CITY OF SAN JOSÉ
CAPITAL OF SILICON VALLEY

CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Consultant services for design, study, inspection, or other professional services with no commitment to future action.	Coordination: City Attorney's Office, City Manager's Budget Office, and Library Department	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval: 8/1/24

SUBJECT: Renewal of the Online Computer Library Center Services for Online Cataloging Services, Library-to-Library Borrowing Fees, and Transaction Fees

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

(a) Negotiate and execute a purchase order with Online Computer Library Center (Dublin, OH) for online cataloging subscription and services for a maximum compensation of $106,000 for the one-year option term beginning August 16, 2024 and ending August 15, 2025, or as may be adjusted to align with the software renewal term;

(b) Negotiate and execute amendments as-required for any unanticipated changes during the one-year term beginning August 16, 2024 and ending August 15, 2025, or as may be adjusted to align with the software renewal term, subject to the appropriation of funds; and

(c) Exercise up to six additional one-year options to extend the term of the purchase order through August 15, 2031, or as may be adjusted to align with the software renewal term, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

Online Computer Library Center maintains the world's premier and largest bibliographic database, that includes the most accessible bibliographic records in over 19 world languages through the Cataloging and Metadata subscription. San José Public Library requires access to these records to make sure that library materials are discoverable through the library's catalog. An Online Computer Library Center subscription allows for access to several different products and systems, such as:

- EZProxy, an access and authentication software.
- CONTENTdm, a digital collection management system consisting of a server where content is stored, a web-based content discovery interface and tools to upload and manage the content.
- WorldShare Interlibrary Loan, a resource sharing network to lend and borrow resources which allows library users to quickly obtain global library content.

In June 2024, the Finance Department determined that the procurement of the subscription services from Online Computer Library Center can be secured under the Unique Service and Sole Source exceptions to competitive solicitation pursuant to relevant sections of the City of San José Municipal Code.

COMMISSION RECOMMENDATION AND INPUT

There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE
This purchase order is funded partially by the Library Department's Non-Personal/Equipment appropriation in the Library Parcel Tax Fund (Fund 418) in the amount of $80,261 and partially funded by the Automation Projects and System Maintenance appropriation in the Library Construction and Conveyance Tax Fund (Fund 393) in the amount of $25,739.
FOR QUESTIONS CONTACT: For procurement and contract-related questions, please contact Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at albie.udom@sanjoseca.gov. For program-related questions, please contact Michelle Ornat, Deputy Director, at michelle.ornat@sjlibrary.org.