INSPIRE Advisory Committee
December 8, 2011 - 1:00 pm
Indiana State Library - Room 401

Chairperson Lynn Hobbs called meeting to order at 1:05 pm.

Members present: Susan Wheeler, Lori Duggan, Kathryn Millis, Teresa Shively,
Kelly Griffith; Robert Paglia; Rebecca Richardson (teleconference)

Staff present from Indiana State Library: Terry Black (recorder); Shauna Borger, Jim Corridan, Wendy Knapp, Mike Peters; Steven Schmidt

Members absent: Chris Bishop, Rebecca Cole, Kim Porter, John Keller

Agenda/Minutes
Agenda/Minutes approved for September 22, 2011with one exception: Set date for next meeting should read March 15, 2012 not 2011.

State Library Report
S. Schmidt, discussed with members the INSPIRE search statistics handouts regarding INSPIRE searches by month, sessions and INSPIRE full text by month. Corrupt data discovered for Full Text dates include April 2009-Feb. 2010. Inaccurate statistics received from vendor.

Update on 360 Search engine and K-12 Legislative portal interface: S. Borger reported that staff is waiting to collaborate with group to market to target audience by May 2012.

Old Business
No old business to discuss.

New Business
By-laws discussed. According to the Indiana Historical Library Board they have mandated 2 year term with the possibilities of 2 re-appointments. Charge has already been mandated, which includes membership from the different types of professional organizations. By-Laws are not necessary. However, committee is requesting volunteers for the Secretary position. Re-appointment will begin July 1, 2012. L. Hobbs, request to put on March 2012 agenda, to discuss committee member terms for upcoming reappointments.

RFP-12-67 Shauna discussed the Search RFP's suggestions/ comments received from committee. Members reviewed incorporated changes in document. Some committee coments were as follows: Uncluttered is easy to assess but how do we assess quality of results returned.

RFP sections and comments 2.4.2 Replaced the following statement "Provide uptime metrics and a proposal to meet/exceed those metrics" with "Provide service level requirements for uptime, response time, and system recoverability. Please include a proposal to meet/exceed those metrics. Please also provide service level requirements for support response/resolution of production issues." Primary and backup web server discussed. Committee agreed response time and expectations should be addressed

in proposal. R. Paglia (IOT) will help committee with identifying metrics (response time) and report on IP authentications and how many active passwords used.

2.4.3, Use the following language: "Provide service level requirements for uptime, response time, and system recoverability. Please include a proposal to meet/exceed those metrics. Please also provide service level requirements for support response/resolution of production issues."

2.4.5, Add the following statement: Our current vendor uses Geolocation and that is our preference. We have our own database with credentials and needs to be integrated as an alternative option or secondary source.

Take out 2.4.6 and merge with 2.4.5.

2.4.7 Ask them to define what their definitions for full text, full text retrievals, searches, sessions. Include a statement on vendor providing aggregate monthly and annual statistics.

RFP-12-69 Survey monkey was sent out to IAC members to prioritize the desired list of subjects to be covered in database content. Foreign language materials was revised to Materials in International Languages. Indianapolis Star was revised to Newspapers. Electronic books subject was deleted entirely because the committee agreed that it was a format rather than a subject. In the subject of Other resources, patrons always request Chilton automotive but it is usually too expensive to include in INSPIRE. A suggestion was made to move Biography and literature resources to the bottom along with Indiana-specific content because the Indiana State Library has recently purchased database content that is available in those subjects. Testing and career materials should appear in the middle of the list because the economy continues to struggle and people find those resources helpful in seeking employment. Final list of subjects appearing in the database RFP by priority are as follows: 1) Medical resources 2) Collection of Academic and general periodical articles with indexing 3) A collection of general children's and teen's periodicals and other resources 4) A collection of business periodicals and other resources 5) Full-text coverage of local newspapers or comparable resources of Indiana statewide and local news sources 6) Testing and career materials 7) Other resources 8) Materials in international languages 9) Biography and literature resources 10) Indiana-specific content. Shauna will send revised copy of draft for a final review. Bandwidth and Tech support included will use similar language from Search RFP.

A request that the vendor describe their definition of full text, searches and sessions for statistics was included in the RFP to make statistical reporting easier in the future. In the performance and reliability section, a suggestion was made to use the same language as appears in RFP-12-67. The IAC discussed a suggestion about requesting a statement from the vendor on how they provide metadata to discovery services. It was decided that the statement should not be a pass/fail question but rather that the RFP should state that preference will be given to vendors who provide their metadata to discovery services. Language in the support section will be the same as in the support section of RFP-12-69. Jim Corridan asked members to find out what resources each of their professional organizations would like to see in INSPIRE and to send that information to Shauna Borger.

Search and Database RFP's should be turned in by February 3rd, evaluated by February 13, contract awarded in late March and signed by April 23, 2012.

State Library must have access by June 2012 in order to test product before making database available to the public in July 2012.

Next meeting set for March 15, 2012.

Meeting adjourned at 2:30 pm.

Respectively submitted,
Terry Black
(acting recorder)