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**Automated Tool for Disposition of
Materials in FDLs
Requirements Document**

Version 1.0

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Approvals

Name of Division

Approved by:

Name	Date
Title	
Department or Division	

DRAFT

Record of Changes

Date	Filename/Version #	Author	Revision Description
July 2010	DOM Concept of Operations V1.0	Cynthia Etkin and Lisa Russell	Original document

DRAFT

Number	Requirement	Must, Should, Could
1	Records	
1.1	General	
1.1.1	The tool shall maintain various types of bibliographic records (i.e., Offers records, Needs records).	Must
1.1.2	The tool shall support use of MARC records.	Must
1.1.3	The tool shall allow users to import MARC records.	Must
1.1.4	The tool shall allow users to manually enter records using a template.	Must
1.1.5	The tool shall enable import of other bibliographic record formats besides MARC.	Should
1.1.6	The tool shall maintain a data field in each record to indicate whether a record is a Need or an Offer.	Must
1.1.9	The tool will provide validation for SuDoc classes in manually entered record to ensure that the SuDoc classes are formatted correctly.	Could
1.1.10	The tool will allow users to add a local call number to the record imported for a Need or an Offer for cases where the library does not use the official SuDoc class.	Must
1.1.11	The tool shall indicate the number of copies needed or offered for each library.	Must
1.1.12	The tool will have a data field for a range of serial issues being offered or needed for serials.	Must
1.1.13	The tool will allow authorized users to delete Needs or Offers entered by their library.	Must
1.2	Offers	
1.2.1	The tool shall provide a central location for depository libraries to post Offers.	Must
1.2.2	The tool shall provide duplicate detection in the event that a library enters an Offer that duplicates an existing Offer for that library.	Could
	The tool shall require libraries to search for a record prior to entering a new record	Could
1.2.3	The tool will include an optional data field for information on the condition of the material being offered.	Must
1.2.4	The tool will include a data field for other notes on the material being offered.	Must
1.2.5	The tool will record the date an Offer is entered.	Must
1.2.6	The tool will record the date an Offer expires.	Must
1.3	Needs	
1.3.1	The tool shall provide a central location for depository libraries to post Needs.	Must
1.3.2	The tool shall provide a data field in Needs records to indicate whether the Need is due to disaster recovery.	Must
1.3.3	The tool shall provide a data field in Needs records to indicate whether the Need is for an item needed for a digitization project.	Must
1.3.4	The tool shall provide duplicate detection in the event that a library enters a Need that duplicates an existing Need for that library.	Could
1.3.5	The tool will record the date a Need is entered.	Must
1.3.6	The tool will include a data field in Needs records for libraries to request a group of publications.	Must
1.3.7	The tool will include a data field for other notes on the material being requested.	Must
2	Workflow	

2.1	The tool shall provide automated rules to govern the sequence of options to request an Offer.	Must
2.1.1	The tool shall provide Regionals the first option to request an Offer from a selective in their region.	Must
2.1.2	The tool shall provide other selectives in the same region the second option to request an Offer after their Regional has passed on it.	Must
2.1.3	The tool shall provide other libraries the third option to request a Offer after the designated Regional and other selectives in the same Region have passed on the Offer or time period has expired.	Must
2.1.4	The tool shall provide a waitlist option in the event that a library requests an item that is not yet available to them (e.g.. A selective requests an item before the Regional passes on it, a library outside the region requests something before the Offer period for other selectives in the region has expired).	Could
2.2	In the event that a Regional elects to "stop" an offer, workflow processes will be stopped and the material will not be offered to other libraries.	Must
2.3	The tool shall mark an Offer for deletion after it has been requested and the request has been accepted.	Must
2.3.1	The tool shall allow libraries to opt out of automatic deletion of Offers of serial records when the automatic deletion is due to a request.	Must
2.4	The tool will calculate the offer period based on the date an Offer is entered.	Must
2.4.1	The system shall support the use of different offer periods in different regions.	Must
2.4.2	The tool will calculate the offer period in 3 segments: the offer period for the Regional, the offer period for selectives served by the same Regional, and the offer period for other libraries.	Must
2.4.3	The tool shall allow authorized users to select an offer period from a range of options when a new offer is entered.	Must
2.4.3.1	The tool will allow Regionals to select an offer period for the Regional from a range of options.	Must
2.4.3.2	The tool will allow Regionals to select an offer period for selectives in their region from a range of options.	Must
2.4.3.3	The tool shall allow offering libraries to select an offer period for other libraries from a range of options.	Must
2.5	If the Regional passes on material prior to the expiration of the offer period for the Regional, the tool will immediately advance to the offer period for selectives served by the same Regional.	Must
2.6	If all other selectives served by the same Regional pass on material prior to the expiration of the offer period for selectives in the region, the tool will immediately advance to the offer period for other libraries.	Must
2.7	If all three segments of the offer period expire and no library has requested the material, the tool will send a notification to the offering library that the material can be discarded.	Must
2.8	The tool shall mark Offer records for deletion when all offer periods on that item have expired.	Must
2.8.1	The tool shall provide an option for a library to extend the offer period on specific items after receiving the notification.	Must
2.8.2	In the event that a library extends the offering period on an Offer, the tool will apply rules so that this extends the period that the material is available for request by all libraries.	Must
2.8.3	The tool shall automatically delete from public view Offers marked for deletion if the offering library does not exercise the option to extend the offer period within a set time period after the notice of pending deletion has been sent.	Must
2.9	The tool shall archive expired records for historical purposes.	Must

2.10	The tool will provide validation for SuDoc classes in manually entered record to ensure that the SuDoc classes are formatted correctly.	Could
2.11	When an Offer is entered, the tool shall search the Superseded List to identify possibly superseded material.	Could
2.12	The tool shall provide an alert to a user who enters material that is identified as possibly superseded.	Could
2.13	The tool shall associate Regionals with the selectives they serve.	Must
2.14	The tool shall provide matching of Needs and Offers.	Must
2.14.1	The tool shall match depository libraries' Needs with other depository libraries' Offers.	Must
2.14.2	The tool shall match depository libraries' Offers with other depository libraries' Needs.	Must
2.14.3	The tool will match Needs to Offers in the same sequence that offer periods are processed - the same region's Regional first, other selectives in the same region second, other libraries third.	Must
2.14.4	Where MARC records from the CGP are used, the tool will utilize the system number in the bibliographic record to match Needs to Offers (and Offers to Needs).	Must
2.14.5	Where MARC records are entered manually or imported from sources other than the CGP, the tool will utilize call number fields in the bibliographic record to match Needs to Offers (and Offers to Needs).	Must
2.14.6	Where non-MARC records are imported, the tool will utilize call number fields in the bibliographic record to match Needs to Offers (and Offers to Needs).	Should
2.14.7	The tool shall identify a potential match when the local call number field in a manually entered bibliographic record matches the official SuDoc class in a record from a CGP record.	Must
3	User Communications	
3.1	The tool shall provide an alert when a user enters a Need that matches an existing Offer from another library.	Must
3.2	The tool shall provide an alert when a user enters an Offer that matches an existing Need from another library.	Must
3.3	The tool shall provide a notification to a library with an existing Need when another library enters an Offer that matches their Need.	Must
3.4	The tool shall provide a notification to a library with an existing Offer when another library enters a Need that matches their Offer.	Must
3.5	The tool shall provide a notification to a Regional when a selective in their region enters an Offer.	Must
3.6	The tool shall provide a mechanism to allow Regionals to select a frequency at which to receive notifications that selectives they serve have entered Offers.	Must
3.7	The tool shall allow libraries to elect not to receive notifications.	Must
3.8	The tool shall provide an option for Regionals to "request" or "pass" on Offers from selectives in their region.	Must
3.9	The tool shall provide an option for Regional to "stop" an Offer from a selective in their region that is not approved to be offered.	Must
3.9.1	In the event that a Regional stops an offer from a selective in their region, the selective will receive notification that the Regional has stopped the offer.	Must
3.9.2	In the event that a Regional elects to "stop" an offer, workflow processes will be stopped and the material will not be offered to other libraries.	Must
3.10	The tool shall provide notification to selectives when their Regional passes on Offers from other selectives in their region.	Must
3.11	The tool shall provide an alert when a new record is entered and a potential duplicate for that library is detected.	Must

3.12	The tool shall provide a notification to the offering library when Offers are marked for deletion.	Must
3.13	The tool shall link to the Federal Depository Library Directory for contact information.	Must
3.14	The tool shall send a notification to the contact for the offering library when another user places a request for an Offer.	Must
3.15	The tool shall allow the contact for the offering library to accept the request for an offer after a notification is received.	Must
3.16	The tool shall send a notification to the contact for the requesting library when their request is accepted by the offering library.	Must
3.17	Notifications of pending deletions sent to offering libraries will include an indication of whether the pending deletion is due to a request or an expiration date.	Must
3.18	The tool will provide options for libraries to set frequencies for receiving notifications.	Must
3.19	The tool will allow libraries to elect not to receive notifications.	Must
3.20	The tool will provide an alert to users when they manually enter a record with a local call number that matches the official SuDoc class in another record.	Must
3.21	The tool will send a notification to designated GPO staff when a record is entered that does not match any record in GPO's database.	Must
3.22	The tool will provide an alert to users when they enter an Offer that has a shipping list date within the past 5 years reminding the user of the requirement to keep materials for 5 years.	
3.22.1	When a user gets an alert reminding them of the 5-year retention rule, the user will be required to check a box to indicate that the material offered is a secondary copy, superseded, or otherwise approved to be offered by their Regional.	
4	Reports	
4.1	The tool shall allow users to download record sets in csv, xls, or dbf format.	Must
4.2	The tool shall allow users to create reports.	Must
5	Security and Access	
5.1	The tool shall provide multiple library accounts.	Must
5.2	The tool shall provide multiple user accounts.	Must
5.3	User accounts will provide a means of associating users with libraries.	Must
5.4	The tool shall provide a data field in each library account to indicate whether the library is a Regional, selective, or partner.	Must
5.5	The tool shall allow for additional types of libraries to be added at a later date.	Must
5.6	The tool shall be accessible on hand held mobile devices	Must
5.6.1	The tool shall allow read access on hand held mobile devices.	Must
5.6.2	The tool shall allow users to interact with the tool via hand held mobile devices	Should
5.7	The tool shall be accessible via the internet.	Must
5.7.1	The tool shall allow read access via the internet.	Must
5.7.2	The tool shall allow authorized users to add, edit, and delete records.	Must
5.8	The tool shall authenticate authorized users.	Must
5.9	The tool shall allow for different access rights for different categories of authorized users.	Must
5.10	The tool shall provide account maintenance.	Must
5.10.1	The tool shall allow an administrator to create new library accounts.	Must
5.10.2	The tool shall allow an administrator to create new user accounts.	Must
5.10.3	The tool shall allow an administrator to edit library accounts.	Must
5.10.4	The tool shall allow an administrator to edit user accounts.	Must
5.10.5	The tool shall allow an administrator to disable library accounts.	Must

5.10.6	The tool shall allow an administrator to disable user accounts.	Must
5.10.7	The tool shall allow an administrator to delete library accounts.	Must
5.10.8	The tool shall allow an administrator to delete user accounts.	Must
5.10.9	The tool shall allow users to edit their own account information.	Must
5.10.10	The tool shall allow designated users associated with a library account (i.e., the depository coordinator or designee) to edit their own library account information.	Must
6	User Interface	
6.1	The user interface will allow users to easily differentiate between Offers and Needs.	Must
6.2	The tool shall provide a template for users to enter Needs.	Must
6.3	The tool shall provide a template for users to enter Offers.	Must
6.4	The user interface will display both the official SuDoc class and the local call number when both are present in the record.	Must
6.5	The tool will automatically search the database for potential matching records as a library fills in a record.	Should
6.6	The tool will allow users to select materials from a list of search results to request or pass on all selected materials.	Must
7	Search	
7.1	The tool shall allow users to search records.	Must
7.1.1	The tool shall allow searching records by any indexed field in the bibliographic record.	Must
7.1.2	The tool shall allow searching by library.	Must
7.1.3	The tool shall allow searching records by date.	Must
7.2	The tool shall allow users to sort search results.	Must
7.2.1	The tool shall allow sorting search results by any field in the bibliographic record.	Must
7.2.2	The tool shall allow sorting search results by library.	Must
7.2.3	The tool shall allow sorting search results by date.	Must
7.2.4	The tool shall allow tiered sorting, i.e., selecting a primary sort field, a secondary sort field, and a tertiary sort field.	Must
7.3	The tool shall allow users to print search results.	Must
7.3.1	The tool shall allow an administrator to customize a print format.	Must
7.4	The tool shall allow users to filter search results by certain fields.	Should
7.4.1	The tool shall allow users to filter search results to include only disaster recovery Needs.	Should
7.4.2	The tool shall allow users to filter search results to include only digitization project Needs.	Should
7.4.3	The tool will allow users to filter search results to show only offers from their own region.	Must
7.5	The tool shall allow users to limit searches to Offers records.	Must
7.6	The tool shall allow users to limit searches to Needs records.	Must
8	System Interfaces	
8.1	The tool shall be Z39.50 compliant.	Must
8.2	The tool shall interface with the ILS.	Must
8.3	The tool shall interface with the Federal Depository Library Directory.	Must
8.4	The tool shall provide for the use of internal and external open interfaces.	Must
9	System Administration	
9.1	The tool shall allow administrator to set fields that cannot be edited (globally or individually)	Must
9.2	The tool shall allow administrator to set offer periods.	Must

9.3	The tool shall allow administrator to change offer periods.	Must
9.4	The tool shall allow administrator to set different offer periods for different regions.	Must
9.5	The tool shall record user ID, date, and time on all edits made in the system.	Must
9.6	The tool shall allow authorized administrators to customize user views.	Must
9.7	The tool shall allow administrator to create new metadata fields.	Must
9.8	The tool shall provide multiple user categories.	Must
9.9	The tool shall provide the following external user categories: Regional, selective, partner, public.	Must
9.10	The tool shall provide the following internal (GPO staff) categories: editor, contributor, super user, system administrator, content administrator.	Must
9.11	The tool shall allow administrator to establish new user categories when necessary.	Must
9.12	The tool shall allow administrator to customize interfaces for search and display.	Must
9.13	The tool shall allow administrator to establish customized interfaces for different user categories.	Must
9.14	The system shall allow authorized GPO staff to create and customize help screens.	Must
9.15	The tool shall allow administrator to set access restrictions based on user category.	Must
9.16	The tool shall allow administrator to set access restrictions to system data and functions based on user category.	Must
9.17	The tool shall allow administrator to change workflow rules.	Must
9.18	The tool shall allow administrator to give select authorized users (such as super users) permissions to override restricted functions on a case-by-case basis.	Must
9.19	When an authorized user is about to override a restricted function, the system shall provide an alert to verify that the user wants to do that.	Must
9.20	The tool will allow an administrator to add additional data fields as necessary at a later date.	Must
9.21	The tool will allow an administrator to set rules to suppress records from certain groups of users based on which segment of the offer period material is in.	Could
9.22	The tool will allow an administrator to change rules on the suppression of records.	Could
9.23	The tool shall allow an administrator to customize a template for entering Offers.	Must
9.24	The tool shall allow an administrator to customize a template for entering Needs.	Must
9.25	The tool shall allow an administrator to make certain data fields in the record required for any record that is added to the tool manually.	Must
9.26	the tool shall allow an administrator to change which data fields in the record are required for any record that is added to the tool manually.	Must
9.27	The tool shall allow an administrator to set a time period within which an authorized user has the option of extending the offer period for materials for which the offer period has expired.	Must
9.28	The tool shall allow an administrator to set a list of offer periods for authorized users to select from a range of options when entering an offer.	Must
9.29	The tool will allow an administrator to set a range of options for Regionals to select from as an offer period for the Retional in their region.	Must
9.30	The tool shall allow an administrator to set new filter options for search results.	Should
10	Monitoring	
10.1	The tool shall provide the capability to monitor the health of system components in real time.	Must
10.2	The tool shall monitor the health of the network components in real time.	Must
10.3	The tool shall monitor the health of system applications in real time.	Must
10.4	the tool shall monitor the health of the storage components in real time.	Must

10.5	The tool shall monitor the health of the processing components in real time.	Must
10.6	The tool shall monitor the health of the operating system in real time.	Must
10.7	The tool shall provide the capability for the administrator to configure the upper and lower bounds for system parameters being monitored.	Must
10.8	The tool shall have the ability to send notifications to users via multiple channels should a performance problem, failure condition, or impending failure be detected.	Must
10.9	The tool shall send notifications to appropriate user screens, email, and via additional methods in the future.	Must
10.10	The tool shall allow the users to configure the problem severity level that triggers a user notification.	Must
10.11	The tool shall provide storage usage metrics that allow projections of future storage needs.	Must
11	Storage	
11.1	The tool shall support the capability for authorized users to set storage policies for select records.	Must
11.2	The tool shall have the capability to interface with external storage.	Must
11.3	Failover storage shall provide the fault tolerance required to allow the system to survive a localized disaster.	Must
11.4	Failover storage shall be able to reconstitute and switch-over to alternate systems at a remote site in the event of local catastrophic damage.	Must
11.5	The system shall replicate all system data to a disaster recovery site.	Must
11.6	The tool will have a failover protocol.	Must
11.7	The tool shall automatically allocate stand-by drives to replace drives that have failed.	Must
12	General	
12.1	The tool shall provide for the use of proprietary interfaces only when open interfaces are not available or do not meet system requirements.	Must
12.2	The tool shall support the management of functions permitted by a role.	Must
12.3	The tool shall prevent a user from performing a function unless the user possesses a user role permitting that function.	Must
12.4	The tool shall support the capability to accommodate changes in hardware technologies without requiring major reengineering or design changes.	Must
12.5	The tool shall have the capability to receive and record existing data from sources external to the system.	Must
12.6	The tool shall provide the capability for administrator to designate data elements as mandatory.	Must
12.7	The tool shall log all additions, deletions, and changes to content within the system.	Must
12.8	The tool shall detect duplicate content in the system and notify authorized users.	Must
12.9	The tool shall provide spell check.	Must
12.10	The tool shall provide the capability to suspend activity/job instances.	Must
12.11	The tool shall provide the capability to resume activities/jobs.	Must
12.12	The tool shall provide the capability to cancel activities/jobs.	Must