To: Next Generation Technical Services Management Team

From: Next Generation Technical Services POT 1

Date: July 20, 2012

Re: Functional Requirements – DAMS with Discovery and Display
   POT 1 Lightning Team 1A Final Deliverable

Summary: The overarching charge of POT 1 is to build the systemwide infrastructure to support digitized and born digital UC collections. To meet this charge, the POT has divided its work into five primary tasks. The first primary task relates to DAMS requirements and technical modeling and is further divided into subtasks, assigned to Lightning Teams 1A, 1B and 1C:

Identify the critical requirements for a systemwide DAMS that meets the needs of those UC campus libraries that do not yet have one; conduct an assessment of DAMS options and determine which option will best meet the critical requirements; recommend a particular technology stack and submit funding request to NGTS Management Team.

POT 1 LT 1A assumed responsibility for identifying the critical functional requirements of a systemwide DAMS with a discovery and display system that will meet the needs of those UC campus libraries that do not yet have one. The work of LT 1A is now complete and the resulting deliverable – a requirements document for a systemwide DAMS with a discovery and display system – establishes the foundation for several subsequent POT 1 tasks.

Advisory groups consulted: In total, seventeen individuals from each of the ten UC campus libraries were interviewed by LT 1A members, with the goal of understanding current workflow, assessing need, and identifying critical service and system requirements. A defined set of questions were explored and interviews lasted for approximately one hour. Interviewees were provided an opportunity to respond to the draft document before it was finalized.

Resources (including staff time) to implement: The requirements document reflects the critical functionalities that should be met in the initial phase of building a UC Libraries systemwide DAMS, including discovery and display. A system that meets the proposed requirements will fulfill the essential needs of those campus libraries that do not yet have a DAMS / discovery and delivery system.

Next, the requirements document will be utilized by LT 1C as they work to model and propose a DAMS technology stack. The amount of resources required to implement the proposed DAMS technology stack cannot be estimated until the work of POT 1 LT 1C is complete.

Recommended next steps: The requirements document will continue to evolve and inform the ongoing work of POT 1. The full POT 1 membership accepts the document without reservation and requests the NGTS management team do so, as well. Assuming the management team accepts the report, the work of LT 1A is complete.

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1 POT 1 LT 1A membership includes: Kathleen Cameron (UCSF), Declan Fleming (UCSD), Giulia Hill (UCB), Adrian Turner (CDL) Mary Weppler-Selear (UCM), Audra Eagle Yun (UCI)

POT 1 membership includes: Felicia Poe (CDL, SOPAG liaison and POT convener), Kathleen Cameron (UCSF), Declan Fleming (UCSD), Todd Grappone (UCLA), Eric Milenkiewicz (UCR), Lisa Schiff (CDL), Colby Riggs (UCI, project manager)