Proposal for Library Automation

DOTCODE GHANA (REG NO. CS039912020)

DOTCODE GHANA LIMITED
PROPOSAL FOR LIBRARY AUTOMATION

OVERVIEW

DotCode Ghana limited is pleased to submit this proposal to support your institution in achieving its goals for improving customer satisfaction by providing installation, configuration, and training as well as post-sales support for a Library Management System. We have partnered with over twenty-five academic libraries throughout Ghana and are committed to improving the customer experience through convenience, speed of access, and timely delivery of Library services.

The Objective

Our project objective revolves around critical Library needs and has been listed below:
- Need #1: To provide easy access to information for library users with an effective searching system.
- Need #2: To provide automated alerts to Library users on overdue items or arrival of new items, among others.
- Need #3: To reduce the time of processing of library items, due to MARC and z39.50 compatibility.
- Need #4: To facilitate online supervision, reducing the line management responsibilities of senior staff.
- Need #5: To ease tasks on Library management through automated collection of data.
- Need #6: To effectively manage budgets and acquisition through an acquisition module.

The above-listed needs form the bases for our goals:
- Goal #1: Conduct a comprehensive analysis of the existing Library environment
- Goal #2: Fully automate the general housekeeping processes of the Library
- Goal #3: Train Library and Information System staff on the functionalities of the new system.

The Solution

We seek to successfully install Koha integrated library system on a Linux server and provide an interactive tutorial focused on full explanations and simplicity both in-house and cloud-based.

Koha, an open-source Library management system is the application backing our objectives and goals. Koha is the world's best open source library automation software, used by over 3,000 academic, public, and special libraries around the world. In Ghana, libraries of esteemed institutions such as Cape Coast University (UCC), Ghana Institute of Management and Public Administration (GIMPA), Wisconsin International University (WIUC), and University of Mines and Technology (UMAT) are implementing this software. Koha encapsulates all modules required for comprehensive library software.

OUR PROPOSAL

With the development of information and communication technologies, the structure of the academic and research library collection has fundamentally changed, and the digital resources now account for the majority of library budget and usage.

 The software used to manage today's library collections has evolved to reflect changes in technology, information access, and staff needs. Many integrated library systems (ILS) are not effectively "integrated" since their back end, including acquisition, cataloging, circulation, and other technical and administrative activities, still engages great efforts from librarians. Managing collections by different carriers, and in a variety of formats, media and types is a demanding and time-consuming task with uncertain benefits for end-users. On the other side, ILS front-end interfaces are competing with big players like Google, Amazon, Facebook, and others, when it comes to features like speed, design, relevance, or usability. A new generation of library users with new information-seeking patterns requires a new approach and a user-centric virtual environment to encourage the exploration of library-materials
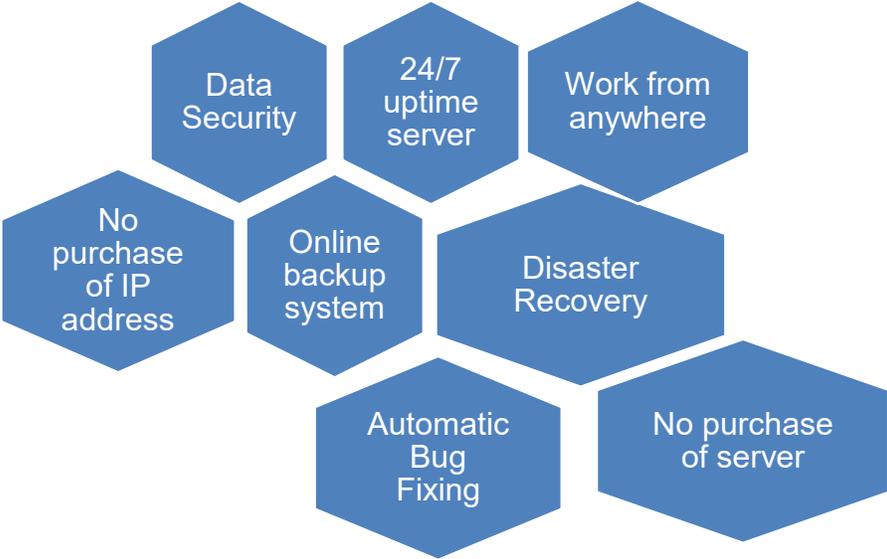
DotCode Ghana Limited implements a Library management system solution focused on the automation of many manual steps in your delivery process of Library services. Our solution easily integrates with a wide range of Library systems around the globe for resource sharing and fully opens up the realization of improved productivity throughout its entire business process. Most importantly, we provide the training and support for this new solution that ensures your staff can ramp up quickly and realize concrete improvements in service delivery and customer satisfaction.

Rationale

There are a number of both proprietary and open-source ILS available nowadays, and it is not an easy task to compare them holding to the fact that they hold similar functionalities. Nonetheless, proprietary systems are usually costly, protected by copyright, and have restrictions and limitations on usage and distribution.

In situations when libraries of all types and sizes are affected by serious financial restrictions, open-source solutions are becoming a more viable alternative than they were in the past.

Koha on Cloud Advantages

Data Security

24/7 uptime server

Work from anywhere

No purchase of IP address

Online backup system

Disaster Recovery

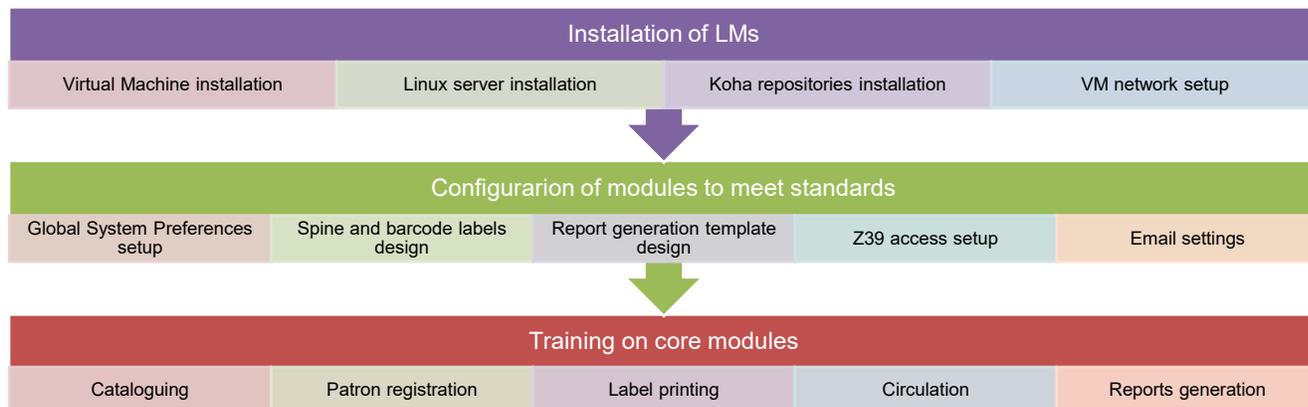Automatic Bug Fixing

No purchase of server

Execution Strategy

With over ten years of experience and a clientele base of more than twenty-five institutions, our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for which we suggest developing the project as described.

Technical/Project Approach

The system deployment process will follow the order below:

Installation of LMs			
Virtual Machine installation	Linux server installation	Koha repositories installation	VM network setup

Configurarion of modules to meet standards				
Global System Preferences setup	Spine and barcode labels design	Report generation template design	Z39 access setup	Email settings

Training on core modules				
Cataloguing	Patron registration	Label printing	Circulation	Reports generation

Resources

The following resources in their minimum requirements will be needed for a successful implementation:

- A computer with a minimum of 2.5 GHz processor, 2Gigabyte of RAM, 15 GB of hard drive space, and a monitor with at least 1024 by 768 screen resolution. (**For in-house deployment**)
- Barcode scanner
- Printer
- Internet access

NB: Cloud-based deployment is also available upon request.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Installed software	All dependencies of the application will be installed on a designated server
Configured software	All core modules of the system will be configured to suit institutional goals
Trained staff	A comprehensive system of functional training will be conducted

Timeline for Execution

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Tasks	Description	Estimated Duration/Days
System analysis	The existing Library will be analyzed to capture requirements needed for a successful project execution	1
System installation and configuration	The system will be installed, and various modules will be configured based on requirements captured in the previous task	1
Training	Comprehensive training on all core modules of the system	3

Supplied Materials

The following materials will be supplied by DotCode Ghana Limited

Materials to be supplied by DotCode Ghana Limited
Library Management System Software

EXPECTED RESULTS

We expect our proposed solution to your institution to provide the following benefits:

Library Administrative Benefits

- Online Public Access Catalogue (OPAC) module provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.
- Full catalogue module which enables library staff to capture details of all library items. It is MARC compliant, and also z39.50 compliant, meaning data entry and exchange will be greatly simplified.
- Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example.
- Acquisitions module assists librarians with both acquisitions and more generally with budget management. Serials management and reporting modules perform functions that their names would suggest.

Institutional Benefits

- The institution can serve a larger user population beyond geographical boundaries
- Running distance education with Library support is enhanced greatly
- Critical reports for upper-level management decisions can be requested

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 15 days from the date of this proposal:

OPTION -A	IN-HOUSE SYSTEM DEPLOYMENT
Particulars	**Amount (GHC)**
System Installation	
System Configuration	15,000
System Training	
OPAC Interface Design	
Total	**GHC 15,000**

OPTION -B	Google CLOUD SERVER DEPLOYMENT
Particulars	**Amount (GHC)**
Cloud Subscription for 1 year	1,824
System Installation	
System Configuration	6,300
System Training	
OPAC Interface Design	
Total	**GHC 8,124**

the Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. Cloud subscription may change due to change in dollar rate.
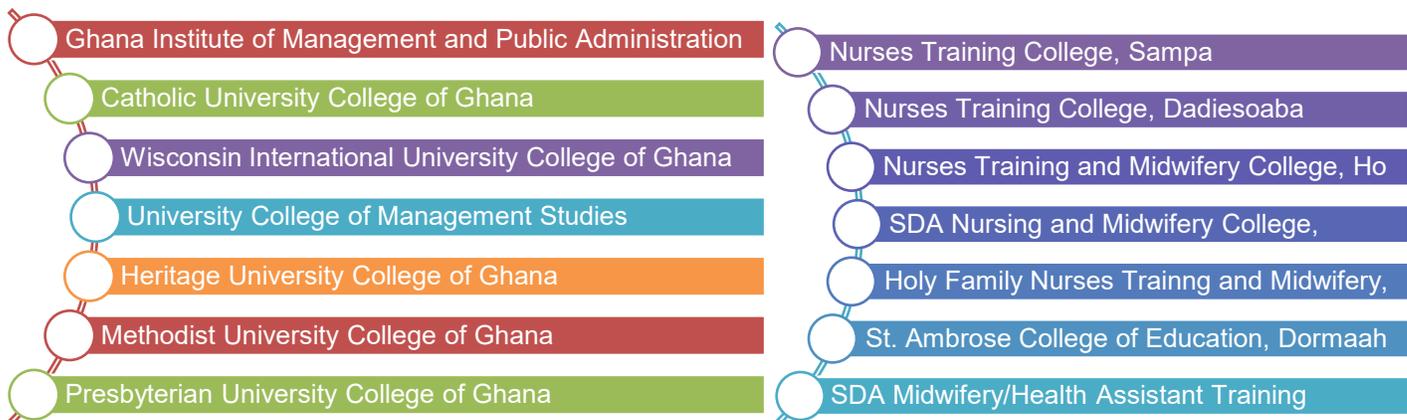
AFTER-SALES SERVICE

1. Cloud-based systems will continue to receive technical support for as long as the subscription is not terminated.
2. In-house systems will continue to receive technical support for a period of two years while training existing library staff to take over full system administration.

OUR CLIENTS

DotCode Ghana limited is continually proven to be an industry leader for guaranteed service in the field of library automation and has automated but not limited to the following institutions:

- Ghana Institute of Management and Public Administration
- Catholic University College of Ghana
- Wisconsin International University College of Ghana
- University College of Management Studies
- Heritage University College of Ghana
- Methodist University College of Ghana
- Presbyterian University College of Ghana

- Nurses Training College, Sampa
- Nurses Training College, Dadiesoaba
- Nurses Training and Midwifery College, Ho
- SDA Nursing and Midwifery College,
- Holy Family Nurses Trainng and Midwifery,
- St. Ambrose College of Education, Dormaah
- SDA Midwifery/Health Assistant Training

CONCLUSION

We look forward to working with your institution and supporting your efforts to improve your Library services with Koha Library Management System coupled with training and support services. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective IT support solution.

If you have questions on this proposal, feel free to contact DotCode Ghana at your convenience by email at info@dotcodeghana.com or by phone at 0243902198. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Akwasi Boakye
CEO