



The R. Barbara Gitenstein Library  
Taras Pavlovsky, Dean

## MEMORANDUM

**To:** Amanda Cowell, *Emerging Technologies and Digital Projects Librarian*  
Yongming Wang, *Systems Librarian*

**From:** Taras Pavlovsky, *Dean of the Library*

**Date:** 16 January 2020

**Re:** Library Systems Platform Group

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I have received from the Library Steering Committee the final recommendation of the Alma/Primo Working Group. In large part, I accept the recommendation. Accordingly, I am hereby creating a new functional group within the Gitenstein Library, to be known henceforth as the Library Services Platform (LSP) Group.<sup>1</sup>

The charge to the LSP Group is threefold:

1. To provide oversight of and direction to the operation of the LSP.
  - a. Review LSP-related problems.
  - b. Discuss vendor responses
  - c. Identify solutions, if possible
2. To foster effective communication among stakeholders and to provide coordination among the various parties involved in LSP operations.
  - a. Review information on all monthly updates as provided by the vendor
  - b. Ascertain the effect on Library operations (if any) of non-optional changes and new feature rollouts
  - c. Decide on implementation of optional changes and new feature rollouts to be considered locally as necessary
3. To evaluate, formulate, prioritize, and submit product enhancement requests for the LSP as necessary

The membership<sup>2</sup> of the LSP Group shall consist of the individual librarians responsible for the following functional areas of the Gitenstein Library:

- Acquisitions
- Cataloging and Metadata
- Electronic Resources

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<sup>1</sup> For the purposes of this document, the term "Library Services Platform" ("LSP") shall refer collectively to both the LSP (Alma) and the discovery tool (Primo).

<sup>2</sup> The membership may change over time in accordance with changes in functional leadership within the library. Such changes will be enacted by the dean, typically at the recommendation of LSPG leadership. LSPG leadership may also, at their discretion, invite any non-member to attend one or more meetings as necessary.

- Emerging Technologies
- Fulfillment (i.e., Access Services)
- Media
- References Services (represented by the Assistant Director for Public Services or her/his delegate)
- Systems
- Technical Services (represented by the Assistant Dean for Technical Services or her/his delegate)

The LSPG will be co-chaired by the Emerging Technologies and Systems Librarians. Principal duties of the co-chairs include scheduling and running meetings (monthly or as needed) and maintaining effective communications as discussed above. The co-chairs should discuss any significant changes to the functionality of the LSP directly with the dean.