ODI Conformance Checklist: Library

Libraries are encouraged to take specific measures to assert their conformance with NISO RP-19-2020, the recommended practices of NISO's Open Discovery Initiative. These measures are voluntarily made by each organization, in an effort to increase transparency and communications around pre-indexed or "web-scale" library discovery services. The ODI Conformance Checklist below was created to enable standardized methods for libraries to assert their ODI conformance to content providers, discovery services, and other industry stakeholders.

Organization name: ____Rutgers University_____ Date: ___2023-01-11_____

Contact information: __Joseph Deodato____ jdeodato@libraries.rutgers.edu_____

Y/P/N	Recommendation	Reference	Comment
Y	Library designates individuals to be responsible for configuring Discovery Service, link resolver, proxy, and other discovery-related tools for subscribed content from Content Providers. Designated point persons should work or coordinate with each other.	3.4.1.1 (1)	The discovery platform, link resolver, and related tools are managed by the Discovery Services Librarian. The proxy server is managed by the library's IT department.
Y	Library enables linking, ranking, and authentication options available in the Discovery Service Tool for subscribed content from Content Providers, and seeks clarification if needed.	3.4.1.1 (2)	
P	Library documents configuration decisions and the reasons behind these decisions.	3.4.1.1 (3)	Most (but not all) configuration decisions are recorded in our systems change log. The reasons behind these changes are documented in internal meeting minutes. By 2024, we plan to conduct an audit of the change log to ensure all decisions are fully documented.
Y	Library regularly evaluates and updates its configurations of Discovery Service configurations.	3.4.1.1 (4)	Monthly software releases are monitored for product enhancements and fixes. New features are configured and tested in the sandbox prior to implementation.
Y	Library plans for system upgrades and seeks assistance from vendors if needed.	3.4.1.2 (1)	System upgrades are scheduled by the vendor and published in their annual development roadmap and monthly release notes.
Y	Library plans and documents for discovery tool changes and seeks assistance from vendors if needed.	3.4.1.2 (2)	
Y	Library selects the correct database collections available in the Discovery Service tool for subscribed content from Content Provider and seeks clarification from the Discovery Service Provider and Content Provider when needed.	3.4.1.3	
Y	Library works with the Discovery Service Provider to learn exactly what, if any,	3.4.1.4	

Y/P/N	Recommendation	Reference	Comment
	adjustments can be made to result ranking, boosting, and weighting, and seeks clarification if needed.		
Y	Library selects the correct holdings packages available in link resolver for the subscribed content from Content Providers and seeks clarification from the link resolver provider and Content Provider when needed.	3.4.1.5 (1)	Electronic holdings managed by the Electronic Resources Librarian. Once activated, these holdings are automatically made available in the discovery platform and accessible via the link resolver.
Y	Library regularly evaluates and updates its configurations of library link resolver configurations.	3.4.1.5 (2)	
Y	Library configures the proxy server for discovery services and link resolvers, and seeks clarification if needed.	3.4.1.6	
P	Library works with vendors to create detailed agreements on what support the provider offers during and after implementation.	3.4.2.1	In our experience, most support agreements are not customizable but we will negotiate with a vendor if the terms offered do not meet our needs.
Y	Library regularly checks and evaluates ODI Conformance Statements from Content Providers and Discovery Service Providers and publisher-provided configuration guides for libraries.	3.4.2.2 (1)	This is typically done when 1) evaluating a new product for purchase, 2) acquiring a resource with unique configuration requirements, or 3) troubleshooting a technical problem.
Y	Library advocates increasing ODI conformance for Content Providers and Discovery Service Providers.	3.4.2.2 (2)	
Y	Library uses the vendor-provided tools to report missing, incomplete, or incorrect database collections, first to the Discovery Service Provider, and next to the Content Provider.	3.4.2.3	
Y	Library develops and executes a staff training program for one or more staff members on managing the Discovery Service, link resolver, proxy, and other discovery-related tools.	3.4.3.1 (1)	Documentation on configuring and managing the discovery service is provided by the vendor. Additional staff training is offered as needed.
Y	Library provides regular training sessions to patrons and staff on how to use Discovery Service tool.	3.4.3.1 (2)	User support is provided via live chat and email as well as on-demand help documentation and video tutorials. Additional user training is offered as needed.
Y	Library staff read official documentation, announcements, and updates, and make relevant adjustments in configurations.	3.4.3.1 (3)	
Y	Library staff join the online communities (listservs and forums) for the Discovery Service Providers, engage in dialogue, offer ideas and	3.4.3.1 (4)	Library staff regularly participate in online community forums, annual

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Y/P/N	Recommendation	Reference	Comment
	suggestions, and share innovative approaches created or implemented.		user group meetings, and customer mailing list discussions.
Y	Library staff on licensing, electronic resources, systems and front service regularly meet to discuss configuring Discovery Service, link resolver, proxy server, and other discovery-related tools for subscribed content.	3.4.3.2	

Instructions

Completion of this checklist requires adding the following responses to the first column of the checklist above:

- A "Y" (for Yes) indicates conformance with the indicated paragraph of this Recommended Practice.
- A "P" (for Partial) indicates partial conformance for which explanatory comments should be entered in the last column.
- An "N" (for No) indicates that the content provider does not conform with the recommendation. Explanatory comments may be added for any response.

This document can be reformatted as needed and published in a variety of file types. For each recommendation, additional background is offered in the referenced sections of the Recommended Practice. Supplementary details, commentary, and materials are also encouraged in the last column, but these are not required. If you have questions or need assistance, please contact odi@niso.org.

Scope

Libraries are organizations that offer users access to information via a web-scale discovery solution, which reflects the library's complete collection to the greatest extent possible so that users can search the library's full offering.

About the Open Discovery Initiative

Nurtured by the National Information Standards Organization (NISO), the Open Discovery Initiative (ODI) aims at defining standards and/or best practices for the new generation of library discovery services that are based on indexed search. These discovery services are primarily based upon indexes derived from journals, ebooks and other electronic information of a scholarly nature. The content comes from a range of information providers and products—commercial, open access, institutional, etc.

Given the growing interest and activity in the interactions between information providers and discovery services, a more standard set of practices is required for the ways that content is represented in discovery services and for the interactions between the creators of these services and the information providers whose resources they represent.

The Recommended Practice was created by members of the ODI Working Group, which completed its work in June 2014 with the publication of NISO RP-19-2014. NISO constituted a new Open Discovery Initiative Standing Committee following the approval of the ODI Recommended Practice. This standing committee has worked to facilitate the adoption of the principles of the Recommended Practice and to promote the adoption of conformance statements from discovery service providers and content providers. The committee has extended the work of the ODI Working Group by conducting additional surveys addressed to Content Providers, Discovery Service Providers, and to libraries to gather more extensive and recent data regarding the content discovery environment and to identify interest in enhancements to the Recommended Practice. Informed by these survey responses, the ODI Standing Committee has developed a revision to the Recommended Practice, NISO RP-19-2020.

The ODI Standing Committee is charged with the following tasks:

- Promotion and education of ODI Recommended Practice for all stakeholders
- Support for content providers and discovery service providers during adoption and completion of conformance checklists
- Provide a forum for ongoing discussion related to all aspects of discovery platforms for all stakeholders
- Identify emerging needs in the open discovery space and determine appropriate courses of action
- Make recommendations to the IDI (Information Discovery & Interchange) topic committee on further work items required to fulfill the goals of the Open Discovery Initiative

To learn more about ODI conformance, visit the Open Discovery Initiative workroom and download NISO RP-19-2020.