
Key Considerations for Planning, Procuring and Implementation of Integrated Library Solution.

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Have an Understanding of Library Automation Operations and Requirements

- **Assessing current library processes and workflows**
- **Identifying the challenges and limitations of the existing system (if you have an ILS/LMS already)**

Selecting the Right Library Solution

- **Research available ILS options in the market (by talking to colleagues and finding what is obtainable in their own libraries)**
- **Evaluate the features, functionalities, and scalability of different ILS platforms**
- **Compare factors such as cost, support, and compatibility with existing library infrastructure (Organizational budget)**
- **Make an informed decision on the most suitable ILS for the library.**

Implementation

- **Plan the implementation process, project timeline and added resources.**
- **Collaborating with the ILS vendor and IT team for a smooth installation/integration**
- **Data migration and system configuration to align with library requirements.**
- **Testing and quality assurance to ensure proper functioning of the ILS.**

Training and Change Management

- **Conduct training sessions and documentation on the users on the use of ILS. staff and for staff members.**
- **Liaise with vendors to work with Librarians for a period of time.**
- **Address change management challenges to foster a positive transition to the new system.**

System Maintenance and Support

- **Establish a maintenance plan to ensure continuous system performance and updates.**
- **Ensure the vendors regularly review and update the ILS to meet evolving library needs**
- **Collecting feedback from library staff and users on the effectiveness of the ILS.**

Conclusion

- Encouraging ongoing learning and collaboration in the library community.
- Propagation and Sensitization of users.



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