registry to support the required functions identified in this document. The categories below are descriptive only; this attachment does not intend to specify the record format(s) or data structure for any of this metadata.

**Ingest and retention of full MARC records is not required.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Field** | **Required for initial input (Y/N)** | **Searchable?** | **Note** |
| Bibliographic and item metadata | OCLC number | Y | Y | OCN will be the primary match key. Use OCN as provided by the library, for MVP not necessary to validate or update OCN |
|  | ISBN |  | Y |  |
|  | Local bib ID | Y | Y | For library matching to the local system |
|  | Local item ID |  | Y | Can be item barcode, e.g. for WMS libraries |
| Keyword searchable | Title (*i.e.*, 245a) |  | Y |  |
|  | Author (1xx a) |  | Y |  |
|  | Publisher |  | Y |  |
|  | Publication Year |  | Y |  |
| Institution metadata | OCLC symbol | Y | Y |  |
|  | OCLC holding library code | Y |  |  |
|  | State or province |  | Y | System-derived from OCLC Symbol |
| Retention metadata | Action (for 583 $a) | Y |  | “committed to retain”. Support multiple entries if the title was committed to more than one program |
|  | Program name (for 583 $f) | Y | Y | Name of shared print program (from a controlled vocabulary) |
|  | Action date (for 583 $c) | Y |  | Date commitment was made (YYYYMMDD) |
|  | Retention commitment expiration date (for 583 $d) | Y |  | Date the retention commitment expires (YYYYMMDD) |
|  | Holdings retained (for 583 $3) |  |  | Free-text summary holdings field to indicate volumes retained for multipart monographs |
| Validation metadata | Action (for 583 $a) |  | Y | (Optional) i.e. no data necessary if no condition review was performed. If provided, use “condition reviewed” |
|  | Action date (for 583 $c) |  |  | Date review was performed (YYYYMMDD) |
|  | Status (for 583 $l) (nature of problem, if any) |  |  | Type of condition problem found (from a controlled vocabulary) |
|  | Public note (for 583 $z) |  |  | Specific information about condition issues (e.g. “missing pages 10-11” or “significant text marking”). |
| Overlap data | Overlap count |  |  | Overlap within the Shared Open Retention Data Registry, i.e. count of how many retention records with the same OCLC number are held in the Shared Open Retention Data Registry. Calculated by the system. |
|  | Overlap calculation date |  |  | Date of overlap calculation (“overlap as of” date) |
| Deprecate data | Reason code | Y |  | For transactions to remove (deprecate) existing commitments, include code to identify the reason (from a pre-approved list). Examples:* E=committed in error, out of scope
* M=metadata error (e.g. OCN belongs to a different title)
* L=lost
* D= damaged
* R= reallocated
 |