Present: Vickie Totton (CIS), Rebecca Bartlett (LGS), Mary Elzinga (EVS), Samantha Dietel (SWAN), Amy Weiss (WRS), Susana Leyva (AMS),
Also Present: Pam Taylor, (OLS)
Absent: N/A
Meeting called to order at 9:32 a.m.

Note taker: Rebecca Bartlett

Introductions of Task Force Members
Task force members discussed how each of their libraries uses MilAcq for funds maintenance, ordering, electronic invoicing and fiscal close.

Review Vendor Demo Process and Timeline
Five vendors have given a letter of intent to SWAN: VTLS, SirsiDynix, Equinox, Innovative and Polaris. The deadline for the RFP response is 8/28. The ILS Committee will review the responses, score them and report back to the task forces on their top 2-3 responses. We must turn in our list of questions to Vickie by 9/19. Vickie said that if a vendor representative contacts you directly, you should refer him/her to Aaron Skog.

Brainstorm List of Features / Issues / Concerns for Vendor Demos
What vendors do you work with? (i.e. Baker & Taylor, Ingram, Midwest Tape)
Do you have electronic invoicing and claiming?
Do you support brief vendor records for ordering?
Do you have user-created templates for order records?
Can library staff have different levels of security and access to various modules?
What is the staff view of on-order records in other modules? Can staff still view the on-order record in the OPAC after the item has been received, but not yet processed?
What types of acquisitions reports do you offer?
Can staff edit and/or delete order records after they have been invoiced?
Can staff create “dummy” order records for standing orders?
What order record information will be migrated from MilAcq to the new ILS?
Can staff duplicate or transfer order records from one bib record to another?
Can staff import OCLC records for order records?
Does your acquisitions module integrate with accounting software such as Quick Books?
Can staff place patron holds in acquisitions?
Can staff create an item record and order record simultaneously?
What is the FTP or similar process for uploading orders and invoices?
Does your acquisitions module place limits on any of these areas: number of line items per invoice, number of order records attached to one bib record, total finances across the consortium?
Can members of a consortium share vendor records?
Discuss Expectations re: Reading RFP Responses
The ILS Committee will send task force members the sections of the RFP responses that pertain to acquisitions. Vendors will present demos at the RAILS Office the first week in October. Vickie displayed the SWAN RFP and asked Task Force members to review pages 46-47, page 61, and pages 67-68 (questions #2, 68, 73, 82-84). The RFP is available here http://support.swanlibraries.net/content/swan-rfp-ils

Upcoming meeting dates:
Rebecca will send out a Doodle poll for September 20th-October 3rd to schedule a follow-up meeting. Vickie will find out if we need to create questions for the Serials module as well as Acquisitions.

Meeting adjourned at 11:10 a.m.