

RBDB 2005 Guidelines (from Division of Library Development)

Funds for the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program may be used for a **variety of purposes to benefit regional resource sharing and information technology in each NY3Rs region**. Information **technology advisory committees** or regional automation committees they are called in some regions shall be 'composed of representatives of all types of libraries and library systems in the region'

8 NYCRR §90.19 (10)(b)(1). The responsibility of these regional committees is to develop automation/information technology goals in consultation with member libraries, which take into account regional needs. These goals should be consistent with the 3Rs Council five-year plan of service and approved by the 3Rs Council Board of Trustees. These guidelines take effect with the 2005-06 RBDB program and are applicable to the RBDB program in all regions.

The activities listed below may be carried out by the system, through member projects, or a combination of both. Projects submitted for funding under the RBDB Program are approved by the 3Rs Council Board of Trustees.

1. Improved access and resource sharing through **creation and maintenance of multi-type regional union catalogs, union list of serials** or other data-driven information databases.
2. For information enhancement projects, each region, in consultation with the information technology advisory committee, **shall develop guidelines** using the following criteria:

a. Retrospective Conversion

Materials, whether unique or ubiquitous, must have at least a minimal amount of existing local cataloging. If a library can find **any** record already done in a national bibliographic utility database to provide a catalog record then that would make the item **ubiquitous**; if, on the other hand, the library cannot find **any** catalog record and needs to complete the cataloging of the item locally, then that item can be considered **unique**.

- Materials must **be available for resource sharing** within the region.
- Electronic records of the material must be available through **a multi-type regional catalog**.
- Projects will **be selected based on an assessment of the regional value** of the collections of items to be converted
- Up to **\$1 per ubiquitous record and up to \$10 per unique record** may be used as a guide in determining the project award.
- Funds may **not be used to support cataloging of current acquisitions**. Current acquisitions are defined as items **acquired during the year in which the application is submitted**.
- In addition, each region in consultation with its information technology advisory committee, shall **decide if retrospective conversion projects are still necessary** and appropriate for the region.

- Councils will provide **evidence to Library Development that retrospective conversion is not currently needed** in the Region.
- Retrospective conversion projects should be **phased out rather than stopped abruptly**.

b. *Metadata Projects*

- Metadata projects will be selected based on an **assessment of regional value** of the collections to be described
- Metadata records must follow nationally recognized **standards** such as
 - MARC, Dublin Core, EAD (Encoded Archival Description), etc. and must be
 - made available to the region through the **multi-type regional union catalog or a freely accessible information database**
- Metadata records may include enhancements to existing bibliographic records such as additions of tables of contents, summary notes, graphics, annotations, etc. that will enhance the use of the described materials
- Metadata records may include **descriptions of non-bibliographic collections** that will be open to use by the region

c. *Digitization Projects*

1. Meets the requirements of a **regional digitization plan** or digitization guidelines established by the region in their 3 R's Plan of Service.
3. **Hardware, software and/or telecommunications** services to support resource sharing.
4. **Electronic databases that are shared regionally** by different types of libraries.
5. **Planning projects, studies, or pilot projects** for information technologies that benefit resource sharing.
6. Projects **using new information technologies** that improve regional information access or regional resource sharing (e.g. virtual reference, hosting of specialized online catalogs, patron authentication, federated searching etc.)
7. **Continuing professional education** or training activities for libraries or individuals related to information technologies.
8. **Funding for new or existing personnel and benefits** as appropriate and established by the information technology committee and Board of Trustees **to support regional resource sharing and information technology projects**.
9. **Mileage reimbursement** for staff travel for training for and/or for administering an RBDB-funded project.
10. **Supplies and materials** necessary to support funded projects.

Expenses not allowed:

- 1 **Overhead** physical plant costs such as rent, heat, electricity.
- 2 **Current (collection) acquisitions** which are defined as items acquired during the year in which the application is submitted.
3. **Delivery of physical items** by such means as the US Postal Service, UPS, or a local courier or delivery service.
4. **Direct payments to libraries for ILL expenses**.
5. **Purchase of an integrated library system** for individual libraries.