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, HSLS 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 school districts and nonpublic/private schools to convert any remaining library catalogs into machine-readable format and to add them 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.

A recent study, Measuring Up to Standards: The Impact of School Library Programs & Information Literacy in Pennsylvania Schools, shows that higher PSSA reading scores are particularly linked to school library programs that provide the Access Pennsylvania Database, licensed databases, and the Internet/World Wide Web.

**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 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 go directly to any library. Each participating library will receive a CD-ROM containing its 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
Public and nonpublic/private school libraries at all levels are eligible for retrospective conversion of their catalogs and tape loading of existing machine-readable catalog records to the database.

School libraries, both elementary and secondary, must have a person supervised by a certified school library media professional, provide an accessible, centrally housed and organized collection of resources, have a board approved collection development policy, and have a line item in the district’s budget going to the library for library materials. Commonwealth Libraries will fund only libraries already established.

Schools participating in the Access Pennsylvania Database program also become eligible to participate in the Access Pennsylvania Power Library program, which provides Pennsylvania public libraries and school libraries online graphical and full-text access to periodical and reference databases. This is approximately $40,000 worth of service annually at no cost to the library.

Other Policies
Each library joining the database will be assigned to an established regional group consisting of all types of libraries, and 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.

The school district must agree to provide appropriate hardware and/or software and, within one year after the records appear on the database, install a commercial library management system that can use MARC records.

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 school library receiving a grant for retrospective conversion to add its holdings to the Access Pennsylvania Database must update its holdings in the database to reflect additions, changes, and deletions for a five-year period following the grant. All libraries have the option of updating their library's holdings directly in the Access Pennsylvania Database using a web-based software program free of charge. Another option is to submit manual updates, which will be keyed into the Access Pennsylvania Database for you. Currently the cost for manual updating is $.10 for each record added, changed or deleted. School libraries must also pay an annual site fee. Commonwealth Libraries will continue to maintain the database on the World Wide Web.
The Office of Commonwealth Libraries is interested in evaluation. Specific data collection activities may be required.

**CRITERIA FOR EVALUATING APPLICATIONS**

Currently all eligible School 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 school district has no schools currently on the database;
- The school district has taken the initiative to put libraries on the database as self-pays and now desires to have its remaining libraries added;
- The school district has a small student population less than 1,500 students K-12;
- The school district is rural with a population within its boundaries of less than 100 persons/square mile;
- The school district has a high aid status (a combined aid ratio of .5 or higher)
ACCESS PENNSYLVANIA DATABASE
SCHOOL APPLICATION

School District _________________________________________________________________

Building ______________________________________________________________________

Street Address _________________________________________________________________

City/State/ZIP _________________________________________________________________

Librarian’s Name ______________________________________________________________

Telephone ___________ Telefax __________________________________

Email _______________________________

Building Enrollment _____________________________________________________________

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 _____________________________________________

Administrative Unit Number (AUN) ____________________________

Intermediate Unit Number _____________________________________________________

County _________________________________________________________________

State Representative District _____________________________________________

State Senatorial District _______________________________________________________

1/16
The following agreement is applicable to school libraries. This commitment is made for a period of five (5) years beyond the date when libraries holdings 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 SCHOOL LIBRARIES

_____________________________ School/District agrees to:

School District 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 participating librarians to attend training once a year to update skills necessary to use the Access Pennsylvania Database. Registration and travel costs, if any, will be the responsibility of the participating school district;

d) Collect data regarding the Access Pennsylvania Database and to report this information at regular intervals as requested by Commonwealth Libraries;

e) Allow a retrospective conversion of its collection as a result of this program and to maintain and update its database for at least five (5) years beyond the first year the collection initially appears on the database;

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

g) Within one year after the records appear on the database, provide appropriate hardware and/or software and install a commercial library management system that can use MARC records;

h) Secure the appropriate hardware needed in the school library to access the database on the web, including access to the Internet 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 the database increases in size, it may be necessary to add peripherals or change hardware configurations.

_____________________________ (Date) ________________________________ (Chief School Officer’s Signature)

_____________________________ (Name - Printed) ________________________________ (Title)
The undersigned endorses the Pennsylvania Interlibrary Loan Code of September 1994 and agrees to abide by the Policies, Guidelines and Protocols contained therein.

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<th>Signature of Superintendent/Director</th>
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<td>Name-Printed</td>
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<tr>
<th>Institution/Organization/School District</th>
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<td>Signature of Librarian</td>
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<td>Library/Building/School Name</td>
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<td>Name of Librarian-Printed</td>
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| Telephone                               |
|                                          |

| Telefax                                 |
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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>
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<tr>
<th>School Librarian</th>
<th>Area Code and Phone Number</th>
<th>Librarian’s Email Address</th>
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<tr>
<th>IP Address Range or Public Proxy IP Address*</th>
<th>School Library’s Email Address</th>
<th>Access PA Database Location Code</th>
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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.