

BARTHOLOMEW COUNTY PUBLIC LIBRARY TECHNOLOGY PLAN January 1, 2009 – June 30, 2012

**Bartholomew County Public Library
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Providing resources for life-long learning and enjoyment.**

Technology Background and Overview

Bartholomew County Public Library serves more than 71,000 residents via the Main Library in Columbus, Hope Branch, Bookmobile, and deposit collections at retirement homes and social service agencies. The Main Library also houses the Columbus Subregional of Talking Books for the Blind and Physically Handicapped that provides services to residents in 16 counties of southeastern Indiana.

Bartholomew County Public Library has participated in the OCLC database since July 1980. All items owned by the library are cataloged in MARC format on OCLC. BCPL participates in the OCLC Union List of Serials and responds to interlibrary loans requests placed via OCLC / First Search.

Circulation, public access catalog, cataloging, and community resources functions were automated in 1990. BCPL's shared a CLSI system with Monroe County Public Library from 1989-1996. In 1996, BCPL became a member of the Indianapolis Dynix Automation Center (DAC), BCPL acquired its own Dynix system in August 1998. Currently BCPL uses Dynix classic for circulation and cataloging. Telnet access to the Dynix system is available to staff inside the library and remotely. The Internet-based public access catalog is SirsiDynix Horizon.

BCPL began providing Internet access via IQuest dialup in 1995. The Main Library and Hope Branch acquired a T-1 connection in 1998. A second T-1 line for use by both locations was installed in 2007. The Internet access provider is ENA, and BCPL participates with the Indiana Public Library Consortium. The monthly cost for the T-1 lines is subsidized with Universal Service Fund fee reductions and through an Indiana State Library telecommunications grant.

The Main Library provides public computers with Internet and Microsoft Office 2007 applications; computers with access limited to the Horizon catalog, INSPIRE, INCat, and subscription databases; Dynix PAC terminals; CD-ROM use computers; AWE Early Learning Station computers for children; a multi-language computer; an Internet workstation and CCTV magnifier for persons with physical challenges.

Hope Branch provides public-use computers with Internet and Microsoft Office 2007 applications; computers with access limited to Horizon catalog, INSPIRE, INCat, and subscription databases; Dynix PAC terminals; and an AWE Early Learning Station games-only computer for children.

All public computer use is monitored by a TBS/PC Reservations and print management system.

Wireless Internet connectivity in public, staff, and meeting rooms areas was installed in 2004 at the Main Library and in 2008 at Hope Branch.

Microform reader/computer systems, a scanner, and photocopiers are available for public use.

A computer classroom for public and staff instruction includes 10 Internet/applications computers and LCD projector at the Main Library.

Technology Background and Overview (continued)

The Main Library and Hope Branch staff areas and offices house computers with Internet and Microsoft Office 2007 applications.

Trend Micro and AppRiver applications protect the servers and computers from viruses and spam.

Websense filter software interacts with all public, staff, and wireless user computers. BCPL complies with all aspects of the Children's Internet Protection Act (CIPA),

Automated bookkeeping has been in use since 1985. BCPL purchased CompuTrain bookkeeping software In January 2004. ADP is used for automated payroll deposit.

Seven servers support the Dynix database, Horizon catalog, firewall and Websense filter, staff intranet, public computer-use sign in and automated printing, staff email accounts, and T-1 tail circuit to Hope Branch. These servers are augmented by a NAS real-time backup and recovery system.

The Main Library hosts the Columbus Indiana Architectural Archives collection including a computer catalog, digital image file, and web site columbusarchives.org.

The library owns three Internet domain names. barth.lib.in.us is BCPL's main web site. mybcpl.org will include staff recommended reading, booklists, and digital collections. These web sites are hosted locally by TLS. BCPL began paying all domain registration and hosting fees for the volunteer-created historiccolumbusindiana.org during 2004.

Other electronic technology includes databases subscriptions to Ancestra.com. BookLetters, CultureGrams, Chilton Auto Repair, Encyclopaedia Britannica, HeritageQuest, Legal and Tax Forms, Learn A Test. Morningstar, NetLibrary audio books, NoveList. OverDrive audio books, Reference USA, Sanborn Maps Indiana, Teen Health and Wellness, TumbleBooks, and Wilson Web.

The BCPL home page includes highlighted links to INSPIRE, INCat, WorldCat, the Indiana Map Project, Indiana Business Builder, and Rose-Hulman Homework Hotline.

Staff email accounts are hosted within the Main Library. Each department has at least one email address. Supervisors, reference librarians, and administration have individual email accounts.

Four photocopiers are available for staff and public use, and two FAX machines are available for staff use.

A One Communications digital telephone system was installed in 2005.

Continuing education in computer technology has been a priority during recent years. Staff members have enrolled in INCOLSA workshops, Indiana Library Federation continuing education sessions, IUPU-Columbus classes, New Horizons Learning Center classes, Indiana University classes, WebJunction, ElementK online training, and on-site training.

Technology Plan Input

BCPL users contributed ideas for future technology via print and online surveys during summer 2008.

Library staff members contributed ideas for future technology via staff meetings and job reviews during 2007 and 2008.

Technology Plan January 1, 2009-June 30, 2012

Goal 1: Provide state-of-the-art computer equipment and infrastructure.

Objectives:

Increase the use of in-library computers and Internet access.

- Increase the number of public computers at the Main Library and Hope Branch.
- Finish replacement of Dynix terminals with Internet-access computers at all circulation desks.
- Bolster the capacity for wireless Internet access inside and outdoors at library facilities.
- Augment the Internet Local Area Network (LAN), servers at the Main Library and Hope Branch.
- Increase the capacity for system and data backups.
- Assess and augment available Internet bandwidth for public computers.

Purchase quality equipment and provide constant maintenance.

- Provide routine maintenance for servers and routers as recommended by manufacturers.
- Provide repairs and upgrades for scanners, printers, and other peripherals.
- Update server software as recommended by the vendor.
- Update individual computers' operating systems and software as updates are available.
- Maintain processes of daily and weekly back-ups.
- Maintain virus protection upgrades and spam filter updates as available.
- Load new releases of filter software as supplied.
- Maintain Horizon catalog features as upgraded by the vendor.
- Maintain the authentication function for borrower barcode access to computers and resources.

Maintain cost-effective Internet connectivity.

- Monitor the savings provided by the ENA consortium.
- Investigate the use of the DSL digital telephone system for carrying staff network Internet traffic.

Goal 2: Provide additional in-house technology applications.

Objectives:

Upgrade meeting rooms equipment for public use.

- Maintain wireless connections and increase bandwidth in all meeting rooms.
- Provide laptops and LCD projectors for in-house public use.
- Make VOIP Voice Over Internet Protocol available to meetings rooms users.
- Provide smartboards and wireless slates for public use.
- Replace the current television with a large format television / computer monitor.

Acquire software for requesting and reserving library meeting rooms.

- Promote the use of online requests and reservations for use of meeting rooms.
- Provide an online calendar of non-library meetings being hosted in library facilities.
- Provide email reminders about upcoming programs and meeting rooms reservations.

Provide added in-library access to electronic reference resources on CD-ROM.

- Maintain current CD-ROM collections of educational games for children.
- Create collections of CR-ROM games for teens and adults.
- Acquire learning and games systems for all ages of users.

Goal 2: Provide additional in-house technology applications. (continued)

Maintain and augment in-house automated promotion of library events.

- Continue to use big screen televisions as announcement boards to promote library programming.
- Provide an announcement board television at Hope Branch.
- Acquire an electronic message board for the exterior grounds at the Main Library.

Maintain staff access to BCPL Intranet to promote in-house communication and knowledge.

- Continue to provide the shared files (Intranet) of Policies and Procedures Manual, Personnel Manual, monthly reports, and other staff-created documents.
- Continue to post desk schedules and staff memos on the shared files.
- Develop a system to track staff attendance, vacation, sick time via the staff intranet.
- Incorporate supply orders via online forms.

Goal 3: Provide quality and user-friendly resources via the library web site.

Objectives:

Maintain access to electronic reference resources on the Internet.

- Encourage remote access via borrower barcode to subscription online databases.
- Provide added access to web-based foreign language training.
- Promote the use of INSPIRE for users at home, work, and school.
- Investigate electronic delivery of articles from library-owned journals and newspapers.

Provide increased access to free downloadable formats for on-site use.

- Subscribe to additional in-house downloadable audio and video media services.
- Continue to provide remote access to downloadable media in computer and MP3 formats.
- Make downloadable video available via a subscription service.
- Make downloadable e-books and other resources available in iPod formats.
- Promote access to free Internet downloadable media, educational, and entertainment resources.

Maintain and increase web site pages and links for BCPL users.

- Maintain comprehensive pages of links to local and Indiana web sites.
- Maintain staff updating of BookLetters and online Book Page.
- Continue to add BCPL web site pages in Spanish language.
- Design more web pages specifically for cell phone web access devices.

Deliver digital information to BCPL borrowers.

- Digitize the Columbus File.
- Complete the digitization of the Architectural Archives file.
- Continue to upload genealogy information to VINE (Vital Information Exchange).

Provide new web-based services to BCPL borrowers.

- Experiment with the use of virtual reference service provided by BCPL staff.
- Explore the use of virtual reference provided by a vendor.
- Investigate the use of homework help Internet-based subscription services.
- Seek new web-based learning tools as they are invented.

Goal 4: Provide BCPL web-based library services for users.

Objectives:

Enhance current BCPL web site content.

- Augment the Quick Reference often-asked questions database.
- Enhance the Community Organizations database.
- Migrate THE REPUBLIC Index from Dynix to another online method.
- Maintain links and assist borrowers in using Indiana WorkForce Development resources.
- Maintain links to the local and state Bureau of Motor Vehicles forms and renewals.
- Provide online access to the Architecture Index of newspaper and magazine articles.
- Continue to add content to library-sponsored architecture and local history web sites.

Produce new content for web delivery.

- Post library-produced manuals for computer skill classes on the BCPL web site.
- Create a "Frequently-Asked-Questions about BCPL" interface.
- Augment online reading lists and topical bibliographies on the BCPL web site.
- Maintain links to local videos and blogs posted on social networking web sites.
- Create and upload in-house video of library programs.
- Produce and upload in-house podcasts of library programs.
- Investigate providing live programming to users via the Internet.

Encourage the use of online services for BCPL borrowers via email and web forms.

- Continue and augment genealogy searching assistance via email.
- Continue to provide electronic notifications for items due or on hold.
- Advance the use of INCat and WoldCat for user-initiated interlibrary loans.
- Promote use of the online request box that allows a user to suggest that BCPL purchase an item.
- Promote and enhance online registration for library programs.
- Provide online registration for use of library meeting rooms.
- Provide email reminders about upcoming programs and meeting rooms reservations.

Goal 5: Use technology to promote BCPL events.

Objectives:

Augment the current automated promotions of library events.

- Enhance the format and increase the frequency of the email-based BCPL Newsletter.
- Maintain hyperlinked calendars of library events and programming.

Make greater use of community program promotion opportunities.

- Use blogs and message boards to promote library programming.
- Make use of social networking web sites to promote library programming.
- Create online forms for easier submission of BCPL activities to the Community Calendar.
- Investigate the use of local cable television in providing library programming to viewers.

Document BCPL events for online viewers.

- Include more photos from library events on the BCPL web site.
- Post video from library events on social networking web sites.

Goal 6: Provide training for the public.

Objectives:

Continue to provide help for in-house computers users.

- Help borrowers with use of the BCPL online catalog.
- Teach borrowers how to place user-initiated Interlibrary Loan requests.
- Provide help in using the Internet and online databases.
- Provide staff assistance with the accessible computer for persons with physical challenges.
- Help children use CD-ROM educational games.
- Assist parents in helping their children with Internet-based homework and research.
- Provide staff assistance to help users master software and other applications.

Encourage in-house computer users to develop new skills.

- Teach users how to navigate the BCPL online catalog and its features.
- Teach users how to place Interlibrary Loan requests via INCat and WorldCat.
- Instruct users in searching the Internet.
- Teach users how to access and create web-based email.
- Teach users basic skills for implementing computer software and other applications.
- Instruct users in searching online databases.
- Teach users about the equipment and software for the accessible computer for persons with physical challenges.

Provide computers skills classes for all ages.

- Maintain and update basic classes about computers, the Internet, and email use.
- Continue to provide advanced computer skills classes as requested by library users.
- Continue to provide classes about Microsoft Office software applications.
- Continuously update and provide classes about online databases searching.
- Continue to provide training for online genealogy searching.
- Maintain classes on using INSPIRE, INCat, and the Horizon catalog.
- Provide programs, workshops, and classes about emerging technologies.
- Provide additional classes for accessing online business resources.
- Provide additional classes for accessing online genealogy information.
- Provide added training about online test preparation and career building resources.
- Provide training to support lifelong learning using online travel, auction, and other hobby sites.
- Provide more classes in online gaming and other entertainment for children and educators.

Provide documentation for computer skills.

- Maintain tip sheets for Internet searching and using online databases.
- Continue to provide instruction sheets for wireless Internet access.
- Provide continuous updated handouts of information covered in computer skills classes.

Provide online help for persons using library resources.

- Continue to provide web site help tips for use of the Horizon catalog.
- Maintain web site help tips for use of INCAT and WorldCat.
- Provide enhanced web site help tips for use of downloadable media.

Provide training for use of other in-house library equipment.

- Provide staff assistance for using a scanner.
- Provide staff assistance for using microfilm and microfiche reader/printers.
- Provide staff assistance for using the CCTV magnifier.

Goal 7: Provide training for the staff.

Objectives:

Maintain training requirements for all employees.

- Continue to train circulation employees in basic computer skills.
- Assure that reference librarians can perform Internet and data base searching.
- Assure that reference librarians can assist users with computer use questions.
- Assure that reference librarians can assist users with microforms reading and printing.
- Assure that specialized skills employees can perform needed skills such as cataloging.
- Assure that the System Manager maintains up-to-date training and skills.
- Require that administrative staff be competent in assessing current systems and software.
- Maintain technical skills training of new employees by their supervisors.
- Assure that a new staff member is trained before interacting with the public.
- Assure that a new staff member is trained before inputting information to data bases.
- Encourage staff members to teach technical skills to one another.
- Encourage all public desk employees to make use of data bases and the public catalog.
- Continue to provide updates to basic computer skills for all employees.

Continue to provide in-house computer skills classes for staff.

- Train all staff in basic knowledge of computers, email, and the Internet.
- Train all staff in basic knowledge Microsoft Office applications.
- Provide training for specific library skills such as cataloging and interlibrary loan.
- Offer advanced computer skills training opportunities to employees.
- Offer workshops on media downloading and use of personal media players.
- Increase the skills of employees responsible for rebooting of systems and servers.
- Increase the skills of employees in troubleshooting computer hardware and software.
- Provide staff training for emerging technologies.

Increase BCPL staff productivity with technology.

- Promote the use of email by all staff members for accurate and timely communication.
- Maintain Shared Files (Intranet) for common use of memos and policy information.
- Maintain Shared File storage of needed in-house forms.
- Maintain and increase web-based ordering of library materials and supplies.
- Train all staff members in the use of meeting rooms equipment.
- Organize and keep available all class materials and tip sheets for new skills acquired by staff.

Encourage continuing education opportunities for staff.

- Encourage staff enrollment in classroom-setting technology training.
- Promote staff enrollment in online technology training.
- Encourage staff participation in technology programs at ILF and ALA conferences.
- Continue to require that all staff attend ILF District Meeting and participate in technology sessions.
- Continue to require Business Office staff to attend automated bookkeeping workshops.
- Continue to document in monthly reports all continuing education completed.

Provide funding for continuing education opportunities for staff.

- Continue to pay registration fees and allow in-service time for staff members taking part in classroom, online, or conference opportunities to augment technology skills.
- Cover costs for systems technicians to attend technology training and users' groups meetings.
- Cover costs for administrative staff to gain technology continuing education.

Goal 8: Provide peak performance all systems and hardware.

Objectives:

Provide up-to-date technology for library users and staff.

- Update computer hardware and software as recommended by manufactures.
- Replace computers as needed to maintain optimum functionality and use of software.
- Continue to replace software applications as new versions become available.

Provide up-to-date security for all systems.

- Maintain security programs to prevent users from making permanent changes to computer settings.
- Maintain and update anti-virus and anti-spam software on all servers and computers.

Assure that systems are functioning at all times.

- Maintain the on-call list of employees responsible for emergency rebooting of systems.
- Continue to update the contact information for technology vendors' help desks.
- Maintain the procedure for reporting malfunctioning equipment and seeking repairs.
- Retain up-to-date LAN diagrams showing additions and changes to cabling and connections.

Document equipment maintenance and disposal.

- Continue to document in monthly reports all systems and hardware repairs and upgrades.
- Maintain the current fixed assets inventory of all hardware.
- Retain manuals for all current equipment.
- Maintain a procedure for documenting the disposal of obsolete equipment or software.

Goal 9: Investigate new technology-based services.

Objective:

Assess the use of Self-Check.

- Assess public desire for self-service.
- Investigate financial savings of self-service.

Investigate the use of RFID.

- Assess the costs and theft avoidances of the current CheckPoint security system.
- Investigate financial savings of RFID in anti-theft and self-check applications.

Plan for Bookmobile connectivity.

- Investigate the costs and functionality of Internet connectivity via cell phone air card.
- Investigate the costs and functionality of Internet connectivity via satellite.
- Investigate the options for SirsiDynix circulation connectivity via remote communication.

Plan for videoconferencing.

- Investigate the uses and costs of shared videoconferencing on the State network.
- Investigate the uses of local videoconferencing via Comcast or other cable provider.

Plan for library security.

- Investigate the costs and legal issues of installing security cameras and recording equipment.
- Investigate the costs and functionality of touch pads to replace door locks and keys.

Goal 10: Plan for integrated library system upgrades.

Objective:

Plan for an upgraded integrated library system.

- Investigate advantages of upgrading to newer Sirsi Dynix system software.
- Investigate the advantages of migrating to a different automation vendor.
- Investigate the advantages of joining an open-source system consortium.

Participate with other libraries.

- Observe technology changes as implemented by other libraries.
- Participate in purchasing consortiums when possible.

Goal 11: Market the library's technology-based services.

Objectives:

Market the library as a place to find learning resources.

- Create printed materials to advertise free computer use, Internet access, and electronic databases.
- Create public service announcements to advertise free access to library technology.
- Promote the use of Main Library's computer classroom and training.
- Create Spanish language materials to promote use of the multi-language computer.
- Use the Bartholomew County Library Associates to help promote new library technology.
- Assure that local schools retain their web site links to the BCPL home page.
- Promote use of INSPIRE databases for school and home access.
- Promote use of BCPL's online data bases for school and home access.
- Promote use of the Internet at the public library in support of school curriculum.

Market the library as a place to find electronic business resources.

- Participate in Chamber of Commerce and other business-related local expos.
- Promote the use BCPL wireless Internet access by persons with their own laptop computers.
- Assure that community organizations retain their web site links to BCPL's home page.
- Promote use of INSPIRE and other State databases for work and home access.
- Promote use of BCPL's online data bases for work and home access.

Market the library as a place to find genealogy resources.

- Promote computers skills classes for learning about online genealogy searching.
- Promote use of BCPL's online genealogy data bases for library and home access.
- Promote use of the Indiana State Library VINE (Vital Information Exchange) data base.

Market the library as a place to find electronic entertainment.

- Create print and media announcements to advertise downloadable audio and video materials.
- Demonstrate and promote library services at local festivals and events.

Promote remote-access services that make BCPL available 24 hours a day.

- Promote the use of BCPL's web site for information links.
- Promote the use of BCPL's web site for placing holds and renewing library materials.
- Promote the use of BCPL's web site for placing interlibrary loans.
- Promote the use of BCPL's web site for data base access.
- Promote the use of BCPL's web site for downloading audio and visual media.

Goal 12: Collaborate with local schools, businesses, and other organizations.

Objectives:

Provide electronic resources to enhance local education for all ages.

- Promote use of INSPIRE and BCPL data bases via school and home access.
- Promote use of the Internet at the public library in support of school curriculum.
- Continue involvement with local public, parochial, private, and home schools to assist students in accessing electronic data sources.
- Work with adult education and literacy organizations to assist students with accessing electronic data sources.
- Continue to provide ParentCONNECTxp link between teachers and parents.
- Continue involvement with the Columbus Learning Center to coordinate database purchases.
- Continue to be involved with the Connected Community Partnership.
- Continue to be involved with PIE (Partners in Education) to promote electronic resources.

Provide electronic resources to assist local businesses, agriculture, and tourism.

- Continue to provide subscription databases in support of local economic development.
- Promote use of INSPIRE databases at the library as well as in the work place.
- Assist local businesses in accessing electronic data sources.
- Continue to participate with the Columbus Area Chamber of Commerce information training.
- Maintain links with Bartholomew County Extension Service.
- Continue to provide access to the Bartholomew County Graphical Information System.
- Continue to provide access to the Indiana Map Project.
- Continue to provide access to the Columbus Indiana Architectural Archives database.

Provide electronic information in response to local needs.

- Continue to provide links to Columbus Area Weather Alert website and email alert system.
- Continue to provide access to Bureau of Motor Vehicles and income tax forms.
- Continue to provide online and microform access to county birth, death, and court records.
- Continue to participate in the community online calendar.
- Continue to provide links to First Call for Help social services agencies.
- Continue to host the WTHR-TV weather station in Columbus.

Provide computer based classes in response to local needs.

- Consult with schools, businesses, and organization to determine which classes are needed.
- Consult with human services agencies to promote computers skills for their clients.
- Continue to make use of the computer classroom available to not-for-profit organizations.

Expand the range of BCPL's wireless network.

- Work with Columbus and Hope initiatives for community-wide wireless Internet access.

Collaborate with other BCPL web site content providers.

- Work with Columbus Indiana Architectural Archives on creating CIAA web site.
- Collaborate with CIAA in creating the Digital Architectural Archives.
- Maintain staff web site My BCPL (mybcpl.org).
- Maintain sponsorship for Historic Columbus Indiana (historiccolumbusindiana.org).

Goal 13: Provide continuing funding for technology.

Objectives:

Budget for equipment and software upgrades from BCPL's annual Operating Fund.

- Anticipate the costs of continued server, computer, and software upgrades.
- Anticipate the costs for Internet access.
- Anticipate the costs for continuing participation with OCLC.
- Anticipate the costs for database subscriptions.
- Anticipate the costs of moving to a new integrated library system or consortium.

Make use of Library Improvement Reserve Funds.

- Budget LIRF monies for purchases of computers and servers equipment.
- Budget LIRF funds for SirsiDynix upgrades or migration to a new integrated library system.

Request help from the Library Associates.

- Use Bartholomew County Library Associates funds to purchase meeting rooms smartboards.
- Use Library Associates monies to purchase LCD monitors and screens for the meeting rooms.

Seek grants and funding.

- Apply for Indiana State Library LSTA technology grants as available and applicable.
- Apply for community and local technology grants as available and applicable.
- Make use of telecommunications funds, grants, and contracts as applicable.

Goal 14: Evaluate and update the Technology Plan.

Objectives:

Seek knowledge about technology changes.

- Provide continuing education opportunities for staff and library board members.
- Continue to participate in INCOLSA, State Library, and Indiana Library Federation workshops.
- Learn about new technologies through professional journals and national news.

Learn from and work with other libraries.

- Participate with library listservs and other online communication to learn about new technology.
- Observe other libraries' participation in integrated library system consortiums.
- Provide time and cover costs for staff members to visit other libraries.

Involve the Columbus/Bartholomew County community.

- Continue to monitor and respond to the information needs of library users.
- Cooperate with local schools, colleges, and trade schools to support curriculum and courses.
- Work with local businesses to assist them in accessing information resources.
- Assist not-for-profit organizations in serving their clients' information needs.
- Work with city and county government officials to share public records via online databases.
- Survey local organizations' web sites to determine other local information sources.

Ask library users what they need.

- Survey library users about their information needs.
- Survey library users about their technology skills training needs.

Appendix A: Current technology

Automated Catalog System

Dynix (Classic) Automated system including modules for circulation and cataloging.
Horizon online catalog for public access catalog, newspaper index, and community resources files

Computers

Windows XP computers for public and staff at Main Library and Hope Branch
Windows XP computers and LCD projector for computer classroom
Laptop computers for staff portable use in Adult Reference and Children's Services
Multi-media computers for CD-ROM educational games in Children's Area and at Hope Branch

Printers

Networked printers for public use at the Main Library and Hope Branch
Networked printers for staff workrooms; stand-alone printers for staff workrooms.
Printer for producing overdue notices, hold notices, and system reports

Internet Access

Two T-1 lines serving Main Library and Hope Branch
Routers and patch panel for carrying wired Internet at Main Library and Hope Branch
Wireless Internet antennas and hubs at the Main Library and Hope Branch

Staff Intranet

Intranet server and software for sharing and backing up staff files

Applications

TBS/PC Reservation automated reservation and print management system
Trend Micro firewall and anti-virus protection software for all servers
Websense filter for all public and staff computers at Main Library and Hope Branch
AppRiver anti-spam software interacting with all public and staff computers
E-mail accounts for all library departments and selected staff
Microsoft Office 2007 software for all public and staff computers
JAWS, Kurzxeil, and ZoomText software for persons with visual challenges
OCLC accounts for ordering, cataloging, interlibrary loan
CompuTrain software for automated bookkeeping
ADP service for automated payroll deposit

Databases

Remote and in-house access to fifteen online subscription databases

Web Sites

BCPL authored web sites: barth.lib.in.us and mybcpl.org
BCPL supported websites Columbus Indiana Architectural Archives and Historic Columbus Indiana

Other

LCD projectors for computer classroom and BCPL programming
CCTV magnifier screen for persons with visual challenges
FAX machines for staff use at Main Library and Hope Branch
Scanners for public use at Main Library and Hope Branch
Photocopiers for public and staff use at Main Library and Hope Branch
Microform readers in combination with computers and printers at Main Library
Simplex fire detection and alarm system at Main Library
WTHR Channel 13 Weather Station at Main Library

Appendix B: Current equipment

Computer Room at Main Library

- 1 HP Compaq server for Dynix system
- 1 Dell server for Horizon online catalog
- 1 HP Compaq server for firewall and Websense filter
- 1 HP Compaq server for Intranet, staff email, and staff file sharing
- 1 Hewlett Packard server for barcode authentication
- 1 Hewlett Packard server for staff email
- 6 Hewlett Packard 17" monitors
- 1 NAS backup and recovery system unit
- 1 Data General system printer
- 1 Kendrox printer hub
- 5 Chase terminal servers for Dynix system
- 4 Cisco routers for Dynix system and T-1 lines
- 3 APC-Smart UPS for Dynix server
- 3 ENA hubs for T-1 line
- 1 PlexCom router for Internet LAN
- 1 Dynix terminal
- 1 Sharp LCD projector for BCPL programming

Electrical Room at Main Library

- 1 One Communications digital telephone system and patch panel
- 1 Simplex fire detection and alarm system

Computer classroom at Main Library

- 10 HP Compaq computers / Windows XP
- 9 Hewlett Packard 17" monitors
- 1 Panasonic LCD projector

Adult Reference at Main Library

- 26 HP Compaq computers / Windows XP
- 1 Gateway multi-language computer
- 1 HP Compaq Accessible Internet computer with speaker system
- 1 CCTV magnifier screen for persons with visual challenges
- 1 Hewlett Packard scanner for persons with visual challenges
- 1 TBS/PC Reservation (EnvisionWare) station
- 1 TBS (EnvisionWare) Print release station
- 1 Hewlett Packard laser color printer
- 1 Hewlett Packard high speed black and white printer
- 1 Dynix terminal
- 3 D-Link wireless routers supporting A, B, G wireless protocols
- 9 D-Link wireless antennas
- 5 Canon Microfilm/microfiche reader-printers
- 2 HP Compaq computers / Windows XP for use microform saving and emailing
- 4 HP Compaq computers / Windows XP limited to access of Horizon catalog, INSPIRE, databases
- 36 Hewlett Packard 17" monitors

Adult Circulation Desk at Main Library

- 3 Dynix terminals
- 1 Panasonic 50" television for library program announcements

Appendix B: Current equipment (continued)

Adult Circulation work room at Main Library

- 2 HP Compaq computers / Windows XP with Hewlett Packard 17" monitors
- 2 Dynix terminals
- 1 D-Link wireless antenna supporting A, B, G wireless protocols

Adult Reference Desks at Main Library

- 3 HP Compaq computers / Windows XP with Acer 19" monitors
- 2 Dynix terminals
- 1 Hewlett Packard color printer
- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 5 D-Link wireless antennas
- 1 APC-Smart UPS

Adult Reference workroom at Main Library

- 4 HP Compaq computers / Windows XP with Acer 19" monitors
- 1 Hewlett Packard color printer
- 2 Dynix terminals
- 1 Dell wireless access laptop / Microsoft XP
- 1 D-Link wireless router supporting A, B, G wireless protocols
- 1 D-Link wireless antenna

Adult Reference offices at Main Library

- 5 HP Compaq computers / Windows XP with Acer 19" monitors
- 2 Hewlett Packard color printers
- 1 Dynix terminal
- 1 D-Link wireless router supporting A, B, G wireless protocols
- 2 D-Link wireless antennas

Adult Reading Area at Main Library

- 4 HP Compaq computers / Windows XP limited to access of Horizon catalog, INSPIRE, databases
- 4 Hewlett Packard 17" monitors
- 1 Xerox photocopier
- 1 Panasonic scanner
- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 6 D-Link wireless antennas

Children's Services public area of Main Library

- 6 HP Compaq computers / Windows XP
- 3 HP Compaq computers / Windows XP limited to access of Horizon catalog, INSPIRE, databases
- 9 Hewlett Packard 17" monitors
- 1 Hewlett Packard color printer for CD-ROM printing
- 2 AWE Early Learning Stations
- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 4 D-Link wireless antennas

Children's Services desk at Main Library

- 3 HP Compaq computers / Windows XP with Acer 19" monitors
- 1 Hewlett Packard color printer
- 1 Compaq wireless access laptop / Windows XP
- 1 Sharp 50" television for library program announcements

Appendix B: Current equipment (continued)

Children's Services office area at Main Library

- 3 HP Compaq computers / Windows XP with Hewlett Packard 17" monitors
- 1 Hewlett Packard color printer
- 1 Hewlett Packard networked printer
- 1 D-Link wireless router supporting A, B, G wireless protocols
- 1 D-Link wireless antenna
- 1 APC-Smart UPS

Technical Services at Main Library

- 5 HP Compaq computers / Windows XP with Acer 19" monitors
- 2 Hewlett Packard color printers
- 2 Epson dot matrix printers
- 1 Facit dot matrix printer
- 3 Dynix terminals
- 1 Hewlett Packard Fax machine

Bookmobile

- 1 Verizon cell phone for confirming borrower barcodes and calling in requests

Bookmobile Work area at Main Library

- 1 HP Compaq computer / Windows XP with Acer 19" monitor
- 1 Hewlett Packard color printer
- 1 Dynix terminal
- 1 Xerox photocopier

Meeting Rooms at Main Library

- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 5 D-Link wireless antennas
- 1 Large screen television with video and DVD players
- 1 Portable television with video and DVD players
- 1 Autograph opaque projector

Architectural Archives at Main Library

- 1 Dell computer / Microsoft XP with Hewlett Packard 17" monitor
- 1 Hewlett Packard color printer

Talking Books for Blind and Physically Handicapped at Main Library

- 4 HP Compaq computers / Windows XP with Acer 19" monitors
- 1 Hewlett Packard color printer
- 1 Epson color printer
- 1 APC-Smart UPS

Mezzanine Reading Area at Main Library

- 1 HP Compaq computer / Windows XP limited to access of Horizon catalog, INSPIRE, databases
- 1 Hewlett Packard 17" monitor
- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 2 D-Link wireless antennas

Appendix B: Current equipment (continued)

Business Office at Main Library

- 3 HP Compaq computers / Windows XP
- 2 Acer 19" monitors
- 1 Hewlett Packard 17" monitor
- 1 Hewlett Packard color printer
- 1 Hewlett Packard Laser black and white printer
- 1 Xerox photocopier / FAX machine
- 1 Wheelwriter typewriter
- 1 D-Link wireless router supporting A, B, G wireless protocols
- 1 D-Link wireless antenna
- 1 APC-Smart UPS

Director Office at Main Library

- 1 HP Compaq computer / Windows XP with Acer 19" monitor
- 1 Epson color printer
- 1 Xerox photocopier
- 1 Wheelwriter typewriter
- 1 APC-Smart UPS

Roof Main Library

- 1 WTHR Channel 13 Weather Station

Hope Branch Library Public Area

- 6 HP Compaq computers / Windows XP
- 2 HP Compaq computers / Windows XP limited to access of Horizon catalog, INSPIRE, databases
- 8 Hewlett Packard 17" monitors
- 1 AWE Early Learning Station
- 1 TBS/PC Reservation (EnvisionWare)station
- 1 TBS (EnvisionWare) print release station
- 1 Hewlett Packard networked color printer
- 1 Xerox photocopier and scanner
- 1 Dynix dumb terminal
- 2 D-Link wireless routers supporting A, B, G wireless protocols
- 4 D-Link wireless antennas

Hope Branch Library Circulation Desk

- 2 Dynix dumb terminals

Hope Branch Library Office

- 1 Chase terminal server
- 1 Cisco router
- 1 Dynix terminal
- 1 Patch panel for telephone and T-1 line
- 1 HP Compaq computer / Windows XP
- 1 Gateway server
- 1 Hewlett Packard color printer
- 1 APC-Smart UPS

Appendix C: Budget items January 1, 2009-June 30, 2012

Projected 2009-2012 expenditures related to Technology programs and upgrades:

BCPL Operating Budget		
Added or replacement computers for public and staff	\$	15,000
Added or replacement monitors for public and staff		12,000
Added or replacement printers for public and staff		5,000
Added wireless antennas and hubs		5,000
Updated applications software for Main Library and Hope Branch		20,000
Equipment and software for digitization of local collections		10,000
Database fees and purchases		30,000
Faxing and scanning equipment at Main Library		2,000
Printing for Internet and Data Base services promotions		50,000
Dynix maintenance fees		30,000
OCLC fees		10,000
T-1 line charges		70,000

BCPL Library Improvement Reserve Fund:		
Added or replacement computers for public and staff	\$	10,000
Added or replacement monitors for public and staff		2,000
Added or replacement system printer		5,000
Additional hardwood computer work stations		20,000
Upgrade to new SirsiDynix or comparable system		150,000
Computer, sound, and television equipment for meeting rooms		10,000

Frances Carr Memorial Fund for Continuing Education:		
Staff continuing education and workshop registrations	\$	12,000
Staff tuition for library school classes		3,000

Bartholomew County Library Associates:		
Computer, sound, and television equipment for meeting rooms	\$	10,000

Bartholomew County Public Library

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Providing excellence in services, materials and programs for all library users

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