**CARLI I-Share Next Task Force Specification Teams**

January 22, 2015

The CARLI I-Share Next (ISN) Task Force is coordinating the effort related to the selection of the next generation of I-Share, i.e., a shared library management system that will ultimately replace Voyager for CARLI’s I-Share participant institutions. They are coordinating all planning, analysis, specification compilation, Request for Proposal (RFP) preparation and proposal review; they will identify the finalist options; and they ultimately will recommend a final preferred solution to the CARLI Board. At this time, the ISN Task Force seeks functional specialists to serve on Specification Teams that will assist the ISN Task Force in crafting detailed functional specifications that will go into the RFP.

The ISN Task Force Specification Teams will work with members of the ISN Task Force and CARLI staff members to draft specifications for system functionality. Also, the teams will develop a scoring rubric for evaluating vendors’ responses to these specifications. The ISN Task Force expects to apply these specifications to both commercial and open source solutions.

Specification Team members will be appointed for a three to four month term that is expected to run from March 2015 through June 2015.

Specification teams may meet frequently during their term. Meetings will be held online and by conference call. Additionally, Specification Team members must be willing and able to commit a substantial amount of time outside of meetings for preparing specifications.

At this time, the ISN Task Force has not determined whether Specification Team members will have a role in reviewing RFP responses from vendors. However, as this project is subject to the Illinois higher education public procurement policies, anyone reviewing bids must sign the [University of Illinois' Confidentiality and No Conflict of Interest Form](http://www.carli.illinois.edu/sites/files/i-share/documentation/ConfidentialityStatementExample.pdf).

To apply to serve on the I-Share Next Task Force, please provide detailed responses to all of the following questions by February 16, 2015. Notifications of appointments will be sent about February 23, and appointments will begin March 1, 2015.

**CARLI I-Share Next Task Force Specification Team Application Form**

**Applicant Information**

Name:

Email address:

Institution:

Position:

Work phone number:

Direct supervisor’s name:

Supervisor’s email address:

**Application Questions**

To assist in the review of applications, please include the numbered questions below along with your responses.

1. Please describe your primary area of library expertise.
2. Please specify areas that you would be able to assist in developing specifications.
	* Acquisitions
	* Booking and scheduling
	* Electronic resource management
	* Selection and collection development
	* Interlibrary loan
	* Link resolvers
	* Local circulation
	* MARC cataloging
	* Metadata/non-MARC data preparation
	* Reciprocal borrowing
	* Reports and analytics
	* Reserves, print or electronic
	* Resource licensing
	* System administration and security
3. Which integrated library systems have you used during your career?
4. How do you use I-Share (Voyager) in your current job?
5. Have you participated in a Request for Proposal (RFP) process or an ILS selection, implementation or migration process? If yes, briefly describe the project (when, which institution, which systems) and your role in in the project.
6. What special skills and/or expertise would you bring to an I-Share Next Task Force Specification Team?
7. Are you willing and able to make the time commitments described in the introduction?

**Please return this application to CARLI, by sending an attachment to an email to support@carli.illinois.edu by 10 am CT, Monday, February 16, 2015**