# Office of
# Commonwealth Libraries

February, 2013

Dear Superintendent:

The Pennsylvania Department of Education, Office of Commonwealth Libraries is accepting applications from public school districts and nonpublic/private schools to convert any remaining school library catalogs to machine-readable format and to add the records to the Access Pennsylvania Database. A school district may apply on behalf of any level of school library—elementary, middle or junior high or high school.

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 interlibrary loan and resource sharing. The database, containing over 73 million holdings for over twenty-two million unique records, is continuously updated and is available on the World Wide Web at http://www.accesspa.state.pa.us. When a school library joins the database, it effectively increases the number of information resources available to students and faculty.

In addition, school districts and nonpublic/private schools participating in the Access Pennsylvania Database are eligible to participate in the Access Pennsylvania Power (Pennsylvania Online World of Electronic Resources) Library program, which provides free access, under a statewide license, to online graphical and full-text periodical and reference databases. These databases would cost approximately $40,000 per school library if schools had to pay the vendor subscription fees.

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

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

Sincerely,


Stacey A. Aldrich, Deputy Secretary
Pennsylvania Department of Education – Office of Commonwealth Libraries


Enclosure

# ACCESS PENNSYLVANIA DATABASE SCHOOL APPLICATION

# INFORMATION AND INSTRUCTIONS

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:
> Cindy A. Pitchon, Director of Public Services
> 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.

**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.

**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.

# 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)