Memorandum

To: SLC Campuses
From: LSP Task Force
Re: Individual campus expectations from cutover load through go-live

The SUNY Libraries Consortium (SLC) Shared Library Services Platform (LSP) project will involve a final migration activity, the “cutover load,” which will be the final migration of data into the production Alma and Primo system for campuses. Cutover activities will occur throughout June and July of 2019. All SLC campuses will be using Alma and Primo as their production library management system and public discovery tool by no later than mid-July 2019.

Due to the complexity of the data migration, exact dates for activities for the cutover load will not be available until December 2018; however, all final migration and implementation activities will occur in June and July of 2019, as defined in the SUNY contract with ExLibris for Alma and Primo.

To ensure that campuses are able to move into production with Alma and Primo, and that the SLC can successfully complete the two-year implementation project, the following is required of all SLC campuses from June through July 2019:

- All campuses must have adequate staffing to evaluate data and respond within two business days that data loads are accurate.
- All campuses must have at least one individual who is Alma Administrator Certified who will be available for final system review and configuration.

If campuses are not able to provide adequate staffing, the campuses will not have the opportunity to review final data extracts. Campuses failing to review data will not receive additional support or services to rectify or clean up any problematic data.

Campuses who do not have adequate certified and trained staff will not receive additional support to configure or troubleshoot system issues during June and July.

The Cutover Load schedule will be released in December 2018, which will provide specific days for data extracts and specific days for data review and exact dates for “go-live.”

Please contact info@slcny.libanswers.com if there are any questions.