

To: Web Committee

From: Library Steering Committee (“LSC”)

Re: Discovery Tool

Date: December 9, 2014 (Updated February 11, 2015)

Background:

A library discovery tool (also sometimes called a “webscale” discovery tool) is an electronic system used by libraries to tie together many of their research systems into a single searchable interface. Current discovery tools operate similarly to Google in that they typically have a single search box, pull information from various sources, provide search capabilities, including searching full text, and then provide direct access to the full documents if they are available. In fall 2011, the library faculty formed a discovery tool task force to investigate the current status of discovery tools, and their applicability to TCNJ. The group did a preliminary landscape scan and learned much about discovery tools but was not ready to recommend such a service to the Library at that time. Since then, the discovery tools market has made further progress, and discovery tools have become more commonly adopted by academic libraries in the United States.

Charge:

Examination of auxiliary services such as discovery tools does not fall clearly within the charge of any existing Library committee. However, such a project is closer to the work of the Web committee than to any other. Therefore, LSC charges the Web Committee to form an *ad hoc* subcommittee, which shall include the Electronic Resources Librarian, to reinvestigate the viability of adopting a discovery tool service at TCNJ Library. The recommendation should:

- Identify the strengths and weaknesses of the various discovery services currently available
- Recommend whether to implement a discovery service at this time or not
- If the recommendation is to implement, identify a specific product, including a discussion of how the current needs of library users may be affected by the limits of this service

Timeline:

- 1) Identify the strengths and weaknesses of the various discovery services currently available - Complete by July 1st, 2015.
- 2) Recommend whether to implement a discovery service at this time or not - Complete by September 1st, 2015.
- 3) If the recommendation is to implement, identify a specific product, including a discussion of how the current needs of library users may be affected by the limits of this service - Completed by January 1st, 2016.

TCNJ Library Governance:

The following steps must be followed in preparing recommendations:

- (1) Identifying and reporting the problem. If necessary, the Library Steering Committee (LSC) will prepare a charge identifying the issue for the appropriate committee.
- (2) Preparing a preliminary recommendation.
- (3) Making a final recommendation.

The presenting of testimony, prior to both the preliminary and final recommendations, is central to the concept of shared governance. The three-step process ensures that there are opportunities for formal testimony and open comment from affected individuals and all stakeholder groups. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both steps # 2 and #3 of the process. It is expected that committee members will bring issues back to their stakeholder groups for discussion. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. Preliminary recommendations for a new policy, procedure, or program must be presented to the stakeholders, either at a regular library general staff meeting or at a scheduled forum. The period for open input and comment must also be communicated to all stakeholder groups. If the committee determines that substantive changes are needed after the preliminary recommendation has been presented at an open forum, then the revised recommendation must be sent to all stakeholders and presented again at an open forum.

Committees shall send final recommendations to the LSC.