



**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>	24/02/15
<b>Update Submitted by</b> (name)	Simon Edwards
<b>Overall Project Completeness as a %</b>	<b>85% Complete.</b> The scope of the scheme and the questionnaires, glossary and scoring mechanisms are all complete pending feedback from the BIC Libraries Committee on 18 <sup>th</sup> March 2015. Once the scheme is agreed by the BIC Libraries Committee, the remaining deliverables such as the user guide, marketing plan, certificates etc. can all be produced fairly quickly. The main issue is the late delivery of the BIC website which will host the accreditation scheme questionnaires. Specifications for this have been written and submitted to the web designers and the consultant is waiting to start testing. Completion date of 31/03/2015 is in doubt although all the deliverables should be complete by then apart from the scheme going live on the website which will be slipped to 31 <sup>st</sup> May 2015. The accreditation panel will be recruited by then.
<b>% update against each deliverable listed in the Project Brief to show as a % of progress made</b> Please detail as much information as possible, with particular attention to updating against timeline, engagement of Working Group etc.	<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. ) <b>(100% completed – awaiting feedback and sign off from T&amp;FWG and approval and sign off from BIC Libraries Committee)</b></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 accreditees have</p>



	<p>benefited. <b>(85% completed)</b> <b>(SE has written a draft benefits statement. This has been revised and it now needs to be reviewed and signed off by T&amp;FWG)</b></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 <b>(30% completed – This work is in progress)</b></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 <b>(99% completed)</b></p> <p>LMS/RFID Vendor questionnaire circulated to a group of vendors. Some feedback still awaited. <b>(85% completed)</b></p> <p>6) Terms of Reference for the Accreditation Panel TORs written by SE and approved by KL. <b>(100% Completed)</b></p> <p>7) A publicly available schedule of the accreditation cycle <b>(90% Completed)</b> This was issued on 07/01/2015 for review at conference call on 9/1/2015. Broad agreement on regular dates and timings.</p> <p>8) An agreed start date for when the New Accreditation scheme will begin and a communications plan to support this  We were aiming to launch the scheme first quarter in 2015. One constraint is the availability and functionality of the new BIC website. Given this and the potential high volumes from re-accreditations, the group agreed to re-accredit for 2015 under the old scheme and start afresh for new applicants during 2015 when the website is ready.</p> <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  SE has put together a marketing document which should enable the TEC to write an actual marketing plan. Additional input and ideas from the T&amp;FWG would be useful.  <b>(85% Completed)</b></p> <p>10) Monthly progress updates to the BIC Library Committee Chair and BIC's Executive Director.  SE has updated the BIC Library Committee at every meeting but this committee only meets quarterly. BIC Executive Director attends most T&amp;FWG conference calls so is kept fully up to date. In addition this form is now being filled in and updated monthly. This information is for the BIC Executive Director.</p> <p>11) New scheme logo  TEC committee to agree design with a designer. SE to contribute to a design brief with some important elements/suggestions but the TEC will liaise with the designer and will presumably manage the scheme</p>
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	<p>logo. Also it may be appropriate for all the BIC accreditation scheme logos to have a common look.</p> <p>This task needs to be coordinated with the TEC for its next meeting. SE recommends that the same designer is used for all the accreditation schemes and that a common look is agreed. Designer has been contacted by Alaina-Marie. <b>(20% Completed)</b></p> <p>12) New Scheme certificates</p> <p>The certificates should be based on the logo once agreed. There is also the opportunity to mention areas of excellence achieved. This could work quite well on a certificate but BIC would have to print these off on a customisable basis and have high quality paper, envelope etc. and a high quality image should be emailed. This task is dependent on the New Scheme Logo item above. <b>(0% Completed)</b></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. <b>(100% complete SE 24/02/2015)</b> No further contact from web designers. Awaiting start of testing. SE has agreed to test website.</p>
<b>Other Comments</b>	