Adding Departmental Libraries In a Shared ILS System

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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?

* 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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