

## **Library Lab 501 - Archives and Special Collections Class Request Tool Development**

Our project, to create an online tool that will allow instructors to request classes in Harvard's archives and special collections and to provide library staff with a centralized means of managing such requests, is well underway. To date we have:

- Reviewed and evaluated existing class request and management tools;
- Examined, revised, and publically posted our seminar policies;
- Explored our functional requirements with developers;
- Developed wireframes which detail flow, functionality, and content for the tool;
- Met with developers several times and continued conversations over email to refine development plans;
- Explored possibilities for integration of this request tool with existing systems and procedures;
- Established a meeting time to review the first stages of development which will include independent facets (e.g., those not dependent on other systems such as calendaring, "ticketing," and circulation) of the tool; and
- Engaged six colleagues from different archives and special collections to join us in refining the tool and making sure that it meets the needs of multiple repositories.

We plan to begin testing the first facets of this tool in a development environment by April, 2013.