



Office of
Commonwealth Libraries

February, 2012

Dear Library Director:

The Office of Commonwealth Libraries is accepting applications from academic libraries to add library catalog records already in acceptable machine-readable 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 to facilitate interlibrary loan and resource sharing. The database, containing over 73 million holdings for over twenty-two million unique records, is continuously updated and available on the World Wide Web at <http://www.accesspa.state.pa.us>.

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

Sincerely,

M. Clare Zales
Deputy Secretary of Education and
Commissioner for Libraries

Enclosure

Pennsylvania Department of Education, Office of Commonwealth Libraries
333 Market Street
Harrisburg, PA 17126-1745

ACCESS PENNSYLVANIA DATABASE ACADEMIC LIBRARY APPLICATION

INFORMATION AND INSTRUCTIONS

The Office of Commonwealth Libraries, Bureau of Library Development is accepting applications from academic libraries for retrospective conversion and to add library catalogs already in machine-readable 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 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.

Each library joining the database must agree to participate in statewide interlibrary loan and resource sharing.

An academic library that agrees to participate in the database may apply for a retrospective conversion of the library's circulating main collection, not including rare or specialized collections.

Submission Deadline

Keep a copy for your files and submit an original and three copies of the grant application, participation agreement, and cover letter to HSLC. Applications must be complete with all attachments and enclosures when submitted.

Application Mailing Address

First Class Mail:

Cindy A. Pitchon
Assistant Director
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.

Central Procurement

Office of Commonwealth Libraries will procure all services and equipment centrally. No monies will go directly to any college or university library.

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.

Eligibility Requirements

Academic libraries must be part of an accredited institution incorporated or chartered by the Commonwealth, entitled to confer degrees, with a line item in the budget going to the library for library materials. The library must have a professionally trained staff, an organized collection, and provide some opportunity for service to the public or have a strong commitment to resource sharing.

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

Other Policies

Each new Access Pennsylvania Database participant will become a member of an established regional group consisting of all types of libraries. Members must agree to abide by the policies established by that regional group. The 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.

A cover letter from the library director must accompany an academic library application.

Each academic library that receives a grant to add its holdings to the Access Pennsylvania Database must provide a copy of all machine-readable records from a local system or other bibliographic utility. Each academic library must also commit to updating its holdings in the database to reflect additions, changes, and deletions for a five-year period following the grant. Commonwealth libraries will pay costs associated with the receipt of regular update data and updating of the ACCESS PENNSYLVANIA Database. The cost of data extraction from local systems or bibliographic utilities is the responsibility of the library.

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 have requirements to ensure technological compatibility or to provide access to bibliographic records.

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

CRITERIA FOR EVALUATING APPLICATIONS

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

- The academic library demonstrates a commitment to multi-type resource sharing;
- The library's collection is of value to other libraries;
- The collection is already in machine-readable form.

**ACCESS PENNSYLVANIA DATABASE
ACADEMIC LIBRARY APPLICATION**

Library Name (if applicable) _____

Institution _____

Street Address _____

City/State/ZIP

Library Director _____

Telephone _____ Telefax _____

Contact Person _____

Telephone _____ Telefax _____

Email _____

Enrollment (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 _____

State Representative District _____

State Senatorial District _____

Provide interlibrary loan statistics for the past three (3) years:

Loaned
academic)

Percent loaned to other types of libraries (non-

Provide a brief description of the library's general collection including the emphases in various disciplines based on the college's academic programs. (For example "The XYZ College Library supports the general academic program of a small, four year liberal arts college. The collection has a special emphasis in business administration to support that program.")

The following agreement is applicable to academic 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 FOR ACADEMIC 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) Collect data regarding the ACCESS PENNSYLVANIA Database Program and to report this information at regular intervals as requested by Commonwealth Libraries.
- d) Maintain and update its database for at least five (5) years beyond the first year the collection initially appears on the database.

(Date)

(Authorized Signature)

(Name - Printed)

(Title)

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
COMMONWEALTH LIBRARIES**

PENNSYLVANIA INTERLIBRARY LOAN CODE ENDORSEMENT

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

Fax

**ACADEMIC LIBRARY CERTIFICATION FOR PARTICIPATION IN THE
ACCESS PENNSYLVANIA DATABASE EXTERNAL RESOURCES PROGRAM**

_____ We do not wish to participate at this time.

INSTITUTION NAME

LIBRARY NAME (if different from Institution Name)

COUNTY

STREET ADDRESS

CITY/STATE

ZIP + EXTENSION

The _____ Library

- Agrees to share resources statewide and agrees to comply with the Interlibrary Loan Code of the Commonwealth.
- Understands that continuation of this agreement is subject to continued annual State funding from the Office of Commonwealth Libraries and contractual agreements with vendors.
- Agrees not to share password authorizations with sites not participating in the project. (Note: Password access via a participating public library card only.)
- Assures the Office of Commonwealth Libraries that filtering software and firewall technology will not interfere with patron access to the databases.
- Agrees to send staff to training scheduled by the Office of Commonwealth Libraries, if required.
- Agrees that access to the databases is contingent upon good standing with the Access Pennsylvania Database project, including the timely updating of holdings and payment of all participant fees.

The Library understands that the Office of Commonwealth Libraries reserves the right to make revisions to the program or terminate the program based on the availability of funding and program needs. For a current list of databases available under this program, visit the Access PA website at:

<http://www.accesspa.state.pa.us>.

On behalf of the above named Library, we, the undersigned, hereby submit this certification for participation in this program. We understand that the Library will not be eligible for participation if the Agreements attached are violated.

PLEASE SIGN AND TYPE NAME

Library Director	Area Code/Telephone Number	E-mail Address
_____	_____	_____
_____	_____	_____
Contact Person	Area Code/Telephone Number	E-mail Address
_____	_____	_____
_____	_____	_____
IP Address Range(s)	Library's Web Page (URL)	Access PA Database III Code (if known)
_____	_____	_____
_____	_____	_____

INSTRUCTIONS:

Keep a copy for your files and submit one original and two copies to Cindy Pitchon.

Mailing Address: Cindy A. Pitchon, Assistant Director
HSLC
3600 Market Street, Suite 550
Philadelphia, PA 9104

Telephone: 215-222-1532

ATTACH A PRINTOUT OF THE ACADEMIC LIBRARY'S HOME PAGE.

** IP Address Range is required for sites with local area networks, not dial access. Attach sheet with additional IP Address Ranges if necessary.

** Please allow 30 days to have your IP Address Range registered with the database vendors.

REQUIREMENTS FOR PARTICIPATION:

Academic libraries participating in this program **MUST** be participants in the Access Pennsylvania Database Project. This form **MUST** accompany your Access PA application form even if you do not wish to participate in the External Resources Program at this time. If you do not wish to participate, please indicate by marking the top of the form and filling in your library name on the first line. You may resubmit this form at a later date if you wish to participate in this program.