

Bibliographic Access Operational Plan

Introduction

Although each member library is responsible for serving the needs of its primary users, effective library service in today's world also depends on extending bibliographic access to people beyond each library's primary audience. Maximizing that bibliographic access within and outside the System boundaries is a fundamental goal of the System. The three merging systems each bring automation and resource sharing programs with them. Participation in these programs needs to be maintained while plans are implemented that will blend them into a state-of-the-art bibliographic resource and will increase automation and resource sharing by non-LLSAP member libraries.

Access to member library bibliographic collections is the fundamental tool for library cooperation within the System and outside the System boundaries. Complete and accurate information about collections is essential to successful System automation and resource-sharing programs. Indeed, bibliographic access is the link that makes automation and resource-sharing possible. Therefore, it is a high priority for the System to maintain an efficient, technologically state-of-the-art bibliographic access operation to constantly improve the quality and success of the automation and resource-sharing programs.

Administration and Service

The System shall

- Facilitate or provide bibliographic access to **all member library** automated library resources
- Continually work to maintain or improve the quality of the System LLSAP databases by:
 - Encouraging member library participation in the LLSAPs at as high a level as feasible for the member library.
 - Monitoring that the bibliographic records included in the LLSAP databases meet or exceed state and national cataloging standards.
 - Ensuring that the LLSAP databases are maintained exercising full authority control.
- Participate in computerized linking of bibliographic databases through the Batchloading Project and the use of Z39.50.
- Provide training for member libraries for data-entry of holdings into the LLSAPs. Facilitate member library staff training in cataloging and serials holdings updating.
- Provide cataloging services as delineated in the System Bibliographic Access Procedures Manual.
- Facilitate access to member library periodical holdings.
- Facilitate member library cooperative collection management projects.
- Provide consulting to member library staff on bibliographic access issues.

Staff and Resources

A professional staff member will be assigned the responsibility for the System's bibliographic access activities including maintenance of the quality of the database, monitoring of bibliographic records standards, exercising authority control standards, etc.

System staff will use the System Website and electronic communication to inform members about the variety of bibliographic databases accessible through the System.

System staff will be responsible for facilitating and coordinating cooperative collection management for member libraries.

System staff will coordinate the writing and maintenance of the System Bibliographic Access Procedures Manual that will detail the bibliographic access plan, the cataloging standards and procedures, and the cooperative collection management plan. The manual will be available on the System website.

Member Library Responsibility

- Member libraries will have bibliographically organized collections of library materials.
- LLSAP member will have materials cataloged in accordance with OCLC MARC standards in order to facilitate access by other libraries.
- Member libraries computerized bibliographic records will be input according to the standards as specified in the Statewide automation plan.
- Member libraries will participate in System bibliographic access and cooperative collection management plans.
- Member libraries whose holdings are included in the LLSAPs are expected to add new acquisitions to the database and delete withdrawn holdings on a timely basis.
- Member libraries should seek out community and library partners to participate in cooperative collection development plans both locally and systemwide.
- All member libraries are expected to access the LLSAPs to verify interlibrary loan and reference requests. Protocols for accessing the LLSAPs for interlibrary loan are included in the System Interlibrary Loan Operational Plan.