

Stellar Library Implementation Overview

This document is a general guide to planning for a new Stellar Library installation. A more detailed plan can be produced if needed after the initial online implementation session.

There is an implementation spreadsheet which goes with this document.

1. Provide a list of the annual meeting schedule which will be used in Stellar. There is a need to identify which boards/councils/committees will be using the system and what overlaps there are between the entities:
2. Provide a list of all users. This list will also cover rights. Please use the format in the attached spreadsheet as this provides for direct import of users into Stellar.
3. List the devices which will be generally used for the readers to access their documents. This is important to assist with support.
4. Provide a brief overview of the general workflow for meetings. This would include:
 - Annual process
 - Meeting cycles
 - Lead times
 - Reports
5. Sketch an initial folder structure for the library (example below)

