



THE
PUBLIC
LIBRARY
of Cincinnati
and
Hamilton County

Catalog

Kidspace

Teenspace

MakerSpace

Fifty · Five +

Digital Library

My Librarian

The Library
Foundation

The Friends

Anderson
Township Library
Association

Volunteers



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THE PUBLIC LIBRARY of Cincinnati & Hamilton County

Connecting people with the world of information
and ideas.

Data Architecture Project Deliverable 3
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Business Glossary

Concept name	Definition
Branch library	Refers to any one of 41 PLCH physical and publicly-accessible library locations, including the Main Library downtown.
Cardholder	Refers to a customer who has a PLCH Library Card account; cardholders are registered in the ILS database and identified by a unique number (the library card number) which gives them borrowing and other privileges not granted to non-cardholding customers.
Digital item	Refers to Library assets originally existing as rare, historic, or delicate reference-only physical materials, now available to the public as electronic objects accessed via the Digital Library; each item is linked to a corresponding record in the Digital Library catalog by a unique ID. Digital items are not borrowed, but may be browsed and downloaded by the public in accordance with applicable copyright laws.
Donor	Refers to individuals or organizations who voluntarily provide financial and/or material support to the Library itself, The Friends of the Library, or the Library Foundation. Depending on the amount and type of donation, the Library may formally recognize the donor with naming privileges, recognition ceremonies, or other thank you gifts.
Downloadable	Refers to an electronic asset provided by various vendors for customers to download or stream using their library cards. Borrowing privileges vary and are based on user licenses and rules set forth by the providing vendor and/or publisher.
Fee	Refers to a monetary amount assessed for cost-added materials and services, such as social gatherings in library meeting rooms, print jobs, canvas shopping bags, et al. Fees are assessed and paid via the ILS (either to the cardholder or a branch fees account), and must be paid at the point of service.
Fine	Refers to a monetary amount assessed for borrowed items that are renewed late, returned late, lost, or damaged. Borrowed items that remain overdue for more than 45 days are assumed lost, and the fine is converted into a bill for the cost of the item(s). If a cardholder's total fines exceed \$25 for more than 45 days, the account is reported to a Collection agency. Fines apply

	exclusively to cardholders via the ILS, and may be paid in-person or online.
ILL	Refers to physical library assets loaned to cardholders as part of inter-library consortia such as SearchOhio and OhioLink. Temporary catalog records are created for interlibrary loans, which are governed by ILL consortia and the circulation rules of the owning library.
Item	Refers to a Library-owned asset in any physical format; each item is linked to a corresponding record in the catalog by a unique ID and is governed by various borrowing rules. Depending on their status, items may be accessed via the Encore public catalog (OPAC), the staff ILS, or both.
Laptop	Refers to a Library-owned laptop PC that may be borrowed via a Laptop Kiosk at any participating library branch. Once checked out, laptops can be used anywhere in the library for a 4-hour session, after which the customer must return the laptop to the kiosk.
MakerSpace	Refers to a physical space within a branch library that provides creative technology resources such as 3D and vinyl printers, sewing machines, and media conversion stations for use by cardholders. Users may provide their own materials or purchase them from the Library for a fee. Individual stations are reservable online or in-person at the Library.
Meeting room	Refers to a reservable space within a branch library that may be used for library-sponsored events, or by the public for community gatherings. Gatherings that are purely social in nature, such as birthday parties or baby showers, are subject to a one-time charge of \$50, which must be paid before the event.
Program	Refers to a one-time or recurring Library-sponsored event designed to enrich, educate, or entertain members of the public; some events require registration.
Staff	Refers to a person who has been hired to work for PLCH full-time, part-time, or temporarily in a professional, technical, clerical, or service capacity. Staff are at-will, and paid an hourly wage or annual salary, depending on their job description.
Undefined item	Refers to a physical item type with unique characteristics that does not fall into existing item type categories, such as Mobile Hotspots or Sprout Learning Backpacks. These items are part of the ILS/Catalog and may be browsed and borrowed like other items.
Visitor	Refers to anyone whose presence is captured by the people counter device as they enter a branch library. Visitor numbers

	are recorded and used for statistical purposes and calculated along with other data points to inform branch decision making.
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Semantic Association Analysis

Source	Association	Target
Branch library	offers/is offered by	Program
Branch library	provides/is provided by	Meeting room
Branch library	provides/is provided by	MakerSpace
Branch library	provides/is provided by	Laptop
Donor	supports/is supported	Branch library
Donor	supports/is supported by	Program
Cardholder	uses/is used by	Branch library
Cardholder	borrow/is borrowed by	Item
Cardholder	renews/is renewed by	Item
Cardholder	returns/is returned by	Item
Cardholder	borrow/is borrowed by	ILL
Cardholder	renews/is renewed by	ILL
Cardholder	returns/is returned by	ILL
Cardholder	borrow/is borrowed by	Undefined item
Cardholder	renews/is renewed by	Undefined item
Cardholder	returns/is returned by	Undefined item
Cardholder	accesses/is accessed by	Digital item
Cardholder	downloads/is downloaded by	Downloadable
Cardholder	borrow/is borrowed by	Laptop
Cardholder	returns/is returned by	Laptop

Cardholder	registers/is registered by	Program
Cardholder	attends/is attended by	Program
Cardholder	reserves/is reserved by	Meeting room
Cardholder	uses/is used by	Meeting room
Cardholder	reserves/is reserved by	MakerSpace
Cardholder	uses/is used by	MakerSpace
Cardholder	pays/is paid by	Fee
Cardholder	pays/is paid by	Fine
Staff	works in/is worked in by	Branch library
Staff	registers/is registered by	Cardholder
Staff	assists/is assisted by	Cardholder
Staff	registers/is registered by	Donor
Staff	finds/is found by	Item
Staff	finds/is found by	Digital item
Staff	finds/is found by	Downloadable
Staff	finds/is found by	ILL
Staff	finds/is found by	Undefined item
Staff	plans/is planned by	Program
Staff	promotes/is promoted by	Program
Staff	conducts/is conducted by	Program
Staff	maintains/is maintained by	MakerSpace
Staff	manages/is managed by	Meeting room
Staff	assesses/is assessed by	Fee
Staff	cancels/is cancelled by	Fee
Staff	assesses/is assessed by	Fine
Staff	cancels/is cancelled by	Fine
Staff	forgives/is forgiven by	Fine

Staff	assists/is assisted by	Visitor
Visitor	attends/is attended by	Program
Visitor	reserves/is reserved by	Meeting room
Visitor	tours/is toured by	MakerSpace
Visitor	pays/is paid by	Fee
Visitor	uses/is used by	Branch library

Project Interaction Analysis

Process	Activity	Task	Cardholder	Staff	Branch library	Visitor	Donor	Item	ILL	Digital item	Downloadable	Laptop	Undefined item	Fee	Fine	MakerSpace	Meeting room	Program
Provide materials	Acquire materials	Select materials	R	R	R			R		R	R		R			R		
		Purchase materials		R			CRU	CRU			CRU		CRU					
	Catalog and process materials	Assign bibliographic records	RU	R	R			RU	CRU	CRU	RU		RU					
		Label materials		R	R		R	R	R				R					
		Fill holds on materials	RU	R	R			RU	RU		RU		RU	R	R			
	Deliver materials	Sort materials		R				RU	RU				RU					
		Ship materials			R			RU	RU				RU					
		Receive/send materials in transit	RU	R	RU			RU	RU				RU					
		Register cardholder	CRU	R	U													
	Loan materials	Check materials in/out	RU	R	RU			RU	RUD		RU		RU			CRU		
		Renew materials	RU	R				U	RU		U		RU			RU		
	Maintain collection	Update MARC records		R	RU			RU	RU	RU	RU		RU					
		Generate maintenance lists		R	R			R	RU				R					
		Weed collection		R	RU			RUD		D	D		RUD					
Provide facilities	Reserve a space	Select a space															R	
		Select a location			R												R	
		Register customer			R		CRU										U	
		Use a space			RU		RU							CRU			U	
	Request Curbside pickup	Verify cardholder information	R	R										R	R			
		Check out materials	RU	R	R			RU	RU				RU	R	R			
Provide technology	Provide technology stations	Deliver to customer vehicle		R														
		Reserve a station	R		R		CRU									RU		
		Log into a station	U		U		RU									RU		
	Loan laptops	Use a station					RU									R		
		Log into laptop kiosk	R									R						
		Check out laptop	U		U							CRU			R			
		Use laptop										R						
		Return laptop	RU		U							RUD				RU		
	Provide print/scan/fax services	Log into pay-for-print station	R		R									R				
		Insert funds	RU											R				
Provide programs and services	Develop programs	Use MFP machine				R								CRUD				
		Plan programs	R	R	R	R	CRU											CRUD
		Publish programs to calendar		R	R													RU
		Promote programs	RU	R	RU	RU	R											R
		Register customers	RU	R	R	CRU												RU
	Develop services	Conduct programs		R		R												
		Plan services		R	R	R	CRU									CRU	CRU	
		Establish policies and procedures		R	R									CRU		RU	RU	
		Train staff		RU	R									R		R	R	
		Promote services	RU	R	R	RU	R							R		R	R	
Provide knowledgeable staff	Acquire staff	Register customers	RU	R	R	CRU												
		Deploy services	R	R	RU	RU								RU				
		Interview staff		R														
	Manage staff	Hire staff		CRU	U													
		Train staff		U	R													
		Evaluate staff		RU	R													
		Meet with staff		RU	R													
Provide knowledgeable staff	Manage staff	Promote staff		RU	R													

Link to source spreadsheet:

https://docs.google.com/spreadsheets/d/1lq36xSjyUvZV1VPNzB2FFAx7jcM_-lbLtkIye5B3eAU/edit?usp=sharing

Data Model Attributes

BRANCH LIBRARY

BranchCode: text
BranchName: string
BranchAddress: string
PublicPhone: numeric
PublicFax: numeric
OfficePhone: numeric
ManagerPhone: numeric
CLPhone: numeric
TLPhone: numeric
EmergencyPhone: numeric
BranchEmail: alphanumeric
LocationInformation: string
OperatingHours: alphanumeric
Accessibility: symbol
Amenities: string
Services: string
BranchHistory: string
StaffingLevel: numeric
AssignedStaff: string
StaffVacancies: alphanumeric
ServiceRegion: numeric
Renovated: date
Repaired: date

CARDHOLDER

CardNumber: numeric, unique
PIN: alphanumeric, encrypted
PatronType: symbol
FirstName: string
LastName: string
Birthdate: date
MailingAddress: string
OtherAddress : string
County: symbol
PhoneNumber: numeric
EmailAddress: string
Guardian: string
HomeLibrary: symbol
OriginLibrary: symbol
PreferredContact: symbol
CurrentCheckouts: numeric
TotalCheckouts: numeric
TotalRenewals: numeric
Fines: numeric
ServiceHistory: string
ProgramHistory: string
MeetingroomHistory: string
MakerspaceHistory: string

DIGITAL ITEM

ID: numeric, unique
Title: string
AlternateTitle: string
Author: string
OriginalDate: date
AddedDate: date
TimePeriod: date_range
OriginalPublisher: string
Description: string
Keywords: string
Location: string
Latitude: numeric
Longitude: numeric
OriginalFormat: string
PhysicalDimensions: numeric
OriginalType: symbol
Collection: string
OriginalSource: alphanumeric
DigitizedFormat: symbol
FileSize: numeric
DigitalPublisher: string
RightsDescription: string
ReproductionInformation: string
Note: string
FileName: string

DONOR

FirstName: string
LastName: string
MailingAddress: string
PhoneNumber: numeric
EmailAddress: string
Organization: string
DonorType: symbol
PreferredContact: symbol
Recipient: symbol
Reason: string
GiftType: string
GiftAmount: numeric
PaymentMethod: symbol
InMemoryOf: string
InHonorOf: string
UseRestriction: symbol
OtherInformation: string
DateReceived: date
ReceivedBy: string

DOWNLOADABLE

ID: numeric, unique
Title: string
Author: string
Imprint: string
CallNumber: alphanumeric
Edition: alphanumeric
Description: string
Note: string
SystemDetails: string
Access: string
Performer: string
Summary: string
Subject: string
Genre: string
AddedAuthor: string
OtherForm: string
AddedTitle: string
ISBN: numeric
Availability: symbol
Order: date
Vendor: string

FEE

CardNumber: numeric, unique
FeeAmount: numeric
AmountPaid: numeric
DatePaid: date
DateAssessed: date
PaymentLocation: symbol
PaymentMethod: symbol
FeeType: symbol

FINE

CardNumber: numeric, unique
FineAmount: numeric
AmountPaid: numeric
DatePaid: date
DateAssessed: date
PaymentLocation: symbol
PaymentMethod: symbol
Item: string
Barcode: numeric, unique

ILL

Barcode: numeric, unique
Title: string
Author: string
PublicationInformation: string, date
CallNumber: numeric, symbol
Copies: numeric
Description: string
Format: symbol
Summary: string
Subject: string
Genre/form: symbol
Language: symbol
ISBN: numeric
OwningLibrary: symbol
Status: symbol
CurrentBorrower: numeric
OCLCNumber: numeric
Permalink: alphanumeric

ITEM

Barcode: numeric, unique
Title: string
Author: string
PublicationInformation: string, date
CallNumber: numeric, symbol
Copies: numeric
Description: string
Format: symbol
Summary: string
Subject: string
Genre/form: symbol
Language: symbol
ISBN: numeric
OwningLocation: symbol
CurrentLocation: symbol
Status: symbol
LastReturned: date
LastBorrower: string
CurrentBorrower: numeric
ProcessingInstructions: string
Order: date
Vendor: string

LAPTOP

ID: numeric, unique
Name: string
IPAddress: numeric
OwningLocation: symbol
SessionLength: numeric
CurrentBorrower: numeric
PreviousBorrower: numeric
LastReturned: date
Brand: string
Model: string
SerialNumber: numeric
Order: date
Vendor: string

MAKERSPACE

StationCode: alphanumeric
StationName: string
StationLocation: symbol
StationType: string
StationStatus: symbol
MaterialType: string
MaterialCost: numeric
ReservationTime: numeric
ReservationDate: date
SessionLength: numeric
UserNumber: numeric, unique
UserPIN: alphanumeric, encrypted

MEETING ROOM

Capacity: numeric
Equipment: string
Tables: numeric
Chairs: numeric
Dimensions: numeric
RoomLocation: symbol
Accessibility: symbol
Hours: alphanumeric
RoomStatus: symbol
DailyUse: numeric
WeeklyUse: numeric
MonthlyUse: numeric
AnnualUse: numeric

PROGRAM

ProgramName: string
ProgramDate: date
ProgramTime: numeric
ProgramLocation: symbol
ProgramType: string
ProgramAge: numeric
ProgramDescription: string
Attendance: numeric
Registration: numeric
Cancellation: numeric
AttendeeFirstName: string
AttendeeLastName: string
AttendeePhone: numeric
AttendeeEmail: alphanumeric
ContactPreference: symbol
GroupName: string
GroupContact: string

VISITOR

HourlyVisits: numeric
DailyVisits: numeric
WeeklyVisits: numeric
MonthlyVisits: numeric
AnnualVisits: numeric
VisitLocation: symbol
VisitTime: numeric

STAFF

FirstName: string
MiddleName: string
LastName: string
SocialSecurityNumber: numeric
Birthdate: date
MailingAddress: string
PhoneNumber: numeric
EmailAddress: alphanumeric
EmergencyContact: string
EmergencyPhone: numeric
HireDate: date
PositionType: symbol
JobTitle: string
JobDescription: string
JobLocation: string
PayGrade: numeric
PayRate: numeric
Hours: alphanumeric
Supervisor: string
DirectReports: string
PerformanceManagement: numeric
Languages: symbol
SpecialSkills: string
Education: string
WorkHistory: string
CoreGroupBenefitPlan: symbol
VoluntaryBenefitPlan: symbol
PTO: numeric
SickLeave: numeric

UNDEFINED ITEM

ID: numeric, unique
Title: string
Imprint: string
CallNumber: alphanumeric
Note: string
AddedTitle: string
Description: string
Series: string
ProcessingInstructions: string
Contents: string
Subject: string
AddedAuthor: string
OwningLocation: symbol
CurrentLocation: symbol
Status: symbol
CurrentBorrower: numeric
LastBorrower: numeric
LastReturned: date
Order: date
Vendor: string

Logical Data Model with UML Notation

Public Library of Cincinnati & Hamilton County: Logical Data Model

Anne Sawyer | April 19, 2019

