LOUIS System Administrator Responsibilities

As LOUIS System Administrator, YOU are THE Interface with the LOUIS Office for your institution. The following defines SOME, but not all, of the tasks related to this responsibility. New tasks will be added as needed.

General

- Identify and train someone as a backup System Administrator. This individual is responsible when the primary System Administrator is unavailable.
- All library/LOUIS related activities should go through the SA or B-SA Only after your involvement will LOUIS work w/ someone directly and only if necessary.
- Report all problems using TrackIt.
- Respond, when appropriate, to listserv questions and problems by consortium members.
- Post concerns, questions, problems and answers to listserves for benefit of all consortium members.

Sirsi Unicorn

- Document and notify LOUIS staff of any Sirsi problems or error messages.
- Coordinate, delegate and monitor the implementation then testing of new releases (upgrades) of Sirsi Unicorn, at your site, in a timely manner.
- Understand, coordinate and manage all Workflows modules including but not limited to: Circulation, Acquisitions, Cataloging, OPAC, Serials, Booking, Academic Reserves and Reports.
- Security options in Unicorn WorkFlows
- Create, Maintain, Delete and Manage all staff accounts in Unicorn by adding and deleting appropriate accesses/profiles/user records for staff as needed; resetting pins; removing staff accounts when staff members leave; informing LOUIS of any security problems.
- Policy changes in Unicorn
- Helpers
- Toolbars
- Report set-up, scheduling, monitoring, reviewing, forwarding, ownership, etc
ILLiad
- Understand, coordinate and manage the ILLiad software for your library.
- Coordinate software upgrades.

CONTENTdm
- Understand, coordinate and manage the CONTENTdm digital library software for your library.
- Coordinate software upgrades.

Meetings, Conferences and Training
- Attend all System Administrator's Meetings.
- Attend LOUIS Users Conference.
- Attend Sirsi SuperConference.
- Attend Sirsi Unicorn Users Meetings at ALA as needed.
- Attend training sessions as needed.
- Participate or coordinate training sessions for your library and/or other LOUIS sites.
- Host training sessions as needed.
- Conduct training for library staff and faculty.

Information Dissemination
- Inform the LOUIS Office of any changes in:
  - Name, address, e-mail, FAX, or phone numbers and IP addresses.
  - Frequently (DAILY), check messages on LALINC-L and LSA-L and RESPOND PROMPTLY.
  - Forward e-mail that is sent to you to the appropriate staff in your library.
  - Ensure the library responds to questions/questionnaires/surveys posed by LALINC and LLN Committees.
- Remind staff to contact you FIRST when there are problems with the catalogs or databases.
- Circulate the LOUIS Newsletter in your library.
- Frequently check the LOUIS Webpage (at: http://louis.lsu.edu) for new information and remind your staff it is available.
- Use the Unicorn Web documentation to understand details of jobs and procedures.

Problem Detection and Evaluation
- When someone at your library reports a problem related to any LOUIS services you should follow the identified steps to diagnose the problems before calling LOUIS staff:
  o Check your local network
  o Check Campus network
  o Send email to lsa-l to see if anyone else has a similar problem
  o Open problem in TrackIT.

REPORTS
You will now be responsible for loading bibliographic, authority, etc records for your library. You will need to work with your technical staff to define the load and with the LOUIS staff to run and schedule the loads.

Record Loading Reports for:
Recon
Authority
Marcive
PromptCat
Patron
And others…

- Coordinate local planning needs and understand details of local loading reports.
- Set up templates to load records.
- Monitor and Review all report (load) output or assign ownership of report to staff member.
- Develop proficiency using Reports Module.
- Determine workflow for all requested jobs by library personnel.
- Determine parameters for requested jobs.
- Schedule all reports.
- Be cognizant of reports running each night when requesting new reports.
- Understand all reports and parameters available in Unicorn.
- Check FINISHED REPORTS log each morning.
- Assign ownership to certain reports.
- Submit API requests to LOUIS staff as needed and only after exhausting WorkFlows Reports.
- Notify LOUIS staff when reports have problems.

Requests
- Determine which modules produce patron REQUESTS (i.e., email messages patrons).
- Turn on/off those REQUEST that your library will not use.
- For those Requests that remain, create staff accounts for emails so request goes somewhere.
- Schedule and Monitor Requests Log
- Forward Patron Requests to appropriate person.

Printing
- Ensure all printing needs related to Unicorn are functional:
- IP, SpineLabels, Bills, Notices, etc.

Upgrades to software
- Familiarize yourself with upcoming software enhancements.
- Make sure you or someone you designate is available the day upgrades take place to test your system and sign off to LOUIS. You can do this from the library or from home. - All sites ARE REQUIRED to report back to LOUIS on the status of the upgrade at their library. If no report is provided, LOUIS will implement the "Silence is Acceptance" rule.
- Make sure appropriate staff are aware of downtime and testing verification responsibilities.
- On the day of the upgrade, check email or call the LOUIS number to get a status of the upgrade.
- There can be none, one or more than one software upgrades per year per software product. Current products are Unicorn iLink, ILLiad, Web2, EZProxy, and CONTENTdm.

LOUIS Electronic Resources

- Familiarize yourself with the electronic resources available via LOUIS.
- Understand LLN Electronic Resources Committee (the committee that recommends purchases).
- Forward all problems to lalinc-l listserv first. LOUIS monitors the list and will respond when needed. Open TrackIT problem if necessary.
- Provide LOUIS with all IP updates/changes/additions. Without this information, your campus does not have access to the electronic resources.
- Ensure your patron file is up-to-date for EZproxy to authenticate your remote patrons. EZproxy will use the Sirsi patron file to authenticate. If your library has its own EZproxy software, make sure your config files are current with LOUIS config file.
- Coordinate WebFeat maintenance and support
- Coordinate LinkSource maintenance and support

WebFeat

LinkSource

Please add requests for changes/additions/deletions to TrackIT.

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