

NCIP Implementers Group  
Minutes - In Person Meeting  
April 14-17, 2009

Present:

3M - Paul Sevcik (Tuesday, April 14 only)  
Auto-Graphics - Mary Jackson  
EnvisionWare - Rob Walsh (NCIP Maintenance Agency)  
Ex Libris - Mike Dicus  
Innovative Interfaces - Lynne Branche Brown  
NISO - Karen Wetzel  
OCLC - Tony O'Brien  
Relais International - Kevin Stewart  
SirsiDynix - Gail Wanner (Chair), Brent Jensen

Minutes prepared and submitted by:

Rob Walsh, EnvisionWare / NCIP Maintenance Agency

Tuesday, April 14

*Agenda Review*

Wanner called the meeting to order and thanked Innovative Interfaces for hosting. She led group through a review of the proposed agenda. During the discussion around marketing and education efforts, Wetzel indicated that NISO has been receiving negative feedback relative to NCIP, mostly surrounding the lack of implementations. She stressed that the group should focus on how to foster more implementations. Wanner suggested that we might want to work to identify a core group of messages to reduce the perception that NCIP is so large. "We use only about a dozen messages," she said. O'Brien added that one of the main motivations behind version 2 was to remove the perceived and the real barriers that were alleged to be preventing people from implementing and collaborating. "We should really work to focus on fostering more collaboration and implementation," he said.

*News and Updates*

Wanner opened a discussion on general news and updates. She reported that the Rethinking Resource Sharing group is planning an annual forum to be held in Dublin, OH, in May. Although NCIP is not that group's main focus, they support standards and are particularly interested in NCIP. Wanner reported also that she has not yet received any information relative to the LITA presentation that was submitted by members of this group. She said that Susan Campbell at CCLA submitted another session, and she, too, has not yet heard whether the session was accepted. Wetzel reported on an effort from within NISO to pursue Single Sign On. A recent ballot appears to have garnered

enough votes for a working group to be formulated. Wetzel indicated that the expected outcome from those efforts is likely to be a recommended practice, not a new standard. O'Brien reported that Walsh recently accepted an invitation to join the Discovery To Delivery Topic Committee. Walsh reported that he and Wanner had been working to increase the amount of NCIP-related information published through NISO. These efforts include articles in NISO's Information Standards Quarterly and news items in NISO's monthly newsletter. Wetzel commented that the group should continue to do this and more. "We really want to show people that this work is going on and that this is an open venue," she said. "We want people to know that the issues that have been raised are being addressed." Dicus reported that the eXtensible Catalog (XC) project (<http://code.google.com/p/xcnciptoolkit/>) has published an NCIP toolkit. Walsh indicated that a link to that project has been added to the Links and Resources section of the NCIP website.

### *Concerns over Pricing*

Stewart expressed frustration over the fact that some vendors' pricing models for NCIP serve as a barrier to entry for some of his customers. Wanner added that this group has always stayed away from pricing and costs. She suggested, though, that there might be something NISO could do to encourage people to make NCIP available at reasonable costs. Stewart indicated that there is no real need to take any specific action. "We simply need to make it clear that pricing issues may be damaging the standard," he said. O'Brien asked if there are ways to mitigate those issues to reduce the impact of concerns over pricing. Wetzel suggested that we should try to find ways to point out that it is possible to implement without incurring high costs. O'Brien added that, given the current economic climate, we need to do all that we can to make NCIP more affordable. Wanner indicated that, by defining a core set of message, we simplify the process for implementing. Also, more work towards harmonization would reduce the number of different approaches responders would need to support. "Each new profile often requires support for different messages or different handling for some messages," she said. "These things drive up the cost." Jackson reported that Campbell has reviewed several of the various DCB profiles, and she has a lot to offer on where they differ and how they might be reconciled. Wanner encouraged the group to keep these points in mind as we talk throughout this meeting. "If we ensure that they are part of our discussions, then we might find ways to address them," she said. Jackson suggested that there might be value in trying to identify messages that are rarely used and eliminate them. O'Brien cautioned that we might be able to define core profiles that identify the must-have messages, but that we might not want to actually eliminate any. "I am reluctant to remove really good messages, but I do think we can relegate them to the background," he said. Brown agreed that we should focus on the core set but leave the others to demonstrate that there is more functionality available if it is needed. Dicus, though, raised another point commonly heard from customers. "There is a belief that, if a vendor supports the standard," he said, "it should support all of the standard. The core message set might create some confusion over what is supported." Wanner responded that if we can agree on a core and people implement that core, then we can be clear about compliance.

## *Review of NCIP IG Purpose, Structure, and Procedures*

Wanner began a discussion of the purpose, structure, and procedures for the NCIP Implementers Group as posted on the NCIP website.

- \* Forum for discussion of technical issues - the group agreed that this remains a valid part of the purpose
- \* Advisory group to the Maintenance Agency - the group agreed that this remains a valid part of the purpose
- \* Manage and approve application profiles

Wanner asked whether it is really part of the purpose of this group to approve profiles. Brown said that, at previous meetings, we had agreed that the group would simply publish the profiles. By virtue of them being published, they were “approved.” Wanner suggested that we change the wording to reflect that we collect and publish rather than approve. “Someone outside the group may infer that we actually vote on them,” she said. Jackson asked if there is a distinction between the original profiles (created as part of the initial version 1 efforts) and those that have been created since. Walsh indicated that the older profiles have been separated from the newer ones and placed into an archive on the website. Jackson said that there may be a perception that the profiles with vendor information are not seen as “approved” or “official” in the same way as the originals. Walsh, though, asked whether the original profiles were really hypothetical because they were created before any implementations existed.

Wetzel indicated that NISO is getting a lot of pressure to pull support for NCIP due to issues associated with implementations. The profiles are confusing because they imply that each vendor has its own implementation. “There’s a bit of reality in that,” Brown added. Wanner suggested that we could change the way that we are posting the information. “We did, though,” she continued, “create NCIP as a toolkit standard.” Wetzel asked if that perception is one we want to continue.

Sevick asked about the impact of an approach that collects and publishes, but without any approval or versioning. “How do libraries feel about long-term support and compatibility,” he asked. Wetzel suggested that more information on the website to explain with what systems and versions an application profile is intended to work might help to address this. Wanner recalled that, when the DCB profiles were drafted, the four approaches were done as exercises. “They are not a part of the standard,” she said. “They are just ideas for how it might be used.” Jackson added, however, that people think of the profiles as part of the standard because they are on the NCIP website. Wanner and Jackson agreed that the C-ILL profiles may more accurately reflect how NCIP systems

communicate, partly due to the fact that C-ILL had a firmer grounding than DCB at the time when the profiles were written. Wanner suggested that there might be value in continuing the efforts to harmonize DCB and C-ILL as they are done with NCIP to see if they can use the same set of messages. Jackson said that Campbell has been reviewing the profiles very carefully and is finding numerous discrepancies. "Most are probably due to editorial sloppiness," said Jackson. "However, others who look at the profiles may have the same experiences." Jackson continued by suggesting that we add a note that the existing profiles were written to support version 1 and may not work with version 2. Walsh asked whether the note should be applied to all existing profiles or just those currently residing in the archive. Wanner said that we should indicate that all of them were written to support version 1, and she suggested that those in the archive should have an extra note indicating that they are intended as examples and should not be used. "That way," she said, "people won't view them as authoritative."

Wetzel asked if the group is planning to update the more current profiles to be compatible with version 2. Wanner suggested that our discussions around a core set of messages will likely impact the existing profiles.

O'Brien returned to the point of this group's role as it relates to profiles. "It is a responsibility of this group," he said, "to review and make recommendations for all existing profiles." Brown suggested that we change the bullet point in the list defining the group's purpose from "Manage and approve application profiles" to "Collect and publish application profiles." Sevcik reiterated a desire to make an effort to incorporate some kind of versioning scheme.

- \* Accelerate the implementation of NCIP - the group agreed that this remains a valid part of the purpose, possibly even the most significant part
- \* Promote NCIP through educational activities - the group agreed that this remains a valid part of the purpose and that it has been putting more efforts into this area
- \* Broaden the technical membership of the group

Wanner indicated that we have not done much of this lately. "We seem to have lots of other priorities," she said. Walsh suggested that we should make an effort to consolidate the group and reach out to those who have been less active before we expand. Jackson asked whether we should reach out to more librarians. O'Brien agreed that it has been valuable to have someone like Campbell participating in the group. Wetzel added that people appreciate that NISO represents both vendors and libraries. Wanner said that the economic climate may make it difficult to recruit more members. O'Brien suggested that we might need to review the mechanisms by which we meet in order to be more cost conscious. Although we get more done when we meet face-to-face, he indicated that we might be more effective in recruiting more members, especially librarians, if we can find more effective ways to meet remotely. Wanner asked if

NISO is doing things in other arenas to compensate for difficulties holding in-person meetings. Wetzel said she was surprised that she had been able to attend this meeting due to cuts in travel expenses. "This is one of the few groups that continues to hold regular in person meetings. People are using more of the on-line tools and working hard to communicate really clear ideas about what needs to be accomplished" in order to make those virtual meetings more effective. Wanner asked if others have had success with teleconferences. O'Brien said that the technology often gets in the way and that time often is wasted trying to get the infrastructure established. Jackson said that, while she has been part of effective sessions, they were not attempting to have the types of discussions that we have when we meet. Wanner agreed that teleconferences don't generally facilitate this type of discussion. Wetzel suggested that effective teleconferences require more up-front planning. Stewart indicated that he has had success with hybrid meetings where some people are local and others are remote via webcam and speaker phone.

Wetzel suggested that there might be value in having a smaller, very focused group and a larger, less active group. O'Brien agreed that there are certain discussions that relate well to the larger group and others, like showing the XML schema, that need a smaller audience. He continued by reiterating that we need to work to address the logistics of how we are going meet, in this climate, before we can recruit effectively. Jackson added that we need to be able to provide compelling content for people to want to take time from their schedules and participate in the meetings. Walsh suggested that having a clear and fairly narrow focus (and a looming deadline, added Wanner) was part of what made the small group efforts effective last fall when we were working to finalize version 2.

Brown asked whether we had sufficiently answered the question of whether a part of the group's purpose is to broaden the technical membership. The group agreed that the emphasis on technical may not be necessary. Wetzel suggested that "Assure a balanced representation of interested parties" should be used instead. Wanner indicated a preference to keep the current item and add the one Wetzel suggested.

\* Acquire feedback and requirements from end-users

Jackson suggested that we revisit this item at a later time. She felt that it is really part of the prior discussion around membership and balance.

Wanner asked if anyone could think of other things that should be part of the purpose. Jackson suggested that the current purpose does not address maintaining and revising the standard. Walsh suggested that would come under "advise the Maintenance Agency." Wetzel added also that this notion may change after discussing whether to move to continuous versus periodic review of the standard.

### *Negative Feedback Received by NISO*

O'Brien asked Wetzel to elaborate on the various pressures NISO is facing relative to NCIP. "The feedback we're hearing is 'It doesn't work' and NISO should not be supporting it," she answered. She indicated that at ALA mid-winter in January there was talk about the pace of the standards process and how libraries don't know what to ask for. Those are the reasons being given for why it doesn't work. "The feedback isn't new," she continued. "It's things you've probably heard. This is why it is so important to focus on PR - a make-over for NCIP, so to speak." O'Brien asked what the most important target audience for efforts relative to restoring the image would be. Wetzel indicated that it is difficult to pick one, and that each member of this group needs to work to promote their own implementations and develop them if they do not exist.

### *NCIP Implementers Group Membership Requirements*

Jackson suggested that we should review and possibly revise our requirements for participating in this group. Wetzel indicated that it is permissible under NISO to state requirements like "if you miss two calls in a row you can be removed." Brown suggested that we establish membership requirements that conform to NISO's guidelines. Wetzel presented the NISO Policies and Procedures guide, specifically section 2.3, that governs committee membership (see <http://www.niso.org/about/documents/NISOprocedures2008final.pdf>). O'Brien made a motion to approve the NISO guidelines as they relate to defining membership requirements for the NCIP Implementers Group. Brown seconded the motion and the group raised no objections.

### *Binding Decisions at In Person Meetings*

Wanner reminded the group that, in the past, we've opted not to make binding decisions at in person meetings. Historically, we've posted recommendations to the list and allowed for a two week review period before calling a formal vote. "Is that something we want to change?" she asked. Jackson expressed her concerns and frustrations over the usual lack of response from the list during the review period. "If people know decisions will be made," she said, "they may be more likely to attend." Wetzel added that the agenda is published beforehand, so people with a specific interest have a chance to express their positions ahead of time if they will be unable to attend. Wanner suggested that the group should formally define what constitutes a quorum for meetings and votes.

### *Designated Contacts for Member Organizations*

Jensen requested that it be possible to name both a primary and a second contact for each organization. O'Brien suggested that wording should be added to the members list page on the website indicating that each organization receives one vote and may name a primary and secondary contact. The first name listed is the primary, and that person's vote is considered authoritative for the organization in the event that both the primary and the secondary contacts cast a vote. The primary contact may designate a

temporary contact who may speak for (and vote on behalf of) the organization for a specific time period or event.

### *Voting versus Non-Voting Membership*

Walsh suggested that we may be changing the structure of the NCIP community to one where there are those who are members of the Implementers Group (with voting privileges) and those who are part of a general interest group. This might imply that we no longer need voting and non-voting membership within the Implementers Group. Wetzel asked whether there is a need for a third layer, some kind of technical subgroup. Wanner responded saying the the nature of the tasks probably will dictate the technical level required, and she saw no need to explicitly differentiate.

### *Contacting Inactive Implementer Group Members*

Wanner requested that the minutes reflect the decision to adopt the NISO guidelines for membership in the Implementers Group. Further, she indicated that she and Wetzel will contact current members who are presently inactive and inform them that they are being removed from the group as they do not meet the new criteria. Those organizations will have the option to re-join the group by agreeing to abide by the new requirements for participation.

### *Review of NCIP Implementers Group Procedures*

Wanner began a review of the NCIP Implementers Group procedures are posted on the NCIP website.

- \* Consensus is golden - the group agreed that this remains a valid part of the procedures
- \* One vote per member organization - the group agreed that this remains a valid part of the procedures
- \* Organization must be an NCIP developer

Wanner indicated that we've never enforced this requirement. Jackson recommended changing the item to read "Organization must be interested in the development of the NCIP standard." Wanner suggested actually removing this item.

- \* Organization decides the member who votes - the group agreed to accept O'Brien's earlier proposal as the definition for how an organization's vote is determined
- \* Attendees at the first meeting are members - the group agreed to remove this item as it is no longer relevant

- \* Chair accepts membership applications or refers applications to the group - the group agreed that this remains a valid part of the procedures
- \* Chair maintains membership list - the group agreed that this remains a valid part of the procedures
- \* Chair is always a voting member - the group agreed to remove this item as, by eliminating the notion of voting and non-voting membership, it is no longer relevant
- \* A member can propose a vote (must be seconded) - the group agreed that this remains a valid part of the procedures
- \* Two-thirds of participants in vote count as a majority

Wanner indicated that the NISO guidelines call for only a simple majority. Wetzel, though, said that the group is allowed to make its own decision for what constitutes a majority. O'Brien recalled that the choice of two-thirds was intentional. Jackson asked whether "participants" means "those at the meeting" or "those in the group". Wanner returned to the idea of defining a quorum. O'Brien suggested that two-thirds of the membership should constitute a quorum. The group agreed and further defined that this number is required to hold a vote. 50% of the membership plus 1 vote is required for a vote to pass. For example, if there are 12 members, 8 constitute a quorum. 8 or more would need to vote for the ballot to be considered binding, and 7 votes in favor would be required for passage.

- \* Abstentions don't count either for or against - the group agreed that item this remains a valid part of the procedures; further the group acknowledged the potential for confusion as to how abstentions count relative to defining a quorum
- \* All decisions, plus details of votes, must be recorded in meeting minutes - the group agreed that this item remains valid as part of the procedures
- \* Conference calls follow the same rules

Wetzel asked whether we should add any wording to reflect other forms of remote meetings. Wanner suggested that this item should be removed and that the group should assume that all meetings follow the same rules.

- \* List discussions follow the same rules but have a duration, exceeding of which amounts to abstention - the group agreed to revisit this item once a decision has been made on whether to use the voting facilities available at the NISO website
- \* Chair is the only person who convenes meetings - the group agreed that this item remains a valid part of the procedures



- \* Chair is the only person who approves voting process - the group agreed to remove this item since the voting process is sufficiently well-defined elsewhere in these procedures
- \* Chair decides if reconsideration of decisions is warranted - the group agreed to remove this item and leave the decision to reconsider in the hands of the group and subject to the other procedures (i.e., motion and second to reconsider the decision)
- \* Chair may designate a proxy - the group agreed that this item remains a valid part of the procedures
- \* Chair reports success or failure of the vote - the group agreed that this item remains a valid part of the procedures
- \* Default email vote duration is one week; Chair may reduce or extend this at own discretion - the group agreed to revisit this item once a decision is made on how electronic voting is to be managed
- \* Finalization of application profiles will follow the established voting process - the group agreed that this item should be removed since the group does not approve application profiles

Sevcik asked whether we should add any procedures defining how the chair is selected. Wetzel suggested also that we should specify the term of the chair. Wanner indicated that, so far, the chair has served until he or she decides to step down. "Should there be a term limit?" she asked. Sevcik asked whether the term should actually be limited or whether there should simply be a periodic review or reaffirmation. O'Brien indicated that we should not require someone who is doing well and who wants to continue to step down. Jensen suggested that we could allow the regular voting process (motion with second) to initiate the process to replace the chair. Wanner suggested that, at the very least, we should indicate that the chair is elected by the group. Jackson recommended adding that the term is undefined (or open-ended).

### *Continuous Versus Period Review*

Wanner opened a discussion on whether the group should adopt a continuous review process for the standard rather than persisting the current process that requires a formal review every five years. Wetzel explained that ANSI provides for both mechanisms. NCIP is currently governed by the rules that require it to be reaffirmed once every five years. The scope of what can change between formal reviews is limited. Any substantial changes require another formal ballot. The continuous review process is starting to become more popular, probably due to the pace of advances in technology. Z39.7 is currently the only NISO standard using the continuous review process. With that group, comments are made regularly and a committee reviews them every six months. The committee decides which to adopt and then informs the membership of the changes. This does not require a formal vote before the full

membership, but it does require more formal process for communication and decision making. Wanner asked if the change interval has to be specified up-front. Wetzel indicated that the interval must be specified, but no changes are required to be published at each interval. However, if no changes occur during the interval in which the standard would have had to be reaffirmed under periodic review, the standard would have to be formally reaffirmed with a ballot before the full membership. O'Brien observed that we have not yet made it through any four year period without a change. Wetzel added that continuous review would allow for those changes to be made more regularly. Jackson asked whether each published change receives a new number. "How do we address issues associated with backwards compatibility?" Wetzel explained that there is a lot of flexibility inherent in the process, and handling for many of those issues is not prescribed. "The group would need to define how those sorts of issues are managed." O'Brien suggested that we can control versioning by requiring each update to the schema to trigger a version number update to the schema itself. Jackson asked how we communicate to the community the impact of, for example, version 2.0 versus 2.01. O'Brien indicated that, so far, we've broken backward compatibility only once. "I recommend that we continue that practice," he said. Jackson expressed a concern over the perceptions associated with the frequency of change. Wanner added that, with the advent of extensions, we are likely to see more changes over time. "It would be better," she said, "to see those changes become part of the standard rather than have them implemented as vendor-specific extensions." O'Brien indicated that was an intentional component of the extensions mechanism. "We wanted useful extensions rolled into the standard," he said. Jackson continued to explain that her concerns relate to the potential for confusion over the compatibility of different versions. O'Brien suggested that if we do a good job of maintaining backward compatibility, then two versions compliant with the same base version should be able to interoperate. Jensen recommended adopting a practice of allowing ourselves to break backward compatibility only in major versions. Wanner added that it is incumbent on vendors to document and publish what versions they support. O'Brien reminded the group that we have this problem already in that we have two incompatible versions.

Jackson returned to the question of moving to continuous maintenance. "Is there anything really harmful that might prevent us from going to continuous maintenance? It sounds like we have everything to gain." Wanner agreed that we do have a lot to gain, but cautioned the group to be mindful of the responsibility associated with creating new versions in less than four years. Walsh suggested that we don't have to publish new versions that frequently, but we have the option to do so when we have the need. Wetzel agreed that it puts the group in a position to act on things the community sees useful. "It more closely reflects reality," O'Brien continued. "We're doing this already every time we update the schema." Steward added that if we stick to the idea that only major versions may break compatibility, and we agree not to publish new versions every week, then we limit the risk that people will object to the changes. Sevcik reiterated that the on-going maintenance may require a higher level of commitment. O'Brien suggested, though, that the changes could be implemented without additional face-to-face meetings. Jackson added that we might encourage more adoption by being able to make small changes more frequently. Wanner said that, from a PR perspective, this

might be very beneficial to us. “If we announce that we are going into a continuous maintenance mode and really encourage feedback, then we may get some good input.” Wanner asked whether the group was generally in favor of moving to continuous maintenance. O’Brien indicated that there appears to be consensus around the principle, but we’ll need to define more of the details as we begin to prepare the documentation necessary to make the change formally with ANSI. Walsh agreed to work with Wetzel to review the required documentation and formulate a list of the decisions that will need to be made. He will bring this information back to the group for further discussion and a formal, final decision.

### *Self-Service Needs*

Wanner asked if any more discussion was necessary around needs specific to self-service. Walsh explained that it might be better to give self-service implementers more time to explore the changes introduced in version 2. “I’m not sure it would be fair to harp on what else needs to be done,” he said, “until we have a chance to see what is possible.” Sevick added that what is really needed are more implementations. He agreed that there may be more work to be done, but a lot of functionality was added in version 2. Wanner asked what needs to be done to get those additional implementations. Walsh said that, historically, it has been difficult to define a strong business case. “Why do NCIP when there’s no benefit beyond what can already be done in SIP?” Version 2 adds some functionality to get more information with fewer requests than with SIP, but is that the kind of enhancement that adds real value that customers see as significant? Other features, like being able to offer patron self-registration and address verification and update, do add real value, but there aren’t systems that provide those functions. Self-service implementers are at the mercy of the ILS vendors to provide responders to do self-service with version 2. Walsh agreed to work with (Sue) Boettcher at 3M to define a set of discrete workflows that are specific to self-service.

### *Revisiting Application Profiles*

Jackson suggested that the application profiles should be geared more towards workflows and performing tasks than on exchanging messages. “Such profiles,” she said, “allow us to begin to make lists of those vendors who implement the messages necessary to perform useful tasks. This information may be in the current profiles, but it is probably so buried that it isn’t obvious.” Wanner agreed that we should again review the application profile template. The template should probably start with some information about what the profile will allow a user to do. Jackson added that the profiles, originally, were intended for developers, not for users. Brown suggested that we might need two documents. Wanner agreed that, at the least, there should be two sections, one aimed at each audience. O’Brien added that one should focus on the *raison d’être* - the high-level goal or objective - plus the technical detail.

## *Possible Changes and Additions to Version 2*

Wanner led a review of a list of items that had been compiled last fall during the efforts to finalize version 2 for publication. Some of these items originated as comments received during the balloting, and others were the result of work done to ensure the various pieces of documentation associated with version 2 were consistent with one another.

### \* Distinguish individual for institutional users - comment from Library of Congress

Wanner suggested that this might be dependent on how each individual ILS implements borrowing. Jackson explained that the issue might be that it isn't easy to pass the parent institution in the relevant messages. The group reviewed the actual comments and decided that the request was for a way to loan materials to an institution (i.e., a Congressional office) rather than to an individual user. Additional discussion suggested that another aspect of the request was to perform tasks in batches (i.e., expiring all users associated with a Congressional office). The group concluded that NCIP already has sufficient mechanisms for identifying the relevant agencies and that the specifics of this request depend on the actual implementation within the ILS. As a result, the group decided that no action should be taken on this issue.

### \* Allowing patrons to be owned as part of larger organizations - comment from the Library of Congress

The group concluded that this item was related to the previous one and again decided that no action should be taken.

### \* Re-review the process for requesting optional information in Lookup messages

Jensen explained that, early in the version 2 discussions, we had wanted to have only way of asking for optional information. However, version 2 still defines at least two ways: the use of empty elements and the use of what in version 1 was a scheme/value pair to request the desired information by name. O'Brien explained that some of the desired changes had to be removed from version 2 during the final editing because the balloted documentation did not agree with the schema. The changes necessary to make the standard match the schema were deemed to be "significant" and would have required us to reballot the standard. Walsh asked whether the situation could be corrected now without break backward compatibility. O'Brien suggested that it might be possible to add a new optional element that represents the preferred approach and then allow implementers to choose which approach to use. In version 3, we could remove the non-preferred mechanism. "As an initiator, this would not be a problem," he said. "However, as responders would have to implement both approaches." The group decided to defer any action on this item until we next have a reason to

break backward compatibility since there is no real value in making the changes now. They would actually introduce additional complexity in the short term.

\* Add transaction agency or transaction location to Accept Item

Jensen explained that when an item is created while handling Accept Item, there is no way to identify the physical location associated with the new item (particularly when the transaction is being processed in a central facility). O'Brien indicated that version 2 contains Pickup Location as an element within Accept Item. Brown also pointed out that there is a repeatable location element that contains a Location Type which is just a string value. She suggested that the example of p.57 on Part 1 be updated to include "Borrower" and "Lender" as sample values.

\* Determine whether user id, bibliographic id, and possible other id elements should repeat in places where they are used - comment from OCLC

Jensen explained that a response should be allowed to include multiple identifiers for the item if the item has more than one. O'Brien indicated that multiple ids might be problematic in a request since it could make the request ambiguous, especially if the ids each resolved to a different entity. Jensen agreed that repeatability might be valid only for responses. Brown asked if there is a real market need for this functionality. Dicus read the original comment which cited an example where a request might include both the ISBN and an OCLC number. O'Brien added that, as it relates to Accept Item, the request is not being used as a lookup. The ids are purely descriptive. Dicus indicated that a second part of the comment relates to using bibliographic id and item id in a Request Item message. The standard currently requires the use of one or the other. O'Brien agreed that there might be valid uses for this, but that we might be implying a particular workflow if we allow both ids in the request. "Does the order in which the search is conducted matter, for example?" he asked. Wanner agreed that there may be a good case for being able to repeat something like an ISBN since records can have two ISBNs, a short and a long. In those cases, if you can't send both ids, you may not be able to find the item. Brown indicated that, while not opposed to the change, we should be mindful that we may be expanding the protocol from being specific to a single item to now being one of many items. Jackson added that, in some cases, we don't know the specific item anyway. Stewart asked if this is a place where we should recommend the use of extensions. O'Brien suggested that if we feel it is a valid change why should require that it be implemented as an extension. "I do think, though," he continued, "that there may be cases where the nature of the message may be different. Multiple ids in a request message may mean 'request one of' in some cases and 'request all' in another." Jackson suggested that we could review each case individually and decide whether the change makes sense in each context. O'Brien indicated that might be a large task. Jensen suggested that we could wait for a valid use case implemented as an extension, then modify the

standard to incorporate that specific use case. Stewart agreed that he felt that was part of the intended purpose for extensions. Brown agreed also, stating that it makes more sense to address things as they come up in actual use than it does to make wholesale changes throughout the schema. Jackson recommended that we should note that we are intentionally addressing two specific cases and not reviewing the standard as a whole. The group agreed that the following changes should be made to the schema:

- \* Allow Bibliographic Id and Item Id to be both repeatable and not mutually exclusive in Request Item. At least one of the two must be present, but both can be present and both can repeat.
- \* Allow Bibliographic Record Id to be repeatable in Bibliographic Description within Accept Item

Wetzel cautioned that no changes should be made until a final decision is reached on the question of continuous maintenance and procedures are put into place for publicizing proposed changes. "Under continuous maintenance," she said, "you have to provide forums for feedback." The group briefly discussed how to allow changes to evolve through a series of drafts and conversations without compromising the obligations of the continuous review process. Ultimately, the group decided that informal and non-authoritative changes could be made in order for the group to review and refine them. Over time, these changes would be collected and published in accordance with the procedures that are to be defined for continuous review. O'Brien agreed to make the changes to the schema as a draft and only for review purposes. Further, Walsh agreed to draft a "Release Notes" document explaining the technical details and the motivations behind the changes.

#### \* Repeatable problem element

The group agreed that this represents a case where the schema and the standard disagree. The schema represents what the group intended for version 2, but the standard was not properly updated before going to ballot. As a result, the standard could not be changed during final editing to be consistent with the schema. Brown volunteered to review the protocol to determine the scope of the changes necessary to make the standard agree with the schema. She was able to complete the review before the meeting was adjourned, and she reported that many elements as documented in the standard are not marked as repeatable in places where they are repeatable in the schema. The documentation for these elements needs to be updated in order for them to match the schema.

#### \* Review use of User Id both inside and outside User Optional Fields

The group agreed that User Id is allowed to exist both inside and outside User Optional Fields (within Lookup User) as a result of the version 2 change to replace Visible User Id and Unique User Id with User Id. However, the group

further agreed that the duplication does no harm and actually might serve a useful purpose since the User Id within User Optional Fields is repeatable and contains a User Id Type element.

\* Review use of Item Id both inside and outside Item Optional Fields, primarily for consistency with User Id and User Optional Fields

O'Brien offered a use case where, during check in the system might check to see if one item belongs as part of another item. Having an Item Id inside Item Optional Fields would allow for a "Parent" or "Set" Id to be defined. The group agreed that the schema should be changed to allow Item Id to exist within Item Optional Fields as a repeatable element.

\* Possible editorial defects within the standard

The group began to discuss a list of possible defects that had been identified during the version 2 finalization in the fall of 2008. O'Brien suggested, though, that the list was created at a time when the standard was being scrutinized, and they had already been reviewed by a small group of people. He recommended that the full list be accepted as defects. Walsh agreed to ensure that they are corrected in the standard.

Wanner asked if anyone had other items that should be considered as part of a future update. Jensen raised an issue with Lookup User. "Is it intended," he asked, "to represent a search for a valid record in the database or a user who is allowed to perform a given task?" Walsh suggested that the answer depends heavily on the context in which Lookup User is used. "There may be uses for the information that have nothing to do with anything the ILS might know about," he said. "As a result, how would the ILS know whether to return a valid or an invalid record?" Brown added that the information necessary to make that decision is already available in other parts of the Lookup User Response. Jensen asked specifically about a user with a lost card. "Should I respond with the user data or deny the lookup and return a problem element?" He said that if the request does not include the Block Or Trap User Optional Element then the initiator has no way to know that the card has been reported lost. Stewart suggested that it is the responsibility of the initiator to include the Block Or Trap element in the request if that information is relevant to the purposes for which the request was made.

### *Mechanisms for Tracking Extensions and Lists*

Wanner asked what we need to do to report and publish lists and extensions. Brown suggested that there is no need for an approval process because the intent is to simply let people know what has already been done. O'Brien suggested the need for a template or on-line form for people to fill out and submit. Sevcik asked whether the lists are things people would be creating or extending, or are they references to things in the protocol. Wanner explained that in version 1, there were a set of known lists

(implemented as enumerations and scheme/value pairs). In version 2, we made all of them into simple string values with optional schemes. “The lists should represent what was in version 1,” she said. Brown asked where the lists would be housed, and Wetzel suggested that would likely be part of the larger question regarding using NISO’s website for NCIP. Walsh asked if the lists should be machine readable. O’Brien asked what value is gained if the lists are machine readable. Brown suggested that the URI might point to the machine readable copy of the list, but Walsh indicated that URIs are not required to resolve to a physical entity. Jackson recommended that, since we are unable to show a strong demand for the lists to be machine readable, we should not require that to be part of the implementation until a need can be demonstrated.

The group then shifted the discussion to what the lists should contain. Jensen observed that the real challenge may be getting everyone to agree on the actual list members. He recommended that we start with the lists that were defined in version 1 and add or remove items as desired. Brown suggested that we make an effort to determine those lists that are actually being used and start with those. “I have only one list that is important to my implementation - Agency User Privilege,” she said. Jensen added “That’s one of the lists I wouldn’t be able to provide. Each of my customers creates his or her own list.” O’Brien reminded the group how difficult it has been to attempt to close lists in the past. “There will always be value outside the various lists that we come up with,” he said, and he offered 17th century French sheet music as an example of a valid media type that is unlikely to be part of a canonical list. Walsh asked how many lists exist. The group concluded that there are approximately 52 elements whose values might come from lists. Wanner said that, when we made the decision to make these elements into strings, there was a strong feeling that we wanted to continue to use the existing lists. Jensen added that we wanted an easy way to extend the lists, and making them strings allows us to extend them. “What’s the value, then, in maintaining centralized lists of these strings?” Brown asked. Jackson replied that without a centralized list each implementer would have to contact each of the other implementers to find out what values are supported. Wetzel asked whether the centralized list would make it easier for new implementers. Jensen suggested that having the lists defined in the standard (rather than externally such as on a website) make them most accessible to new implementers. “However,” Wanner added, “that limits the potential for change.” Brown said that having them in the standard in version 1 may have introduced confusion. “Some of us felt that the lists in the standard were THE lists; others felt they were just examples.” O’Brien raised a concern that, by creating finite lists, we are declaring limits. “For any particular library,” he said, “their needs will be inside or outside that limit. Some libraries may, then, decide they cannot implement because their desired value is not in the list.” Jensen pressed the need for a list, particularly to clarify potential ambiguity over spelling, casing, syntax, etc. Wanner agreed and suggested that we should at least recreate the lists that existed as part of version 1. She further suggested that they be clearly marked as examples and that implementers are not required to support the specific values. Many in the group, though, continued to raise questions over where the lists should exist (Jackson and Wanner suggested they might belong in the application profiles), how many of the lists are likely to have convergent and easily agreed upon members, and how many of the lists are likely to be



used. Wanner concluded that the group was unable to reach a decision on how to document lists, and further discussion was deferred until the group could review the messages that are implemented.

### *Intent to Implement Version 2*

Wetzel raised a concern over whether vendors truly intended to implement version 2. O'Brien asked the group whether anyone intended not to implement version 2, and no one responded.

### Wednesday, April 15

#### *On-Line Survey to Determine Viability of NCIP*

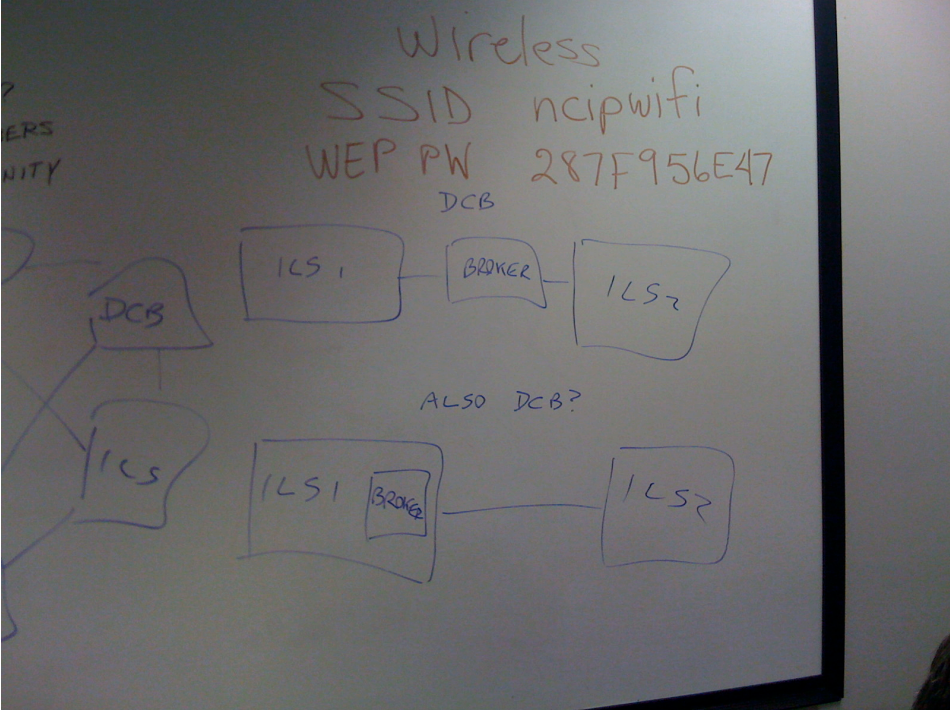
Wanner asked Jackson to summarize the work she and Campbell have been doing to create a on-line form or survey that customers could use to determine whether NCIP is a viable mechanism to facilitate interoperability among their various vendors to accomplish their goals and objectives. Jackson explained that the hope is to have an interactive web tool that allows customers to input the tasks and actions they want to perform and have the system indicate whether a given combination of back-end systems support those workflows via NCIP. Wanner expressed a concern that the current state of the industry does not have enough working implementations for an automated system like this to be comprehensive. Jackson asked whether it would be more valuable to limit the form to only those options that are available today.

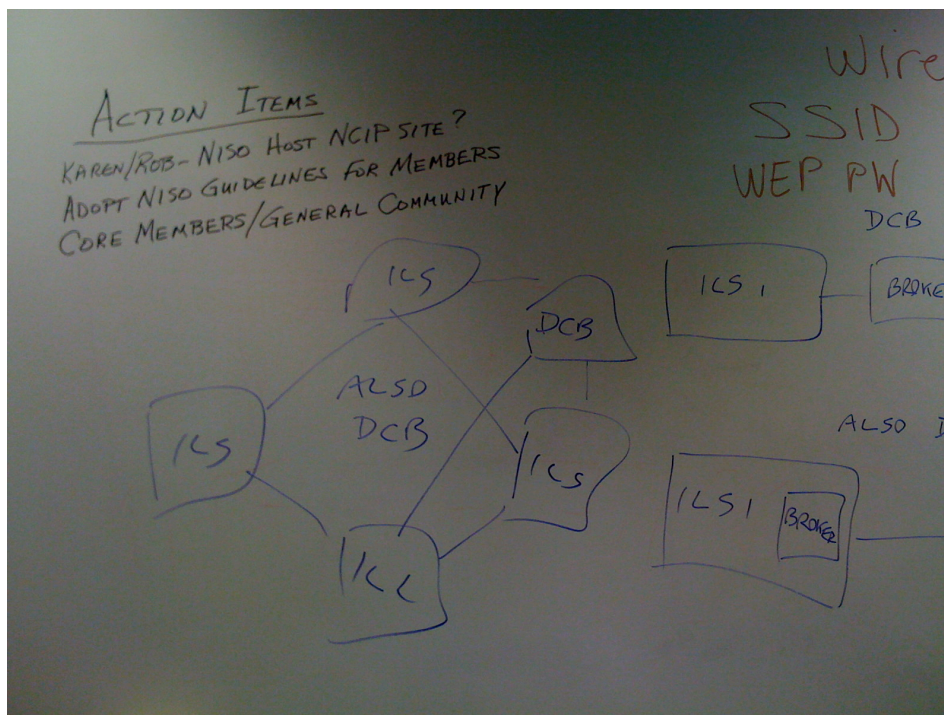
"However," she continued, "as a customer I still want to perform those tasks even if they are not support by an implementation via NCIP." Brown indicated that the presentation of the material might be too technical for many librarians. Jackson agreed that there might be a need to show both views of the information - the technical details and the high-level desired outcomes. Brown and Wanner both suggested that any automated tool needs to remain vendor-neutral and not misrepresent information by limiting the scope to only certain workflows.

Wanner asked if it might be possible to simplify and shorten the questionnaire by combining various workflows that do the same thing but with different pieces. Jackson indicated that the plan is to have the answers early questions limit the scope of what is presented later in the survey. Wanner and Jackson continued to discuss the correlations between existing application profiles, existing implementations, and the options presented in the hypothetical survey. They used DCB as the primary example. "When Campbell started working on this," Jackson explained, "she assumed that DCB would not have a broker. The profiles are written to speak directly as well, not going through a third party." Jensen suggested that application profiles should be written from the perspective of what needs to be accomplished not how it is implemented. Jackson said that the original profiles focus more on the "how." She volunteered to work with Campbell to review and refine the survey in an attempt to simplify it and focus on tasks and workflows rather than on the messages necessary to implement them.

*Simplifying Application Profiles*

Wanner said that profiles focused on “what” would be more valuable. “What’s in DCB-1 and DCB-2 differ mostly in ‘how,’” she said. O’Brien provided a simple illustration of this point, showing how the ILS systems and the broker are really roles, not necessarily separate systems. “I think a librarian would tend to focus solely on the tasks and the outcomes,” he said. “I think the questions should focus more on the real-world functions and where they can happen. We can infer from that what parts may be supported. The broker, for example, is a capability - it does not have to be a system. If we could grasp that concept, we might be able to harmonize the various DCB profiles. Whether the function exists inside or outside the ILS is irrelevant.”





Jensen suggested that, by harmonizing and reducing the number of profiles, the degree to which we are able to interoperate goes up. O'Brien indicated that he felt we might have as few as two core profiles: one for self-service and one for resource sharing. Jensen said we should add authentication. Wanner agreed that having C-ILL and DCB described in a single resource sharing profile "would be wonderful." She added that, a few years ago when a small group attempted to harmonize URSA and VDX, they discovered that the two were relatively similar. Jackson suggested that by simplifying the profiles we might get more people to support them.

### *Supported Messages*

Wanner suggested that, as a group, we should review the last few pages of the material Jackson presented to determine what messages are currently supported by existing implementations.

- \* Accept Item: implemented by six implementations
- \* Authenticate User: implemented by five implementations, but is not part of version 2  
Jensen observed that, while the message was removed in version 2, the functionality it provided is available in Lookup User. The Authenticate User message was judged to be redundant.
- \* Cancel Request Item: implemented by six implementations
- \* Check In Item: implemented by six implementations
- \* Check Out Item: implemented by six implementations
- \* Create User: implemented by three implementations
- \* Create User Fiscal Transaction: implemented by one implementation
- \* Item Checked In: implemented by five implementations

- \* Item Checked Out: implemented by five implementations
- \* Item Recalled: implemented by one implementation
- \* Item Received: implemented by two implementations
- \* Item Renewed: implemented by three implementations
- \* Item Request Cancelled: implemented by three implementations
- \* Item Requested: implemented by four implementations
- \* Item Shipped: implemented by two implementations
- \* Item Updated: implemented by one implementation
- \* Lookup Agency: implemented by two implementations
- \* Lookup Item: implemented by six implementations
- \* Lookup Request - implemented by one implementation
- \* Lookup User: implemented by eight implementations
- \* Lookup Version: implemented by two implementations
- \* Recall Item: implemented by one implementations
  - Jackson and Stewart both indicated that their respective companies now support this message as well.
- \* Renew Item: implemented by six implementations
- \* Request Item: implemented by six implementations
- \* Undo Check Out Item: implemented by one implementation
- \* Update Request Item: implemented by three implementations

O'Brien noted that, by setting an arbitrary threshold of messages used in at least four implementations, we have 11 core messages. If the threshold is reduced to two implementations, the core message set grows to about 19. Wanner asked whether Notification Messages belong within the core set. Brown explained that, in some implementations, notification messages are used to tell other systems that something happened. "While they aren't core to the workflow," she said, "they are necessary to keep the external systems in sync with the primary." Stewart asked if any implemented system takes action based on receiving a notification. Various members responded, indicating that some did and others did not. O'Brien suggested that notification messages belong outside the core. By removing those from the initial set of 11, the group identified a core set of eight messages: Accept Item, Cancel Request Item, Check In Item, Check Out Item, Lookup Item, Lookup User, Renew Item, and Request Item. Stewart suggested that we include Recall Item in this list. The group agreed to accept those 9 messages as the NCIP Core Message Set. The group felt that this set represents the messages necessary to support the most common transactions and workflows in Resource Sharing and Self-Service implementations. Vendors should prioritize and focus on the implementation of these messages in order to be most widely interoperable with other systems using NCIP. Wanner agreed to work with Wetzell to draft a press release that can be used to announce the definition of the core message set.

## *Changes To NCIP Website*

Walsh reviewed changes he had made to the NCIP website based on discussions from Tuesday on NCIP Implementers Group purpose and procedures. A few were further refined, but the group approved the result without objection.

## *Application Profiles*

Wanner began a discussion to review the application profiles in an effort to determine how they might need to be changed. Brown asked if there is a reason for the original (now archived) profiles to remain accessible. Jackson indicated that, while useful, those profiles should be clearly marked “Deprecated” or “Do Not Use.” Wanner volunteered to make those changes to the existing documents.

The group further agreed that more work should be done towards defining core workflows, possibly extended with product-specific profiles that explain how the workflows are implemented. Jackson agreed to work with Campbell in an effort to draft this core workflow document.

The group continued to discuss how the Application Profile template might need to change. Jackson suggested that a new profile might contain much of the same information currently provided, but packaged differently to focus more on results. Wanner said that we need to be careful not to lose the details that are important for programmers. Brown indicated that the Event Table was very useful, and Wanner said the list showing what messages and elements are supported was also helpful. Jackson suggested that we might need two documents. “‘Service Description’ and a ‘Protocol Implementation’ pop into mind from the ISO ILL,” she said. Wanner agreed to review the existing Application Profile template looking for ways to further streamline it, and Brown agreed to compare the DCB, INN-REACH, and C-ILL profiles to see where they are similar. The group agreed that we should make an effort to reduce the duplication between a core workflow and profiles.

## *NCIP Test Bed*

Wanner asked if, by defining a set of core messages, we have made it possible to create a test bed. Jensen asked if a test bed is really just a simple responder, then O’Brien asked how one would test a responder. Jensen suggested that the test bed could simply push pre-stored messages through a system and then check the results. O’Brien indicated that a scripted approach that exercised the various messages with known control data might work better. Wanner observed that such a system would need a way to perform a global reset on the data. O’Brien said that the scripts could be structured in such a way that the final result is the same as the starting point. “That works when the tests pass,” said Wanner, “but when they fail you still need a master reset.” The group raised questions around where the test bed and its scripts would live, who would create and maintain the system, and who would arbitrate and determine whether the results are appropriate. Brown suggested that the effort to build and

maintain a test bed might be better invested in creating and extending actual implementations. Wetzel offered that building a test bed would be supporting the standard, and that is part of the purpose of this group. The group agreed that, at this time, the test bed idea seems like a larger challenge than we are prepared to tackle. Instead, the group agreed to update the implementation status information currently accessible on the website. When a core workflow document exists, the group will again update the implementation information using the new format.

### *NCIP Advertisement Promoting Version 2*

Wetzel presented a draft copy of an ad promoting NCIP version 2 that is planned for inclusion in an upcoming NISO publication. Most of the content had been drawn from materials published as part of the version 2 balloting process, and the group concluded that the ad should target a different audience by focusing more on tangible examples of simplification and real-world benefits. The group worked collaboratively to refine the ad, and Wetzel submitted the edited copy to NISO.

### *NISO RFP Guidelines*

Wanner suggested that a small group should be created to revise the existing RFP Guidelines. She volunteered to participate, and Jackson agreed that either she or (Ted) Koppel would help. The goal is to have the draft of a revision in front of the larger group within six months.

### *LITA Presentation*

Wanner agreed to check on the status of the presentation that was submitted for this year's LITA conference.

### *Implementation Checklists*

Brown and Jackson agreed to work together in an attempt to merge the various versions of the implementation status forms and checklists that currently exist.

### *LAMA / RUSA-STARS*

Wanner indicated that LAMA / RUSA-STARS held a discussion forum at ALA mid-winter, and they had plans to have a similar session at ALA summer in Chicago. She agreed to contact Nada Vaughn in an effort to get more information. Others in the group suggested that we should have handouts promoting NCIP (possibly copies of the ad) and/or placards in vendor booths at ALA.

### *Other Efforts to Promote NCIP*

Wanner requested that people bring to her attention ideas about other forums for promoting NCIP. She asked also that people send her any informational or educational

information relating to NCIP they may be able to find in their own personal document stores.

### *Extensions*

Jensen asked how people who implement extensions document and publish them for others to use. Wanner said there are really two goals. "One is the discovery," she said. "Unless you know about them, your interoperability will suffer. The other is to incorporate extensions into later versions of the standard." Walsh asked what information about the extension is valuable and needs to be published. The group defined the following as a list of details that might be relevant:

- \* Why it was implemented
- \* The details of the change
- \* What element is being extended
- \* XML namespace, if used
- \* The version(s) affected

Wanner asked if extensions should be vetted or approved by this group. The group agreed that extensions should simply be published without any explicit approval. However, the group will actively select those that should be included in future versions. The group agreed to leave open the details for a mechanism for publishing extensions.

### *Lists*

The group reopened the topic of publishing lists. After some discussion, though, O'Brien noted that the lists that were part of version 1 are present in version 2 as non-normative appendices. While having them included as part of the standard documentation fills the need to provide examples of list values, it does not address the need to allow the lists to change over time. The group agreed that the appendices are sufficient for now, and additional list values can be defined as part of application profiles.

### Thursday, April 16

#### *Action Items and Parking Lot*

Wanner and Walsh reviewed the action items and the parking lot from the two prior days.

#### *Next In Person Meeting*

Wanner asked the group whether another in person meeting is needed this year. Wetzel suggested that, if the group ultimately decides to adopt continuous maintenance, another meeting might be justified. Wanner agreed to begin at least tentatively planning a meeting for the fall. Wetzel (NISO - Baltimore), Stewart (Relais - Ottawa), and O'Brien

(OCLC - Dublin, OH) offered to host. Each agreed to determine whether facilities are available for a meeting tentatively scheduled for September 22-24, 2009. Based on availability, the group will make a decision in the near future.

### *Conference Call Schedule*

Wanner outlined the conference call schedule for the remainder of this year. Each call is scheduled for the third Thursday of the month at 2 pm Eastern / 11 am Pacific.

- \* May 21
- \* June 18
- \* No call in July due to ALA
- \* August 20
- \* September 17 (if necessary to plan last minute details for in person meeting)
- \* October 15
- \* November 19
- \* December 17

### *Meet and Greet at ALA*

Brown suggested that we might want to organize a meet and greet at ALA. "That would allow those who haven't been active to get re-involved," she said. "It might help, too, attract new members." The group agreed to think about organizing a meet and greet for Sunday evening during ALA. The time and location are to be determined.

### *Adjournment*

Wanner adjourned the meeting.



## Appendix A - Action Items

The following list represents the various action items that need to be completed as a result of this meeting. The person to whom the items are assigned is responsible for reporting back to the group a date by which the items can be completed.

What	Who	By When
<b>Review NISO website/workspace and make recommendation about moving NCIP website</b>	Walsh, Wetzel	
<b>Change “Manage and Approve Application Profiles” to “Collect and Publish Application Profiles” in the NCIP IG Purpose section on the website</b>	Walsh	DONE
<b>Add Brent Jensen to NCIP IG members as secondary rep for SirsiDynix</b>	Walsh	DONE
<b>Add Ted Koppel to NCIP IG members as secondary rep for Auto-Graphics</b>	Walsh	DONE
<b>Revise wording on NCIP IG members page explaining the one vote per organization and the designation of primary and secondary members</b>	Walsh	DONE
<b>Revise wording on NCIP IG members / procedures page to reflect use of NISO Policies and Procedures guidelines for committee membership</b>	Walsh	DONE
<b>Send notices to current but inactive NCIP IG members whose membership will be revoked as a result of moving to NISO Policies and Procedures</b>	Wanner, Wetzel	
<b>Remove inactive members from list on website</b>	Walsh	After notices sent to inactive members
<b>Add “Assure balanced representation within the membership of those interested in NCIP” to the NCIP IG purpose</b>	Walsh	DONE
<b>Remove “Acquire feedback and requirements from end users” from the NCIP IG purpose</b>	Walsh	DONE
<b>Change “Candy Zemon” to “Gail Wanner” as contact person for requesting membership in NCIP IG</b>	Walsh	DONE
<b>Remove “Organization must be an NCIP developer” from NCIP IG procedures</b>	Walsh	DONE
<b>Remove “Attendees at the first meeting are members” from the NCIP IG procedures</b>	Walsh	DONE

What	Who	By When
Remove “Chair is always a voting member” from the NCIP IG procedures	Walsh	DONE
Change “Two thirds of the participants in vote count as a majority” to “Two thirds of the NCIP IG membership is required to take a vote. 50% + 1 vote is required for the vote to pass.” in the NCIP IG procedures	Walsh	DONE
Remove “Chair is the only person who approves the voting process” from the NCIP IG procedures	Walsh	DONE
Remove “Chair decides if reconsideration of decisions is warranted” from the NCIP IG procedures	Walsh	DONE
Add “Chair is elected by the group for an unspecified term” to the NCIP IG procedures	Walsh	DONE
Add “Any group member may call for a vote for a chair at any time” to the NCIP IG procedures	Walsh	DONE
Review requirements for converting to Continuous Maintenance and prepare list of decisions that will need to be made	Walsh, Wetzel	
Prepare task-oriented workflows for major self-service tasks (i.e., checkout, pay fee, update patron data, etc.) as a starting point for establishing a generic self service core profile	Walsh, Boettcher	
Provide editable version of Standard	Wetzel	
Update list of examples of p.57 of Part 1 of the Standard to include “Borrower” and “Lender” (as location types)	Walsh	After NISO provides editable version of Standard
Fix typographical error on p.57 of Part 1 of the Standard - “Text siring” should be “Text string”	Walsh	After NISO provides editable version of Standard
Allow Bibliographic Id and Item Id to be both repeatable and not mutually exclusive in Request Item. (At least one Bibliographic Id or Item Id must be present, but both can be present and both can repeat.)	O’Brien	
Allow Bibliographic Record Id to be repeatable in Bibliographic Description of Accept Item	O’Brien	

What	Who	By When
<b>Prepare “Release Notes” describing the changes to make Bibliographic Id and Item Id repeatable and not mutually exclusive AND to make Bibliographic Record Id repeatable in Bibliographic Description in Request Item. Release Notes should describe not only the change, but also the motivation behind the change.</b>	Walsh	
<b>Update the Standard to be consistent with the Schema with respect to the repeatability of the Problem element.</b>	Brown	After NISO provides editable version of Standard
<b>Add Item Id as a repeatable element within Item Optional Fields</b>	O’Brien	
<b>Prepare “Release Notes” describing the change to add Item Id to Item Optional Fields</b>	Walsh	
<b>Update Standard to address defects identified as part of Fall 2008 push to publish Version 2 and documented in email from Walsh to NCIP list on March 15, 2009</b>	Walsh	After NISO provides editable version of Standard
<b>Remove old RFP guidelines link</b>	Walsh	
<b>Establish a “Success Stories” area on the website.</b>	Walsh	
<b>Prepare documentation for NCIP Core Message sets (Resource Sharing and Self Service)</b>	Wanner	
<b>Prepare press release announcing core message sets</b>	Wetzel, Wanner, Walsh	
<b>Begin drafting a “core workflow” document</b>	Jackson, Campbell	
<b>Edit existing archived profiles to add information indicating that they should no longer be used</b>	Wanner	
<b>Add wording to the archived profiles portion of the website to indicate that these profiles should no longer be used. They are meant only as examples.</b>	Walsh	
<b>Review current application profile template looking for ways to further streamline</b>	Wanner	
<b>Compare DCB, INN-REACH, and C-ILL profiles for similarities</b>	Brown	
<b>Provide updated information for vendor status reports</b>	Group	
<b>Post updated information for vendor status reports</b>	Walsh	As information is received from members

What	Who	By When
<b>Attempt to merge two different perspectives on implementation status forms</b>	Jackson, Brown	
<b>Revise RFP Guidelines and submit to group for review</b>	Wanner, Jackson, Kopp	Within 6 months
<b>Check on status of LITA presentation</b>	Wanner	
<b>Continue work on a tool for identifying NCIP compliant systems</b>	Jackson, Campbell	
<b>Check on plans for LAMA / RUSA-STARs session at ALA summer</b>	Wanner	
<b>Look for any existing NCIP tutorial or education materials (documents, presentations) and send to Wanner</b>	Group	
<b>Look for opportunities to promote NCIP - user group meetings, conferences, etc. - and inform Wanner</b>	Group	
<b>Determine whether potential host sites are available for a in person meeting in September (9/22-24)</b>	Stewart, O'Brien, Wetzel	
<b>Work with NISO to establish an NCIP IG listserve and a general interest listserve (migrating the current TLC-hosted list membership)</b>	Walsh, NISO	
<b>Publish meeting minutes</b>	Walsh	

## Appendix B - Parking Lot

Decisions were deferred on the following items.

Item	Deferred Until
<b>Review “List discussions follow same rules but have a duration, exceeding which counts as an abstention” in NCIP IG procedures</b>	Decision is made about where and/or how to host NCIP website
<b>Review “Default email vote duration is one week. Chair may reduce or extend at own discretion” in NCIP IG procedures</b>	Decision is made about where and/or how to host NCIP website
<b>Standardize mechanism for requesting optional information in an lookup request</b>	Next change which breaks backward compatibility (probably v3)
<b>Resubmit implementation status information</b>	When (and if) we have a new form for reporting implementation status
<b>Review materials prepared around tasks, workflows, and core messages to determine if new generic application profiles can be created</b>	After core message documentation, core workflow documentation, and profile templates have been prepared and/or revised