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ABSTRACT
        In 1988, the Associated College Libraries of Central
Pennsylvania received a grant to create a value-added, compact disk,
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Education Act. Designed to contain, in time, 2,000,830 records from
17 member library databases, the union catalog has been designed to
provide virtual research library resources for faculty, students, and
staff at participating institutions. The purpose of this user's
manual is to provide guidance for local coordinators and individual
members during the test phase of catalog development. The manual
includes information on the project; project objectives; a
description of the test phase; descriptions of processes and
procedures to be carried out during the test phase, including product
performance, user evaluation, interlibrary loan, and reciprocal
borrowing procedures, and strategies for public relations and user
education; and forms to be used during the test period.
(Author/GL)

Associated College Libraries of Central Pennsylvania

Value-added, Compact Disk, Union Catalog

Test Phase

HANDBOOK FOR LOCAL COORDINATORS

February 9, 1990
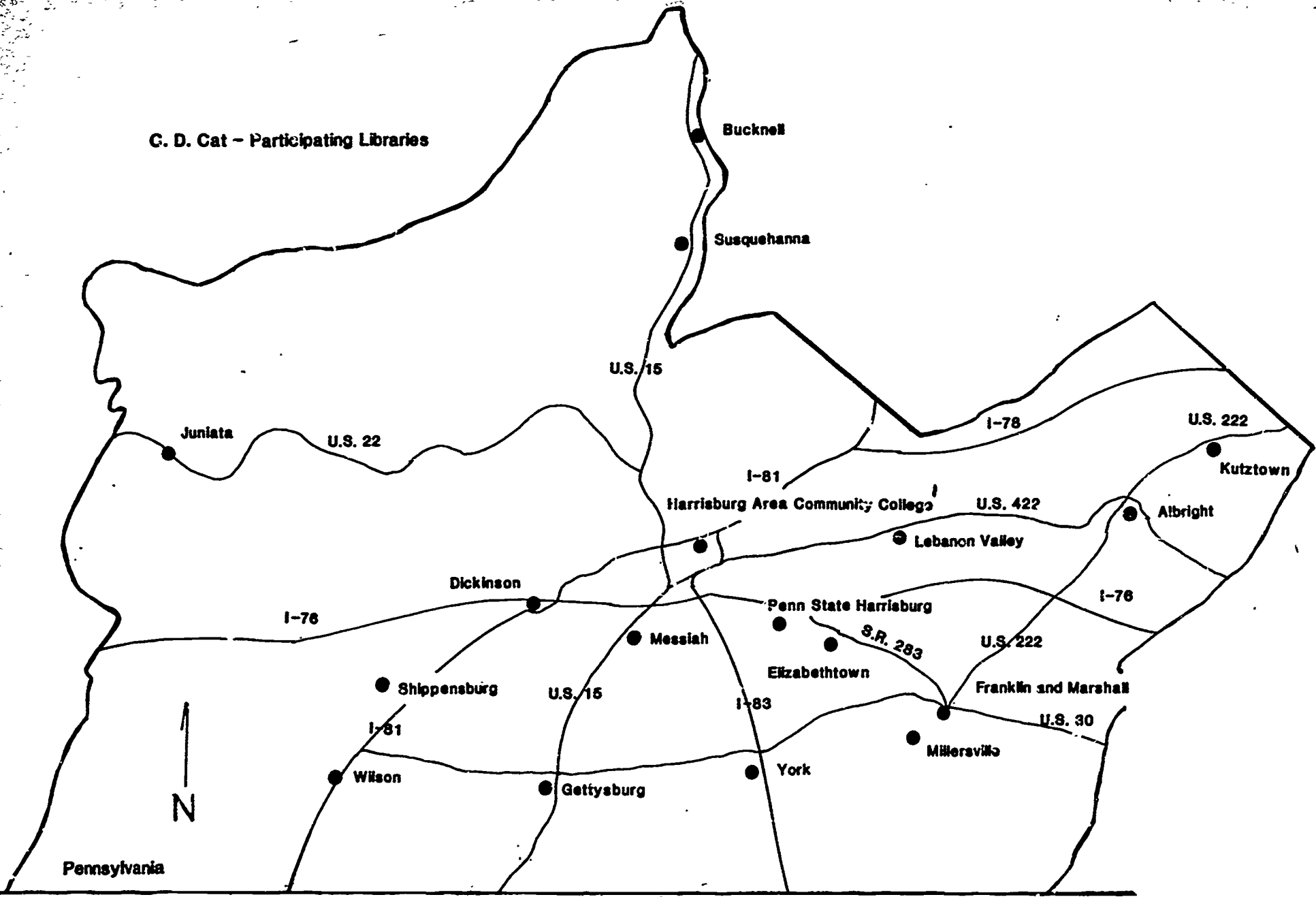
Charles Townley, Project Director

BEST COPY AVAILABLE

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period.

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Introduction

In 1988, the Associated College Libraries of Central Pennsylvania received a grant to create a value-added, compact disk, union catalog from the U.S. Department of Education's College Library Technology and Cooperation Grants Program, Title II of the Higher Education Act. Designed to contain, in time, 2,830,000 records from seventeen member library databases, the union catalog has been designed to provide virtual research library resources for faculty, students, and staff at participating institutions. The first year of the project was devoted to implementation planning, making administrative decisions, developing a database design, and making preparations for a test phase of the catalog.

Purpose of Handbook

The purpose of this handbook is to provide guidance for local Coordinators and individual members of ACLCP during the test phase of catalog development. In this handbook, users will find information on the project, objectives, a description of the test phase, processes and procedures to be carried out during the test phase, directory information, and forms to be used during the test period. By following the guidelines presented in this handbook, local coordinators and individual members of ACLCP will be able to contribute directly to evaluating the catalog, estimating probable demand, and developing methods of public relations and user education.

Where to Locate C.D. Cat

C.D. Cat, the tentative name for the value-added, compact disk, union catalog, is based on the Intelligent Catalog equipment, software, and technology of Library Corporation. During the test phase, each of the seventeen participating ACLCP libraries will receive one complete Intelligent Catalog station, including cabinet, equipment, software, manuals and compact disks. During the test phase, C.D. Cat should be located in a supervised area where it can be used by all library staff and by selected users. A power source will be necessary adjacent to the catalog station.

User Support

Procedural instructions are available on the screen and through an audio system on the station itself. Manuals provide information on installation and operation. Customer support for equipment is available at the numbers listed in the Library Corporation manuals. Chronic operating problems should be shared with Mike Lynch, Chair of the Evaluation Committee (Appendix 1).

Ownership of Database and Equipment

The compact disk and the Intelligent Catalog workstation are the property of the Associated College Libraries of Central Pennsylvania. Policy direction on the use of the equipment and the union catalog are vested in the ACLCP General Policy Committee. Bibliographic records and location information are the property of ACLCP member libraries.

Test Phase Objectives

The test phase of the ACLCP union catalog project was established in the implementation plan of 1989. During the test phase, a test database containing records from seven member libraries will be used in a limited way by all seventeen participating libraries. During the test phase, participation in the project will be expanded to include all appropriate staff and a limited number of users at each ACLCP library. At the end of the test phase, appropriate changes will then be made in policy and procedure and the operational database will be created.

Objectives for local activities of the test phase are: to help evaluate product performance; to estimate interlibrary loan and reciprocal borrowing demand created by C.D. Cat; and to encourage the development of creative interlibrary loan and reciprocal borrowing procedures, public relations strategies, and user education models.

Dates

The test phase for the project extends from December, 1989 through August, 1990. C.D. Cat terminals should be available by February, 1990. Limited public testing will occur between February 26 and April 1, 1990 (dates inclusive). Analysis, policy changes, and creation of the operational data-base will occur between April and August. A summer workshop will occur in May or June, 1990. (N.B. Assumes a week of Spring break during the 5 week period, resulting in a 4 week test).

Roles of ACLCP Committees and Local Coordinators

Product performance will be evaluated by an Evaluation Committee assisted by comments and suggestions from individual members of ACLCP forwarded by local Coordinators (Appendix 3). The committee will review the quality of the hardware, the software, and the database. Recommendations by the committee will be forwarded through to the project director, to the advisory committee, the vendor, and the ACLCP grants committee, as appropriate, for action.

Local Coordinators at each of the seventeen libraries (Appendix 2) will coordinate local user tests of C.D. Cat. Each Coordinator will be asked to collect information about users by working with specific courses or by referring specific individuals to C.D. Cat. Staff suggestion forms will be collected by local evaluators and forwarded to the Evaluation Committee Chair for analysis (Appendix 3). Evaluations will be completed for each user session and submitted by the local coordinators to the Project Director for analysis (Appendix 4). Interlibrary loan requests and reciprocal borrowing card request generated by these users will be tabulated in the diary and analyzed by the project director to determine the probable demand that will be generated by the operational catalog.

The development of interlibrary loan and reciprocal borrowing strategies, public relations strategies, and user education models will be encouraged by local Coordinators and appropriate committee chairs. It is expected that Circulation and Interlibrary Loan personnel will develop innovative ways of handling demand created by C.D. Cat. It is hoped that a number of individual members of ACLCP will develop and test public relations strategies and user education models during the test phase.

The Chairs of the ACLCP Reference, Interlibrary Loan, and Circulation Committees will coordinate a workshop to be given during the summer of 1990, tentatively titled "1,001 Things To Do With C.D. Cat." At this workshop, the Committee Chairs will invite selected Coordinators and individual members to present their public relations strategies, user education models, interlibrary loan strategies, and reciprocal borrowing plans for the membership of those committees.

Overall coordination will remain with the Project Director and Advisory Committee. They will recommend policy to the General Policy Committee, approve changes in procedure, organize the operational database, and maintain vendor relations.

Product Performance Procedures

Product performance will be evaluated by the Evaluation Committee and based on agreements between Library Corporation and ACLCP. The Evaluation Committee indicates that it plans to review ten areas of concern. It will evaluate the format of the display. It will determine the effectiveness of Boolean operators in the database. It will evaluate several areas of the shelf list to determine its accuracy. Two members will check selected holdings information against OCLC to determine the completeness of the database. The Committee is seeking a method of determining if the record of choice is the one that has been used. The Committee will check selected L.C. cross-references for inclusion.

The Evaluation Committee is also seeking general input from all individual members of ACLCP. The attached Staff Evaluation Form (Appendix 3) is to be used to make suggestions. These suggestions will be collected by the local Coordinator and forwarded to the Evaluation Committee Chair for analysis. Any questions that the committee can resolve will be responded to directly. Any suggestions for Library Corporation will be incorporated in the committee's evaluation recommendations. IT IS VERY IMPORTANT TO INDICATE THE RECORD NUMBER (001) ON THE FORM.

Recommendations from the committee will be forwarded through the Project Director to the Project Advisory Committee. The Advisory Committee will consider the recommendations. Endorsed recommendations will be forwarded to project staff, Library Corporation, or ACLCP committees, as appropriate, for action.

User Evaluation Procedures

User evaluation will be organized at each member library by the local Coordinator. The staff evaluation described above will comprise one major part of user evaluation. The local Coordinator will train appropriate library staff in the use of C.D. Cat, its hardware, software, and database. The Coordinator will encourage staff to submit suggestions (Appendix 3) on product performance and forward them to the Chair of the Evaluation Committee for consideration.

Second, each Coordinator is asked to coordinate a limited user evaluation by introducing 30 library users to C.D. Cat during the period from February 26 through April 1, 1990 (dates inclusive). To assure maximum flexibility, the means of this evaluation is up to the local Coordinator and should be based on the needs of the institution. Some libraries may wish to introduce one or two classes. Others may want to do it on an individual referral basis. Class introductions will enable coordinators and individual members to test user education models. Individual introductions offer possibilities for testing public relations strategies. Each Coordinator is asked to submit a brief written description of how user evaluation will take place to the Project Director by February 19, 1990. The Project Director will respond with any suggestions prior to February 26. During the user test period, each local Coordinator should make an entry in the daily diary (attached) noting the number of users (non-staff) introduced to the catalog; the number of sessions on the catalog, the number of interlibrary loans requested by individuals participating, reciprocal cards issued to individuals, and narrative observations.

Each user will be asked to complete a brief user questionnaire (Appendix 4) each time they use C.D. Cat. The purpose of this questionnaire is to identify on a session-by-session basis the users' needs and the extent to which they were satisfied by C.D. Cat. Completed questionnaires should be forwarded to the Project Director at the completion of the test on April 1 for analysis. Coordinators should maintain a count of the number of uses of C.D. Cat that are made over the course of the test period, whether or not a survey was completed.

Interlibrary loan requests resulting from the limited user evaluation will be initiated by printing the record from C.D. Cat. Procedures for processing follow. Coordinators or interlibrary loan personnel will maintain a count of the number of interlibrary loan requests that are generated as a result of using C.D. Cat during the limited user evaluation and enter them in the diary.

Coordinators or their designee will also issue reciprocal borrowing cards resulting from the limited user evaluation. Coordinators will keep a count of the number of reciprocal borrowing cards issued to test users during the test period. This count will also be reported in the local Coordinator diary (Appendix 5).

During the limited user evaluation period, Coordinators will be asked to encourage individual ACLCP members at their institution to develop innovative procedures for interlibrary loan and reciprocal borrowing cards, to document public relations strategies and user education models. Coordinators should work with the Chairs of the Interlibrary Loan, Circulation, and Reference Committees respectively, to share their experience and to participate in the summer workshop.

Interlibrary Loan Procedures

Testing of the database by general users will occur between February 26 and April 1. (N.B. This assumes a week of Spring break during the 5 week period, resulting in a 4 week test). Throughout the period, interlibrary loan requests generated by participants in the limited user evaluation should be forwarded using normal means to one or more of the seven libraries participating in the test database. Interlibrary loan personnel should forward requests using OCLC or other normal means. They should include "C.D. Cat" in the verified field to alert to alert the lending library that the item is part of the limited user evaluation. Non test database libraries may be used following the seven test database libraries to complete a lender string. The number of interlibrary loan requests generated by participants in the limited local test should be counted daily and entered in the diary.

All other requests for books and photocopies should be forwarded in their normal way with the following change. Requests should not be sent <u>first</u> to any of the seven libraries participating in the test database. If other member libraries have the book, please request from them first. Then complete the string with the seven test libraries, if appropriate.

Interlibrary loans of periodical articles will not be affected by the test database at this time. Continue to use the ACLCP union list of serials to identify periodical locations and send your requests in the normal manner.

Interlibrary loan personnel are encouraged to propose new procedures for handling interlibrary loan traffic. Suggested strategies should be sent to Ruth Runion-Slear, Chair of the Interlibrary Loan Committee, for consideration in the summer workshop. (N.B. Some of the seven libraries contributing data-bases plan to measure interlibrary loan requests received and reciprocal borrowing loans made. This will provide additional data on probable demand.)

Reciprocal Borrowing Procedures

Reciprocal borrowing cards for participants in the limited user evaluation will be issued by the local Coordinator or designee. A count of the number of reciprocal borrowing cards issued as part of the test will be kept for the test period February 26-April 1, 1990.

Coordinators and circulation personnel in member libraries are encouraged to develop procedures for handling reciprocal borrowing cards when the catalog becomes operational. Suggestions should be sent to Nancy Lucabaugh, Chair of the Circulation Committee. They will be considered for presentation at the summer workshop.

Public Relations Strategies

Coordinators and other individual members of ACLCP are encouraged to develop public relations strategies intended to introduce C.D. Cat to users of ACLCP libraries. Public relations strategies may be tested during the limited user evaluation provided that it is does not create additional demand for use of the C.D. Cat or extend past the February 26 to April 1 schedule for general users. Local Coordinators will collect public relations strategies and share them with Naomi Hershey, Chair of the Reference Committee, for possible inclusion in the summer workshop.

User Education Models

Local Coordinators will be responsible for coordinating units of user education developed for use during the limited user evaluation. It is expected that most of this user education will focus on introducing the equipment, the procedural instructions on the machine, and introducing concepts for how to use C.D. Cat effectively to answer information needs. Coordinators and user educators are encouraged to test their models only during the limited user evaluation. Promising models should be forwarded to Naomi Hershey, Chair of the Reference Committee for possible inclusion in the summer workshop.

Summer Workshop

The Chairs of the Reference, Interlibrary Loan, and Circulation Committees will be responsible for providing the program for a one day workshop on C.D. Cat to be held in May or June. The Reference Committee Chair will ask individual members to present the most promising public relations strategies and user education models. The Chair of the Interlibrary Loan Committee will organize presentations on handling interlibrary loan demand created by C.D. Cat. General recommendations on C.D. Cat interlibrary loan procedures will be developed by the summer workshop participants. Circulation personnel, led by the Chair of the Circulation Committee, will present local procedures for handling reciprocal borrowing generated by C. D. Cat. Recommendations for general ACLCP reciprocal borrowing procedures will also be developed at the workshop. the Project Director will present projections for interlibrary loan and reciprocal borrowing demand and discuss any recommendations for changes in procedure.

Expected Outcomes

The following outcomes are expected from the testing period. Product performance in terms of hardware, software, and database quality should be evaluated and recommendations for operational changes and improvements made. Library directors, interlibrary loan, and circulation personnel should have reasonably accurate predictors of the additional demand that will be created by the operational catalog. This can be used to plan increases in work load and to document needs for additional personnel and resources. Interlibrary loan and circulation personnel should have recommended functional procedures on handling interlibrary loan and reciprocal borrowing requests within ACLCP. They should also have had the opportunity to share their best strategies for managing interlibrary loan and reciprocal borrowing at local libraries. Public service librarians should have had an opportunity to develop test and share effective public relations strategies and user education models associated with C. D. Cat.

Appendix 1

Associated College Libraries of Central Pennsylvania
C. D. Cat Committees

Project Advisory Committee

Name	Library	Phone
Nelson Bard	Elizabethtown	367-1151
Peter Deekle	Susquehanna	372-4320
Charles Peguese	H\CC	780-2468
Kathy Spencer	F & M	291-4216
Charles Townley, Chair	Penn State	948-6079
JoAnne Young	Bucknell	524-1557

Evaluation Committee

Bob Gimmi	Shippensburg	532-1475
Cat Hintze	HACC	780-2465
Soo Lee	Messiah	691-6006
Mike Lynch, Chair	Bucknell	524-1662
Kris Senecal	Dickinson	245-1866
Jim Fogarty, Consultant		544-9131
Charles Townley, ex officio	Penn State	948-6079

Circulation Committee Chair

Nancy Lucabaugh	York	846-7788

Interlibrary Loan Committee Chair

Ruth Runion-Slear	Penn State	948-6071

Reference Committee Chair

Naomi Hershey	Elizabethtown	367-1151

Project Director

Charles Townley	Penn State	948-60.J

Appendix 2

Associated College Libraries of Central Pennsylvania
C.D. Cat Local Coordinators

Albright	Rosemary Deegan	215-921-7517
Bucknell	Dot Thompson	717-524-1461
Dickinson	Kris Senecal	717-245-1866
Elizabethtown	Sylvia Tiffany	717-367-1151
Franklin & Marshall	Barbara Sargen and	717-291-3844
	Mary Rutherford	717-291-4224
Gettysburg	Anna Jane Moyer	717-337-7006
HACC	Cathryn Hintze	717-780-2465
Juniata	Alexa Jaffurs	814-643-4310
Kutztown	Bruce Hanson	215-683-4480
Lebanon Valley	Donna Miller	717-867-6119
Messiah	Soo Lee	717-691-6006
Millersville	Evelyn Lyons	717-872-3611
Penn State Harrisburg	Dorothy Malcom	717-948-6079
Shippensburg	Berkley Laite	717-532-1473
Susquehanna	Kathleen Dalton	717-372-4160
Wilson	Kay Bender	717-264-4141
York	Bill Markley	717-846-7788

Appendix 3

ACLCP CD-ROM Union Catalog
Evaluation Phase
Staff Evaluation Form

Date:

From:

Institution:

Telephone:

Record # (001):

I.   I contacted Library Corporation due to the following
      problem(s):

      Their answer was:

II.   My suggestion for improvements needed in the hardware,
      software, or database of the ACLCP CD-ROM Union Catalog is:

      Send this form to your local Coordinator.

Appendix 4

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. I searched C. D. Cat to find information about:

4. I found useful information:

    Yes _____   No _____

5. It was located:

    at this library _____ at another library_____ ___

6. As a result of using C. D. Cat, I (check all that apply)

    used materials at this library _____
    used my ACLCP card to borrow materials at another
            library _____
    used materials at another library _____
    requested an interlibrary loan _____
    other _____

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: July 6, 1989

From: Charles Townley

To: ACLCP General Policy Committee and Committee Chairs

Re: Update Number One

Several people have indicated a desire for periodic updating on the ACLCP CD-ROM project. I will be issuing a brief summary of what's going on, on an irregular basis, beginning with this document. Please let me know if there are any things that you would like to include related to the CD-ROM project.

Attached please find a memo dated July 3 which is an update of the memorandum that I distributed at the General Policy Committee meeting in June. The major change is that the interlibrary loan personnel have been polled and have decided to request that holdings be listed alphabetically by school.

Under separate cover, I am requesting the directors of those libraries that will be participating in the test database-- Dickinson, Franklin and Marshall, Kutztown, HACC, Elizabethtown, Juniata, and Bucknell--to begin sending databases to Library Corporation. While database delivery will depend on processing, everyone is in agreement that we will deliver as early as possible in the fall. Both equipment and test databases will be delivered.

The project committee will be meeting on July 14 to begin planning the evaluation of the test database. We are now beginning the testing phase described in the implementation plan dated February 13, 1989.

Please feel encouraged to call me at 717-948-6079 with any questions or concerns.

CT:mfc
Attachment

Associated College Libraries of Central Pennsylvania
CD-ROM Catalog Project
Project Committee Minutes
9/14/89

In attendance: Deekle, Peguese, Spencer, Townley.

Charles Townley reported the agreement with Library Corporation had
been signed and preprocessing costs have been prepaid as agreed.

Library Corporation has received tapes from the five test libraries.
As expected, there are technical difficulties with most of the
tapes. Library Corporation is now reading all tapes and testing
interfiling programs. We expect to have a test database for
evaluation this fall.

The committee agreed to request members of the technical committee
to continue to serve as the project evaluation committee. Charles
will contact the chair and other members of the committee to see if
they are willing to continue their service. Replacements will be
found for those unable to continue. The chair will be asked to
continue as chair.

A charge will be developed for the evaluation committee after
further discussions with Library Corporation and individual members
of the project committee. The charge will be developed in
consulation with the chair of the evaluation committee. It will be
reviewed by members of the project committee.

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: October 3, 1989

From: Charles Townley

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 2

Throughout August and September, Library Corporation has been
working to read the five (5) test library databases and to
create programs that will interfile the data. We are expecting
to see a test database available at_the end of October.

The project committee has met to consider options for the
evaluation process of the test database. It has been decided
to ask the members of the technical committee to serve. It is
also intended to involve at least one (1) individual at each
library in the evaluation process. Detailed plans will be
developed within the next two (2) to three (3) weeks. Library
directors and individual librarians will be contacted regarding
their willingness to assist in the evaluation process.

Please feel encouraged to call me at 717-948-6079 with any
questions or concerns. Attached please find the minutes from
the project committee meeting of September 14, 1989.

CT:mfc
Attachment

bcc: Technical Committee

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: November 15, 1989

From: Charles Townley

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 3

Library Corporation has now read all tapes from the five test library databases. Some 529,000 records have been read. Of that number of records, 45 records do not have either an OCLC (519,000) or an LCCN (350,000) number. Therefore, the file is almost entirely linkable as we have designed the project.

Library Corporation plans to start merging the tapes on November 27, 1989. Depending on how many records are merged, it may take up to 20 days, days of computer time to read and build indexes for the file. Thus, the database is likely to be ready for distribution sometime during December. Members of the ACLCP General Policy Committee will be asked to indicate whether or not they would like us to wait until the first of January to deliver the equipment and databases.

The project director admits to having delayed work on the evaluation. The press of local affairs at Penn State Harrisburg has been overwhelming. I expect to spend a significant amount of time with the technical committee and individuals from each institution during December getting ready to evaluate the test databases when they are delivered.

The evaluation process will involve staff primarily. We will be looking at the adequacy of Library Corporation equipment and software, the quality of the database, and introduction strategies—particularly impacts on interlibrary loan and user education.

CT:mfc
cc: Technical Committee
    James Fogarty
    Linda Loeb
    Mark Wilson

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: January 4, 1990

From: Charles Townley

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 4

Thanks to all directors who have been very responsive in naming
local coordinators for the CD-ROM catalog evaluation process. A
list of local coordinators is attached. I look forward to working
with these people during the Spring semester as we seek to evaluate
the strengths and the weaknesses of the CD-ROM catalog.

Local coordinators, the evaluation committee, and the chairs of the
reference, interlibrary loan, and circulation committees will be
invited to attend a training session to be scheduled soon at the
Harrisburg Area Community College. At this session we will be
reviewing the evaluation process and providing detailed instructions
on use of the machine, and answering questions regarding the CD-ROM
catalog.

Mark Wilson reports that processing on the C.D. Cat. hit a snag
during Christmas. It has been corrected and the database is being
reloaded. He now expects to ship the catalogs in late January. He
has been given a contact person at each institution. Please expect
a call on making arrangements for delivery. We will deliver
machines prior to the workshop. Staff are welcome to use them
before the workshop to gain some experience and to generate some
questions.

Under separate cover, local coordinators and committee chairs are
receiving an evaluation handbook detailing the evaluation process
that we will use. The Evaluation Committee and me have tried to
construct an evaluation process that will involve staff in a
meaningful way as well give us the information we need to begin the
operational phase of the project. Please feel encouraged to review
the evaluation handbook prior to the training meeting.

Finally, if you have said value-added, compact disk, union catalog
as much as I have, you begin to look for a less wordy name to
encompass this project. We also need a logo. To this end, I have
suggested the name C.D. Cat. The logo would be a slightly
overweight and bookish cat with the stripes on his back spelling out
the names of the participating libraries. If I don't get booed down
at the next general policy committee meeting , we probably will go
with it.

Attachment

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THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: January 17, 1990

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 5

I have had several calls on the training session. It was originally
scheduled for Wednesday, January 24. Due to the Christmas snag in
processing, THIS MEETING IS POSTPONED.

Mark indicates the database is in the last of 19 processing steps.
The total number of records is 1,086,778. After merging, 709,523
records will appear in the test database. Of these, 497,641 are
held at one location. Other interesting data will be distributed
soon.

THE TRAINING SESSION WILL BE SCHEDULED AS SOON AS PROCESSING IS
COMPLETE. PLEASE LET ALL LOCAL COORDINATORS AND EVALUATION
COMMITTEE MEMBERS KNOW ABOUT THE POSTPONEMENT.

Thanks.

CT:mfc

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: February 12, 1990

From: Charles Townley

To: ACLCP Local Coordinators, ACLCP General Policy Committee,
            Committee Chairs

Re: CD-ROM Project Update #6

Local Coordinators are receiving copies of previous updates, the
handbook, the instructions, and the diary. These have been placed
into a binder to be used along with the materials provided by
Library Corporation. Other updates will be provided as the need
arises throughout the test period.

Please note that the material in the directions, currently loaded
into your disk or machine, need to be updated for Kutztown
University. The Kutztown update is provided in the instruction
section of the binder.

I have attempted to summarize the local Coordinators' respon-
sibilities with the following six points:

   1.   Attend training session (done).
   2.   Train appropriate library personnel (by February 26).
   3.   Distribute, collect, review, and forward staff
        evaluation forms (ongoing, at least until April).
   4.   Prepare plan for limited user evaluation and share
        summary of this plan with Project Director (by
        February 19).
   5.   Coordinate limited user evaluation, collect user
        evaluation forms, keep diary, and collect statistics
        (February 26-April 1).
   6.   Work with Reference, Interlibrary Loan, and Circulation
        to encourage local participation in summer workshop
        (through May).

Please feel free to call me at 717-948-6079 with any questions or
concerns.

\mfc

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THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: February 15, 1990

From: Charles Townley

To: ACLCP Local Coordinators, ACLCP General Policy
           Committee, Committee Chairs

Re: CD-ROM Project Update #7

The microcomputing equipment was shipped on February 14. You
should receive your equipment by February 19. If you do not,
please call me at 717-948-6079. Cases for the equipment will
be shipped as they are delivered to Library Corporation. We
expect them to be at your library by February 23. Please call
me at the above number if you have not received them by February
23.

Local Coordinators are urged to call Library Corporation with
all of their questions regarding equipment, use of the stations,
or any other questions related to equipment and use of the
Intelligent Catalog. Attached to this memo, please find your
customer service number. This customer service number should
be retained by the local Coordinator and used by that individual
when they contact Library Corporation. The number should not
be given out to others. Names of local Coordinators have been
supplied to Library Corporation to facilitate communications.
Please also complete a Staff Evaluation Form to send to Mike Lynch.

Questions related to the database should be sent directly to
Mike Lynch for analysis by the Evaluation Committee. Some of
this analysis will require that the software used to create the
database be mounted on a mainframe for testing. Therefore, these
questions will have to be handled in a batch mode under the
coordination of Mike Lynch. Local Coordinators should feel
free to use their best judgment in routing questions to Library
Corporation or to Mike Lynch. After a week or two, I assume
we'll have a pretty good idea as to what constitutes a database
question or a question about anything else. In the meantime,
a little good humor and patience should see us through.

Enclosed please find two versions of Appendix 4. Appendix 4a
is for those seven libraries who contributed to the test
database. Appendix 4b is for those libraries which did not
contribute to the test database. Basically one has questions
related to finding materials in the local library and the other
does not.

\mfc
Attachments

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. I searched C. D. Cat to find information about:

4. I found useful information:

      Yes _____   No _____

5. It was located:

      at this library _____at another library_____

6. As a result of using C. D. Cat, I (check all that apply)

    ____ used materials at this library
    ____ used my ACLCP card to borrow materials at another
         library
    ____ used materials at another library
    ____ requested an interlibrary loan
    ____ other
    ____ nothing

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

Appendix 4b

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. · I searched C. D. Cat to find information about:

4. I found useful information:

   Yes _____   No _____

6. As a result of using C. D. Cat, I (check all that apply)

   _____ used my ACLCP card to borrow materials at another
         library
   _____ used materials at another library
   _____ requested an interlibrary loan
   _____ nothing
   _____ other

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

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Associated College Libraries of Central Pennsylvnia

Value-added, Compact Disk, Union Catalog

Test Phase

DIARY

February 9, 1990

Charles Townley, Project Director

Monday, February 26, 1990

Users Introduced _____
Uses   _____
ILL Requests   _____
Reciprocal Borrowing Cards _____

Comments:

Tuesday, February 27, 1990

Users Introduced _____
Uses   _____
ILL Requests   _____
Reciprocal Borrowing Cards _____

Comments:

29

Wednesday, February 28, 1990

Users Introduced _____

Uses   _____

ILL Requests   _____

Reciprocal Borrowing Cards _____

Comments:

Thursday, March 1, 1990

Users Introduced _____

Uses   _____

ILL Requests   _____

Reciprocal Borrowing Cards _____

Comments:

30

ACLCP CD-ROM Union Catalog
Instructions to be Entered Into the Message Section
of the Union Catalog

C. D. Cat - What is it?

C. D. Cat is the union catalog of the seventeen collegiate
library members of the Associated College Libraries of Central
Pennsylvania. Initially funded with a grant from the U.S.
Department of Education through the Higher Education Act, **C. D. Cat**
's maintained by the participating libraries to enhance resource
sharing and to promote library automation. Users are encouraged
to make recommendations for improvements. See your local C. D. Cat
Coordinator.

Reciprocal Borrowing

Any student, faculty, or staff member of an institution served
by an ACLCP library is eligible to borrow library materials at
other ACLCP libraries. These borrowing privileges are subject to
some restrictions. Students are responsible to the library at
their institution for the return or replacement of materials
borrowed from other schools.

C. D. Cat makes it easy for you to identify materials you
would like to borrow from other libraries. If you see something
you want to borrow, please see someone at the reference or
circulation desk at your library to obtain an ACLCP borrower's
card. YOU MUST HAVE AN ACLCP BORROWER'S CARD ISSUED BY YOUR
LIBRARY BEFORE YOU CAN BORROW MATERIALS FROM ANOTHER ACLCP LIBRARY.
Some materials, such as reference books and audiovisual materials,
cannot be borrowed from other ACLCP libraries. If you have a
question, please seek advice from your reference or circulation
desk.

PLEASE FEEL ENCOURAGED TO USE RECIPROCAL BORROWING. It can
often save you a great deal of time to travel the short distance
to another ACLCP library rather than waiting on your library to
get it. Remember you must have an ACLCP borrower's card issued at
your library before you can borrow books from another ACLCP
library.

Interlibrary Loan

Interlibrary Loan is also available for faculty, students and
staff at institutions served by ACLCP member libraries.

If you see something that you wish to obtain through inter-
library loan, please print a copy of the **C. D. Cat** record and take
it to your interlibrary loan desk. They will be able to tell you
how long it will take to obtain the interlibrary loan. MOST
INTERLIBRARY LOANS TAKE AT LEAST TEN (10) WORKING DAYS.

Suggestions

C. D. Cat is a new kind of library animal. We would like to know what you think of it. Is it useful? What would make it more useful to you? Please contact _____, your C. D. Cat Coordinator with your suggestions.

Directions to ACLCP Libraries

The map identifies the rough geographic location for each ACLCP participating library. Directions, telephone number and posted hours are provided below.

Albright College

The Gingrich Library at Albright College is located in Reading near the entry arch on 13th Street. Exit U.S. 222 at 11th Street and drive south to Bern Street. Turn left on Bern and cross 13th, turn right into visitor's parking. The Library telephone number is 215-921-7517.

Hours:
Monday-Thursday	8:00 a.m. -	Midnight
Friday	8:00 a.m. -	10:00 p.m.
Saturday	9:00 a.m. -	10:00 p.m.
Sunday	12:00 noon -	Midnight

Exam, vacation and summer hours as announced.

Bucknell University

Bertrand Library is located in the middle of the Bucknell campus in Lewisburg, PA. Turn off U.S. 15 at the main entrance of the university and park in visitor's parking on Moore Avenue. The library telephone number is 717-524-1882.

Hours:
Monday-Thursday	8:00 a.m. -	Midnight
Friday	8:00 a.m. -	10:00 p.m.
Saturday	9:00 a.m. -	10:00 p.m.
Sunday	12 noon -	Midnight

Vacations as announced.

Dickinson College

Spahr Library at Dickinson College is located on West High Street at the center of the campus. Exit I-76 at Exit 16 (Carlisle) and proceed south on Hanover Street to High Street. Turn right on High Street and proceed to the library. From I-81, use Exit 16 (High Street) and proceed west to the college. Street parking is available. The library telephone number is 717-245-1397.

Hours:
Monday-Thursday	8:00 a.m. -	Midnight
Friday	8:00 a.m. -	10:00 p.m.
Saturday	9:00 a.m. -	10:00 p.m.
Sunday	11:00 a.m. -	Midnight

Late night study and summer as announced.

Elizabethtown College

Zug Memorial Library is located near the Administration Building of Elizabethtown College. Visitor parking is available in front of the Administration Building. Exit State Route 283 onto State Route 743. Turn left onto State Route 230 and drive through downtown Elizabethtown. Turn left on College Avenue. Turn right at the college entrance and proceed to visitor parking. The library telephone number is 717-367-1151

Hours:
Monday-Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	1:00 p.m. - midnight
Vacation and summer hours as announced	

Franklin and Marshall College

Shadek-Fackenthal Library is located on College Avenue. Exit U.S. 30 at Harrisburg Pike. Drive southeast into Lancaster. Turn right on College Avenue. Street parking is available in front of the Library. The library telephone number is 717-291-4223.

Hours:
Monday-Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 10:00 p.m.
Sunday	11:00 a.m. - midnight
Vacation and summer hours as announced	

Gettysburg College

Musselman Library is located at the center of the Gettysburg College campus. Follow U.S. Route 15 (Business) to Carlisle Street and the college campus. Turn right onto Stevens Street. Street and lot parking are available. The library telephone number is 717-337-7000.

Hours:
Monday-Thursday	8:30 a.m. - 11:30 p.m.
Friday	8:30 a.m. - 11:00 p.m.
Saturday	9:30 a.m. - 10:00 p.m.
Sunday	12:00 noon - 11:30 p.m.

Summer:
Monday-Friday	8:30 a.m. - 4:00 p.m.
Vacations as announced	

Harrisburg Area Community College

McCormick Library is located near Alumni Drive. Lot parking is available for visitors opposite the Library. Exit I-81 at Cameron Street and drive south. Turn right at first light and follow signs to College. The library telephone number is 717-780-2460.

```
Hours:      Fall/Spring
            Monday-Thursday         8:00 a.m. - 9:00 p.m.
            Friday                  8:00 a.m. - 4:30 p.m.
            Saturday               10:00 a.m. - 2:00 p.m.
            Sunday                  1:00 p.m. - 5:00 p.m.

            Summer (Mon.-Thurs.)    8:00 a.m. - 8:00 p.m.
            (Closed Fridays and weekends)
```

Juniata College

Beeghly Library is located on Monroe Street near the center of the Juniata College campus. Take U.S. 22 to Huntingdon and follow signs to the College. Street parking is available. The library telephone number is 814-643-4310.

```
Hours:      Monday-Thursday         8:00 a.m. - 1:00 a.m.
            Friday                  8:00 a.m. - 8:00 p.m.
            Saturday               10:00 a.m. - 8:00 p.m.
            Sunday                 12:00 noon - 1:00 a.m.
```

Kutztown University

Rohrbach Library is located off Schaeffer Lane on the campus of Kutztown University. Follow Old U.S. 222 (Main Street) to the University campus. Turn north onto Schaeffer Lane. Campus parking is available during evenings and weekends. Auxiliary off-campus parking available during day-time hours. The library telephone number is 215-683-4480.

```
Hours:      Monday-Thursday         7:45 a.m. -  Midnight
            Friday                  7:45 a.m. -  5:00 p.m.
            Saturday               11:00 a.m. -  5:00 p.m.
            Sunday                  2:00 p.m. -  Midnight

Summer:
            Monday-Thursday         8:00 a.m. - 10:00 p.m.
            Friday                  8:00 a.m. -  5:00 p.m.
            Saturday               11:00 a.m. -  5:00 p.m.
            Sunday (Closed)
```

Lebanon Valley College

Gossard Library is located at the south end of the Lebanon Valley College campus. Follow U.S. 422 to North White Oak Street. Turn north and drive two blocks to the visitor parking lot. The library telephone number is 717-867-6120.

```
Hours:      Monday-Friday           8:00 a.m. - 11:30 p.m.
            Saturday                9:00 a.m. -  7:00 p.m.
            Sunday                 12:00 p.m. - 11:30 p.m.

Summer:     Monday-Friday           8:00 a.m. -  9:00 p.m.
            Saturday               10:00 a.m. -  3:00 p.m.
```

Messiah College

Murray Learning Resources Center is located near the Yellow Breeches Creek on the Messiah College campus. Exit U.S. 15 on Grantham Road. Drive through Grantham to the main campus entrance. Follow the signs to the library. Street and lot parking is available. The library telephone number is 717-691-6006.

Hours:	Monday-Thursday	7:30 a.m. - 10:30 p.m.
	Friday	7:30 a.m. - 10:00 p.m.
	Saturday	8:30 a.m. - 10:00 p.m.
	Sunday	2:00 p.m. - 5:00 p.m

Vacations/Summers:

| | Monday-Friday | 8:00 a.m. - 5:00 p.m. |

Millersville University

Ganser Library is located at the intersection of Frederick and George Street on the Millersville University campus. Exit U.S. 30 at Rohrerstown Road. Drive south through Rohrerstown to State Route 999, turn right and follow signs to the College. Parking is near the library. The library telephone number is 717-872-3611.

Hours:	Monday-Thursday	8:00 a.m. - 12 midnight
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	9:00 a.m. - 5:00 p.m.
	Sunday	1:00 p.m. - 12 midnight

Penn State University at Harrisburg

Heindel Library is located in the Olmsted Building at The Pennsylvania State University at Harrisburg. Exit State Route 283 at the Harrisburg International Airport exit. Follow signs for the airport and the college. Before entering the airport complex, take exit for State Route 230. Turn left and proceed approximately one mile to the campus. Turn left and follow signs to the Olmsted Building. Guest parking is available in the back of the Olmsted Building. The library telephone number is 717-948-6070.

Hours:	Monday-Thursday	8:00 a.m. - 11:00 p.m.
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	10:00 a.m. - 5:00 p.m.
	Sunday	2:00 a.m. - 11:00 p.m.

Summer session:

	Monday-Thursday	8:00 a.m. - 10:00 p.m.
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	10:00 a.m. - 5:00 p.m.
	Sunday (closed)	

Shippensburg University

Lehman Library is located towards the north end of the Shippensburg University campus. Exit I-81 at Exit. 9 or 10. Proceed to Shippensburg. Turn onto King Street. Turn north at Prince Street to the campus. Lot parking is available. The library telephone number is 717-532-1462.

Hours:
Monday-Thursday	8:00 a.m. - 12:00 midnight
Friday	8:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 12:00 midnight

Hours vary during exams, term breaks, summer and vacations

Susquehanna University

Blough-Weis Library is located near University Avenue on the Susquehanna University campus. Exit U.S. 15 at the Selinsgrove exit. Follow Market Street to University Avenue. Turn west on University Avenue to Susquehanna University. Lot parking is available on University Avenue. The library telephone number is 717-372-4319.

Hours:
Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - midnight

Summer session:

Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 1:00 p.m.
Sunday (closed)	

Wilson College

Stewart Library is located off Park Avenue on the Wilson College campus. Exit I-81 at Exit 6. Follow Lincoln Way (U.S. 30) to Philadelphia Avenue (U.S. 11), turn right and proceed to campus. Turn left onto Park Avenue. Parking is available. The library telephone number is 717-264-4141-Ext. 295.

Hours:
Monday-Friday	8:00 a.m. - 11:00 p.m.
Saturday	11:00 a.m. - 11:00 p.m.
Sunday	1:00 p.m. - 11:00 p.m.

Summer and vacation periods as announced

York College

Schmidt Library is located near the center of the York College campus. From I-83 take Exit 6 West and turn left at third traffic light (Rathton Road). Follow signs to college. Turn right into campus. Lot parking available. The library telephone number is 717-846-7788-Ext. 356.

Hours:
Monday-Thursday	8:30 a.m. - 1:00 a.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Sunday	1:00 p.m. - 1:00 a.m.
Summer as announced	

Vacations:

Monday-Friday   8:30 a.m. - 5:00 p.m.