
RFID Tagging

May 2021

1. How should we tag media?

The RFID group recommends purchasing full coverage media tags (as opposed to smaller hub tags) because some media in the collection has donut tags or other tags on the disc already. We will cover those old tags. For new media going forward, libraries could work with their vendors to order smaller/cheaper hub tags.

The group recommends tagging the case + 1 tag on the disc. Post RFID, for multi-disc sets, library staff would still have to open the case when checking in or out to verify all discs are there. For one-disc sets, the RFID equipment could check automatically, saving staff time/injury.

2. Which vendor do we use to purchase tags?

RFQ criteria: “We will be evaluating the responses for two criteria: cost and vendors ability to provide the services described.”

We received 4 responses with quotes to purchase tags. Bibliotheca’s bid was the lowest for book tags + full coverage DVD tags at \$150,600. The RFID group recommends purchasing the tags from them. (The responses asked to keep their bids confidential, so the other bids are not provided here.)

3. What information do we want on the tag?

Lori recommends:

- Barcode
- Owning Institution
- AFI (security off) – All libraries will not have security gates?
- Type of Usage – “library item” in case in the future we want utilize another RFID system for patron library cards, etc.

4. Who will do the tagging?

We can outsource the tagging completely or do it ourselves. Or we can do a hybrid version utilizing Backstage’s experience without outsourcing the staffing.

Outsource:

Three vendors responses outsourced tagging to a company called Backstage. One vendor handles it themselves. Backstage also replied to our RFP. To tag the collection, vendors estimate the cost to completely outsource the tagging to be between approximately \$350,000 and \$475,000. The estimated time to tag was between 19 and 26 weeks.

Backstage also have a few options where they provide a Project Manager (PM) and we would provide the staff. They have 3 “hybrid” options:

- i. Classic Light – They run the project, but we provide the staff. The PM stays on site the entire project.
- ii. Remote – The PM works remotely; they hire a small team (3 people) and the project very slowly completes without much interruption.

- iii. Basic – PM will spend about two weeks on site. They will draw up a detailed plan of what to tag and in which order. They will train some staff that libraries supply - who can then train other staff. They will be available for 4 hours a week consulting and up to 40 hours of total time. More hours are billed hourly.

5. How much tagging is there?

There is about 7,000 hours of tagging for all the libraries, if we assume staff can tag 150 items per hour (or a 2-person team can do 300).

Library	Books Tags	Media Tags	150 tags per hour	4 FTE (35hrs) in weeks
Bel-Tib	41,616	10,326	346.28	2.47
COM IVC	7,770	1,430	61.33	0.44
COM Kentfield	56,664	2,007	391.14	2.79
Dominican	101,004	1,480	683.23	4.88
Larkspur	38,153	5,392	290.30	2.07
MCFL Bolinas	8,584	2,072	71.04	0.51
MCFL Bookmobile	9,296	1,730	73.51	0.53
MCFL CA Room	x	x		
MCFL Civic Center	51,842	11,393	421.57	3.01
MCFL Corte Madera	57,353	5,321	417.83	2.98
MCFL Distro & Admin	16,594	3,479	133.82	0.96
MCFL Fairfax	54,914	10,184	433.99	3.10
MCFL Inverness	5,726	1,550	48.51	0.35
MCFL Marin City	14,070	3,742	118.75	0.85
MCFL Novato	55,905	12,504	456.06	3.26
MCFL Point Reyes	14,243	2,912	114.37	0.82
MCFL South Novato	17,971	4,107	147.19	1.05
MCFL Stinson Beach	8,816	1,950	71.77	0.51
Mill Valley	103,919	13,436	782.37	5.59
San Anselmo	41,640	5,324	313.09	2.24
Sausalito	44,828	6,606	342.89	2.45
SRPL Downtown	82,274	7,280	597.03	4.26
SRPL Northgate	3,359	1,410	31.79	0.23
SRPL Pickleweed	6,520	1,126	50.97	0.36
	843,061	116,761		
TOTAL	959,822	116,761	7,177.22	51.27

6. Will all libraries tag collection now?

Gary is considering DUC's collection/staffing to decide if they want to tag now. I think that COM, MCFL, SRPL would like to tag now. What about the other city libraries?

7. What are next steps?

Libraries:

- Weed collection
- Start ordering new materials with RFID tags
- Talk with staff (volunteers, students) about availability to tag?

Board:

- Approval of tag order
- Decide to outsource tagging, in-house, or hybrid
- Decide what RFID equipment to include in RFQ (AMH at TEC, SRPL, bookdrops, etc.)
- Decide funding for equipment and service contracts
- Staffing – Could MARINet use extra-hire to help libraries with tagging?

MARINet:

- Order tags
- Work with Lori and Board to write RFID equipment RFQ
- Write a tagging plan (staff, libraries, etc.) or work with outsource vendor?