# Adding Departmental Libraries In a Shared ILS System





### Our Background

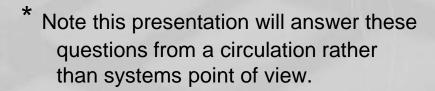
- UNCP is part of a consortial III system with UNCW and FSU
- Our current departmental libraries:
  - Music
  - Education
  - Mass Communications



# Questions to Answer When Setting Up Departmental Libraries

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







#### 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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