**Requirements Documentation**

**Project Title**: Library Cataloging/Circulation System Implementation

**Project Sponsor**: Roberts Elementary School

**Project Managers**: Hannah Denker, Larry Souders, Katie Womack

**Main Functions:**

Create and implement a library catalog and circulation system. This system will allow students, teachers, and administration access to all holdings and instructional systems available through the school library. Also provide a records keeping system to evaluate usage of holdings. The main functions of this will offer the following services:

* **Searchable data base of all titles held in library.**
* **Track checked out titles, due dates, user name**
* **Web page delivery system**
* **Publish library policy**
* **Teacher’s collaboration site**
* **Electronic tutorials for utilizing on-line data bases**
* **Library Web Site providing off-site access to library holdings.**
* **Internet use and tracking of use by students.**
* **E-books acquisition and tracking**
* **System use training at appropriate levels for staff, teachers, administration, students and parents.**

**User Characteristics:**

The expected users will include librarians, students, teachers, administration, and parents. The students will use the system to search for shelved books, e-books, or access to online sources such as Digital Prairie, or EBSCO. Teachers will be able to search for the same products as students, but they will also be able to access use records, join online collaboration groups, access lesson plans, keep records of past book clubs, or students reading projects. The access to the system will be password protected for specific levels of use. Other users such as parents will be limited to access according to guidelines established by library policy. The librarians will use the systems to weed, acquire, and evaluate the holdings of the library. Administration will decide the access needed and create policy in collaboration with administration.

There will be available training for each set of users through the system. There will be introductory training for each specific group of users. The obstacles to the training process may be lack of fundamental computer knowledge and understanding.

**General Constraints:**

There may need to be an integration process between the existing system and new projected system. Specialized skills will be evaluated through discussion with vendor and on site IT manager. The system will operate through windows so that it will be compatible with the existing system already in use by the administration. There will be a necessity for some additional space to house the computers as well as space provided for printers when the need for printed matter arises.

**Assumption and Dependencies:**

There will need to be dedicated hardware for either daily or weekly backup of actions taken in utilization of the system. There will need to be training to run the backup. This should include a manual describing the steps needed to build the backup. There will also need to be a trained individual who is capable of running a restart program or a system reboot. There is also the assumption that the vendor will provide a help system which includes phone contact as well as an on line internet connection for help with issues that aren’t necessarily hardware as a guide to move through the different option of the software if trouble shooting is required.

**Specific Requirements:**

1. **User Requirements:** On screen icons will designate where the specific user gains access to the system. There will be log-in icons stipulating who the user is. For example there will an icon for the catalog that all users will use in searching the catalog. There will be a students’ icon that will require a password for the individual student to access his personal readers’ page and this page will have assignment due dates, reading history, etc. There will an icon for teacher log-in which will be password protected. From this log-in individual teachers will be able to access student’s personal page as well as develop their own web pages deciding which information they will allow to be accessed through student level and information that students may not access. There will be the librarian’s icon that when logged in will allow the librarian to add titles or sites as well as delete titles when weeding or stop access to network addresses. The librarian’s portal will make available all the information needed to make any and all changes to the system.
2. **System Requirements:** In the office there will be a PC dedicated to creating backups. This PC will also be dedicated to use by the supervising librarian and his/her designates. In the library proper there will be 3 PCs that will be dedicated to the students and teachers for all the searches that they will need to make for holdings. These computers will also be available through proper log-in to address the students’ portals as well as the teachers’ portals. There will be a printer that will do all printing and this printer will be located in the office. To print any item there must be a library staff log-in that will allow the printer to operate. Windows capability in all add-ons or scripts.
3. **Interface Requirements:**

* Shortcuts on desk top leading specific users to their access log-ins.
* An easily found help tab for all groups of users.
* Site map of indexes
* Tool bars with clickable access
* Student use guide found in tool bar
* Teacher use guide found in tool bar