

## To

CC:

Date:

Subject: Potential RSA Online Member

From: Kay Cloyes ([kcloyes@alliancelibrarysystem.com](mailto:kcloyes@alliancelibrarysystem.com))

I am responding to your interest in receiving information on becoming an online circulating member of RSA. Enclosed is a brochure that that you may want to share with others.

The information in this memo provides some technical facts that will help you begin thinking through the process of becoming an online RSA member. Your Library Development Consultant and I would be happy to attend a Board meeting or meet with you and your administration to discuss RSA membership further in the near future.

### **RSA Technical & Equipment Requirements:**

1. Internet connection at your circulation desk.
2. Dedicated static IP address is required for circulation from your circ desk Internet connection.  
You can check with your internet provider to be sure they can provide a static IP for your library and whether then would be any additional charge.
3. PC requirement for the circ PC are relatively modest.  
You need a Pentium PC with a minimum of 64 MB of ram, 20 MB hard drive, 10/100 base/T network card, floppy drive, Win 98SE or better.
4. Network requirements Internet TCP/IP capable
5. If you are running a Microsoft network, it should be Windows NT, Windows 2000, or Windows 2003. If you are running another server product, please contact RSA to confirm that it is compatible.
6. You will also need a Barcode Scanner and a Citizen Receipt Printer.
7. All your resources will need to be bar coded as you enter them into the RSA system and use of standard barcodes purchases from ID Labels Inc. is required.

### **Library Staff Activities:**

1. Sign RSA contract
2. Contract RSA staff regarding necessary equipment and labels
3. Place direct orders for equipment and supplies
  - Item labels
  - Patron labels
  - Label protectors (optional)
  - Barcode scanner
  - Receipt printer and printer supplies
4. Schedule training session with RSA staff
  - Item bar coding (labels)
  - Development of conversion parameters

- Conversion training
5. Develop a work plan for converting the collection by sections or as most appropriate for the library.
  6. Using the work plan, weed, inventory, & bar code your collection  
Record ISBN, ISSN, LCCN on shelf list  
Make sure all copies and/or volumes are recorded on your shelf list and are bar coded.
  7. Convert the collection to OCLC records compatible with RSA standards.

When approximately 50% of your collection is converted, schedule training session with RSA staff regarding development of circulation parameters, patron bar codes (labels), and circulation practices

## One-Time Setup Fee

Each library is profiled individually. This means that a library can continue to use the circulation periods, fines, and other policies currently in effect. Material types are standardized over all libraries to facilitate interlibrary loan. The one-time setup fee includes choosing the parameters for the library, creating the individual library shell with the selected parameters, training for library staff, setup of the files on the RSA computers, and connecting the RSA computers to the static IP address supplied by the library.

1. Setup the Library profile \$500 - \$5,000 depending on the size of the library

## Supplies to Purchase

Supplies can be purchased online through ID-Label at approximately the following costs.

1. Barcode Scanner, approximately \$350
2. Citizen Receipt Printer, approximately \$250
3. Receipt paper 25 rolls of 2-ply paper is \$45
4. Citizen black and red ribbons, 6 for \$20
5. Barcode labels for library material.  
Labels come in single or duplicate and several styles. Price varies between \$20 and \$40 per 1,000 labels.  
For details and exact prices, see the web site <http://www.idlabelinc.com/rsals.html>.
6. Patron cards and Patron labels.  
Patron labels fall in the same category as the item labels.  
See the web site <http://www.idlabelinc.com/rsals.html>
7. Protective labels for barcodes are optional but recommended by libraries who have been using barcodes for a number of years.  
Id Label does not offer these labels on their web site, but they can be purchased from other library vendors. Cost will vary.

Costs for RSA membership are reasonable when compared to other circulation/cataloging options. Unfortunately, we no longer have funds available from the State

Library to defray the first year expenses for member libraries. However, ALS libraries can individually apply for grant opportunities to help with this expense if necessary.

The annual membership fee for a Tier 2 member with single access point – such as your circulation PC – is \$2,023 for FY2003-2004. Tier 2 is generally the entry point for most libraries, but if you need more access points, the annual cost increases appropriately. Annual increases in subscription rates are scheduled in advance so that there is not surprise to the library members.

We have a link on the ALS web site that gives you an overview of the way that funding for RSA was developed and a chart for annual fees for all tiers  
<http://www.alliancelibrarysystem.com/rsa/index.cfm>

We are not longer adding Tier 1 members who are CDROM members due to a constraint that all new members need to be online circulating members and so must enter at Tier 2. The Tier 1 members will be gradually converted to Tier 2 membership.

I would encourage you to think very positively about this option. It will bring your library into a much stronger position in sharing resources. If you have specific questions, I can be reached best via email.

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enclosure: RSA Brochure