Dear Library Director:

The Office of Commonwealth Libraries is accepting applications from public libraries to convert their library catalogs to machine-readable format and to add them to the Access Pennsylvania Database or to add any records already in acceptable MARC format to the Access Pennsylvania Database.

The Access Pennsylvania Database is a statewide library union catalog combining the holdings of more than 2,900 school, public, academic and special libraries in Pennsylvania. The purpose of the database is interlibrary loan and resource sharing. The database, containing over 73 million holdings for over twenty-two million unique records, is continuously updated and is available on the World Wide Web at http://www.accesspa.state.pa.us.

Joining the Access Pennsylvania Database allows public libraries to become active participants in regional groups composed of all types of libraries. Becoming part of the database program is an activity that helps to meet the Access Pennsylvania Power Library requirement for cooperation with school libraries.

If you have any questions regarding the application form, contact Cindy A. Pitchon, Director of Public Services, HSLC at support@hslc.org or (215) 222-1532.

Sincerely,

Stacey A. Aldrich, Deputy Secretary
Pennsylvania Department of Education – Office of Commonwealth Libraries

Enclosure
The Office of Commonwealth Libraries, Bureau of Library Development is accepting applications from public libraries to convert their library catalogs into machine-readable format and add them to the Access Pennsylvania Database or to add any records already in MARC format.

The Access Pennsylvania Database is a statewide library union catalog combining the holdings of more than 2,900 school, public, academic and special libraries in Pennsylvania. The database contains over 73 million holdings of over twenty-two million unique records. The database is continuously updated and available on the World Wide Web.

Becoming part of the Access Pennsylvania Database allows a public library to become an active participant in a regional group composed of all types of libraries (other public libraries, school libraries, academic libraries, and special libraries). Participation also helps to meet the Power Library requirement for cooperation with school libraries.

**Submission Deadline**
Submit an original and two copies of the grant application to HSLC. Applications must be complete with all attachments and enclosures when submitted.

**Application Mailing Address**
First Class Mail:
Cindy A. Pitchon
Director of Public Services
HSLC
3600 Market Street, Suite 550
Philadelphia, PA 19104

**Source of Funds**
Funds are available from an appropriation in the state budget. This program is administered through the Office of Commonwealth Libraries, Bureau of Library Development.

**Use of Funds**
The funds under this state appropriation will be used to convert library catalogs into machine-readable form and to add libraries to the statewide union catalog of library holdings. Funds will also support the tape loading of library catalog records already in acceptable machine-readable form. Commonwealth Libraries will pay vendors directly for the costs involved in the retrospective conversion process, the tape loading process, and the creation of the Access Pennsylvania Database. Therefore, no grant money will be going directly to any libraries. Libraries will receive a CD-ROM containing their converted catalog records.

**How to Apply**
This package includes information about eligibility and other
requirements, an application form, agreement forms, and instructions for completing them. Please read the entire package before preparing the application, and

- Review the eligibility requirements and policies.
- Obtain the appropriate authorization signatures.

APPLICATION POLICIES

Eligibility Requirements

Any public libraries or public library system is eligible to apply for retrospective conversion of its catalog or for tape loading of its existing machine-readable catalog records to the database.

A public library or system must qualify for state aid by being organized and governed in accordance with the Library Code and meeting applicable library standards found in the Library Code and the Pennsylvania Code.

Applications from independent public libraries or systems must be submitted through the appropriate District Library Center (DLC). Two transmittal letters must accompany the application: one from the independent local library director, or in the case of library systems, from the system administrator, and one from the DLC administrator or consultant librarian. The letter from the DLC administrator or consultant librarian must show that the consultant librarian was involved in the planning and consulted in the writing of the grant application.

Applications from system members must be submitted through system headquarters and signed by the system board president.

Libraries becoming sites on the database will be assigned to an established regional group consisting of all types of libraries. Each member must agree to abide by the policies established by that regional group.

Each library must endorse the Interlibrary Loan Code and agree to participate in statewide interlibrary loan and resource sharing.

It is the policy of the Office of Commonwealth Libraries to facilitate the use of technology to improve access to library services. The Office of Commonwealth Libraries may make requirements to ensure technological compatibility or to provide access to bibliographic records. No equipment will be purchased through this grant.

The public library or system receiving the grant must update its records for at least five (5) years beyond the first years the collection initially appears on the database and pay the annual site fee. All libraries have the option of updating their library's holdings directly in the Access Pennsylvania Database using an online software program free of charge. Another option is the manual submission of updates, which are keyed in for you. Currently the cost for manual updating is $.10 for each record added, changed or deleted. Public libraries must also pay an annual site fee. The Office of Commonwealth Libraries will continue to maintain the database on the World Wide Web.
This grant may not be used to pay for retrospective conversion projects currently underway or completed. In addition, the grant may not be used to pay for the extraction of a library's records from a local system or bibliographic utility.

The Office of Commonwealth Libraries is interested in evaluation. Specific data collection activities may be required.

**CRITERIA FOR EVALUATING APPLICATIONS**

Currently all eligible Public library applicants are being accepted. Should budgetary or other circumstances require establishment of a priority list of eligible libraries, Commonwealth Libraries will rank applications and put each into a queue. In developing the queue, the Office of Commonwealth Libraries will consider the extent to which:

- The library demonstrates economic need as evidenced by reduced financial ability of the municipalities in its service area;
- The conversion will support a library system union catalog for the implementation of system-wide automation;
- The library has demonstrated readiness through weeding and preparing an inventory of its collection.
Library Name _________________________________________________________________

System Name (if applicable) ______________________________________________________

Street Address _________________________________________________________________

City/State/ZIP _______________________________________________________________________/_____________

Library Director ________________________________________________________________

Telephone ___________________________ Telefax __________________________________

Email ________________________________________________________________________

Contact Person for the Grant ______________________________________________________

Telephone ___________________________ Telefax __________________________________

Email ________________________________________________________________________

Population Served (in numbers) ___________________________________________________

Are MARC Records Available?     ___ Yes     ___ No

If MARC Records are available, please describe type:
(Example: OCLC, Follett, Winnebago, etc.)

____________________________________________________________________________

If automated, please provide the name of your library's automated circulation system:
(Example: Follett, Millennium, Endeavor, SIRSI, etc.)

______________________________________________________________________________

Estimated number of MARC records _______________________________________________

County ____________________________   DLC _____________________________________

State Representative District ______________________________________________________

State Senatorial District __________________________________________________________
1. Does the library qualify for equalization aid?  _____ Yes  _____ No

If not, are there other economic indicators that demonstrate reduced financial ability of the municipalities in the library’s service area, e.g. plant closing, recent natural disaster, etc.? Explain.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

2. If the library is a system, is retrospective conversion needed to complete a system union catalog?  _____ Yes  _____ No

If yes, will the conversion support the implementation of a shared automated system for the library? Explain.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

3. Has the collection been weeded recently?  _____ Yes  _____ No

If yes, when? _______________ (date)

If not, state specific plans for weeding, with dates.

_____________________________________________________________________
_____________________________________________________________________

4. Has the collection been inventoried?  _____ Yes  _____ No

If yes, when? _______________ (date)

If not, state specific plans for inventory, with dates.

_____________________________________________________________________


The following agreement is applicable to public libraries. This commitment is made for a period of five (5) years beyond the date when libraries are accepted into the Project. Libraries may not alter this agreement. Commonwealth Libraries will continue to underwrite the development of the union catalog contingent upon funding.

ACCESS PENNSYLVANIA DATABASE PARTICIPATION AGREEMENT
FORM FOR PUBLIC LIBRARIES

_______________________ agrees to:

Library Name

a) Share resources statewide with libraries of all types within the Commonwealth of Pennsylvania and to support the Interlibrary Loan Code of Pennsylvania by signing the endorsement form;

b) Provide Commonwealth Libraries with all machine-readable cataloging records, available from both local systems and bibliographic utilities, at the participating library’s cost;

c) Send a staff member of the participating library to training to update their skills necessary to use the database. Registration and travel costs, if any, will be the responsibility of the participating library;

d) Maintain and update its database for at least five (5) years beyond the first year the collection initially appears on the database.

e) Weed and inventory its collection before the retrospective conversion project begins;

f) Provide the appropriate hardware needed to access the database on the web, including Internet access and an email address. This equipment must be in place by September of the year of acceptance into the program. It is understood that, as technology changes or as the database increases in size, it may be necessary to add peripherals or to change hardware configurations.

_______________________       _________________________
Signature      Signature
Local (Member) Library Board President        Library System Board President (if applicable)

_______________________       _________________________
Name Printed      Name Printed

_______________________       _________________________
Date            Date
The undersigned endorses the Pennsylvania Interlibrary Loan Code of September 1994 and agrees to abide by the Policies, Guidelines and Protocols contained therein.

Signature of Superintendent/Director

_________________________________

Name-Printed

_________________________________

Title

_________________________________

Date

Institution/Organization/School District

Signature of Librarian

_________________________________

Library/Building/School Name

Name of Librarian-Printed

_________________________________

Address

Date

_________________________________

Telephone

_________________________________

Telefax