

STLS Services to Member Libraries—July 18, 2003

<p><u>Services</u> with bulleted activities.</p> <p>Activities in italic are mandated or funded with categorical aid.</p>	<p><u>Description</u></p>
<p>Adult Services</p> <ul style="list-style-type: none"> • Consultant Services Workshops Training 	<p>Research issues for members; provide assistance with collection development, information about programs, grants, questions regarding adult level collection development; and long-range planning. Communicate information over Adult Services distribution list.</p> <p>Research, develop, and maintain information on Adult Services portion of STLS website. Provide orientation tours of STLS headquarters for new member library staff. Select and purchase materials for collection of professional materials available for loan to library staff and trustees. Plan, and conduct STLS continuing education/training workshops in general library practice; consultant meetings on adult services topics; and one-on-one training at member libraries.</p>
<p>Delivery</p> <ul style="list-style-type: none"> • Deliver to 50 member libraries, branches, reading centers, as well as correctional facilities; Corning Community and Keuka Colleges; Steuben Allegany BOCES 	<p>Deliver materials requested by patrons from other members, materials received from libraries outside the system, library materials to and from STLS for processing, rotating collections, computer labs, accu-cut machine, computer equipment, other materials and communications among member libraries and STLS</p> <hr/> <p>Maintain, insure and repair three delivery trucks</p> <hr/> <p>Develop, print, and distribute delivery schedule, STLS holiday closings schedule, and routing slips. Communicate with libraries via delivery distribution list. Develop and maintain delivery portion of STLS website.</p> <hr/> <p>Supervise delivery drivers and schedule; make arrangements for driver absence, holidays, and unscheduled changes in circumstance.</p>

<p>Information Technology</p> <p><i>Manage integrated library system and support for online catalog. (Funded with categorical aid.)</i></p> <ul style="list-style-type: none"> • Wide-area network-31 STLS members connect to use integrated library system (circulation, shared patron database). Some use the connection for Internet access • Technology Consulting • E-mail • Loan equipment (lap-top computers, projection units, digital camera, screens) • Electronic Resources and Training • Web Services 	<p><i>Support STARCAT, online circulation, shared patron database, patron request. Training in barcoding patrons, operating circulation system, other. Troubleshoot problems for member libraries, reprogram to make STARCAT interface more user friendly, install upgrades, provide regular reports--including overdues, circulation reports.</i></p> <p>Establish network between STLS and member libraries, install equipment at each end of each circuit, maintain servers, security, install software necessary to run the servers. Provide sufficient telecommunications access to STARCAT to allow member library and citizen use of the database. Negotiate contracts, monitor and troubleshoot the network, implement upgrades. Staff assists members to plan for network connection and to integrate cable and data circuits. IT staff now negotiating cable VPN, assisting members to install. STLS monitors and pays bills. Continually evaluate for faster, cheaper options</p> <p>Assist with troubleshooting, fix computers, recommend specifications for purchase, assist with planning for implementation, make suggestions for cabling. Keep up with trends/new technology to be prepared to meet changing needs of members. Select and purchase materials for collection of professional materials available for loan to library staff and trustees.</p> <p>IT staff add, delete e-mail addresses, maintain distribution lists (directors, youth, adult services, Steuben, Allegany). Upgrade Spam protection. Support local domains for e-mail with individual library address.</p> <p>Update laptops, maintain security, install software patches and virus definition software. Maintain in ready-to-use condition.</p> <p>Develop and conduct training in use of Internet, productivity software (Word, Publisher), online databases (EBSCO, Health Reference Center). Maintain website access to online databases.</p> <p>Update member library websites on request. Host web sites with independent domain name for members.</p>
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<p>Interlibrary Loan —Mandated service</p>	<p><i>Plan, fund and conduct service.</i> <i>Use OCLC subscription to search, locate and request materials from libraries outside STLS.</i> <i>Communicate detailed information to member libraries and loaning libraries about materials requested, received, circulating, and returned. Receive items, send to member libraries, mail back to loaning library.</i></p> <p><i>Conduct training for member libraries</i></p>
<p>Outreach Services <i>(Funded with category aid, this service must be supervised by a person with a masters in library science and experience in working with the eight specific outreach populations listed in regulation. See Fact Sheet on System funding for list of populations.</i></p> <p><i>Consultant Services</i></p> <ul style="list-style-type: none"> • Outreach Mini-Grants • Kits 	<p><i>COSAC (Coordinated Outreach Services Advisory Council) —Mandated advisory council. The Council sponsors the Grass Roots Awards to recognize outstanding local library service to coordinated outreach populations.</i></p> <p><i>Research issues for members; provide assistance for questions dealing with library services and programs targeted to outreach populations (aging, persons with disabilities, persons residing in institutions, etc.)</i> <i>Network with area organizations, including Adult Care facilities, to provide them with information regarding library services to outreach populations. Research, develop, and update Outreach Services section & maintain and develop Caregivers portion of the STLS website. Research, write, print, and distribute Reaching Out newsletter to member libraries, area and statewide agencies, organizations, and library systems. Research, compile & print quarterly materials buying list on outreach topics. Select and purchase materials for collection of professional materials available for loan to library staff and trustees.</i></p> <p><i>Pilot outreach projects for coordinated outreach populations in member libraries' communities.</i></p> <p><i>Research, purchase, compile, process, and publicize outreach mini-kits, 200 multi-media kits of materials (books, videos, puppets, games, puzzles, and other) on topics of interest to seniors (bi-folkal kits),</i></p>

<ul style="list-style-type: none"> • Descriptive videos • Slide projector/ cassette player sets • Chemung County Bookmobile • Rotating Collections <p><i>Liaison to NYS Talking Book & Braille Library</i></p> <p><i>Service to State Correctional Facilities (Funded with categorical aid)</i></p> <p><i>Service to county jails (Funded with categorical aid)</i></p>	<p>homeschoolers, libraries, agencies, and individuals. These materials will be available for booking through STARCAT after the migration to Sirsi.</p> <p>Descriptive videos, TTYs, and slide projector/cassette player sets. These materials will be available for booking through STARCAT after the migration to Sirsi.</p> <p>Provides services to Chemung County coordinated outreach populations and local library outreach populations at schools, nursery schools, nursing homes, and other stops.</p> <p>52 Audio, 58 Video, 43 Popular Reading, and 58 Large Print rotating collections circulate to libraries, reading centers, adult care and correctional facilities. Materials are researched, ordered, compiled into collections, processed, and scheduled for rotation, and collections maintained and updated. Information and forms are maintained on the STLS website.</p> <p><i>Provide applications for enrollment for audio players and books and periodicals on tape to persons who are unable to read due to visual or physical disabilities. Provide machine and starter collections of tapes to persons enrolling. Maintain, update Sublending collection of tapes. Exchange working machines for broken machines. Keep member library staff apprised of new program developments; distribute application forms; maintain information, documents, and links on STLS website.</i></p> <p><i>Consultant services, interlibrary loan, processing of library materials, advice on computer purchases, deliveries, other services to Elmira and Southport Correctional Facilities, Monterey Shock Facility</i></p> <p><i>Select and deliver materials, provide access to STARCAT, consultant visits.</i></p>
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<p>Technical Services</p> <p><i>Maintain content in STARCAT</i> —<i>Mandated</i></p> <ul style="list-style-type: none"> • Physical Processing • Bindery 	<p><i>Creates and adds bibliographic records to the database for all types of materials – both print and non-print. Classify and assign call numbers and subject headings, using the Dewey Decimal System, in accordance with recognized national standards such as AACRII, USMARC and ANSER. Verify name and subject headings and add cross-references as needed. Edit existing records if needed and attach holding information. Perform “clean up” operations to maintain the integrity of the database and facilitate sharing of materials. Trains and assists member libraries in barcoding procedures.</i></p> <p>Provides standardized physical processing for library materials, including laminating book jackets, adding spine labels, book pockets and circulation card labels. Audiobooks and videos are processed in plastic cases.</p> <p>Acts as a collection point for member libraries that want to send materials to a professional bindery. Prepares the materials for shipments, maintains lists of items sent, and rebills member libraries for their charges.</p>
<p>Youth Services</p> <ul style="list-style-type: none"> • Consulting Workshops Training • Youth Rotating Collections 	<p>Research issues for members; provide assistance with collection development, information about programs, grants, Communicate information via Youth distribution list; Dept. newsletter, quarterly wkshops/training sessions & STLS Web/Kids Corner. Select and purchase professional materials for loan to library staff and trustees. Conduct 4 unique workshops/trainings per year (wkshops/trainings held twice): components of each include materials selection lists for member library collection development, program on issues, concerns, resources and ideas relating to library services to youth. Provide one-on-one training at member libraries</p> <p>35 collections of fiction & non-fiction materials aimed at preschool thru young adult in a variety of formats available to all libraries, branches and reading centers. Materials received free from publishers.</p>

<ul style="list-style-type: none"> • STLS Web Development & Maintenance • Program support 	<p>Search/connect web sites of interest to young patrons and to member libraries for programming/display ideas, ready reference as well as producing/displaying bibliographies etc via web. Cross-promotion of member library programs etc. via web.</p> <hr/> <p>Big books, puppets, die cuts machine and various dies, materials in Consultant's Collection</p>
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