
To : ILPS members

From : ILPS Board and Executive Director

Issued : November 18th, 2025

**SUBJECT : Status update – project overview: description, target, milestone plan, budget requirements
Project group #2 - Literature Database**

2nd Status update - Project overview:
description, target, milestone plan, budget requirements
Project group #2 – Literature Database

Participants & Roles:

The project group consists of 5 companies. The ILPS Treasurer represents the Board and Executive Director in this project group.

Project Progress:

To date, no project meetings have been held. Only two out of five members answered the first doodle poll on time, late or no feedback from the others. Due to longer illness and business reasons of the responsible board member of the ILPS there is a delay in this project. A new doodle poll will be sent out this week.

Road map:

Defining precise user requirements and data needs.

Check if Zotero fulfils the defined requirements.

Document specific literature types to be stored (e.g., journal articles, books, dissertations) and their unique attributes. Consider future growth projections and scalability requirements.

Populate the database with core literature records.

Index and optimize the database for efficient search and retrieval. Implement full-text indexing for content searching.

Establish robust backup and disaster recovery routines. Schedule regular database maintenance including index rebuilding and integrity checks. Create documentation for both end-users and database administrators covering search techniques, data entry protocols, and troubleshooting procedures.

Status: Members in the Working Group did not show interest in the Project. Hence, the Project was not initiated. ILPS Board to decide whether to close or postpone the Working Group 2.

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