

INDEPENDENT UNIVERSITY, BANGLADESH (IUB)
Plot-16, Block- B, Aftabuddin Ahmed Road,
Bashundhara R/A, Dhaka-1212

Subject: Quotation for Managed System for IUB Library

Interested bidders are requested to send sealed quotations for the Managed System for IUB Library by November 15, 2018 on the following specifications:

RFID Library Management System Requirements

RFID (Radio Frequency Identification) refers to the technology using radio wave to identify one or multiple objects. Simply stick an RFID tag on the object(s), the receiver will pick up the information wirelessly and automatically. It works similar to a typical BARCODE but it contains much more data plus it is rewritable. This can significantly assist management in many applications as in inventory flow and data acquisition as information can be stored on the RFID tag. The RFID tag is the most important link in the system. RFID Library Management Solution can store information relating to a specific book to which an RFID tag is attached, rewrite again without any requirement for contact or line of sight.

RFID tags have been specifically designed to be affixed into library media, including books, CDs, DVDs and tapes. It is thin, flexible and thus can be laminated between paper and plastic. With special method to attach to books, a library patron is totally unaware that the tag is there. The tags also have a "multi-read" function, which means that several tags (books) can be read at once. Thus, making both the Check-In/Check-Out process a one-minute transaction.

To run the RFID system, the organization needs hardware and software. The software for managing a library should have at least following features:

Key Features:

- a) Library Automation of In-house services and Users Services;
- b) Technical Processing of Resources;
- c) Database Creation;
- d) RFID system use;
- e) Digitization of Information Resources; and
- f) Library Website Development.

Cataloging

- Bibliographic Records
 - The bibliographic record should contain the main information related to the material. This includes things like the title, author, ISBN, etc. This information should be stored in MARC (different flavors of Marc should be supported by the system) format. Records can be added via original or copy cataloging. There should have provision for importing records from other libraries using protocols like Z39.50/SRU;
 - Provision for use of MARCedit software to import data;
 - Provision for Importing Excel data into the system.
- Item Records
- Authorities
- Cataloging Guides
- Online Public Access Catalog (OPAC)
 - Search
 - Advanced Search Prefixes;
 - There should have provision for adding prefixes to search terms in the keyword search box to limit items returned, such as, SU for subject, KW for keywords, TI for title, AU for authors, etc.

- Standard search strategy should work to get appropriate results;
 - Bengali language search provision;
 - Search/Retrieve via URL (SRU) protocol;
 - Guide to Searching;
 - Search Indexes;
 - MARC21 fields should be indexed.
- Bibliographic Record
- Lists & Cart
 - Exporting into Excel, MARC, BibText, etc.
- Placing Holds
- Enhanced Content
- My Account
 - OPAC Self Registration
- Purchase Suggestions
- Course Reserves
 - Course Reserves Setup
 - Adding Courses
 - Adding Reserve Materials
 - Course Reserves in the OPAC

Circulation Management:

- Patron Records Management
 - Create a Patron
 - Duplicating Patron's Information
 - Create a Circulation Rule
 - Managing Patron Self Edits
 - Library User ID Authentication
 - Editing and updating of patron's record
 - Add and deleting of patron's record
 - Generate loan history for particular patrons
 - Managing of fines incurred by the patron
 - Patron Search
- Circulation
 - Check Out (Issuing)
 - Renewing
 - Check In (Returning)
 - Circulation Messages
 - Holds
 - Transfers
 - Set Library/Branch
 - Fast Add Cataloging
 - Sometimes circulation librarians need to quickly add a record to the system for an item they are about to check out. This is called 'Fast Add.' To allow circulation librarians access to the Fast Add Cataloging tool, simply make sure they have the fast cataloging permissions.
 - Offline circulation
 - Uploading offline circulation files
 - Pending offline circulation actions
 - Circulation Reports
 - Tracking In-house Use
 - In Processing / Book Cart Locations
 - Self-Checkout
 - Offline Circulation Utilities
- Computerized Check-in/Check-out
 - Multiple Book scanning capability
 - Allows to check-out and check-in several books simultaneously
 - Strict Inventory tracking & management
 - Easy tagging and program of new library material
 - Identify and sort books in accordance to their branch and category numbers as well as shelf locations

Acquisitions

- Setup
- Vendors
- Managing Suggestions
- Placing Orders
- Receiving Orders
- Invoices
- Claims & Late Orders
- Acquisition Searches
- Budget/Fund Tracking
- Electronic Data Interchange (EDI) Process
- EDIFACT Messages

Administrative Panel Features

Management Panel

- Magazine/Newspaper/CD Subscription management
- Multiple Library Location setup feature
- Membership Subscription Period management
- Customizable Fine Settings for various Categories of Members
- Books, Students And Staff Records Management.
- Import & Export of Books & Members Data with Excel Format.
- Data exchange through various models including MARC format.
- Data collection from various libraries using Z39.50 protocol.
- Full Tracking Details of Book's Issued
- Full Tracking Details of Book's Returned
- Full Tracking Details of Book's in Recovery
- Fine Balances Of Members
- Book & Member Issue And Return History
- Book & Member Issue And Return Tracking
- Book Reservation System
- Lost Book Recovery System
- Write Off Of Books System
- Bar-Code Printing & Reading Facility
- Magazine Subscription Management System
- Database Backup And Restore System
- Camera Integration For Member Photo System
- Global System Preferences
- Basic Parameters
- Additional Parameters

Extending services

OCLC Connexion Gateway

- OCLC service on the system
- OCLC desktop
- Using the OCLC Connexion Gateway
 - Connexion lets a library create and edit high-quality bibliographic and authority records and then share them with the entire OCLC cooperative, which benefits libraries around the world.

Content Management System (CMS)

- Setup
 - The system should allow a library to publish an arbitrary number of pages based on a template.
- Usage

Web Services

Provisions of following services will be encouraged:

- OAI-PMH (Open Archives Initiative-Protocol for Metadata Harvesting)
- Representational State Transfer (REST) architecture style

Other services

- Amazon lookup script for the system
- Keyword Clouds
 - One can produce clouds for authors, collective author, all kind of subjects, classifications, etc.
- Newest Titles Pulldown
 - Add a way for the patrons to do searches for the newest items.
- Cataloging and Searching by Color

Reports

Comprehensive Reports

- Members Fine Report
- Fine balances of Members
- Payment Records by Members
- Authors
- Publishers
- Vendors
- Book Donors
- Subjects
- Categories
- Members Categories & Rules
- Complete Book Catalog
- Books Purchased
- List of Holidays

Other Reports

- Book Issue Ledger Details
- Book Return Details
- Book Track Details
- Details Of All Books
- Write Off Book List Report
- Magazines List Report
- Member Track Detail Report
- Member List Report

Search Reports

- Search By Author System
- Search Member Name Wise Report
- Search By Almirah Report
- Search By Book Name Report
- Search By Category Report
- Search By Medium Report
- Search By Book Source Report
- Search By Publisher Report
- Search By Bill Number Report
- Search By Year Report
- Search By Accession Number Report
- Search By Book Cost Report
- Search By Pending List Report
- Search By Purchase Date Report

Features related to RFID

Theft Detection

- Capability/Anti-theft Management
- Multi-item detection
- Library staff is alerted immediately when unborrowed books passes through the theft detection gates through an alarm system
- Would-be thieves are detected by physical presence at gate
- Flexible Reports Generation

Technical Information

- The key components of Complete solution will include:
- RFID Tags for books
- RFID ID card tags for students
- An RFID Scanner
- RFID-Enabled Library Application Software
- RFID (Electronic Article Surveillance) Anti-Theft Gate
- Federated Authentication Support

How the System Works



Check-Out

The Students

The student walks into the library with his Library RFID ID card, picks some books and walks to the librarian's desk to check-out the selected books. NB: The student should place his/her ID card on any one of the books as the scanner would need to capture his/her information and attach it to the books he/she is about to borrow.

The Librarian

The librarian then scans the stack of books to capture the check-out information into the Library Management System. After capturing both the student's and book information, he then lends out the book which is automatically captured into the system database.

Check-In

The Students

The student walks back into the library with his Library RFID ID card and walks to the librarian's desk to check-in the selected books. NB: The student should place his/her ID card on any one of the books as the scanner would need to capture his/her information and attach it to the books he/she is about to check-in.

The Librarian

The librarian then scans the stack of books to capture the check-in information into the Library Management System. After capturing both the student's and book information, he then receives the book into the library which is automatically captured into the system database.

Terms and conditions:

1. The sealed quotation will be sent to the Purchase & Procurement Department, at Plot-16, Block-B, Aftabuddin Ahamed Road, Bashundhara, Dhaka by **November 15, 2018**

2. *The total quoted amount should be expressed in round figure (Taka) and inclusive of VAT or any other applicable Govt. Tax.*
3. *The University authority reserves the right to increase or decrease the quantity of the items and accept or reject any quotation without assigning any reasons whatsoever.*
4. *For any further query related to the said work, please contact with the following personnel:*

Mr. M. Hossam Haider Chowdhury, Librarian : 01715-406854
Mr. Ehsanul Haque, Deputy Director, CITS : 01711-925227