

Adding Departmental Libraries In a Shared ILS System

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Our Background

- UNCP is part of a consortial ILL system with UNCW and FSU
- Our current departmental libraries:
 - Music
 - Education
 - Mass Communications



Questions to Answer When Setting Up Departmental Libraries

- Who?
- What?
- When?
- Where?
- Why?
- How?



* Note this presentation will answer these questions from a circulation rather than systems point of view.



Who?

- Use of the system
 - Librarians/staff/students? Combination?
- Item data compilation
 - Department or library?
- Item data system entry
 - Cataloging or circulation (reserves) or department?
- Training
 - Who needs it? Who provides it?
- Quality control
 - Initial and follow up



What?

- Locations
- Material types
- Loan periods
- Fines
- Notices
- Holdable?
- Bookable?
- Renewable?



Where

- Physical location
- Available and needed equipment
- Security issues
- Material housing decisions



When?

- Desired implementation date
- Loan rule implementation time schedule
- Time for record entry
- Final testing
- Training



Why?

- Why are we doing this?
- What problem are we solving?
- Is this actually useful?
- Are we adding value?
- Is it really worth it?
- Is there an easier way?



How?

- Systems configurations
 - Locations
 - Item types
 - Notice Texts
 - Loan Rules
 - Loan Rule Determiner Table
- Training
 - Standardized
 - Regularly updated
- Documentation
 - Departmental Library Cooperative Agreements



Questions?



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