RBDB 2005 Guidelines (from Division of Library Development)

Funds for the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program may be used for a variety of purposes to benefit regional resource sharing and information technology in each NY3Rs region. Information technology advisory committees or regional automation committees they are called in some regions shall be ‘composed of representatives of all types of libraries and library systems in the region’

8 NYCRR §90.19 (10)(b)(1). The responsibility of these regional committees is to develop automation/information technology goals in consultation with member libraries, which take into account regional needs. These goals should be consistent with the 3Rs Council five-year plan of service and approved by the 3Rs Council Board of Trustees. These guidelines take effect with the 2005-06 RBDB program and are applicable to the RBDB program in all regions.

The activities listed below may be carried out by the system, through member projects, or a combination of both. Projects submitted for funding under the RBDB Program are approved by the 3Rs Council Board of Trustees.

1. Improved access and resource sharing through creation and maintenance of multi-type regional union catalogs, union list of serials or other data-driven information databases.

2. For information enhancement projects, each region, in consultation with the information technology advisory committee, shall develop guidelines using the following criteria:

   a. Retrospective Conversion

   Materials, whether unique or ubiquitous, must have at least a minimal amount of existing local cataloging. If a library can find any record already done in a national bibliographic utility database to provide a catalog record then that would make the item ubiquitous; if, on the other hand, the library cannot find any catalog record and needs to complete the cataloging of the item locally, then that item can be considered unique.

   • Materials must be available for resource sharing within the region.
   • Electronic records of the material must be available through a multi-type regional catalog.
   • Projects will be selected based on an assessment of the regional value of the collections of items to be converted
   • Up to $1 per ubiquitous record and up to $10 per unique record may be used as a guide in determining the project award.
   • Funds may not be used to support cataloging of current acquisitions. Current acquisitions are defined as items acquired during the year in which the application is submitted.
   • In addition, each region in consultation with its information technology advisory committee, shall decide if retrospective conversion projects are still necessary and appropriate for the region.
• Councils will provide evidence to Library Development that retrospective conversion is not currently needed in the Region.
• Retrospective conversion projects should be phased out rather than stopped abruptly.

b. **Metadata Projects**

• Metadata projects will be selected based on an assessment of regional value of the collections to be described
• Metadata records must follow nationally recognized standards such as
  - MARC, Dublin Core, EAD (Encoded Archival Description), etc. and must be
  - made available to the region through the multi-type regional union catalog or a freely accessible information database
• Metadata records may include enhancements to existing bibliographic records such as additions of tables of contents, summary notes, graphics, annotations, etc. that will enhance the use of the described materials
• Metadata records may include descriptions of non-bibliographic collections that will be open to use by the region

c. **Digitization Projects**

1. Meets the requirements of a regional digitization plan or digitization guidelines established by the region in their 3 R's Plan of Service.

3. **Hardware, software and/or telecommunications** services to support resource sharing.

4. **Electronic databases that are shared regionally** by different types of libraries.

5. **Planning projects, studies, or pilot projects** for information technologies that benefit resource sharing.

6. Projects using new information technologies that improve regional information access or regional resource sharing (e.g. virtual reference, hosting of specialized online catalogs, patron authentication, federated searching etc.)

7. **Continuing professional education** or training activities for libraries or individuals related to information technologies.

8. **Funding for new or existing personnel and benefits** as appropriate and established by the information technology committee and Board of Trustees to support regional resource sharing and information technology projects.

9. **Mileage reimbursement** for staff travel for training for and/or for administering an RBDB-funded project.

10. **Supplies and materials** necessary to support funded projects.
Expenses not allowed:

1. **Overhead** physical plant costs such as rent, heat, electricity.

2. **Current (collection) acquisitions** which are defined as items acquired during the year in which the application is submitted.

3. **Delivery of physical items** by such means as the US Postal Service, UPS, or a local courier or delivery service.

4. **Direct payments to libraries for ILL expenses**.

5. **Purchase of an integrated library system** for individual libraries.