

**Request for Proposals Sought for the Provision of Bibliographic & Referral Center (BARC) Services (Interlibrary Loan and Union Listing)
PROPOSALS DUE WEDNESDAY, NOVEMBER 23, 2011**

Library institutions are invited to submit proposal for the provision of all or any components of BARC Services: interlibrary loan, union list of serials maintenance, and backup cataloging.

New BARC Service Contract Begins: January 1, 2012 with option of annual renewal.

BARC Services Background:

South Central Regional Library Council (SCRLC) offers a program of last-resort interlibrary loan service and maintenance of the regional Union List of Serials for member libraries and library systems, through the Bibliographic & Referral Center (BARC). As a matter of practice and procedure, BARC is examined periodically and options for service provision are explored. For more information about BARC and SCRLC's interlibrary loan program, please visit http://scrlc.org/Resource_Sharing/InterLibrary_Loan.

BARC services have included the original cataloging of serials records as part of the Union List of Serials maintenance, but otherwise have not availed backup cataloging to member libraries.

Over the years, there have been various arrangements for the provision of BARC. Initially, SCRLC directly employed interlibrary loan staff to handle ILL requests and union listing. For the past ten years, BARC has been outsourced.

Volume: The number of interlibrary loan requests BARC receives has varied over the last seven years tracked, ranging from 301 to 603. The amount of union list of serials additions, updates, and deletions performed has varied from 20 to 1200 per year.

SCRLC's service obligations are as follows:

- Provision of the OCLC member code and authorization, and payment of all OCLC charges (membership, annual resource sharing fees etc.).
- Dissemination of information about BARC to members and resource sharing staff .
- Payment of the BARC provider as arranged.
- Availing of SCRLC staff for consultation on BARC as needed.

BARC service obligations for all or any component are as follows:

Interlibrary Loan:

- Acceptance of interlibrary loan requests via OCLC, email, telephone, or other means at the convenience of SCRLC member libraries, with every effort made to obtain the items for members via OCLC, DOCLINE or any other expeditious means.
- Requests received will be placed within 24-hours of receipt, or the requesting library will be notified that the item will not be available, excluding weekends and holidays.
- Once interlibrary loan requests are filled by the lending library, the National Interlibrary Loan Code of the United States between lender and borrower will be in effect.
- The BARC provider will need to update requests as warranted.
- When requests are unfilled, the requesting libraries should be notified within 24 hours of the status of the request, excluding weekends and holidays.
- Maintenance of ILL statistics including the number of requests received and filled for each library. Statistics are to be sent to SCRLC's Digitization & Resource Sharing Manager on a monthly basis.
- Provision of OCLC work such as profiling, symbol dimming etc. as needed.
- **Note:** SCRLC libraries using ILLiad and participating in such library networks as IDS will receive first consideration for the awarding of the BARC interlibrary loan contract for backup interlibrary loan services.

Union Listing:

- Acceptance of Union List of Serials additions, updates, and deletions online or by other means to update on OCLC the regional Union List of Serials. Updates are to include holdings, title changes etc. for libraries that are not full members of OCLC.
- ULS additions, updates, and deletions should be performed within one week of receipt.
- Provision of original serials cataloging required for the Union List of Serials.
- Maintenance of Union Listing statistics including the number of additions, updates, deletions, and cataloging and submitted to SCRLC's Digitization & Resource Sharing Manager on a monthly basis.

Cataloging Services:

- Cataloging services have not been part of BARC, though SCRLC will accept quotes from libraries interested in providing backup cataloging for member libraries.

Additional Expectations:

- BARC provider will appoint a liaison to serve on SCRLC's Resource Sharing Committee.
- Participation in SCRLC events including resource sharing programs and annual meetings.
- Work with SCRLC staff to ensure quality service.

If you are interested in providing BARC services, please include:

- Evidence of your ability to meet the above expectations.
- Relevant past experience.
- Information on how you expect to deliver the service including the personnel and technology.
- Compensation expectations.

PLEASE EMAIL YOUR PROPOSAL TO MARY-CAROL LINDBLOOM BEFORE 5PM, WEDNESDAY, NOVEMBER 23, 2011, 5PM AT: mclindbloom@scrlc.org.