

University of London Senate House Library

Tender for Library Reclassification Services

Contract & Tender Overview

The University of London is proud to offer a real opportunity for an experienced and suitably qualified Supplier to provide Library Reclassification Services for Senate House Library. [Senate House Library](#) is the central library for the [University of London](#) and the [School of Advanced Study](#). The Library offers Arts, Humanities and Social Science [Research Collections](#) and [Special Collections](#) in the heart of London's student and research community.

In 2017 the University of London Senate House Library embarked upon a Modernisation Programme. Part of this programme is the re-classification of our Modern Open Access Book Collection, from Bliss Classification (and other re-classification schemes) into a mainstream Library of Congress classification. This will allow us to present our stock in a classification system that makes sense to our users and also allows us to take advantage of shelf-ready acquisition on a large-scale. The number of items to be re-classified is approximately 530,000.

The Contract will be awarded by the result of a competitive tender, for a 2 year term:

- Contract Title Library Reclassification Services
- Contract Term 2 years or 24 months
- Extension Possibility to extend the contract term if required, upon agreement
- Estimated aggregate contract value £700,000 - £750,000 for the 2 year term
- Contract start date Early November 2018

We are looking for a skilled, knowledgeable and experienced Supplier who can provide a "beginning to end" service for this project. We anticipate that this work would involve two distinct elements of work:

1. The re-classification of metadata (done offsite) of our Library Catalogue holdings. This would, most likely, involve initially matching our holdings against community databases to find automated classifications followed by a manual classifying of unmatched records and the eventual production of new "spine labels" for these holdings.
2. The on-site work where the Library stock is re-labelled and then re-shelved in order.

Suppliers who wish to bid for this contract must first successfully complete a Prequalification Questionnaire; this is attached to the tender advertisement on this site, along with completion instructions. The full project plan with milestone dates and the Contract Specification will be published on this site in due course.

All interested Suppliers are encouraged to attend a Supplier Engagement Day that will provide more information about the Contract to be awarded. Suppliers can also meet the University of London Library and Procurement Team members who are working on this project. There will also be the opportunity to ask questions about the tender and Contract.

The date and time below has been allocated for the Supplier Engagement Day and Suppliers are strongly encouraged to attend; if you cannot you should send a deputy who can take notes and ask questions:

Tender for Library Reclassification Services for Senate House Library

Supplier Engagement Day & Tour of Senate House Library

18 July 2018

10:00am – 11:30pm

University of London

The Durning Lawrence Library, Fourth Floor Senate House

Malet Street

London

WC1E 7HU ([Map to Senate House](#))

Suppliers please contact Stephen.regalado@london.ac.uk in the University of London Procurement Team to confirm your attendance.