



**BIC Task & Finish Working Groups**  
Monthly Status Report Template

**Project: BIC e4Libraries Accreditation Scheme Review T&FWG**



This monthly status report template is designed in order to give the relevant stakeholders (detailed in each Project Brief) an update on project progress. All reports submitted will be shared on the BIC website and as such made publicly available.

<b>Project Name</b>	<b>E4Libraries T&amp;FWG</b>
<b>Project Leader</b>	Simon Edwards
<b>Date of Start of Project</b> (this should be the date of the first Working Group meeting)	28/11/2013
<b>Date of Completion given in Project Brief.</b>	31/03/14 ( <i>New revised target completion date: 31/3/2015</i> )
<b>Date of this Update</b>	20/04/15
<b>Update Submitted by</b> (name)	Simon Edwards
<b>Overall Project Completeness as a %</b>	<p>100% Complete.  This project has been completed subject to the following issues which will be handed over to the on-going accreditation panel which will manage the new scheme.</p> <ol style="list-style-type: none"> <li>1. The BIC website is not yet live and work on hosting the e4libraries questionnaires has not yet begun. (The specifications have been written and supplied to the developers but no further progress has been made)</li> <li>2. The BIC Libraries Committee (18<sup>th</sup> March) has signed off on all the deliverables but not on the completed project because of the website and therefore the uncertain start date, promotional support and user guide (i.e. how to input questionnaire to website) The remaining work will be undertaken by the e4libraries accreditation panel which will manage the scheme. A further sign off of this work will be sought from the BIC Libraries Committee at the next meeting in June 2015.</li> <li>3. The T&amp;FWG has signed off on the work done as described and the final meeting of the group was held on 23<sup>rd</sup> March by conference call.</li> </ol>

<p><b>% update against each deliverable listed in the Project Brief to show as a % of progress made</b></p> <p>Please detail as much information as possible, with particular attention to updating against timeline, engagement of Working Group etc.</p>	<p><b>Deliverables</b></p> <p>1) A report offering an overview of an accreditation scheme which is measurable, understandable and attractive to libraries and which encourages libraries to invest in the technologies and processes recommended by BIC, which then deliver cost reductions and improvements in services. A successful scheme would accredit those libraries (both public and academic), which are capable of receiving the accreditation and set targets for those not yet at the right standard. The report should also cover an accreditation scheme for all the other organisations involved in the library supply chain including stock suppliers, systems and service providers and data aggregators. The Project Report should include a description of the new accreditation scheme, the process that has been gone through, discarded options, reasoning behind the new scheme, the new scheme scope, scoring mechanism, criteria and methodology used and the advantages of the new scheme over the old. Where possible, the report should detail the type of savings which could be made by a library service implementing BIC's advice and so attaining accreditation. ) (100% completed and sign off by T&amp;FWG and BIC Libraries Committee)</p> <p>2) A clear statement of the benefits which will accrue to libraries and other organisations from achieving accreditation. This could be illustrated by case studies showing how existing accredittees have benefited.</p> <p>(This work will be completed by the e4libraries accreditation panel. This will involve fine tuning the existing benefits statement and linking it to the communication/marketing plan for the scheme.)</p> <p>4) A Comprehensive user guide for those wishing to apply for accreditation under this scheme – detailed guidance on the criteria that is being measured, how it is measured, and information on weightings where appropriate/used. The expectations, measures and criteria for success of the scheme should be transparent</p> <p>(This is not complete as the website has not yet been developed)</p> <p>5) Questionnaires as appropriate for certain organisations (as decided by the T&amp;F WG): 3 questionnaires already written and agreed – further minor updates from T&amp;FWG and BIC Libraries Committee. (100% completed and sign off by T&amp;FWG and BIC Libraries Committee)</p> <p>LMS/RFID Vendor questionnaire circulated to a group of vendors. (100% completed and sign off by T&amp;FWG and BIC Libraries Committee)</p> <p>6) Terms of Reference for the Accreditation Panel</p> <p>TORs written by SE and approved by KL. (100% Completed)</p> <p>7) A publicly available schedule of the accreditation cycle</p> <p>Broad agreement on regular dates and timings but dependent on website development and resulting live date.</p> <p>8) An agreed start date for when the New Accreditation scheme will begin and a communications plan to support this</p> <p>Start date unclear due to website development.</p>
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	<p>9) Marketing plan for the launch of the new scheme including a plan detailing how the key benefits of the scheme will be communicated to the organisations concerned</p> <p>Work of the T&amp;FWG has finished. The remaining work on a communication/marketing plan will be undertaken by the e4libraries accreditation panel who will manage the implementation of the scheme.</p> <p>10) Monthly progress updates to the BIC Library Committee Chair and BIC's Executive Director.</p> <p>SE updated the BIC Library Committee on 18<sup>th</sup> March and the T&amp;FWG on 23<sup>rd</sup> March. The T&amp;FWG finished on 31<sup>st</sup> March.</p> <p>11) New scheme logo</p> <p>Designer has been contacted by Alaina-Marie. Several possible designs were submitted to the T&amp;FWG and the BIC Libraries Committee. A preferred design was agreed. (100% completed and sign off by T&amp;FWG and BIC Libraries Committee)</p> <p>12) New Scheme certificates</p> <p>The certificates will be based on the agreed logo. The wording has been agreed and the certificates will be managed by the e4libraries accreditation panel.</p> <p>13) New Deliverable: Specification to host e4libraries accreditation questionnaires on new BIC website. Web spec was completed for discussion with BIC Executive Director by 16<sup>th</sup> January 2015 and a final BIC version was supplied to web designers by 31<sup>st</sup> January 2015. (100% complete SE 24/02/2015) No further contact on this from web designers as at 20/4/2015. Awaiting start of testing. SE has agreed to test website.</p>
<p><b>Other Comments</b></p>	