
Sarah Rigby – Newton Town Library

Juliene Parrish – Richmond Public Library

Mindy Hall – Lewiston Public Library
Newton Town Library

- Library established in 1998
- Population 782
- About 200 households
- Farming
- Dairy
- Commuters
Richmond Public Library

- Carnegie Library built in 1914
- Population 2,535
- About 625 households
- Farming
- Dairy
- Commuters
- Food Manufacturing
Lewiston Public Library

- Library established 1931
- Population 1,877
- About 530 households
- Farming
- Dairy
- Commuters
Smithfield Public Library

- Carnegie Library built in 1917
- Population 11,014
- About 2,100 households
- Businesses
- Commuters
- Farming
History of Cache Valley Libraries

8 Libraries – Hyrum, Bookmobile/County, Logan, North Logan, Smithfield, Richmond, Lewiston, Newton

Talk about forming Consortium

Newton, Lewiston, Richmond
Grant - Utah State Library Collaborative Catalog Development Program

Project Goals

1. Increased efficiency and potentially lower costs for ILS.
2. Library patrons will be provided with a seamless interactive online experience.
3. Library patrons will be offered increased choices in library resources.
Project Information

1. Up to $20,000 will be provided to each approved project.
2. Preference will be given to projects with three or more partnering certified public libraries.
3. Project funds will not be provided to projects involving only branches within one library system (county or city library).
Participant Requirements

1. Participants must provide:
   a. A Resource Sharing Plan
   b. An Interim Report
   c. A Final Report

2. Participants are expected to participate in workshop(s) detailing the project.

3. Participants must develop an organizational plan for shared responsibilities and a catalog plan to develop standards for cataloging and user experience.

4. Funds for ongoing maintenance of this project will be provided by the participating libraries.
• Applied for Grant from Utah State Library
  • Received grant on April 25, 2011
  • Had to have 1 person as Contact with State. Memorandum of Agreement signed on May 4, 2011

• As Grant was being written Richmond looked into and investigated what ILS system would be the best fit for the consortium.

• Choose Follett for our ILS
Follett - Destiny

- April 28 Started talks with Follett

- May 16 had live meeting with all 4 libraries & Follett
  - Asked lots of questions about how Destiny would work with the consortium and as individual libraries.
  - Had to upload barcodes samples to see compatibility
Forming Consortium

- May 3, 2011 All 4 libraries signed an agreement to form the Northern Cache Library Consortium
  - The Smithfield Public Library, Richmond Public Library, Lewiston Public Library, and Newton Town Library, herein referred to as the Northern Cache Library Consortium have come together to form this agreement.

- We, as the Northern Cache Library Consortium, hereafter known as NCLC, formally agree to proceed with the implementation and conversion to an ILS service. This service will allow the NCLC to share resources, improve efficiency, and offer increased choices for the library communities.
Organizational Plan

- Aug 6 Met & discussed what should be our shared and individual responsibilities plan.
  - Who will house server?
  - Who will do IT work?
  - Barcode issues
  - Marc records

- Reviewed and sent to USL Aug 13
Conflicting Barcodes

- June 13 – Received Report from Follett that 3 of the libraries had the same barcode range.
- Report was 1250 pages with 25 titles per page.
  - Did not have enough money in Grant to pay Follett
  - The report was divided into 3 and Newton, Richmond & Smithfield began changing barcodes.
  - Used Volunteer help and worked on it all summer.
  - A small part of the report had duplicates at all 3 so Richmond and Smithfield exchanged that section.
Catalog Plan

- Aug. 2 Met and came up with plan. Plan was vague but we did not fully understand what should be in it. Sent to the state on Aug. 15
- State responded back with questions and they wanted to clarify points to make it a useful document.
  1. Establishing criteria for "best records"
  2. CatExpress - the virtues of a single account vs having one for all of you
  3. Standards for enhancing and cleaning up records
  4. Standardization of item records, looking toward future resource sharing opportunities.
• Sept. 13 Had a teleconference with Utah State Library Cataloger.
  • After phone call stayed and formulated plan.
  • Plan was typed up and emailed to each library for review.
• Final Draft sent to state cataloger for review on Sept. 21
  • More revisions were made and then sent to each library for review
• Oct. 2 Final Cataloging Plan sent to the state library.
Resource Sharing Plan

- Between the four libraries there will be an agreement to continue with the procedures that each library follows in regards to non-residency patrons. Since one of the four libraries currently charges for non-residences this will be a practical test to see how it works and if an issue arises, we will address it at that time.

- All patrons will be allowed to use all library sites within the consortium with just one registration at their home library. Individual registration policies will be posted at each individual library and their websites. Patrons who circulate/check-out materials from one library are responsible for returning those materials back to that lending library.
Resource Sharing Plan continued

- We will agree to have a union online catalog link which will allow patrons to do a one-stop search. No online holds will be allowed on the union catalog at this time. A policy may be created in the future to allow such. Each library will have their own individual catalogs where residences will be able to place online holds. Non-residences will be able to call a librarian to place holds. The hold limit will be four items per card and items will be limited to a three day pickup at all libraries.
Resource Sharing Plan continued

• Individual libraries will have their own fines and check-out duration policies. Patrons will be responsible to pay fines at the owing library. The maximum fine before checkout privileges will be suspended is $5.00. We agree that we will not check out materials to a patron who exceeds the maximum fine at any of the libraries, without first checking with other library/libraries.

• We have agreed to market our new consortium by the following sources: our individual websites or blogs, local newsletters, bookmarks, fliers and local community newspapers.
ILS System Begins

- Nov. 1 Met as a group and IT reported the server was installed and online. We are now ready for software.

- Discussed implementation of software and how each library would operate.

- Called Follett on questions about conversion process from old ILS systems to Destiny.
Non-Resident Policy

• Dealing with Non-Residents
  • 3 of the libraries are open to everyone.
  • 1 library charges a non-resident fee.

• Discussed it and agreed to continue current policies each library has. Smithfield had concerns once patrons find out about other libraries they will bypass them and sign up at Newton or Richmond to avoid fee.

• A few months after meeting came up with new policy:
  • All non-residents will sign up for a library card at their nearest Northern Cache Library Consortium library.
Using Destiny

- Nov. 3 Met with Follett by online meeting.
  - Lewiston had to change Patron Barcodes
  - Newton had to enter all patrons into Destiny

- 3 libraries started using Follett Remote while conversion occurred.
  - Nov. 11 - 3 Libraries went live
  - Jan. 1 - last library went live
The Northern Cache Library Consortium has agreed to follow these steps in order to keep consistent cataloging within the system:

- When cataloging magazines, the name of the magazine will be entered in one of the subject lines.

- Always add summary when possible to all marc records.

- Title is title only - Don’t change old titles that have volume numbers at the end of title, just go forward without the volume in the title and enter it in the Call Number/Spine Label info. (Can we put in CD?)

- Anytime a MARC record is added, authority control should be used to keep all like materials the same.
OCLC (CatExpress) entries – Smithfield will obtain the records from USL and import the MARC record into the system.

Information about paperback or hardback can be done at subtype drop-down. Good place to do that info – no need to duplicate elsewhere.

When looking for something outside of Alliance Plus always use Library of Congress if it is an option.

When a record is found without a series, put it in correctly. fantasticfiction.com is excellent source for series order.
Loaning Policy

- Patrons will be responsible for picking up and returning materials to the lending library.

- Patrons can place holds by calling the lending library and must pick up within 3 days.

- Patrons will be responsible for all fees/fines accrued at the lending library.

- If patron has a $5.00 or more fine at any of the NCLC libraries, they will not be permitted to check out materials until the fines are taken care of.
Loaning Policy continued

- Only home library can make note of exception and give permission for checkout when fine exceeds $5.00.
- ID proof may be required at check out.
- Due date of materials is set by the lending library and can only be renewed by the lending library.
- All policies of each NCLC library will be followed.
- All non-residents will sign up for a library card at their nearest Northern Cache Library Consortium library.
Advertising

The Northern Cache Library Consortium has been created to form a partnership with the Smithfield, Richmond, Lewiston, and Newton Public Libraries. A new online sharing catalog has been created to give our library patrons access to additional resources. Patrons of these libraries can search the Northern Cache Library Consortium catalog. If patrons find materials in the other libraries, not their home library, they can go to that library and check out the material free of charge. The patrons are responsible to pick up and return the materials to the borrowing library.

This service was acquired through a $20,000 LSTA state grant. The grant was used for the purchase of needed equipment, software and provided the training for the librarians.

The Libraries of the NCLC are excited to provide this expanded service to our patrons.
The goal of this project was to be able to share materials and make library service more accessible to the patrons in our communities. Since the Cache County Council recently tried and failed, for the second time, to create a countywide library system, patrons have become more aware of the possibility of this type of service and the great idea of sharing resources. They have expressed their desire to see something happen in this direction. As this has been quite an issue throughout the county, we are thrilled to offer this consortium service to our patrons.
We are now going through the process of cleaning up errors or entering missed information lost during the conversion. There is still clean up work to do and we are each moving forward with our own individual site problems. The greatest advantage we have is each other. As we learn something helpful in doing our work we have shared with each other the easy way we have found to do it.

We did it and so can You!
If you have questions or need some help contact us:
newtonlib@comcast.net
Northern Cache Library Consortium

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