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| From: Michael C Piper <aj0386@WAYNE.EDU> Sender: DALNET New Member Services Discussion List <DALNETNM@LISTS.WAYNE.EDU> Subject: Re: DALNET New Member Policy Group: 9/18/02 Meeting. Follow-up Date: Wed, 18 Sep 2002 17:56:45 -0400 To: DALNETNM@LISTS.WAYNE.EDU | |
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Dear New Member Policy Group:

Thank you for your time today. Here is my understanding of our discussion and agreements:

1) Draft report. We asked Bob to re-do the new member pricing formulas, as follows: Use the existing tier structure, converted to volumes, with an added percentage increase to be determined. Peg 1-time new site fee at 1.7 times base tier amount, to reflect the benefits new members gain as a result of infrastructure development by current members.

2) Pricing models for new services, such as digital initiatives. Bob will look this up for us. We'll discuss his findings in our next call.

3) Review New Member checklist. Version 5, attached, reflects my understanding of our agreements.

4) Review flow chart. We'll ask Dee to re-do this to align with revised 9-step sequence shown in the New Members Checklist, version 5.

5) Upcoming conference calls. Our calls are scheduled as follows:

- . Wednesday, 9 October 2002, 1:30-3:30
- . Monday, 14 October 2002, 3:00-5:00

Agenda topics for upcoming call: Revised pricing formulas; pricing models for new services, such as digital initiatives; Review report and checklist once more.



File: [New Member Checklist.V5.09-02.doc](#) (78Kbytes)

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New Member Checklist
DRAFT 5 (9/18/2002)

Visit 1: Provide background on DALNET and gather information from potential member

Items to cover with the potential member

DALNET history

- Establishment – when, where, why
- Information regarding current members
- DALNET Web Site
- Relationship to WSU

Current DALNET organization

- Provide copy of Board membership
- Provide copy of organization chart
- Provide copy of Bylaws

DALNET services: Who we are and what we do

- ILS: software, servers and functionality
- Digital projects
- Training
- Access to staff expertise
- Collaboration with members
- MiLE and Reciprocal borrowing

*leadership
coordination
of all the projects*

Vendor relationship

- Developmental partnership with *epixtech*
- Contractual enhancements in the works

Expectations of members

- Board membership responsibilities
- Project Manager responsibilities
- Committee participation
- Future plans

Information from institution interested in DALNET

- Size of collection
- Current automation
- Audience served
- Collection development
- Collection specialties
- Digital collections
- Reciprocal arrangements in place
- Organizational structure (number of sites)
- Technical expertise of staff

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Financial/human resource responsibilities of potential member site

- Identified costs, including explanation of pricing formula
- In-institution staff responsibilities: Director and Project Manager

Information Technology requirements

- Network connection (no dial-up)
- Workstations

Expectations of DALNET members

DALNET is comprised of its host institution, Wayne State University, and those institutions that have been approved by the DALNET Board, and have signed a valid DALNET Online System Agreement with WSU. Membership is open to academic, public, school and special libraries as well as information organizations within DALNET's service area.

DALNET members contribute to a shared database and online system. They also share a commitment to advancing resource sharing to better serve the people of southeast Michigan. Each member pays an appropriate share, as determined by the DALNET Board, of the costs of managing and operation the DALNET Online System.

Participation in DALNET requires shared decision-making and collaboration in developing common policies. Membership in DALNET represents a privilege with the expectation of active and continuing participation by each member site. As a consideration for acceptance and continuation of institutional membership and participation in DALNET, member institutions must agree to:

- A) Share resources and provide interlibrary loan services to other members within DALNET standards and procedures, and according to institutional policies.
- B) Deliver library services and a collection adequate for local needs, and contribute to the Horizon shared database and online public access catalog.
- C) Maintain onsite equipment, telecommunications network and technical staff compatible with the DALNET infrastructure and standards.
- D) Abide by the DALNET Bylaws and applicable DALNET database standards.
- E) Appoint a Project Manager, who will be responsible for managing the member's Horizon operation, participating in Project Managers' meetings, providing appropriate communications about DALNET issues within their host institution, and providing local management of other DALNET services. This includes loading the Horizon client, and assisting in Horizon table configuration.
- F) Participate in DALNET governance by sending a representative to Board meetings.

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- G) Contribute to the work of the consortium by delegating library staff to serve on DALNET committees and to participate in appropriate training and continuing education programs.
- H) Support the Library Bill of Rights, Librarians Code of Ethics and ALA's Freedom to Read and Freedom to View statements, and their interpretations.
- I) Support DALNET marketing within the institution's user community.
- J) Evidence commitment to advance DALNET to higher levels of service beyond the ILS by supporting Beta or demonstration projects.

Possible questions to include in an impact statement for potential member libraries

- 1) Number of sites? Administered centrally or by individual site?
- 2) Annual operating budget in the following categories: personnel, materials, replacing/upgrading technical infrastructure (including computer replacement) and other operating expenses?
- 3) Library staffing, including: number of professional librarians, number of support staff, and number of other staff (e.g., student assistants).
- 4) Library administrator(s), including experience with integrated library systems, resource sharing and library cooperation
- 5) Project manager, including technical qualifications, credentials, and experience with integrated library systems, resource sharing and library cooperation
- 6) Technical/network infrastructure, including: speed of Internet connection; Internet service provider; number of staff computers in library; general technical description of these computers, current and planned; computer replacement schedule.
- 7) Library resources profile, including: size of collection (monograph volumes, microforms, and print and electronic journal titles); annual growth of collection over past three years (monograph volumes, microforms, and print and electronic journal titles); general collection emphasis (e.g., subject areas); and special collection strengths.
- 8) Population served by your library, including: patron head counts and FTE counts; annual library materials circulation count (last three years); and annual interlibrary loan (lending and borrowing) count (last three years), where applicable.

add new library

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9) Policies for onsite use of your library resources by people other than your primary user population (e.g., access and use by the general public).

10) Current automation environment: Integrated library system:

a) Which of the following control numbers do you currently maintain in your bibliographic records? Check all that apply: ISBN, OCLC, ISSN, Other.

b) What formats do you currently use for item and patron barcodes and ID numbers? Symbology (Codabar, etc); Number Range; Item Number: Patron ID Numbers; Other:

c) Will you need to transfer data electronically? Check all that apply:

- Send fines data to a billing office
- Order data to suppliers
- Serials claiming
- Upload patron data from administrative database(s)
- Other:

11) Please discuss why your institution wants to join DALNET. Please address any fiscal and/or technical issues that prompt your institution to look for a new ILS.

12) Please tell us how your institution would add value to the DALNET community.

Project manager's responsibilities (Do we want to make this a separate section?)

A possible application process

Membership applications will be reviewed by the Executive Committee and approved by the Board of Directors. In reviewing applications, the Committee will consider the reciprocal resource sharing benefits to be derived by DALNET's current members, as well as by the potential member.

A possible DALNET membership application sequence

Staff make decision not appropriate
1) DALNET staff meets with potential member, and compiles preliminary information such as volume count.

2) Treasurer prepares pricing proposal for staff, based on information provided by potential member.

3) Staff holds additional meetings to help potential member complete membership application.

4) Staff reviews membership application, assesses the potential member's possible impact and completes a report outlining findings for the Executive Committee.

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- 5) Executive Committee reviews potential member's application, and makes recommendation to DALNET Board concerning this potential member's application or requests additional information from staff.
- 6) Once Executive Committee submits its recommendation, DALNET Board acts on this recommendation
- 7) Director and/or Board Chair inform potential member on Board's decision. If the DALNET Board approves the application, Treasurer issues contract, and staff offers to help with potential member's internal approval process, as appropriate.
- 8) Potential member determines whether or not to join DALNET.
- 9) DALNET staff prepares new member implementation plan and assists new site with executing the plan.

Items to include in cover sheet to be completed by staff

- Travel time from DALNET office, based on location
- Staff assessment of potential member's technical qualifications and infrastructure impact

Factors for the Executive Committee to consider in evaluating applications

- Potential member's contribution, in terms of geographical or type of library diversity; reciprocal resource sharing benefits to be derived by DALNET's current members, as well as by the potential member.
- Current relationship with one or more DALNET member institutions.
- Expertise this member could contribute to DALNET.
- Political considerations, such as whether or not the new member would expand DALNET's sphere of influence.