**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**LIBRARY AND INFORMATION CENTRE**

SH/ARF/2017-18 07.12.17

Submitted to the Chief Administrative Officer

Sub: Outsourcing of the ARF Project

Ref: ....

With reference to the above, please find enclosed the draft document detailing the works of the outsource proposal of the .. The approximate cost of the sourse is Rs.2 lakhs.

Dr.Shijith Kumar C

Principal Investigator of the Project &

Library and Information Officer

**Rebuilding of Digital Repository and Integrated Library Management System using Open Source Software**

The Institute has initiated a research project on rebuilding its existing digital repository and integrated library management system using open source software applications, DSpace and Koha. In this regard, we would like outsource the following components of the project.

1. Installation of the latest versions of DSpace and Koha on Ubuntu platform
2. Front-end design of the Digital Repository on DSpace and Online Public Access Catalogue on Koha
3. Customization of facilities/ features of the Digital Repository and Online Public Access Catalogue

**Terms and conditions**

1. The firm will be responsible for error detection/correction/ bug fixing of the installed applications throughout the project period and also at the hosting time.
2. The works like data entry, document uploading etc. will be carried out by the Institute.
3. The applications must be installed locally and the computers for the installation and customization will be provided by the Institute.
4. The work may be carried out by the firm in online mode using remote login applications like Team Viewer.
5. The firm is expected to complete the assigned work in a time bound/ scheduled manner as stipulated by the Institute.
6. The payment will be made only after the successful completion of the entire work.
7. Joint bids and outsourcing or subletting of any nature / third party shall not be acceptable.
8. Bidders should have annual turnover of Rs. 1 Crore each during 3 preceding financial years.
9. The Bidder should be certified ISO 9001:2008 for quality Management.
10. The Bidder should have executed at least 3 similar projects and documentary evidence (E.g. Copies of P.O.s) of the same must be submitted along with the bid.
11. The Bidder should have at least 5 full-time technically qualified personnel on its rolls.

**Estimate** (*To be filled in by the Bidder*)

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of the Activity** | **Amount (Rs)** | **Remarks** |
| 1 | Installation of the software applications  (D-Space & Koha). |  |  |
| 2 | Front-end design of the Digital Repository (DSpace) and Online Public Access Catalogue (Koha) as per Annexure-I . |  |  |
| 3 | Customization of features and facilities of the Digital Repository and Online Public Access Catalogue (D-Space, Koha) as per Annexure-I. |  |  |  |

**Annexure-I**

**Facilities/ Features**

D-Space

1. Front-End design with the following components/features
2. Image banner reflecting the meaning of the digital repository with Institute logo and the captions
3. Sliding images of the types of resources in the repository
4. Facility for User Registration / Login
5. Facility for simple and advanced searching, browsing by the Type of Resources, Subject, Author, Year, Title etc.
6. Facility for depositing the material by the registered users
7. Feedback form
8. Graphical representation of the Usage statistics
9. Recent submissions
10. Top 10 downloads
11. How to cite
12. Copyright FAQs

A model Front-end is enclosed herewith as **Figure-A**.

1. The system must be mobile and tablet compliant.
2. The system must support different browsers on both Windows and Linux platforms
3. The system should have the facility for developing trilingual content
4. There should be facility to assign User ID to the user group profiles.
5. Provision wherein the staff/ user(s) can register in the system and create their account and system securely identifying the users.
6. Provision for users for submission of materials and approval mechanism before publishing.
7. Facility to support multiple file formats i.e. PDF, MS Office, TIFF, JPEG, Audio/Video, PowerPoint etc.
8. Facility for generating comprehensive statistics to evaluate the usage of the system, geographical location of users, month, city, country etc.
9. Facility to limit access to documents, files and metadata to specified users or user groups.
10. Full text searching facility.
11. Facility for saving all searches so as to track the document usage patterns.
12. Facility for document streaming in different formats.
13. Facility for faceted search mechanism.
14. Facility for predictive search i.e. the application should provide suggestion when user starts keying the alphabets in certain fields for search.
15. Accessibility of the content to users only after proper authentication.
16. Facility for displaying recent submissions on the repository home page and individual resource pages
17. Facility for displaying the top 10 down loads on repository home page
18. Facility for APA citation style generation for individual resources
19. Facility for creation of Community/ Sub Communities / Collections. A layout of the same is given as **Figure B.**
20. A sample of the browsing interface is given as **Figure C** and item level pages in Figures **D1-D6**.

KOHA

1. The system must support multiple file formats i.e. PDF, MS Office, TIFF, JPEG, Audio/Video, PowerPoint etc.
2. It should have facility for bulk import & export of data as XML and CSV format.
3. There should be facility for generating comprehensive statistics/reports to evaluate the usage of the system.
4. The system must have the capacity to manage all types of library materials such as Books, Serials, Electronic Resources, Digital materials and Special collections, CD-DVDs etc.
5. The system must be mobile and tablet compliant.
6. The system must support different browsers on both Windows and Linux platforms.
7. The system must provide full support for AACR2, RDA and MARC21 (for bibliographic, authority and holding records) format.
8. The Acquisition Module must:
9. Provide functionality to manage the complete acquisitions process, covering firm, standing and placing orders. The system must support the purchasing workflows of both print and electronic materials such as preparation of lists, approval, ordering, receiving of items, cataloguing stock items etc.
10. Provide functionality to manage vendors and invoices.
11. The Circulation Module must:
12. Provide functionality to issuing and discharging items at the library desks and by self-service; managing reservations, including shelf-checks; managing borrower accounts and transactions; fines and charges etc.
13. Management Information – statistics on system transactions, borrower information, etc.
14. Provide a patron database that can be populated with manually created records.
15. Allow the library to communicate with its patrons as a result of the activities managed as part of their relation with the system (loans, holds, fines, etc.).
16. Be possible for an end-user to display and manage his individual holds/requests.
17. Provide a calendar, maintained by the library to specify the days of the week or the specific dates of the year in which it is closed. This calendar must be automatically taken into account during circulation activity.
18. The Cataloguing Module must:
19. Have an Online Public Access Catalogue (OPAC) that permits customers to enquire about stock, place reservations, renew loans, etc.
20. Facility for input of URLs, and other URIs in records for electronic location and access information.
21. Notify the cataloguer when a record being edited or saved matches an existing record in the catalogue.
22. Allow for the import of records, singly or in bulk, and for defining and applying a set of validation and normalisation routines before the load.
23. Allow for exports in a range of internationally recognised formats including, at least, MARC, XML.
24. Allow for the creation of holdings and item records for physical resources.
25. The Serials Module must:
26. Allow management of all possible serial publication models, from very regular to extremely irregular ones, allowing for any possible exceptions.
27. Allow access directly the following information attached to a serial title:

Order details, Receipt details, Claims details, Invoice details, Bibliographic detail.

1. Check-in of serial issues must automatically update holdings statements.
2. Invoicing and payments functionality must provide alerts when no issues have been received.
3. A sample interface of the OPAC is given as **Figure E**

**Figure-A** Sample Front-end of the Digital Repository

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Home | About | FAQ | Register | My Account | Rules & Guidelines | Help |

|  |  |  |
| --- | --- | --- |
| **Search**    Go  Ent. Search terms....  Advanced Search | Carousel Sliding of the types of collection/Resources  Material Image  Material Image | **At a Glance**  Top 10 downloads  Recent submissions  Statistics  How to cite |
| **Browse**  Collections  Subjects  Titles  Authors  Key words  Year | Usage statistics – Graphical Report  Types of Resources - Small Icons of Sliding images  Theses & Dissertations  Scientific Publication  Scientific Presentation | **Author Corner**  Submit Material  Copyright FAQ  Advantages |

**Figure-B**

Layout of the Communities/ Collections

**AIISH Institutional Repository**

* Theses and Dissertations
  + Postgraduate Dissertations (--- no)
  + Independent Project Reports (--- no)
  + Doctoral Dissertations (--- no)
* Funded Research Reports
  + Intramural Research Reports (ARF) (--- no)
  + Extramural Research Reports(--- no)
* Scientific Presentations
  + Conference/Seminar Presentations(--- no)
  + Journal Club Presentations(--- no)
  + Clinical Conference Presentations (--- no)
  + Others (--- no)
* Scientific Publications
  + Journal Articles(--- no)
  + Books (--- no)
  + Book Chapters (--- no)
  + Others (--- no)
* Photographs and Images
  + Former Directors(--- no)
  + Events-Known(--- no)
  + Events-Unknown(--- no)
  + AIISH-Life(--- no)
  + Eminent Visitors (--- no)
  + Research Labs (--- no)
  + Landscape (--- no)
  + Buildings (--- no)
  + Equipments (--- no)
  + Outreach Services (--- no)
  + NSS Activities (--- no)
  + Teleservices(--- no)
* Audios and Videos
  + Audio (--- no)
  + Video (--- no)
* Newspaper Clippings (--- no)
* Study Materials
  + Class Notes (--- no)
  + Class Presentations (--- no)
  + Assignments (--- no)
* Question Papers(--- no)

**Figure C**

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Type of Resources |

Theses & Dissertations

Question Papers

Study Materials

Photographs and Images

News Paper Clippings

Scientific Publications

Audios & Videos

Scientific Presentations

Funded Research Projects

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

**Figure D1**

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Theses & Dissertations |

|  |  |
| --- | --- |
| In Choose an item. | Search for  Ent. Search terms....  Go |

**Browse by :**

**Title**

**Department**

**Author**

**Guide**

**Subject**

**Year**

**Category**

* **PG Dissertations** (Counts in Collection)
* **Independent Projects** (Counts in Collection)
* **Doctoral Theses** (Counts in Collection)

**Recent Submissions - under of this category only**

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | **Figure D2**  Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Theses & Dissertations |

**Browse by Year:**

Jump to a point in the index:       or type in Year:

Sort by:     In order:     Results / Page Authors / Record:  

Showing Results of

Year Title Author Citation

**Figure D3**

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Theses & Dissertations |

**Browse by Author:**

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Ent. Search terms....

Go

or enter first few letters:

Order:      Results/Page    

Showing Results of

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ajith Kumar 20 | | Savithri , S.R 40 |  | |
|  | |  |  | |
|  | |  |  | |
| Picture1 - Copy.png | **Figure D4**  Institutional Repository of AIISH | | | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Theses & Dissertations |

**Browse by Subject:**

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Ent. Search terms....

Go

or enter first few letters:

Order:      Results/Page    

Showing Results of

|  |  |  |
| --- | --- | --- |
| Audiology 20 | Speech Pathology 40 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | **Figure D5**  Institutional Repository of AIISH | An Institutional Digital Repository of All India Institute of Speech and Hearing |

|  |  |
| --- | --- |
| Institutional Repository of AIISH | Theses & Dissertations |

**Browse by Department:**

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Ent. Search terms....

Go

or enter first few letters:

Order:      Results/Page    

Showing Results of

|  |  |  |
| --- | --- | --- |
| Dept. of Audiology 20 | Dept. of Speech Pathology 40 |  |
|  |  |  |

**Note:**

**Figure D6**

Additional **Browse by** Options required for few Resource Types like

* **Funded Research Reports**

Semester

Programmee

Newspaper

Language

Speaker

Event

Amount

Co- Investigator

Principle Investigator

Year of Completion

* **Scientific Presentations**
* **Audio & Video Materials**

Event

* **Newspaper Clippings**
* **Question Papers**

**Figure-E**

|  |  |  |
| --- | --- | --- |
| Picture1 - Copy.png | All India Institute of Speech and Hearing  Total Records: ……………  (An Autonomous institute Under Ministry of Health and Family Welfare, Government of India.)  Library and Information Center  Web OPAC | |
| GO  Search terms ……   |  |  |  |  | | --- | --- | --- | --- | | Sear by Choose an item. |  | Item in Choose an item. |  | |  |  |  | Advance Search | | | |
| Home  Library Homepage  My Account/Login  Most Popular  Browse by Subjects  Recommend Titles/Purchase Suggestions  Tag Cloud  Union Catalogue   * IndCat * GujCat * NUCSSI   Calendar  (Calendar Days should show blocking the non working day of library) | | Display of New Arrivals / New Additions (Carousel Slider)   |  |  |  |  | | --- | --- | --- | --- | | Material Image | Material Image | Material Image | Material Image | | Name of the title of the material and Author | Name of the title of the material and Author | Name of the title of the material and Author | Name of the title of the material and Author |   Carousel Slider of Statistics of collections   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **14,500**  **Text Books** | **3,000**  **Reference** | **200**  **e-Books** | **1500**  **Dissertations** | **600**  **CD/DVD** | |  |  |  |  |  | |
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