



Office of  
Commonwealth Libraries

February, 2012

Dear Library Director:

The Office of Commonwealth Libraries is accepting applications from special libraries to convert their library catalogs into machine-readable format and to add them to the Access Pennsylvania Database or to add library catalog records already in acceptable machine-readable 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 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 updated continuously and available on the World Wide Web at <http://accesspa.state.pa.us>.

Becoming part of the Access Pennsylvania Database gives special libraries the opportunity to become an active participant in regional consortia composed of all types of libraries.

If you have any questions regarding the application form, contact Cindy Pitchon, Assistant Director, HSLC, at [support@hslc.org](mailto: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 SPECIAL LIBRARY APPLICATION INFORMATION AND INSTRUCTIONS**

The Office of Commonwealth Libraries, Bureau of Library Development is accepting applications from special libraries to convert their library catalogs into machine-readable format and to 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 updated continuously and available on the World Wide Web.

Becoming part of the Access Pennsylvania Database allows a special library to become an active participant in a regional group composed of all types of libraries. Each participating library will receive a CD-ROM containing its converted catalog records.

## **Submission Deadline**

Keep a copy for your files and submit an original and two 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 9104

## **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**

Commonwealth Libraries will use the funds under this state appropriation to convert library catalogs into machine-readable format and to add libraries to the state-wide union catalog of library holdings. Funds will support the tape loading process of library catalog records already in acceptable machine-readable format. 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 monies will

go directly to any library. Each library will receive a CD-ROM containing its converted catalog records.

### **How to Apply**

This package includes information about eligibility and other requirements, an application form, an agreement form, 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**

A Special library is eligible to apply for retrospective conversion of its catalog. It is also eligible to apply for tape loading of its existing machine-readable catalog records to the database.

A state institution library must have an appropriately trained librarian, an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week.

Other special libraries must have an appropriately trained librarian, an organized collection, and a minimum of 20 hours of service per week. There must be some opportunity allowed for service to the public or a strong commitment to resource sharing.

### **Other Policies**

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

The library must make most of its regular collection available for resource sharing.

Each library joining the database will be assigned to an established regional group consisting of all types of libraries, and must agree to abide to the policies established by that regional group.

Each application from a special library must be accompanied by a cover letter from the head of the organization (e.g. institution superintendent, president, administrator, etc.) The same individual must sign the agreement. A state institution under the direct administration of state government must submit the application through its respective agencies, such as Corrections or Welfare. A state institution agreement must be signed by the superintendent.

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

A special library receiving a grant to add its holdings to the Access Pennsylvania Database must agree to update its records for at least five (5) years beyond the first year the collection initially appears on the database and must 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 submission of manual updates, which are keyed in for you. Currently the cost for manual updating is \$.10 for each record added ,changed or deleted. Each special library must pay an annual fee. 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 Special 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 Special Library demonstrates a commitment to multi-type resource sharing;
- The Special Library's collection is of value to other libraries;
- The collection is already in machine-readable format.

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**ACCESS PENNSYLVANIA DATABASE  
SPECIAL LIBRARY APPLICATION**

Library Name (if applicable) \_\_\_\_\_

Institution or Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/ZIP  
\_\_\_\_\_

Library Director \_\_\_\_\_

Telephone \_\_\_\_\_ Telefax \_\_\_\_\_

Email: \_\_\_\_\_

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

Percent loaned to other types of libraries

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Is your library open to the public for onsite use?     Yes     No

Provide a brief description of the special library's collection (for example, "The prison library's general collection consists of 5,000 items of interest to the inmate population. The collection includes an emphasis on multi-cultural subjects," or, "The museum's library has a collection of 10,000 items on natural history with an emphasis on Pennsylvania flora and fauna.") Please be brief.

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*The following agreement is applicable to special 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 SPECIAL 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) Release the participating librarian to attend training to update skills necessary to use the Access Pennsylvania Database with registration and travel costs, if any, being the responsibility of the library;
- d) Collect data regarding the Access Pennsylvania Database Project and to report this information at regular intervals as requested by Commonwealth Libraries;
- e) Weed and inventory its collection before the retrospective conversion project begins;
- f) Maintain and update its database for at least five (5) years beyond the first year its collection initially appears on the database;

\_\_\_\_\_  
Librarian's Signature

\_\_\_\_\_  
Authorized Signature (CEO, Superintendent,  
Administrator)

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**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

\_\_\_\_\_  
Telefax

**SPECIAL LIBRARY CERTIFICATION FOR PARTICIPATION IN THE  
ACCESS PENNSYLVANIA DATABASE EXTERNAL RESOURCES PROGRAM  
(OPTIONAL – SEE INSTRUCTIONS BELOW)**

\_\_\_\_\_ 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 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 Pennsylvania Database 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, Pennsylvania 19104

Telephone: 215-222-1532

ATTACH A PRINTOUT OF THE SPECIAL 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.

Special 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.