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COPYRIGHT OFFICE

REENGINEERING UPDATE

COPICS-to-Voyager Conversion Project Nears Completion

Michael Burke

Twenty million records of copyright registrations and recorded documents are the focus of the COPICS-to-Voyager (C2V) conversion project. This part of the reengineering program has been underway for more than 2 years and is nearing completion as the Library moves towards retirement of the mainframe computer on Sept. 30.

Since January 1978, Cataloging Division staff have used custom-developed software and the mainframe computer to create a public record of monograph and serial registrations, and a record of transfers and assignments of copyrights. In 2003, the Copyright Office decided to use the Voyager system from Endeavor Information Systems Inc. to maintain its public records. This commercial off-the-shelf product is the same system used by the Library to maintain bibliographic records. When the conversion is completed, searching both Library and Copyright Office data will be done using the same tools. In achieving this objective, the Copyright Office is benefitting from the knowledge and experience that the Library has acquired through its use of Voyager.

The C2V project was initiated in April 2003 by the Copyright Technology Office (CTO). Since then, it has drawn in staff from the Cataloging Division, Information and Reference Division, the ILS (Integrated Library System) Program Office of Library Services, the Cataloging Distribution Service, the Office of Strategic Initiatives, and Information Technology Services (ITS). All have collaborated to define the best mapping of Copyright Office record data into the MARC (machine readable catalog) format the Voyager system uses. Library Services has extensive experience with MARC and Voyager, and the LS staff have spent considerable time applying their experience to the conversion of copyright records.

Three rounds of data mapping, testing, and review have taken place for each of the three categories of records—monographs, serials, and documents—and have produced up to five versions of specifications for each category. The task group produced an initial set of mapping specifications, and ITS programmed a conversion using the specifications to run against

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Move Coordinator Contract on Course

Ginny Kass

Moving a large part of the Copyright Office to Crystal City and back to the Madison Building a year later will be a huge undertaking. To manage the activity, the Library will hire a professional move coordinator. The contract to hire a move management contractor (MMC) has been sent to the Office of Contracts and Grants Management, Contracting Office, which will review and submit the contract to several companies listed on the GSA schedule. The companies will be invited to a prebid conference, after which they will have 1 week to submit questions; the Library will then have one week to respond.

In mid-August, the companies submitted their proposals to the Library's Contracting Office, which will issue recommendations to the Library's General Counsel for approval. It is expected that the final contract will be issued at the end of August.

Working closely with the Facilities Design and Construction (FD&C) office, the MMC will plan, coordinate, and supervise the relocation of the Copyright Office. Most staff will be relocated to Crystal City, Va., but the Licensing Division, Copyright Acquisitions Division, and most of the Information and Reference Division will be located either in the Madison or Adams Building. Part of the Records Management Section will move to the Landover Center Annex.

Although a firm schedule cannot be determined until the offsite lease has been signed, FD&C has developed a tentative eight-step schedule encompassing several moves that are expected to begin early in calendar year 2006.

The MMC will work with FD&C Project Manager Tony Ramis, Copyright Office Facility Coordinator Ginny Kass, and "Move Champions" from each of the 11 groups of the Copyright Office. These Move Champions will identify move requirements for their work areas.

MMC Responsibilities

As the driving force behind a successful move, the MMC will consist of a team

from the selected contractor. The team's main responsibilities will be to:

- Develop a relocation plan schedule, including milestones and deadlines for all move-related activities.
- Coordinate the move logistics checklist, which will outline administrative issues, move requirements, and expectations. These will include, but not be limited to, planning a pre-move purge of unnecessary documents; developing and managing a labeling plan for furniture, equipment, and other items to be discarded, refurbished, or stored; coordinating and managing the movement of contents, files, records, and Copyright Office collection materials; establishing and managing move supply requirements; coordinating requirements for disconnecting, packing, shipping, unpacking, reconnecting, and testing computer equipment; developing operational deadlines and contingency plans for unplanned urgent situations; scheduling the necessary freight elevators, passenger elevators, and loading dock, security, and HVAC services in accordance with the move plan schedule; coordinating the relocation of Copyright Office records, collection materials, and similar items. Some of these will be moved by the Library's Collection Access, Loan & Management (CALM) Division.
- Develop and manage a Project Communications Plan for Copyright Office

Information Technology Technical Review Board Meets

Christy Taylor

staff and project-related parties for move activities. This plan will include an employee orientation program for the off-site facility as well as staff briefings, orientation tours for key staff, introductory handbooks, move packets, a website, a “hotline” service, and “Town Hall” meetings.

- **Manage move activity.** The MMC will provide a list of move activities and will coordinate them with the moving contractor and the appropriate service provider. Duties include overseeing moving company activities; conducting final walkthroughs; verifying that all items are properly labeled prior to the moves; preparing floor plans for the moving company; finalizing elevator, dock, security, and HVAC reservations; verifying implementation of special packing requirements, safety plans, transportation security plans, and security procedures; inspecting all items for proper packing prior to loading; and overseeing moving trucks, including location, movement, inspection, and sealing and unsealing.
- **Provide post-move support.** Upon the completion of each move, the MMC will set up a post-move “Welcome Desk”; inventory all relocated furnishings and identify and report any damaged items; document move claims or other damages and provide resolution and status reports; resolve punch list issues; conduct walkthroughs with the mover to verify removal of moving containers, packing materials, and trash; and ensure the return of all rental supplies and equipment.
- **Develop a Safety Plan** that will ensure the safety of personnel and property during this project.

On June 16, the Office convened a meeting of the members of the Information Technology Technical Review Board (ITTRB), a small group of experts from industry and government. As discussed in the March 2003 issue of *ReNews*, the purpose of the ITTRB is to provide the Office with outside perspectives and experiences concerning large-scale complex information technology (IT) implementations.

At the June meeting, the members were briefed on the status of IT reengineering activities. Mike Burke, chief of the Copyright Technology Office, addressed the status and schedule of the IT development work and provided a progress update on the motion picture pilot. Burke also discussed the status of the IV&V contract and security work, and presented several technology topics for feedback. In addition, Chief Operating Officer Julia Huff and Reengineering Program Manager Jeff Cole updated the group on the reengineering project overall.

The board members shared beneficial input from their own experiences with, and knowledge of, system security and IT project schedules and management styles. The board members also provided valuable insight into technical solutions for optical character recognition (OCR) and online payment options. The group discussed methods to attract Web-based submissions in the future and identified issues that may arise if applicants are hesitant to file claims electronically. The members also posed several questions to the Office to ensure that all areas of a large-scale IT redesign are considered.

At the meeting’s conclusion, the board members expressed a positive impression not only of the work done thus far, but also of the Office’s commitment to the reengineering effort. ■

- **Develop a Transportation Security Plan** that will ensure the protection of all items being relocated.
- **Establish security procedures** to protect all items from theft and malicious damage during the moves.

The selection of the MMC signifies the beginning of the relocation process. The Copyright Office is pleased to be entering this phase and looks forward to the renovation process. ■



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Crystal Plaza 5 and 6 Are Likely Offsite Location

Jeff Cole

The last issue of ReNews reported that the temporary offsite location for the Copyright Office would likely be Crystal Park 5. It now appears that the temporary offsite location for the Office will be Crystal Plaza 5 and 6, the buildings first considered in Crystal City.

This change resulted from two events that occurred before the contract for Crystal Park 5 was finalized. First, Crystal Plaza became available again when a deal with another tenant fell through. Second, another tenant seeking a 10-year lease expressed interest in Crystal Park. As a result of these developments, the original offer of Crystal Plaza 5 and 6 was restored. As this article is written, it appears this will be our offsite location. The Office expects to finalize a contract in August.

Crystal Plaza meets our basic space requirements, is a Crystal City location, and has buildings with easy indoor access to Metro. We are trying to stay on schedule to move in mid-January 2006, but there is a possibility that this date may change, possibly to mid February, due to these recent developments. ■

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approximately 20,000 records. Staff were enlisted to check the resulting converted MARC records against the source data and the specifications. The findings were used to refine the original specifications, correcting inconsistencies and anomalies.

This scenario was repeated for each version of the specifications. Because of the diligence of Gail Sonnemann and the C2V task group, we now have effective mapping specifications that cover the variability in copyright records and produce well-organized records in the MARC format.

In the course of developing and refining the specifications, the staff studied alternatives for organizing the many data fields. The MARC format allows for 3 levels of data for a record: the *bibliographic*, *holdings*, and *item* levels. These are appropriate for typical library records and could have been used for copyright records. However, since the purpose of the copyright record is to identify the ownership of a work along with pertinent copyright facts, it was decided that only the bibliographic level was required.

A significant improvement was also defined for the organization of records of serial registrations. In the current system, registered issues of journals and periodicals were appended to a main record describing the serial. Some records had grown lengthy, making it cumbersome to search and find specific issue information. After considerable study of alternatives, the staff decided on a structure organized around a calendar year's issues for each title. The resulting records have an improved appearance and facilitate searching the serial records.

Aside from compatibility with the Library's files, which will facilitate finding both the bibliographic information and copyright facts for any particular work, other benefits from using Voyager include easier maintenance, easier data sharing between the Copyright Office and the Library, Web browser access both on-site and over the Internet, and improved availability of copyright records through the Cataloging Distribution Service.

When the Electronic Copyright Office (eCO) system, which is being developed by SRA using the Siebel software, is installed in January 2007, all updating of the copyright records in Voyager will be done through that system. Updating in Voyager is presently being done on a test basis in the motion picture pilot. In the interim, the Voyager records will be updated through the CORCATS and CORDOCS systems developed by David Pullmann for monographs and documents, and through the Voyager cataloging module for serials.

ITS staff are now applying the final mapping adjustments to the conversion programs and are beginning to extract the 20 million records from the COPICS history files. A detailed implementation plan was prepared by the CTO and vetted with all stakeholders. It lists the tasks involved and the dependencies between them.

A lot of work remains to be done, and a great deal of it rests on the shoulders of the ITS staff. The Copyright Office is committed to providing all the support it can to help them meet their Sept. 30 target date. ■