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**South Central Regional Library Council  
E-Rate Technology Plan  
July 1, 2010-June 30, 2013**

**Mission**

The South Central Regional Library Council (SCRLC) affirms that equal opportunity to participate in our country's economic, political, and social life depends upon equal access to information; and the South Central Regional Library Council affirms that libraries and library systems provide the most appropriate means for ensuring this access.

The South Central Regional Library Council leads, advocates for, and challenges libraries, promoting collaboration in a changing information environment.

SCRLC is one of nine reference, research, and resource library councils (NY3Rs) in New York. The Council serves 75 member libraries and library systems and, by extension, about 400 public and school libraries in a 10,000 square mile area comprising 14 counties of the south central region of New York State. It does not generally serve library patrons or the public directly, but provides services and resources to libraries so that they may better serve library users.

SCRLC receives state funding as well as other monies such as membership dues; it is governed by a Board of Trustees, and is a 501(c) (3) organization, and functions under a current Plan of Service 2006-2011. Further detailed information can be found at <http://www.scrlic.org/data/2006-2011PlanofService.pdf>

**Strategic Intentions (From Plan of Service 2006-2011)**

1. Members will get information into the hands of users as quickly as possible, with the least expense, through collaborative efforts to share library resources.
2. Through Council sponsored education and training opportunities, members will have well trained, creative, flexible library staff capable of managing rapid change.
3. Members will use new information technologies to provide equitable, effective access to information for their users.
4. Members will receive innovative consulting and customer services to meet their individual needs.
5. Members will receive enhanced recognition and status in their community as a result of regional advocacy.

## History and Purpose of Information Technologies

SCRLC has been and continues to be a leader in implementing information and technology services, both for its own internal processes and for services to its member libraries and systems, since its inception in 1967. Starting in the early 1980s, desktop computers were installed, access to the Internet began with email about 1989, and a web-based server and access to the Internet were installed in 1995. SCRLC worked extensively with other city and regional organizations to bring Internet services to libraries and institutions other than the major higher educational institutions in Ithaca, and for many years had a Point of Presence located in its offices.

Changes in the arrangement with our former Internet Service Provider in 2005 necessitated a change of provider and a change in the charging structure. In 2008 we began the process of updating and redesigning our website and outsourcing our website hosting and email service. SCRLC has participated in the statewide RBDB program since its inception, and has provided the necessary five-year and one-year plans and reports related to bibliographic databases and information technologies in the SCRLC region. Services provided through this program include:

- Software and hardware for SCRLC and members, to enhance regional resource sharing.
- Grants for retrospective conversion of bibliographic records to electronic form.
- Purchase of electronic databases to serve all libraries in the region.
- Education and training in subjects related to information technologies.
- Support of staff-involved information technology projects & resource sharing.
- Development of a regional union catalog in OCLC.
- Development of a regional union list of serials.

The Council has also successfully obtained grants (LSTA, IMLS) to improve information technology services. These services include:

- Mobile, wireless laptop training labs.
- Continuing education programs related to information technologies.
- An attempt to develop a statewide virtual catalog, now defunct.
- Retrospective conversion of bibliographic records to electronic form.
- Installation of fax machines in many libraries.
- Regional digitization plan
- Creation of the ToolsofHistory.org website and digitization program

All staff at the Council has access to up-to-date desktop and/or laptop computers, printers, scanners, etc. with a wide range of software to enhance their work on behalf of members.

SCRLC has long owned, maintained, and upgraded portable training labs used to provide hands-on continuing education to our members both on and off-site.

SCRLC uses regular phone service for local, long distance, and fax purposes.

Internet service is used for the following purposes:

- Provision and hosting of a web site [www.scrlc.org](http://www.scrlc.org) with information about the Council and its programs and services.
- Provision and hosting of Email to permit rapid, efficient contact with our members and others, pertinent to our provision of services.
- To provide and have access to discussion lists, blogs, podcasts, and virtual meeting rooms, etc., to ensure efficient communication among various groups of people related to our members or our services.

- Online processes to enhance our provision of services and to improve member library services to their users (Board documents required for meetings, calendars for continuing education and other events, forms for interlibrary loan, forms for continuing education registrations, policies and other governance documents, regional virtual union catalog, resource sharing, etc.)
- Provision of Internet access for SCRLC staff and for library staff training, both on and offsite.
- Access to the ToolsofHistory.org (an SCRLC digitization program) website.

To meet the needs of our membership and the requirements of the E-rate program, this technology plan was created 11/2009 and submitted to NYS Division of Library Development March 2010.

### **Goals for using telecommunications and information technologies to improve library services**

We have identified goals and strategies in three different areas, *Resource Sharing, Technology Services, and Continuing Education & Training*, as follows:

#### **RESOURCE SHARING**

**Goal 1:** To assist libraries of all types to share resources effectively.

##### *Strategies*

- Provide interlibrary loan assistance to member libraries utilizing online resources such as OCLC and DOCLINE.
- Support access to an electronic interlibrary loan system.
- Update serials holdings information in a regional Union List of Serials in OCLC and Serhold.
- Coordinate training of librarians to use OCLC and DOCLINE.
- Offer a virtual regional union catalog in OCLC.
- Offer last-resort ILL through Bibliographic & Referral center (BARC) service
- Provide assistance to academic libraries for completing web-based CCDA applications

**Goal 2:** To improve access to electronic resources throughout the region.

##### *Strategies*

- Provide consortial purchases of electronic resources for member libraries. Work with organizations, such as WALDO and the New York State Library, to offer access to consortial database purchases to our member libraries

##### ***Telecommunications and information technologies needed to help reach resource sharing goals:***

- Telephone service for voice communication with members, partners, vendors, and BARC.
- Internet service for access to online interlibrary loan and serials resources, and regional interlibrary loan system and forms to request items.
- Staff computers to access resources and communicate with members, partners, and vendors.
- SCRLC.org website for member access to needed resource sharing information.
- Hosting and email services for communication with members.

***Resources needed to help reach resource sharing goals:***

- Telephone service through Verizon and Sprint (current vendors) or another appropriate provider (future years of plan).
- Internet service through Clarity Connect (current vendor as of 2009-10) or another appropriate provider (see Appendix ).
- Website
- Website hosting service and email provider
- Computer equipment purchased through selected vendors. See chart “Telecommunications Service Assessment” for details about hardware currently in place and planned for future years of the plan.
- Software, applications, and operating system upgrades from Microsoft, Norton, Adobe, TechSoup, and other vendors as appropriate.

**TECHNOLOGY SERVICES**

**Goal 1:** Make holdings information of the region’s libraries available electronically

***Strategies***

- Provide a web-based virtual online regional catalog in OCLC with holdings and circulation status for as many regional catalogs as possible.
- Provide up-to-date, online, regional union list of serials through OCLC.
- Increase the number of electronic MARC records of library resources by funding member library retrospective conversion projects.
- Support a cost effective regional electronic interlibrary loan system.

**Goal 2:** Use technology to enhance communication with Council members about Council-related activities.

***Strategies***

- Maintain the SCRLC ([www.scrlic.org](http://www.scrlic.org)) website that meets W3C/WAI and ADA accessibility guidelines with current, accurate information about SCRLC programs, members, activities, training opportunities, and consortial purchasing options, as well as links to appropriate resources throughout New York State and beyond.
- Develop and manage e-mail discussion groups, blogs, podcasts, and other social-networking tools.

***Telecommunications and information technologies needed to help reach technology services goals:***

- Internet service to allow member access to regional union list of serials, virtual union catalog, and interlibrary loan system.
- Internet service for SCRLC access to national bibliographic utility, OCLC for resource sharing and database access.
- Software, and related security hardware and software for resource sharing, union list of serials, virtual union catalog, email system, and website.
- Upgraded staff computers to maintain the software, websites, and databases
- Telephone service for voice communication with software and hardware suppliers/support, and to provide enhanced communication with members.

***Resources to help reach technology services goals:***

- Telephone service through Verizon and Sprint (current vendors) or other appropriate providers.
- Internet service through Clarity Connect, Inc. (vendor since 2006) or another appropriate provider.
- Website hosting and email service provided through Data Momentum
- Computer equipment purchased through selected vendors. See chart “Telecommunications Service Assessment” for details about hardware replaced, currently in place, and planned for future years of the plan.
- Antivirus software, applications, and operating system upgrades from Microsoft, Norton, Adobe, TechSoup, and other vendors as appropriate.

**CONTINUING EDUCATION AND TRAINING**

**Goal 1:** Provide training in technology-related areas for SCRLC staff and member libraries and systems.

***Strategies***

- Provide training programs focusing on technology-related areas such as new and upgraded software and applications, use of the Internet for networking and communication, and the use and maintenance of new technologies, to SCRLC staff, member libraries, hospital libraries, and historical repositories of the region.
- Provide technology-related training focusing on meeting the requirements for maintaining continuing education requirements for professional development
- Provide technology-related training focusing on meeting the requirements for participating in the cooperative digitization project ToolsofHistory.org (i.e. Content dm)
- Sponsor and co-sponsor technology-related programs hosted by SCRLC committees and member groups, including Continuing Education Committee, Resource Sharing Committee, Hospital Library Services Program Committee, Advisory Committee on Information Technologies and Services, and Library Assistants SIG.
- Co-sponsor technology-related training with organizations such as the New York 3Rs Association, Inc., individual NY 3Rs Association, Inc. members, and other professional organizations.
- Provide SCRLC staff with training in the software, hardware, and related technologies they need to carry out the activities in this plan.

***Telecommunications and information technologies needed to help reach continuing education / training goals:***

- Telephone service for voice communication with members and for planning programs.
- Internet service for communication, publicity, demonstrations, and web-based training.
- Website
- Staff computers, software, and networking to enhance productivity, including preparation of continuing education program materials.
- Computers, software, and necessary networking equipment for SCRLC mobile laptop training lab.
- Calendar and registration programs to facilitate and streamline registration database and member access to records of training received.

***Resources to help reach continuing education / training goals:***

- Telephone service through Verizon and Sprint (current vendors) or other appropriate providers.
- Internet service through Clarity Connect, Inc. (vendor as of 2006) or another appropriate provider.
- Website and email hosting currently through Data Momentum
- Computer equipment purchased through selected vendors. See chart “Telecommunications Service Assessment” for details about hardware currently in place and planned for future years of the plan.
- Software, applications, and operating system upgrades from Microsoft, Norton, Adobe, TechSoup, and other vendors as appropriate.
- Relationships with appropriate trainers and training companies.
- Links to training presentations and materials on our website.

### **Professional Development Strategy**

SCRLC will continue to have a strong, high quality continuing education program for staff of its member libraries and systems. SCRLC has a reputation for taking the lead in new information technology efforts and for obtaining grant funds to support superior regional and statewide continuing education and professional development activities, many of which are geared toward information technology topics.

Staff of the Council are strongly encouraged to participate in, and are supported in, their professional development activities; such professional development efforts are part of staff evaluations. These activities might include the programs in the SCRLC continuing education offerings to regional library staff, conferences and workshops offered by other library or technology related organizations, professional activities offered by the professional library organizations staff belong to, online offerings from library and technology organizations, or any other appropriate continuing education activity to meet particular staff needs. The Council offices are located in a city with access to a substantial number of institutions with exceptional information technologies and SCRLC staff has acquired a large network of contacts to help enhance their collective knowledge of technologies as needed.

Some examples of organizations meeting our staff development needs are:

- American Library Association and its several Divisions and state Chapters
- Nylink (regional OCLC network)
- OCLC Inc
- Computers in Libraries Conference
- New York Library Association
- Special Libraries Association and its regional chapters (Upstate SLA)
- Medical Library Association and its regional chapters (UNYOC)
- SCRLC and other NY 3Rs Association, Inc. Councils
- Cornell University
- NYS Library

Some examples of recent continuing education offerings by SCRLC:

- Managing & Creating Digital Projects
- Planning for Preservation and Access in a Digital Age
- Planning and Management of Digitization Projects
- Incorporating Care, Handling and Storage of Original Materials into a Digitizing Process
- Collection Development & Management of Special Collections
- Greening Libraries & Library Staff
- Preservation of Digital Collections
- Sustainability for Preservation & Digitization Collections
- DIY Digitization
- CONTENTdm ver5.0
- Cataloging 4-1-1
- NOVELNY
- Social Bookmarking
- Grants
- Google Tools
- Fall into Koha
- Connecting to our Mobile Users
- Innovations for Resource Sharing
- Scanning Made Simple
- Copyright and Legal Issues
- Information Literacy Education: A National Overview
- Metadata for Digital Projects
- Technology Trends in Libraries
- Book Repair for Libraries

Funding for professional development activities comes from the following:

- SCRLC operating budget.
- Hospital Library Program budget (HLSP).
- Regional Bibliographic Databases and Resource Sharing Program (RBDB).
- LSTA grant funds.

SCRLC's Executive Director has primary responsibility for ensuring that staff receives any needed technology-related professional development; the Assistant Director is responsible for the Council's Continuing Education and Training program for the membership. The SCRLC staff is small and easily turns to each other for technology advice or support. Each staff member has acquired knowledge and skills in such areas as web development and maintenance, applications software, networking, desktop help, and security issues. Since transferring hosting of scrlc.org to an outside server, SCRLC no longer contracts server maintenance from an outside source. Difficult problems or failures that cannot be handled in-house are outsourced to appropriate local companies.

## Telecommunications Assessment

**Appendix 1:** Outcomes for the 2006 – 2010 technology and technology assessment

**Appendix 2:** The 2010 -2013 technology and technology assessment

## Budget

**Appendix 3:** The proposed technology budget for 2010 – 2013

**Appendix 4:** SCRLC Internet Use and Safety Policy

## Evaluating the SCRLC Technology Plan

The SCRLC Technology Plan will be updated every three years by the Executive Director, the Advisory Committee on Information Technologies and Services (ACITS), the Business Manager, and other appropriate staff. Technology-related components of the RBDB, HLSP, Digitizing and other programs are evaluated and updated annually as part of the internal budget and planning processes.

SCRLC programs are driven by member needs and are incorporated into the Council's five-year Plan of Service, for 2006-2011. Some current priorities include continuation of regional resource sharing using the most current, effective technologies; continuing education and training in information technologies, support for electronic access to information, and digitizing regional resources.

A final review of our 2006-2009 goals showed we were able to meet or exceed our objectives. In addition there were these unexpected outcomes:

- Not only upgraded, but increased the size of our training lab from 10 units to 22 units.
- Hired and worked with a web developer and redesigned our website to be more in line with current technology (Content Management System vs. html) and upgraded our appearance, content, and functionality to better meet the needs of our users and staff.
- By outsourcing our website hosting, we were able to eliminate the yearly cost of having a server administrator on contract.
- Sponsored a Technology Fair to coincide with the dedication of our new Martin Training Room.
- Cost of Internet Provider Service did not increase.

Outcomes and/or benefits expected from the 2010-2013 Technology Plan:

- The SCRLC Technology Plan is reviewed annually by the Executive Director.
- Electronic regional resource sharing continues to be a major Council program.
- The regional union list of serials on OCLC continues to be updated by members and SCRLC.
- Staff of libraries participating in ILL on OCLC and DOCLINE can successfully order needed materials.
- Staff of member libraries can obtain needed materials successfully through BARC.
- Staff of member libraries can obtain needed materials quickly and efficiently from information gained through the online Union Catalog.
- Member libraries can access and use databases purchased for their use.
- Hospital libraries can access databases purchased specifically for their use.
- Member libraries are provided with valuable information about Council activities including continuing education events.
- Member libraries are provided with information about databases available for purchase through WALDO and other organizations.

- Member libraries and library systems can obtain funds to continue retrospective conversion of bibliographic records into electronic form.
- Member libraries can obtain software or other services that will improve their ability to share resources.
- Member libraries can access digitized collections, contributed by SCRLC member institutions, which reflect the history of the south central region of NYS.
- The SCRLC website meets all appropriate accessibility guidelines.
- At least two staff members can maintain and update the SCRLC website.
- At least one staff member can perform basic operations to perform the maintenance, security, and networking related to the office and lab equipment.
- All SCRLC staff can use word processing, email, and other software applications necessary to accomplish their jobs.
- Library staff can learn new skills and knowledge from technology-related continuing education activities offered by SCRLC.
- All the SCRLC staff attends conferences, read library and technology journals, seek and suggest appropriate new hardware, software, telecommunications, and training that will support the mission, programs, and services of the Council.

Information technology is integral to all that the Council does and is therefore evaluated on an ongoing basis by the Board of Trustees, advisory committees, and staff. SCRLC continuously seeks new information technologies that would be appropriate to introduce into programs or to support with education and training programs, and continuing education evaluations are scanned for technology training suggestions that can fill the needs of our members. The level of technological proficiency gained by our continuing education participants will be evaluated by the OBE collected at LSTA funded workshops, as measured by the level of new skills learned and used by our target audiences.

With a proposed new registration program, we will have access to improved statistics gathering and a means for our participants to track and evaluate their personal learning experiences and goals.

Staff equipment, Internet access, and Telephone Service is evaluated through yearly inventory and cost reviews and replaced as deemed necessary. Current examples of new technologies might be: open source software, RSS, blogs, webinars, podcasting, OPAL Online for virtual workshops and meetings, etc.

## Outcomes from Tech Plan 2006-2010

Category	Configuration / Equipment	Number Machines	Year 1 Changes	Year 2-3 Changes	Notes	Outcomes through 6/30/2010
<b>NETWORK</b>						
<b>Internal</b>	10BaseT Ethernet, networked through switches to Sun Solaris server <ul style="list-style-type: none"> <li>• 11 ports in SCRLC offices;</li> <li>• 1 port in meeting room.</li> <li>• Mini-hub used for additional access to network as needed.</li> <li>• 1 port for Wireless Access Pt</li> </ul>		Add additional ports through use of mini hubs if necessary		Network access at this level is sufficient for anticipated needs. Evaluate Internet service provider annually	Moved to new location in 2007 Internal Ethernet cable wiring includes <ul style="list-style-type: none"> <li>• 5 ports in SCRLC offices</li> <li>• 2 ports in reception area</li> <li>• 3 ports in training room</li> <li>• 2 in digitization room,</li> <li>• 2 in IT room</li> </ul> Replaced Switch in 2008
<b>Internet Access</b>	<ul style="list-style-type: none"> <li>• T-1 provided by Clarity Connect</li> </ul>				Evaluate provider annually.	3mbps x 2mbps wireless service from Clarity Connect
	<ul style="list-style-type: none"> <li>• Cisco 802.11b Access</li> </ul>		Upgrade to 802.11g			Upgraded to Linksys Wireless 802.11g
<b>Network Servers</b>	<ul style="list-style-type: none"> <li>• UNIX Sun Solaris 9</li> </ul>		No changes anticipated other than maintenance		Adequate for current level of use. Evaluate upgrade as necessary.	No longer using as website host Website now hosted by Data Momentum
	<ul style="list-style-type: none"> <li>• SAG Windows 2000 Server</li> </ul>	1	Will replace hard drive if necessary		Used to host ColdFusion. Evaluate annually to keep up with technology changes.	Hard drive failure – did not replace
<b>Firewall</b>	<ul style="list-style-type: none"> <li>• DSL Router/Firewall (for each server)</li> </ul>	2			Adequate for current level of use.	One failed – using remaining one since no longer needed for Windows 2000 server
<b>COMPUTERS</b>						
<b>Desktops</b>	<ul style="list-style-type: none"> <li>• Compaq EVO D500 - Windows 2000</li> </ul>	2	All are evaluated & maintained annually – repaired, upgraded, or replaced as needed to keep up with technology		Business a & Resource Sharing Manager	Obsolete - No longer in use
	<ul style="list-style-type: none"> <li>• Compaq Presario 5000 -</li> </ul>	1			General Office – used for storing backups	Obsolete - No longer in use
	<ul style="list-style-type: none"> <li>• Dell Dimension</li> </ul>	2			Admin. Asst & Program Coordinator	Obsolete – no longer in use
	<ul style="list-style-type: none"> <li>• HP Pavilion</li> </ul>	1			Reception desk – general use	Obsolete – no longer in use
<b>Laptops</b>	<ul style="list-style-type: none"> <li>• Dell Inspiron</li> </ul>	2			Director & Assistant Director	Director & Assistant Director – both replaced still using for training lab when necessary
<b>Training Lab Laptops</b>	<ul style="list-style-type: none"> <li>• Compaq Armada</li> <li>• Compaq Armada - Server</li> </ul>	16 1	Memory & hard drive upgrades		Evaluate annually. Replace when unable to support necessary software. Probably functional for life of the plan.	Memory and hard drive upgrade not cost effective. All machines sold and replaced by Dell Vostro
<b>PRINTERS</b>						
<b>Networked</b>	Konica Minolta 2300DL	1				Still in use
	HP LaserJet 6	2				Replaced 1
	HP LaserJet 4	2	Replace 1	Replace 1		One replaced One no longer working
	HP PSC 2175 - scanner/printer	1				replaced
<b>SCANNER</b>	Visioneer oneTouch 8920	1			Use until no longer functional	Still in use
<b>TELEPHONE SERVICE</b>	<b>Verizon:</b> Local Service Modem: Fax: <b>Sprint:</b> Long Distance Service	3 lines 2 lines 1 line				Evaluating service provider annually

## Appendix 2

## Tech Plan for 2010-2013

Category	Configuration / Equipment/Provider	Year 1 2010-11	Year 2 2011-12	Year 3 2012 - 13	Notes for 2010-13
Internal Network	Internal Ethernet cable wiring includes 5 ports in SCRLC offices, 2 ports in reception area, 3 ports in training room, 2 in digitization room, 2 in IT room	Current wiring is adequate for our needs			Need for more bandwidth and budget cuts will lead to re-examination of services as time goes on
Networking	Patch Panel, D-Link Switch, Cisco Microswitch, Net Blazer, MultiTech Modem Rack, APC Smart UPS 1500 Battery	Retire modem and net blazer	Replace UPS		Monitor for malfunctions and replace as necessary. Modems are obsolete and no longer in use D-Link switch replaced 2008
Internet Access	3mbps x 2mbps wireless service provided by Clarity Connect	Research other options: RoadRunner cable, DSL broad-band Fiber optics	Put in place new choice for Internet Service Provider		Need minimum 7mbps download for social networking and video intensive apps when training
Firewall	Linksys		Replace as needed	Replace as needed	One of 2 routers failed 2009 – will need to purchase a back up
Desktop Computers	<ul style="list-style-type: none"> <li>Dell DMC Optiplex170L*</li> <li>Dell Optiplex 755 (2)**</li> <li>Dell Dimension E520***</li> </ul>	Upgrade OS to Vista or Win7. Stay current with new software apps. Renew Antivirus Software	Stay current with new software apps Renew Antivirus Software	Stay current with new software apps Renew Antivirus Software	*For network file-sharing, storage/backup **Admin Asst/Program Coordinator ***Bus Manager
Laptop Computers	<ul style="list-style-type: none"> <li>Dell Vostro 1700</li> <li>Dell Vostro 1510</li> <li>Dell Inspiron 9400 (2)</li> <li>Dell Inspiron 600m</li> </ul>	Consider upgrade to Vista or 7 Renew Antivirus Software	Stay current with new software apps	Review for possible upgrades for this group	*Executive Director *Assistant Director *Resource Sharing/Extra Training *Extra Training
Training Lab	<ul style="list-style-type: none"> <li>Linksys Wireless Router 802.11g</li> <li>20 Dell Vostro 1,000 student laptops</li> <li>1 Dell Vostro 1500 Instructor unit</li> <li>1 SmartBoard</li> <li>2 Mitsubishi Projectors</li> </ul>	Consider upgrade to Vista or 7 Renew Antivirus Software  Offer training for SMARTBoard	Stay current with new software apps  Offer training for SMARTBoard	Evaluate training lab against specs offered to stay current with technology needs Offer training for SMARTBoard	May need to upgrade router to get faster download speeds for wireless lab
Digitization Program Equipment	<ul style="list-style-type: none"> <li>2 Microtek Scanners</li> <li>1 Visoneer 8920</li> <li>1 Dell Vostro 1500 laptop</li> <li>1 Samsung LCD Monitor</li> </ul>				This equipment should be adequate for the needs of the program
Server	<ul style="list-style-type: none"> <li>Sun plus back up tape drive</li> </ul>	Explore new use for			
Printers	<ul style="list-style-type: none"> <li>1-Konica Minolta 2300 DL</li> <li>2 HP P1006 LaserJet</li> <li>1 HP 1020 Laser Jet</li> <li>1 HP Off- Pro J6480/L7580</li> </ul>				Evaluate and replace as needed
Telephone Service	<ul style="list-style-type: none"> <li><b>Verizon:</b> Local Service (3 lines) Modem (2 lines) Fax -1 line</li> <li><b>Sprint:</b> Long Distance Service</li> </ul>	Will explore new and less costly service options			Will delete modem lines

**Appendix 3**

**South Central Regional Library Council  
E-Rate Technology Plan  
July 1, 2010-June 30, 2013  
Proposed Budget**

<b>Budget Category</b>	<b>Estimated Year 1</b>	<b>Estimated Year 2</b>	<b>Estimated Year 3</b>
Internet access	\$1,560	\$1,638	\$1,720
Hardware			
Networking upgrades & maintenance	1000	1000	1000
Computer upgrades & maintenance	1000	\$1,000	\$1,000
Technical Equipment upgrades & Maintenance	200	200	200
Website hosting and email	660	726	799
Increased holdings online (recon, RBDB)	1600	1600	1600
Last Resort ILL (BARC)	9000	9000	9000
Professional Staff Development	7,000	7000	7000
Training programs			
SCRLC in kind contributions	\$52,500	\$52,000	52000
RBDB			
HLSP	800	800	800
Grant-funded	16,334	16,334	16334
Local telephone service	\$2,200	\$2,300	\$2,500
Long distance telephone service	\$800	\$900	\$1,000

## Appendix 4

### SCRLC Internet Use and Safety Policy

#### *Introduction:*

The South Central Regional Library Council (SCRLC) is one of nine Reference and Research Resources Library Councils in New York State. It has facilitated resource sharing and other library programs to serve its member libraries and library systems since 1967.

The South Central Regional Library Council leads, advocates for, and challenges libraries, promoting collaboration in a changing information environment.

SCRLC provides access to the Internet as an integral part of this mission. SCRLC Internet-related services to libraries in South Central New York include:

- The SCRLC.org web site.
- A training lab with Internet access and classes on effective use of Internet resources.
- Email distribution lists.

#### *Users:*

Internet accessible computers are used in the SCRLC offices by SCRLC staff in providing services to member libraries and library systems. Internet accessible computers are used in the training lab by SCRLC staff and those attending workshops and training sessions.

The same standards of intellectual freedom, privacy, and confidentiality followed for traditional resources and services also apply to electronic media, including use of the Internet and Internet resources.

Due to the nature of open electronic communication, it is not possible to guarantee privacy of Internet communications. It is the individual user's responsibility to evaluate the quality of information obtained from the Internet and to demonstrate judgment, respect for others, and appropriate conduct while using SCRLC Internet accessible computers and services.

#### *SCRLC Web Site Disclaimer:*

The SCRLC.org website provides access to Internet services and resources for libraries and library users in the South Central New York region. SCRLC does not warrant any information accessed through the Internet to be accurate, authoritative, factual, timely or useful for an individual's purposes. Providing links to information through SCRLC's web pages does not constitute any endorsement of the content of that information. If you believe the information obtained through the SCRLC web pages to be inaccurate or offensive, please contact the original producer or distributor of that information.

SCRLC expects that SCRLC computer equipment and services will be used only for lawful purposes. Use of SCRLC.org in violation of any local, state, or federal law or regulation is prohibited. This includes, but is not limited to, use of copyrighted materials without proper permissions.

***Code of Conduct:***

The SCRLC Internet accessible computers will be used for education and informational purposes that contribute to services provided by SCRLC to libraries in the South Central New York region. SCRLC Internet accessible computers may not be used for unauthorized, illegal, or unethical purposes.

Examples of unacceptable use may include, but are not limited to:

- Sending, receiving, or displaying text or graphics that may be construed as obscene, hateful, pornographic including child pornography, violent, unlawful or otherwise illegal material, or, with respect to the use of computers by minors, harmful to minors.
- Receiving or transmitting software, music, videos, or data in violation of copyright laws and license agreements.
- Using information obtained from the Internet in violation of copyright or without proper credit of the source (plagiarism).
- Attempting to gain unauthorized access to networks or servers.
- Disclosing someone else's password without approval.
- Using Internet communications to send or receive fraudulent, harassing, derogatory, inflammatory, intimidating, or insensitive messages, or otherwise infringe on the rights of others.
- Using SCRLC-provided Internet resources for personal gain or profit.

Individuals who do not comply with this policy will have their access to SCRLC provided Internet services terminated. Additional action will be determined by the SCRLC Executive Director.

***Compliance with the Children's Internet Protection Act:***

In accordance with the Children's Internet Protection Act, the SCRLC system administrator will configure all Internet browsers to a setting that seeks to prevent users of SCRLC's computers from access to websites depictions that are obscene, pornographic, (including child pornography), or, with respect to the use of computers by minors, harmful to minors. The SCRLC Executive Director will make the determination of appropriate conditions and purposes for SCRLC staff to disable this technology.

Approved by the Board of Trustees, December 9, 2005  
Revised December 11, 2009