

## **NYS Regulations Pertaining to RBDB**

### ***§90.19 Grants for regional bibliographic data bases and interlibrary resources sharing***

(a) Definitions. As used in this section and in Education Law, section 273(6):

(1) ***Regional bibliographic data bases*** means **machine-readable files of bibliographic records and holdings of libraries** within a reference and research library resources system region, including public, academic, school and special libraries.

(2) ***Region*** means the geographic area served by an approved reference and research library resources system.

(3) ***Library automation*** means the application of **computer and telecommunications technology to bibliographic control, data base access, resource sharing and other electronic communication or transmission for the purpose of improving and enhancing services to library users.**

(4) ***Automated circulation system*** means the application of computer and telecommunications technology to **control the circulation of library materials**, which may be integrated with other functions in an automated system.

(5) ***Automated system*** means the application of computer and telecommunications technology to library functions, including control of circulation of library materials, acquisitions, cataloging, serials control, public access catalog, and similar activities, and the integration of these functions into one system.

(6) ***Automation program*** means an **organized plan applying automation to library functions to promote bibliographic control, data base access, resource sharing, and other electronic communication or transmission among the school, public, academic, and special libraries within a region.**

(7) ***Five-year plan*** means a regional library automation program which addresses the **development and management of a regional bibliographic data base, access to this and other data bases, resource sharing, and other electronic communication or transmission and which incorporates the public library systems, school library systems, and other libraries within the region.**

(8) ***Annual plan*** means a plan submitted by a reference and research library resources system which covers the current year of the five-year plan.

(9) ***Electronic doorway library*** means a library which enhances information retrieval and resource sharing for its users based upon two-way electronic capability, into and out of the library.

(10) ***Statewide electronic library network*** means a **virtual network which includes existing and future physical networks in the State applicable for library purposes. The key concept underlying the network is interconnectivity** among separate physical networks thus, in effect, resulting in one logical statewide network for libraries.

(b) Plans.

(1) Each reference and research library resources system shall submit for approval a five-year plan for the regional bibliographic data bases and interlibrary resources sharing program pursuant to Education Law, section 273 (6)(b), in a form and by a date prescribed by the commissioner. Such plans shall **be developed and kept current through amendments made with the ongoing participation of libraries and library systems in the region**. Amendments to the five-year plan shall be in a form and submitted for approval by a date prescribed by the commissioner. The **board of trustees** of the reference and research library resources system shall **submit to the commissioner such evidence of participation of libraries and library systems** as he or she may require. Such participation shall include **consultation with an automation committee**, composed of representatives of all types of libraries and library systems in the region, which shall be established for such purpose.

(2) **An annual plan and budget**, consistent with the five-year plan for a regional automation program, shall be submitted by each reference and research library resources system seeking a grant pursuant to Education Law, section 273(6)(a)(1). Such annual plans and budgets shall be developed in **consultation with and the ongoing participation of an automation committee** representative of all types of libraries and library systems in the region and shall be submitted in a form and in accordance with a timetable prescribed by the commissioner.

(3) For each public library system seeking a grant pursuant to Education Law section 273(6)(a)(2), an acceptable plan for an automation program shall be the approved plan referred to in Education Law section 273(1).

(c) Elements of a five-year plan. Five-year plans and amendments shall provide a **description of current library automation in the region, of library automation needs and of proposed actions**, and shall include, but need not be limited to:

(1) the **number of machine-readable bibliographic records and holdings** already in existence in the region, and the number of bibliographic records and holdings **to be converted to machine-readable form**;

(2) a description of the means **of maintaining and updating bibliographic data bases**;

(3) a description of the means of **accessing bibliographic and other data bases** including any interfaces between or among data bases, and the availability of materials represented in these data bases;

(4) a description of the process and **mechanisms used to share or obtain resources**, the **effect on resource sharing or usage patterns**, and **a description of electronic communication or transmission used** for these or other purposes;

(5) a description of **regional library automation goals and objectives for the five-year period**, including the anticipated progress during this period toward enabling all libraries in the region to become electronic doorway libraries;

(6) a **year-by-year projection of library automation activities**, which in years two through five of the plan may be revised or expanded through amendments;

(7) **evidence that all types of libraries and library systems in the region participated in the development of the plan**, and that the plan takes into account the automation needs of and is equitable for all types of libraries and library systems;

(8) evidence that the **plan will improve the quality of library service** available to residents of the region;

(9) methods of and participants involved **in monitoring and evaluating accomplishments**.

(d) Criteria for approval of plans, amendments, annual plans and budgets. Approval of five-year plans, amendments, annual plans, and budgets shall be based on the following criteria:

(1) the **goals and objectives** of the automation program;

(2) the **comprehensiveness of the plan including the number and types of participants, the number of records and holdings and type(s) and subject area(s) of materials to be converted, and the activities other than conversion of records and holdings**;

(3) **how bibliographic or other data will be accessed and the anticipated increase in resource sharing or change in usage patterns**;

(4) the potential for **stimulating cooperation among libraries**, and the importance to intersystem and inter-type library resource sharing;

(5) the impact on **enabling libraries to become electronic doorway libraries or to expand upon existing electronic doorway library services** provided or obtained on or through the Statewide Electronic Library Network;

(6) activities involving **professional development, education, and training**;

(7) the **cost(s) to implement**;

(8) the **libraries participating** in and/or benefiting from each project, and the impact on service to users of these libraries;

(9) **the specificity and supporting data provided, including the staffing required** and processes to be followed in carrying out the proposed projects;

(10) the adequacy of **the evaluation procedures** used to measure achievement of the stated goals and objectives, including the participants involved.

(e) Standards and requirements for library automation projects.

(1) Bibliographic records and holdings and telecommunications-interoperability procedures shall be created and maintained in a form which, in the determination of the commissioner, **assures regional and intersystem statewide compatibility**.

(2) **Bibliographic records converted** through the use of these funds shall be made **available**, for the purpose of resource sharing, **to the State library** without charge other than the cost of duplicating such records.

(f) Reports. Each reference and research library resources system which receives an annual grant for regional bibliographic data bases and interlibrary resources sharing shall submit in a form and in accordance with a timetable prescribed by the commissioner, progress reports on the project.

Section statutory authority: Education Law, § 273

Statutory authority: Education Law, §§ 207-208, 215, 253-268, 271-273, 273-a, 282, 284, 283, 285; L. 1978, ch. 787, L 1993 Ch 260, §§ 1, 3