

Annex 1 – Description of the Contract Subject Matter

The Subject Matter of the Contract is:

- **Installation** (including parameterization, configuration, and customization) and implementation of a **Software as a Service (SaaS) library services platform** that will provide the Contracting Authority with access to a comprehensive **Library Services Platform (LSP), including a discovery tool**. The solution shall comprise the software product, including software applications, software licenses, training (train-the-trainer), related documentation, hosting services, and all other components necessary for the operation of the **LSP intended to automate and manage library and information processes** (hereinafter also referred to as the "**System/LSP**"), in accordance with the requirements specified below.
- A **System enabling the simultaneous work of at least 80 library staff members** (named users) of the Contracting Authority and supporting the provision of library and information services to approximately **25,000 end users (library patrons)**.
- During the service provision period (the term of the contract), the number of named users may increase to a maximum of 100. The Tenderer shall take this potential increase into account when calculating the total tender price for the Subject Matter of the Contract under evaluation criterion K1.
- **Migration** of the required data to the System/LSP from the current library information system VTLS-Virtua (approximately 1.3 mil. records – including bibliographic records, authority records, and item records; 30,000 patron records and their circulation transactions). During the service provision period (the term of the contract), the volume of data may increase beyond the scope of the initial migration, up to a maximum of 1.8 mil. records (bibliographic, authority, item records). The Tenderer shall take this potential increase into account when calculating the total tender price for the Subject Matter of the Contract under evaluation criterion K1.
- **Licenses for the use of the System/LSP, technical support, and further development of the delivered System/LSP (SaaS)** during the implementation phase and for a period of five years following its deployment into routine operation (or for an additional three years if the option is exercised); the export of the required data following the expiry or termination of the Contract. The scope of the technical support and system development services is specified in the Contract.

Additional requirements for the subject matter of the contract are set out in Annex No. 2 to the Tender Documents.

Comenius University Bratislava (CU) Library Structure

Comenius University Bratislava (CU) does not operate a traditional central university library. Instead, it comprises 13 faculty libraries and several libraries of other university units (e.g., CU Archive, Center for supporting students with special needs, Botanical Garden), which cooperate with one another, use a single integrated library system (ILS), and jointly maintain the CU union catalog. Some of these libraries are further divided into branch/department libraries. The libraries of the individual CU units are located at various sites across Bratislava, with some also situated in other Slovak cities (e.g., the Academic Library and Audiovisual Center of the CU Jessenius Faculty of Medicine in Martin). Several faculty libraries, or their branch libraries, are themselves distributed across multiple buildings located at different sites (e.g., the Central Library of CU Faculty of Arts).

According to the 2025 annual statistics, the CU libraries provided services to approximately 25,000 users (CU students – 21,500, CU staff members – 3,300, external users – 200). They recorded 130,452 library visits and processed 305,376 check-outs. A total of 108 professional library staff are employed across the libraries of the CU units.

The libraries of the individual CU units vary significantly in terms of the size of their collections, the number of professional staff, and their organizational structure. The smallest faculty libraries employ one or two librarians, while the largest employs 21. Collection development and standard circulation services are managed independently by each library in accordance with its own internal rules. However, since 1999, all CU libraries have used a single integrated library system (ILS) and have jointly maintained the CU Union Catalog.

The standardization of workflows related to the use of the ILS, together with the coordination and methodological management of cooperation among the CU libraries, is centrally provided by the CU Academic Library, a unit of the CU Rectorate. The CU Academic Library is also responsible for administering the ILS and for the central management of electronic information resources (EIR). In addition, it administers several other library systems, including the institutional repository (DSpace), the Open Journal Systems (OJS) platform, the information literacy portal, and the publication activity management system for CU staff. These systems currently operate independently but may, in the future, be integrated with the new System/LSP to some extent.

At present, the CU library network comprises 20 main libraries of the university units, six of which also operate branch libraries. The library collections are distributed across approximately 200 physical locations (storage facilities). Only a small proportion of the collections is available on open shelves; the majority is stored in closed stacks, requiring patrons to place requests for the materials they wish to borrow. Any patron registered with one of the CU libraries is entitled to use the services of any other CU library. A single patron record and one library card are used across the entire library network, while the scope of available services depends on the specific library and the patron's type.

CU provides its academic community with access to a wide range of electronic information resources (EIR). In 2025, a total of 44 resources were available. Of these, 19 were acquired through national consortium agreements, 11 were centrally licensed by the CU Academic Library for the entire university, and 14 specialized resources were licensed individually by the faculty libraries. Access to EIR is controlled either by IP address authentication or through Shibboleth. At present, the electronic information resources are not integrated with the online catalog. The Summon discovery service currently provides a single search interface for a selected subset of electronic resources. The new System/LSP is expected to provide an integrated discovery service enabling users to search both the library catalog and EIR from a single interface.

Cataloguing

The libraries of the CU units jointly maintain the CU Union Catalog. Library materials are cataloged cooperatively at the bibliographic record level, with a single shared bibliographic record representing each title held by one or more CU libraries. Each individual library adds and manages its own item records linked to the shared bibliographic record. Item records remain under the exclusive administration of the respective library and cannot be modified by other libraries.

The libraries can import bibliographic records from external sources via the Z39.50 protocol. At present, cataloging is primarily based on the AACR2 cataloging rules and the MARC 21 bibliographic format. Context-sensitive help is available for data entry, and system validation rules are implemented for selected data elements to ensure consistent and accurate cataloging. As the CU collections include a substantial number of publications in foreign languages and multiple character sets, full Unicode support within the integrated library system is essential.

The CU library collections primarily comprise printed and electronic books, serials, cartographic materials, and various types of special materials (e.g., educational aids), as well as other library resources. A specific subset of the collections consists of theses and dissertations. Metadata for these materials is imported into the ILS in batch mode from the CU Academic Information System through conversion from XML to the ISO 2709 MARC 21 exchange format.

In 2025, the integrated library system contained approximately 610,000 bibliographic records and 1.08 million item records (library holdings). The average annual growth of the collections is approximately 20,000 library items.

Acquisitions

As a public higher education institution, CU uses a separate financial management system in which the libraries of the individual CU units record purchase orders, acquisitions, and other financial transactions related to collection development. To avoid unnecessary duplication of work, acquisitions-related processes (e.g., vendors' records, purchase orders, and other related records) are currently not managed within the ILS.

The ILS stores only selected acquisition-related information in the item record, such as the purchase price, acquisition method, accession number, and other data required to generate obligatory accession lists.

Circulation

Circulation services are provided exclusively through the ILS. The basic circulation rules applicable to all CU libraries are methodologically coordinated by the CU Academic Library. Specific circulation rules, such as borrowing limits for individual patron types, loan periods, overdue fines, and other conditions, are determined independently by each library according to its specific needs and operational requirements.

Circulation rules are defined through a combination of three parameters: library/location, item class, and patron type. The system provides standard patron notifications, including reminders of approaching due dates, notifications regarding the availability of reserved items, overdue notices, and other circulation-related alerts.

Patrons have access to their library accounts through the online catalog. The CU libraries also provide interlibrary loan (ILL) services, both by lending materials from their own collections to other libraries within the Slovak Republic and by requesting materials from other libraries on behalf of their patrons. Patron records are imported from the CU Academic Information System after student enrolment registration at the beginning of each academic year (conversion from XML to the ISO 2709 MARC 21 exchange format).

In 2025, CU libraries processed 305,376 check-outs for approximately 13,000 users.

Description of the Current System

The libraries of the CU units have been using the VTLS/Virtua integrated library system (current version 16.0 SP3) since 1999 to support the required library workflows and services, including:

- Cataloging – creation and management of bibliographic records, item records, authority records, and generation of statistics from this module;
- Circulation – management of patron accounts, document circulation, notifications, fees, and generation of statistics from this module;
- Acquisitions – partial acquisition-related functionality only, primarily including item-related data, accession lists, and serial issues check-in;
- System configuration and administration – administration and configuration of the entire ILS environment.

For end users, the online catalog Chamo is available.

Data Formats for Migration

VTLS/Virtua

The following data shall be migrated from the VTLS/Virtua system:

- Bibliographic records – MARC 21 format supplemented with local fields, which can be defined by the CU Academic Library – approximately 620,000 records;
- Authority records – MARC 21 format – approximately 600,000 records (name and subject authorities);
- Item records – approximately 1.08 million records (CSV export);
- Patron records – MARC 21 format – approximately 25,000 records;

- Transaction data – circulation transactions, reservations, renewals, and other related data.

Level of Integration of the New System/LSP with External CU Systems

The new System/LSP shall support integration with external CU systems as follows:

1. DSpace – the System shall provide an API enabling the creation, retrieval, and updating of bibliographic records and item records.
2. CU Academic Information System – the System shall enable communication, integration, and interoperability with other CU systems through an API, including:
 - a. person-related data – e.g., retrieval, creation, and updating of patron records;
 - b. document-related data – e.g., retrieval and creation of records for theses and dissertations;
 - c. authentication of authorized users.