

**APPENDIX D
IMPLEMENTATION PLAN**

9/24/04

<u>DATE</u>	<u>ACTION</u>	<u>WHO</u>	<u>NOTES</u>
	Participation inquiry	Library	
	Participation solicitation	MORE Ad	
	Prepare preliminary cost estimates	MORE Ad	
	Presentations to library and board	MORE Ad	prepare possible implementation timetable
	Letter of intent from library board	Lib Brd	MORE DC informed
	LSTA grant application	MORE Ad	
	Other grant applications	Library	IFLS and MORE Ad assistance
	Receipt of grant or other funds	IFLS/Lib	
	Prepare implementation timetable	MORE Ad	present to DC for vote, includes payment schedule
	Offer Participation Agreement		January 1 and July 1 are official start dates for annual maintenance billing purposes.
	1 -- Prepare database for processing	MORE Ad/Lib	choice here will depend on data
	Create vendor profile for database processing	MORE Ad/Lib	test as needed
	Create load table	MORE Ad	
	Send database to vendor	MORE Ad/Lib	test data and progress checks
	Data conflict resolution	MORE Ad/Lib	
	Cataloging training	MORE staff	timing depends on lib and trainer's schedule
	Circ training	MORE staff	
	Register patron and enter records	Library	
	Database returned	MORE Ad/Lib	test and sign off on database
	Test load table	MORE Ad	edit table as needed
	Load Database	MORE staff	must be done at night/while libs closed
	Data review and cleanup	MORE staff/Lib	continues until completed after going live
	Complete training	MORE staff/Lib	
	Go live	MORE staff/Lib	
	2 -- Link training and linking	MORE staff/Lib	choice here will depend on data
	Linking	Library	
	Cataloging training	MORE staff	timing depends on lib and trainer's schedule
	Circ training	MORE staff	
	Register patron and enter records	Library	
	Complete training	MORE staff/Lib	
	Complete linking	Library	continues until completed after going live
	Go live		