

Library Grants Program

MBNA Foundation – Maine Library Association – Island Institute

The Library Grants Program has been designed to further, develop and support the ongoing needs of specific island libraries, and libraries serving Knox and Waldo counties.

Mildred Stevens Williams Memorial Library, Appleton, ME	
Application Of: _____ (Name of Library)	Date Submitted: 11/18/00
Contact Person: Taylor Vaughan, Technical Coordinator	
Library Mailing Address: 151 Searsmont Road	
City/Town: Appleton, Maine	Zip: 04862
Library Telephone: (207) 785-5511	Fax: (207) 785-5533
Library E-Mail: chief librarian@appleton.lib.me.us	HTTP://www.appleton.lib.me.us
Contact Home Telephone: (207) 785-5522	Contact E-Mail: tay@timestream.com

Please check the following area that this grant applies to:

- Collection Programming Technical Maintenance
 Workshops Adult Education Town History & Archives Special Projects

Briefly describe your grant request – how will this grant support the long-term vision for your library? (please attach additional documentation if necessary):

This funding will enable the Mildred Stevens Williams Memorial Library to provide updated catalog and research services to its patrons. It will enable development of an automated integrated library system for use by staff and patrons both locally at the library and via the Internet. It will facilitate our library's participation in the Maine State Library's InfoNet Project, making historical and archival collections that are unique to Appleton's holdings available to patrons not only from Maine but world-wide. This grant will provide the essential software and hardware tools required to adequately run a small library in today's information age.

Amount of Grant Request: \$ 7,901.00

(Please attach a detailed budget by line item delineating the various items in your request.)

Please describe the opportunity you have identified and how your project would address it.

Appleton's library has begun a serious modernization program involving its collections, its plant, and its community programming and outreach for both adults and children. This grant will provide critical management infrastructure and tools, and will allow the library to participate, if not add real value, to the coming information age. Because Appleton is geographically wide, patrons have requested remote access to the library's collections via the Internet. While the library currently provides a popular Web site for program announcements and schedules, this grant will enable real-time access by patrons to the catalog, holdings, and availability data.

Please describe any other sources of funds available to support this grant (include 'in kind' support if applicable).

Appleton's library is staffed and managed by a cadre of dedicated community volunteers. While at the last two town meetings the people of Appleton increased funding for their library by 400%, the value of this automation grant will be matched or, indeed, exceeded by significant "in-kind" technical and administrative contributions from experienced and qualified volunteer consultants (see Addendum).

Briefly describe the implementation schedule for this grant noting the estimated start date and date of completion. We will ask for additional feedback summarizing the results of your grant after the date of completion.

It is expected that completion of this library automation and integration project will take about six months. Step-wise, the computer hardware and software will be purchased and installed, the current holdings database will be created and verified, holdings records will be converted to MARC records and imported into the local automation software package, and finally, the local catalog will be linked to the Internet. See SCHEDULE, Addendum.

Organization (501(c)(3) corporation, town, or other governmental entity) authorized to receive and assume responsibility for funds from the Library Grants Program:

Name of Organization: Mildred Stevens Williams Memorial Library, Appleton, Maine

Name and Title of Contact: Taylor Vaughan, Technical Coordinator

Address: 151 Searsmont Road

City/Town: Appleton, Maine Zip: 04862

Telephone: (207) 785-5511 Fax: (207) 785-5533

Applicant's Signature: _____ Date: _____

Please send your completed application to:

Library Grants Program
Jamie Ritter, Program Director
MBNA Foundation
32 Washington Street
Camden, ME 04843

If you have any questions, please call Jamie Ritter at 1-800-386-6262, extension 1586.



Mildred Stevens Williams Memorial Library
Appleton, Maine

To:
 James Ritter
 Assistant Vice President
 MBNA Foundation
 Camden, ME 04843-5314
 Tel: 800-386-6262
 Tel: 207-763-0607
 Fax: 207-763-0615
 E-mail: jritter@mbna.com

Grant Request

Library Automation and Integration Project
 November 18, 2000

Budget

Quantity	Item	Cost
1	Integrateed Library Automation Software & Site License LibraryWorld, Silver Edition http://www.caspr.com/	\$2,800.00
5	Seats, Standard, 3 years, Librarycom.com Web-based library catalog and management service http://www.librarycom.com/	\$750.00
3	Workstation, Librarian and Patron @ \$795.00 APPLE IMAC 350MHZ INDIGO 64MB 7GB 24X 56K M7667LLA http://www.clubmac.com	\$2,385.00
1	Bar Code Reader Mac-Barcode SmartScanner USB CCD Scanner http://www.mac-barcode.com/tools/smrscanusb.htm	\$449.00
1	Ethernet Hub (10baseT) http://www.asante.com/product/10bthubs/FrNt-10TG.html	\$72.00
3	Printer, Epson Stylus 580 (USB) @ \$69 Stock Capability: Plain,bond; EPSON Premium Glossy Photo Paper, Matte-Paper Heavyweight, Photo Quality Film and Paper, Transparencies, Self-Adhesive Sheets, Ink Jet Cards, Banner Paper, envelopes and iron-on transfers. http://www.epson.com , http://www.clubmac.com	\$210.00

Library Automation and Integration Project

November 18, 2000

Budget

Cont.

Quantity	Item	Cost
1	4x4x8 USB CD-Rewritable Drive for iMac QPS QUE Q130 100f for data archiving http://www.clubmac.com	\$249.00
4	USB A-B Printer Cable @ \$10.99	\$44.00
4	Cat 5 UTP Networking Cable, 25-feet @ \$12.99	\$52.00
-	Data entry of unmatched MARC records; reconcile Appleton's shelf list to the LC MARC English database	\$400.00
-	Consumables (discs, papers, barcode labels, jacket labels, printer inks, adhesives)	\$410.00
-	Shipping and miscellaneous handling costs	\$80.00
	TOTAL REQUEST:	\$7,901.00

Notes:

- 1) Detailed descriptions of budget items are available at the World Wide Web address underlined beneath each.
- 2) Tax is not included in the budgeted costs.
- 3) Contribution of additional workstation software, system enhancements, and hardware installation labor has been pledged by Timestream Multimedia, an Appleton-based consulting company: <http://www.timestream.com>.
- 4) Purchases will be managed by Nancy Brown, Treasurer, Mildred Stevens Williams Memorial Library.
- 5) Significant labor and expertise will be contributed by volunteers (est. more than 300 hours).



Mildred Stevens Williams Memorial Library
Appleton, Maine

To:
James Ritter
Assistant Vice President
MBNA Foundation
Camden, ME 04843-5314
Tel: 800-386-6262
Tel: 207-763-0607
Fax: 207-763-0615
E-mail: jritter@mbna.com

Grant Request

“Library Automation and Integration Project”
November 18, 2000

Addendum

Overview

Appleton’s library serves a rural community of about a thousand residents. It lends from a collection of some 4500 books and it provides community outreach programs and activities, including children’s reading programs and an active adult reading group. The library is also a convenient meeting place for other organizations in the town. Operations are managed by a dedicated cadre of volunteers, and funds are raised both directly from the Town of Appleton during town meeting and from traditional activities such as bake sales. Town support has increased 400% since 1997. The library facility is open part-time and is staffed by volunteers.

Books are currently housed in the library’s antiquated 200-year old building located on the west bank of the St. George River near Appleton’s Town Office. The library also houses a collection of unique documents and photographs of local historical interest. A Macintosh computer, scanner, and printer are available to patrons on site, and, as a participant in the Maine School and Library Network, the library offers a dedicated connection to the Internet. The library’s “shelf list” and card catalog is carefully, if laboriously, maintained using handwritten cards and labels.

Appleton’s library recognizes that to remain a central and vibrant asset to its community, it must grow with the times and provide to its patrons a modernized facility and efficient electronic services in addition to excellent programming. The library has thus begun a long-range effort to renew its physical plant, its holdings, its programming, and its management tools and infrastructure.

This grant will provide an automated catalog and circulation system by which the library will be able not only to sufficiently manage its holdings and circulation, but through which it will be able to make these holdings known to a greater state- and world-wide audience.

The Infrastructure

The “seed crystal” that will promote Appleton’s library into the 21st Century is this automated and integrated library management system. Organization and management of holdings, acquisitions, reporting, patron lists, and circulation information will form naturally around this gift, and library management tasks will become simplified as staff and patrons learn new methods. This grant will fund the installation of software and hardware, key ingredients that will enable this community resource to prosper in the information age.

The Automated Library System

Software

"No package stands out above any other..."
Carl Beiser, Maine State Library

After researching the many software packages available for small library automation, Appleton's library has settled on CASPR, a California vendor whose software integrates both a local catalog running at the library facility and a Web-based catalog accessible from anywhere on the Internet. The packages are "LibraryWorld" and "LibraryCom." Detailed information about both may be found at

<http://www.CASPR.com>
and
<http://www.librarycom.com>

In its simplest form ("Bronze Edition"), LibraryWorld is a library cataloging system with a "human interface" to the library's core MARC record database. In its more featured form ("Silver Edition"), LibraryWorld includes a complete circulation system that allows creation or import of patron records, checking items out, in, renewing, placing items on hold, reserving, or changing their status. A set of circulation overdue notices, letters, and lists provide easy accountability of holdings, and portable inventory control allows checking for items missing, misshelved or not checked-in. More than **3000** libraries currently use LibraryWorld software.

The Appleton library feels that remote access to its catalog through the Internet is important for its patrons, not just to browse the library's collections but to know if an item is "in" or "out" at any given time. In rural Appleton, some families must drive a quarter of an hour to reach the library; on a stormy day, circulation information becomes particularly important.

LibraryCom is an application service program (ASP) designed to allow anyone with a standard Web browser to build, manage, and search an online library from any location on the Internet, including AOL. LibraryCom provides world-wide access to a library's holdings. Librarians and staff can also manage the library from any location, even from home.

According to John MacIntyre, Webmaster for CASPR, full "synchronization" between locally-maintained LibraryWorld catalogs and catalogs maintained on CASPR's LibraryCom server is scheduled for **2001**. Synchronization of the LibraryWorld and LibraryCom databases is important: a librarian at Appleton's library may check out an item to a patron using the local LibraryWorld database, but until the library's database is updated on LibraryCom's server, patrons logged in remotely via the Internet will read that the item is (falsely) "in."

LibraryCom services are sold on a "per seat" basis in bundles of five seats. If a library contracts for five seats and five people are logged on simultaneously, a sixth person must wait until a user logs off and a seat becomes free. At this time and for an estimated three years, the Appleton library would require only a five-seat license. Until full synchronization is implemented during the coming year, LibraryCom staff has offered to update Appleton's catalog holdings and circulation files by e-mail attachments, gratis.

Hardware

The Appleton library currently maintains one Macintosh iMac computer with attached scanner and printer. This platform is primarily used by patrons. Middle school students use it to write essays and reports and to browse the Web while researching school assignments. Library staff uses it to print notices and correspondence. It is not currently used for cataloging, which is handwritten.

The library also has a Windows laptop computer which is used for special projects and is not connected to the

library's local area network.

The library's LAN is connected to the Maine School and Library Network Wide Area Network (WAN) via a dedicated switched-56 telephone line and FRAD provided by Bell Atlantic under a federal grant. This connection to the Internet should provide sufficient bandwidth for as many as ten workstations.

The library believes that a workstation dedicated to management tasks (check-in, check-out, cataloging, etc.) should be installed at the librarian's desk along with a bar code wand and printer capable of producing bar coded labels. That primary workstation would contain the master catalog file and management software (LibraryWorld). The catalog would be accessible to patron computers across a (new) LAN using CAT5 /RJ45 cables in an Ethernet environment. An inexpensive **10**baseT hub will be required to knit all the equipment together. In addition, two computers should supplement the existing iMac, so three workstations remain available for patrons to browse the card catalog, access the Internet , or write and print documents.

Consumables

Paper, lables, cards, and printer inks will be required to properly catalog the entire holdings

The Process

Setup

Hardware, software, and supplies must be purchased. Computer systems must be installed and tested.

Shelf List

Automating Appleton's library must begin with a complete survey of its holdings. The library's current "shelf list" is a carefully handwritten document that must be checked against the shelves and keyed into a database on the computer. A custom database in FileMaker will be programmed by a library volunteer. Simple to use, it will contain minimal fields: Title, Author, ISBN, and LCCN.

MARC Records

The LibraryWorld and LibraryCom software require complete MARC records for each holding. From the simple Filemaker database of books and other items actually on the shelf at Appleton's library, a complete MARC record file can be automatically generated for each. A MARC record contains great amounts of information about a publication, and millions of MARC records are maintained in a master file at the Library of Congress. Carl Beizer of the Maine State Library has offered to run Appleton's shelf list against the LC MARC English database to create a MARC record database that can be imported into LibraryWorld and LibraryCom. He predicts **60%** to **70%** success. Some items may not match, and for these, the MARC records will need to be created "by hand."

As many as **1000** or more books or other items may need to be entered into the computer individually. For this task, a special committee of volunteers has been formed to properly create the simple MARC records (with the book in hand) to correct exceptions that fall out of the automated process, and to correctly catalog special holdings such as photographs and diarys.

Labels

When the MARC record databases are uploaded to the automation software, the library catalog is finally on line and "searchable," but much work is left to be done. For each book, labels must be printed, and each book must be pulled from the shelf to have the labels affixed (inside front and spine). This work will be undertaken by library staff and volunteers.

Schedule

From the arrival of computer equipment and software, one week will be required to install the hardware and software. For all but cataloging and circulation functions, this gear will become immediately useful to library patrons.

Four weeks will be required for library volunteers to create the Filemaker database of holdings.

One week will be required to create the first MARC record catalog file (60% hits)

Six weeks will be required to enter MARC record exceptions (40% misses)

Eight weeks will be required to label all books and other holdings.

Running Time: 20 Weeks.

In-kind Contributions

Among the library's volunteers are knowledgeable and computer-literate persons who will work side-by-side with less experienced volunteers, training them not only for the specific tasks required for conversion of the catalog from a manual to automated system, but training them also to use the new LibraryWorld and LibraryCom software. Volunteers who are not currently computer literate will become knowledgeable and comfortable with this new technology.

The library estimates that its many volunteers will contribute more than 300 hours to this automation upgrade project. Following is the Appleton Library Volunteer List (updated April 13, 2000)

Boyington, Jessica	785-3935	
Brown, Nancy	785-4293	bignance@juno.com
Dunham, Jackie	785-2158	
Edwards, Jean	785-4683	
Flynn, Kristin	785-3126	
Flynn, Kathy	785-3264	kflynn@mint.net
Fromer, Kathy	785-2788	
Gushee, Valerie	785-4553	valarry@midcoast.com
Horne, Joel	785-6576	jvhome@earthlink.net
Keiran, Debbie	785-2418	kkdj@ime.net
Kelley, Lyn	785-2182	
Kreps, Jonathan	785-2210	jkreps@jaretcohn.com
Meservey, Carlene	829-3730	carlenem@midcoast.com
Moody, MaRY Kate	785-2359	mkmoody@excite.com
O'Neil, Lili	785-2716	
Owen, Elphie	785-5556	matnelph@midcoast.com
Pease, Dee	845-2580	
Pease, Glen	594-7408	gpease@mint.net
Pease, Lisa	785-2222	wildroses@1friendly.com
Pitman, Barbara	594-9064	jepitman@midcoast.com
Pitman, Jim	594-9064	jepitman@midcoast.com
Pottle, Manette	785-3118	arbor@midcoast.com
Sherman, Sue	785-4794	fenn@midcoast.com
Vaughan, Tay	785-5522	tay@timestream.com
Whittier, Scott	785-6453	
Woodman, Charles	785-4715	

In addition to volunteer labor, contributions from local businesses will be solicited to provide incidental but necessary items such as computer desks and furniture, refreshments for work parties, and other miscellany as the need may arise.