The Pennsylvania Department of Education, Office of Commonwealth Libraries is accepting applications from libraries interested in participating in the Access Pennsylvania Database. The Database, a service of POWER Library, is a statewide library union catalog combining the holdings of more than 2,500 school, public, academic and special libraries in Pennsylvania, and serves as the foundation of resource sharing throughout the Commonwealth. The Database, containing over 34 million holdings for over 8 million unique records, is continuously updated and is available online. A version just for kids is available too! When an institution contributes to the database, it effectively increases the number of educational, professional, informational, and entertainment resources available to students, faculty, and indeed, all residents of Pennsylvania.

Participation in the Database also makes libraries eligible for participation in other POWER Library services. For example, schools and public libraries can provide patrons in the library with direct, unmediated access to statewide E-Resources (subscription databases), offering access to full-text newspapers, magazines, journals, image collections, reference databases, and much more! These E-Resources would cost approximately $40,000 per library if an institution purchased the vendor subscription from local funds. In addition to E-Resources, live chat reference service and inclusion in the PA Photos and Documents image collection is also available to all library types across Pennsylvania.

Explore all of the POWER Library services at POWERLibrary.org!

If you have any questions regarding the application form, please contact Joanne Krentz at support@hslc.org or (215) 222-1532.

Sincerely,

Glenn R. Miller, Deputy Secretary of Education & Commissioner for 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:

Access PA Application  
Hosting Solutions & Library Consulting  
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.
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.

**Other Policies**
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
The following information is needed to create custom authentication for direct access to E-resources. This includes information is also used to provide your library with support and statistics.

<table>
<thead>
<tr>
<th>Superintendent/Chief of School</th>
<th>Area Code and Phone Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Librarian</td>
<td>Area Code and Phone Number</td>
<td>Librarian’s Email Address</td>
</tr>
<tr>
<td>IP Address Range or Public Proxy IP Address*</td>
<td>School Library’s Email Address</td>
<td>Access PA Database Location Code</td>
</tr>
</tbody>
</table>

INSTRUCTIONS: Complete one form for each participating school library. Applications from all schools within a district should be sent as one package. Keep a copy for your files and submit one original and three copies to Joanne Krentz.

Mailing Address: Access PA Application
Hosting Solutions & Library Consulting
3600 Market Street, Suite 550
Philadelphia, PA 19104

* IP Address Range or Public Proxy IP Address required for sites with local area networks, not dial access. The district technology coordinator should be able to provide this information.