

Library Automation System

Grant Proposal

Wendell Military Academy

2004-2007

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Wendell Military Academy desires to maximize patron and staff utilization of its new media center by implementing an automation system and ancillary resources because no system currently exists to facilitate the use of media center resources and materials.

Justification

Wendell Military Academy is a new institution with a state of the art Technology Center that houses the media center, the computer lab, and multiple classrooms. Although the state of Texas does not mandate library standards, the Academy is committed to meeting the exemplary standards set forth in the State Library Programs: Standards and Guidelines for Texas, 2004. It has a collection of about 4,000 items including books, realia, paintings, and military items that exceeds the standard requirement of 20 items per student (Texas State Library, 2004). The school wants to create a media center that will meet the needs of the campus and benefit the surrounding communities as well. The media center automation system will enable the center's collection to be accessed from on and off campus. Patrons will be able to check out and return books with great ease. Items in the collection will also be inventoried swiftly and effortlessly. Information about the collection will be readily available to facilitate purchasing additional media and the acceptance of appropriate donations from outside sources.

Target Population and Scope

Dripping Springs is located in Hays County, Texas, about 25 miles west of Austin. It has a population of approximately 1,600 people, 80% of whom have a high school education or higher. The Dripping Springs Independent School District has approximately 3500 students on

four campuses. Dripping Springs also has a community library that houses about 19,000 items (*Dripping Springs*, n.d.; *Handbook of Texas Online*, 2002).

Wendell Military Academy is a boarding school with 95 students currently enrolled. The students come from all over the country, and they must pass an enrollment exam and a physical examination before being accepted. The students are expected to maintain a grade point average of 3.0 or higher and participate in at least one extracurricular activity. They must also contribute 10 hours each semester to a community outreach program. The first year, there will be students in 9th through 11th grade. In the second year 12th grade will be added. There is a teacher to student ratio of 1 to 15 in the regular classes and 1 to 7 in the advanced classes. There is expected to be at least a 10% increase in school population over the next 5 years with the maximum number of students being 350. Students will need timely access to information both in the campus media center, and off campus. The media center is a focal point of the school, and it must be technologically advanced to meet the increasing needs of the school population. A media center automation system can help to facilitate this need.

Goals and Objectives

This proposal has two main purposes: (a) to provide an efficient method to track and inventory the media center's collection, and (b) to provide access to the collection for patrons and staff by facilitating the location of materials through the use of the Internet.

Implementation

March 2004. The media center specialist will attend training on the Follett system.

April 2004. Wendell Military Academy will purchase and install the Follett system on the media center's computers. Also, ancillary materials will be purchased to prepare the collection for the automation system. Donated books will be examined to determine what

materials might be needed to prepare the books for use in the media center. (i.e. book covers for paperbacks, clear covers for jacketed books, bindery materials for slightly damaged books).

May 2004 – August 2004. All media in the collection will be bar coded and entered into the program. All textbooks will be entered into the TextLink system.

2005-2006. The media center specialist will maintain the Follet system. A handheld scanning device will be purchased to make the inventory procedure more efficient.

2006-2007. The media center specialist will maintain the Follet system.

Grant Budget 2004-2005

Item	Description	Cost
Destiny Library Manager Software TM	“Top-rated, full-featured tool to manage library circulation and inventory”	\$4000
TextLink©	“Easy to Use Textbook Inventory Management System”	\$700
TextLink© Self-Study Guide		\$20
Image Team 3800	“optimal read performance and durability” barcode	\$1198 2 @ \$599

	scanner	
UNI-Stand Adjustable Mount Scanner Stand	GL3200s	\$120 2 @ \$60
Poly-thermal Bar Codes	barcodes that do not require label protectors	\$350 5 @ \$70 per 1000
Bindery items	miscellaneous covers and bindings for donated materials	\$400
Less monies from school and donations		-\$2050
Total cost		\$4,738

(Follett Software Company, 2003; S. Bowman, personal communication, November 22, 2004)

Local Budget 2004-2005

Library Automation Fund	Money designated for funding the annual renewal of software for the automation system.	\$800
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Textbook Tracking Monies	Money for tracking the textbooks on campus.	\$200
Donated funds		\$1050
Total from School and donations		\$2050

Grant Budget 2005-2006

Item	Description	Cost
Follet PHD Dolphin TM	“portable, lightweight scanner to collect, store and transfer data from any location”	\$1595
Destiny Library Manager Software TM annual renewal	“Top-rated, full-featured tool to manage library circulation and inventory”	\$799
TextLink annual renewal	“Easy to Use Textbook Inventory Management System”	\$299

Miscellaneous	Money for repairing machinery and purchasing additional supplies	\$300
Less monies from school		-\$1000
Total Cost		\$1993

(Follett Software Company, 2003; S. Bowman, personal communication, November 22, 2004)

Local Budget 2005-2006

Library Automation Fund	Money designated for funding the annual renewal of software for the automation system.	\$800
Textbook Tracking Monies	Money for tracking the textbooks on campus.	\$200
Total monies from school		\$1000

Grant Budget 2006-2007

Item	Description	Cost
Destiny Library Manager Software TM annual renewal	“Top-rated, full-featured tool to manage library circulation and inventory”	\$799

TextLink annual renewal	“Easy to Use Textbook Inventory Management System”	\$299
Miscellaneous	Money for repairing machinery, purchasing additional bindery supplies, or battery.	\$300
Extended warranty for Dolphin Scanner		\$200
Less monies from school		-\$1000
Total Amount		\$598

(Follett Software Company, 2003; S. Bowman, personal communication, November 22, 2004)

Local Funds 2006-2007

Library Automation Fund	Money designated for funding the annual renewal of software for the automation system.	\$800
Textbook Tracking Monies	Money for tracking the textbooks on campus.	\$200

Total monies from school		\$1000
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Budget Summary

Total amount requested through grant	\$7329
Total amount provided by local sources	\$4050
Total projected cost for next 3 years	\$11379

Equipment List 2004-2005

Quantity	Description of item	Unit Cost	Cost
1	Destiny Library Manager Software TM	\$4000	\$4000
1	TextLink©	\$700	\$700
1	TextLink© Self-Study Guide	\$20	\$20
2	Image Team 3800	\$599	\$1198
2	UNI-Stand Adjustable Mount Scanner Stand	\$60	\$120
5	Poly-thermal Bar Codes	\$70	\$350
	Bindery items/ projected amount is \$300	\$300	\$300
	Total Cost		\$6,688

Equipment List 2005-2006

Quantity	Description of item	Unit Cost	Cost
1	Destiny Library Manager Software TM annual renewal	\$799	\$799
1	TextLink© annual renewal	\$299	\$299
1	Follet PHD Dolphin TM	\$1595	\$1595
	Total Cost		\$2,693

Equipment List 2006-2007

Quantity	Description of item	Unit Cost	Cost
1	Destiny Library Manager Software TM annual renewal	\$799	\$799
1	TextLink© annual renewal	\$299	\$299
1	NiMH Batter for Dolphin Scanner if needed	\$150	\$150
	Total Cost		\$1248

Local Administration

The media specialist will administer the proposal. Her duties will be (a) to schedule training with Follet, (b) to purchase the items necessary to complete the automation of the media center, (c) to coordinate the volunteers to complete the data entry and barcode implementation, (d) to maintain and run the automation system, (e) to track the textbooks used on campus. The

automation system has built in tracking and information services that will allow the specialist to track the media center's activity. Follet also has a textbook tracking system. Because textbooks today are a major investment for any school, the library will be responsible for issuing and tracking textbooks.

Personnel Support

This project requires the support of the media center specialist and participation by student and parent volunteers. The media center specialist will also oversee student workers who will aide in the day-to-day management of the media center. The media center specialist's salary is paid out of the general school fund. The student workers salaries are provided for in a fund set aside for those students who receive scholarships or meet specific financial criteria. This fund pays the eligible students minimum wage for no more than 15 hours per week. The media center has allocated 45 hours per week in student worker participation. Teachers will aide in supplying the information to keep track of textbooks and will assist in handing out text books at the beginning and retrieving them at the conclusion of the class

Sources of Continuing Support

Wendell Military Academy has a budget amount allotted to the library of \$5000. This per-year amount was chosen according to the Texas School Libraries School Library Programs: Standards and Guidelines for Texas, 2004 (p. 15). This money will be used to purchase books and media, and with \$800 designated to partially support the annual renewal of software licensing for the automation system. Other monies for the automation system will come from outside sources. There are many sources that provide resources to libraries. The parents and patrons have raised \$1050 toward the purchase of the automation system. The parents and students sign an agreement prior to enrollment stating they will support the school by

volunteering, helping to raise money, providing donations, or completing tasks for the school.

Grant opportunities are being located which will provide the rest of the monies needed to implement the system. The school will provide \$200 for keeping track of the school's textbooks.

The first year the total amount that will come from the school and donations is \$2050 that leaves a balance of \$4738. The second and third years the school would contribute \$1000. The grant would need to provide \$1993 the second year and \$598 the third year. The total amount sought through the grant proposal is \$6670.

Performance Measures

Media Center books and media. Evaluation of the media center will take place bi-annually. The automation system will facilitate tracking books and media that are being used by students and faculty, the age of the materials in the collection, requested materials that were not available, and fines and book replacement costs paid by students. Students and staff are issued identification cards when they are admitted into the school. The identification numbers on these cards will be used for the media center automation system which will allow tracking of individual student participation and class participation in media center services.

Textbooks. At the end of every semester teachers will check their classes to determine whether the textbooks are in good condition and whether or not they have been misplaced. This information will be put into the automation system following these observations. When the Dolphin scanner is purchased this work can be done using the scanner. Reports can then be generated for determining school needs.

ADA Compliance

The Wendell Military Academy media center is in compliance with all of the requirements set forth in the Americans with Disabilities Act (ADA.gov, 2004).

Summary

Wendell Military Academy needs a method to inventory and allow full use of its new media center. The Academy also desires to allow its users to be able to access collection information from on and off campus. Through this grant, the school wishes to enable an efficient process where by the media center's collection can be inventoried and tracked, enable the users to have access to what is contained in the collection through an Internet connection or through the campus intranet, and facilitate tracking the use and inventory of textbooks used by the school. Providing Destiny, the automation system, and TextLink, the textbook tracking system, will enable the Academy to fulfill its goals for years to come.

References

- (2004, November 17). Americans with Disabilities Act. In *ADA Home Page*. Retrieved November 18, 2004, from <http://www.usdoj.gov/crt/ada/adahom1.htm>.
- City-data.com. (n.d.). Dripping Springs, TX. Retrieved on November 13, 2004 from <http://www.city-data.com/city/Dripping-Springs-Texas.html>.
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- Handbook of Texas Online*, s.v. "DRIPPING SPRINGS, TX." Retrieved on November 13, 2004 from <http://www.tsha.utexas.edu/handbook/online/articles/view/DD/hld36.html>.
- Texas State Library & Archives Commission Web Site. Texas School Libraries School Library Programs: Standards and Guidelines for Texas, 2004 (2004). Retrieved on November 13, 2004 from <http://www.tsl.state.tx.us/ld/schoollibs/standards2004.doc>.

Appendix

Brochures and equipment specifications can be obtained from Michelle Miller at cmmiller@online.tamu-commerc.edu or from the Follet Web site at <http://www.fsc.follett.com/about/index.cfm>.