

# **UPGRADE OR REPLACEMENT OF INTEGRATED LIBRARY SYSTEMS**

**© Copyright January 1988  
Revised June 1990  
Revised 2002**

## **1 Terminology And Concepts**

- Upgrade
- Replacement
- Growth Path
- File Transfer
- File Conversion

## **2 Why Is Upgrade/Replacement Required?**

- Current System Has Inadequate
  - Size
  - Functionality
- Current System Cannot Be Maintained
- Costs More To Keep Current System Than To Replace It

## **3 Conditions That Trigger Planning**

- When Hardware Capacity Is Reached
- When Manufacture Of Hardware Is Discontinued
- When Enhancements To Applications Software Are Halted
- When Development Of New Applications Subsystems/ Modules Is Halted
- When Further Development Of A Standard Operating System Is Discontinued
- When Discontinuation Of Maintenance Services Is Announced
- When The Viability Of System Vendor(S) Becomes Uncertain
- When System Growth Path Is Discovered To Be Inadequate
- When Wanted Functionality Is
  - Not Available
  - Not In Prospect
- When System Vendor Introduces A Follow-On Product That Supersedes Current Product

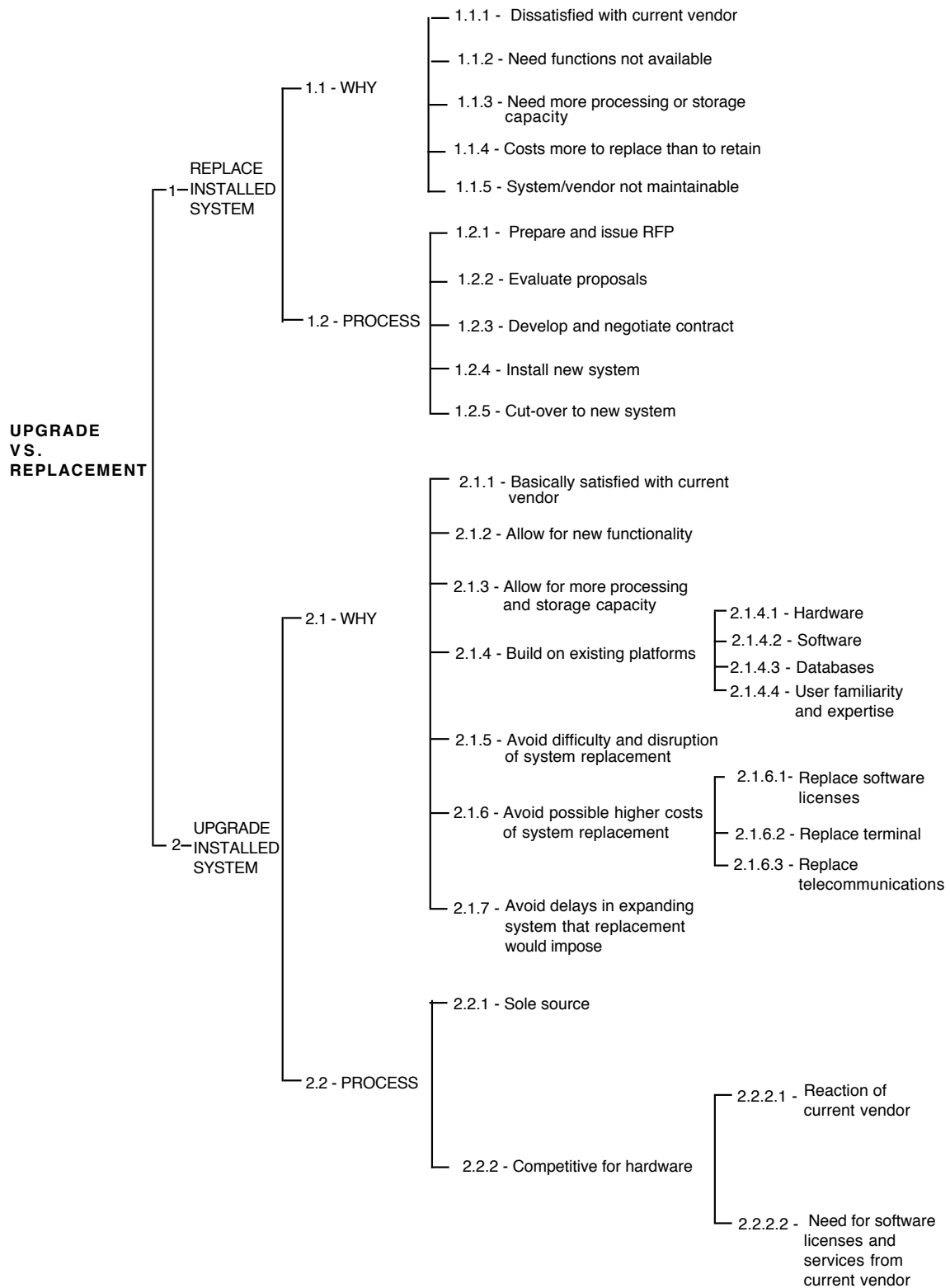
## **4 When Should Planning For Upgrade/Replacement Be Done?**

- Begin Process No Later Than One To Two Years Before Targeted Cut-Over
  - To Evaluate Situation
  - To Establish Need
  - To Plan The Project
  - To Develop Budgets
  - To Obtain Funds

## **5 Special Considerations**

- Requirements For System Growth
- Upgrading/Replacing Locally-Developed Systems

6 Upgrade Vs. Replacement



## 7 Why Turnkey Upgrades May Cost Less Than Replacement Systems

- Carry-Over Of Software License
- Transfer (Vs. Conversion) Of Database
- Vendors' Marketing Considerations
- Simpler Contract Negotiations
- Lower Non-Vendor Costs
  - Less Training Of
    - Library Staff
    - System Operations Staff
    - Users
  - Administrative Costs
  - Procurements Costs/Time
- Increasing Costs Of Software
  - Scaled To System Capacity
  - Per Library
  - Per Bibliographic File Loaded
    - For New Modules
    - For Custom Enhancements

## 8 What's Possible?

- Upgrade Within a Given Operating System Environment or Compatible OS Environments, E.G.,
- Upgrades Within a Given Hardware Series or Compatible Series, E.G.,
- Upgrade By Interfacing
  - Within a Given Vendors' Family of Products
  - Between Two Vendors' Products
- Replace One System With Another From The Same Vendor
  - New Hardware/Software Environment
  - New Hardware With Old Software
  - New Software With Old Hardware
- Replace Current Applications Software With Another Vendor's Applications Software, on Same Hardware
- Replace One System with Another Vendor's System
- Third-Party File Conversion
- Installation of an Interim System
  - With Products From a Second Vendor

## 9 Key Technical Issues In Replacing One Turnkey Library System With Another

- Which Files Are Transferred?
  - Bibliographic
  - Holdings
  - Patron
  - Loan
  - Acquisitions
  - Serials
  - Other
  
- How Long/At What Cost Must The Old System and New System be Operated In Parallel?

These key issues must be analyzed in detail before the efficacy of replacing one system with another can be determined. Because answers to these points have significant cost consequences, the resolution of these and other technical matters are recommended to take place during negotiations with the vendor of the next system, and to be included in the terms and conditions of that vendor's contract with the library to replace the library's installed system.

## 10 Managing The Upgrade/Replacement Project

- Developing The Project Control Document
- Data And File Conversion
  - Files and Formats
  - Data Links to be Maintained
  - Bibliographic Database
  - Estimating Time Required
- System Staffing
  - Level of Expertise Required
  - Impact on Present Operations Staff
  - Training
- Transition/Cutover
  - Painless if Possible
  - Coordinating With Vendors, Utilities
- Planning For A Next-Generation System
  - Linking Systems
  - Emerging Technologies
  - New Levels and Types Of Service

## 11        **Preparing The Organization For A Different Integrated System Environment**

- Changes in Public Service Departments
  - Circulation Points
  - Reference Services
  - Access to Database By Patrons
  - Multiple-Protocol, Multiple Database Searching
  - Personalization and Personalized Services
  
- Changes Within Technical Services
  - Acquisitions
  - Collection Development
  - Cataloging
  - Management Of The Database
  
- Organizational Changes Within The Larger Institution
  - Information Centers
  - Administration Of Information
  - Web Sites
  - Web Portals
  
- Supplementing Automation Personnel



## 11 NGs Procurement Scenarios

